

Policy 533 WELLNESS**I. PURPOSE**

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
- B. B. The school environment will promote and protect students' health, wellbeing and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support and encouragement to be physically active on a regular basis.
- F. All students will have access to a variety of affordable, nutritious and appealing foods that meet their health and nutrition needs.
- G. All foods and beverages made available on campus (including, but not limited to, concessions, school stores, vending, beverage contracts, and a la carte cafeteria items) will meet and strive to exceed USDA Dietary Guidelines where appropriate.
- H. The religious, ethnic and cultural diversity and food allergies of the student body will be respected in meal planning, nutrition education and physical activity; and school sites will provide clean, safe and pleasant settings with adequate time for students to eat.
- I. All schools in the district will fully participate in the federal school meal programs to the maximum extent practicable.

III. WELLNESS GOALS

- A. Nutrition Promotion and Education

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is: a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health; b. part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte/snack lines, vending machines, fundraising events, concession stands, and student stores.

B. Physical Activity

For students to receive the nationally-recommended amount of daily physical activity and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class.

1. Integrating Physical Activity into the Classroom Setting

The school district will ensure:

- i. Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television.
- ii. Opportunities for physical activity will be incorporated into other subject lessons; and
- iii. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

2. Daily Physical Education

All students in grades K-12, including students with disabilities, special health-care needs, and in alternative educational settings, will receive daily physical education for the entire school year. All physical education will be taught by a certified physical education teacher. Student involvement in other activities involving physical activity will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

3. Daily Recess

All elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

Schools should discourage extended periods of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

4. Physical Activity Opportunities Before and After School

Elementary, middle, and high schools will offer extracurricular physical activity programs, such as physical activity clubs or intramural programs. High school, and middle school as appropriate, will offer interscholastic sports programs. HCPA will offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.

5. Use of School Facilities Outside of School Hours

School spaces and facilities should be available to students, staff, and community members before, during, and after the school day, on weekends, and during school vacations. These spaces and facilities also should be available to community agencies and organizations offering physical activity and nutrition programs. School policies concerning safety will apply at all times.

6. Staff Wellness

HCPA highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. HCPA will have a diverse staff wellness committee composed of at least a school health member, a teacher, an administrative, other health professional, and an employee benefits specialist. The committee should develop, promote, and oversee a multifaceted plan to promote staff health and wellness. The plan should be based on input solicited from school staff and should outline ways to encourage healthy eating, physical activity, and other elements of a healthy lifestyle among school staff.

C. Communications with Parents

1. The school district recognizes that parents and guardians have a primary role in promoting their children's health and well-being.
2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.

3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

D. Handwashing Practices

1. To effectively promote handwashing, the Health Office will provide accessible sinks and hand sanitizer dispensers with at least 60% alcohol to be effective in killing germs for handwashing.
2. Provide visual cues in promoting hand washing such as posters on how to wash hands properly and when to wash hands to promote healthy reminders.
3. Provide education about the importance of handwashing.
4. Encourage healthy hand hygiene before and after leaving the Health Office.

E. Annual Health Forms

1. Health forms are required for each student every new school year to provide the school with updated health information that may have changed from the previous school year or throughout the school year.
2. These forms include:
 - i. Annual Student Health Form
 - ii. Immunizations
 - iii. School Medication Administration Form
 - iv. Release of Information (ROI)
3. Initial attempts for health forms are sent out during the summer to be completed by parents before the new school year starts.
4. Second attempts for health forms are completed during Student Orientation with parents.
5. During the school year, students who are missing health forms at the start of the school year and throughout the school year will be followed up with staff in the Health Office.

F. School Medication Administration

1. School medication administration involves trained personnel, such as nurses or designated staff, to ensure safe and legal use of over-the-counter, prescribed, and emergency medications.
2. This requires proper medication storage, handling, and documentation.
3. HCPA provides safe storage of medication that is locked and not easily accessible to students such as the medication cabinet located in the Health Office and Automated External Defibrillator (AED) cabinets with activated alarms when forcibly opened in 15 locations throughout elementary and secondary schools.
4. HCPA provides immediate and reliable access to emergency quick relief medications for all students and staff in each school level such as EpiPen and Naloxone in AED cabinets located at the main entrance of door C, M, and A.
5. Prior to school medication administration the Health Office must receive:
 - i. A signed school medication administration form or care plan approved by a doctor.
 - ii. Written consent from parents and/or guardians.
6. The School Nurse will ensure all student medications are labeled accordingly and with the original pharmacy label.
7. Allow students with chronic health conditions to self-carry and self-administer prescribed quick relief medications (ex. asthma, diabetes, allergies, etc.) with the approval of doctor, parent and/or guardian, and school nurse.
8. Following all medication administration documentation is required for who is the student, name of medication, dosage, and time of administration.

G. Individualized Health Plan (IHP)

1. The School Nurse will develop an Individualized Health Plan (IHP) with parents and health team (ex. Doctor, etc.) to manage student health problems at school.
2. This is a written document with specific health information related to student health conditions, medications, interventions, and preparedness to emergencies to support student well-being at school.
3. Implement IHP and educate teachers, administrators, and appropriate staff who work closely with students about their health problems and what medications they are currently taking.

H. Health Alert on PowerSchool

1. After student health information is entered in PowerSchool related to known health problems, medications, and IHP, the Health Alert box will be checked to alert teachers and staff of the student's current health problems, medications the student may be taking, and

status of documentation.

I. Sick Student Guidelines Policy

1. The Health Office follows the Sick Student Guidelines Policy to prevent spread of illness and reduce absenteeism.
2. This policy includes illnesses not limited to fever, strep throat, diarrhea and vomiting, conjunctivitis (pink eye), rashes, flu and cold symptoms.
3. Following assessment by the School Nurse or Health Care Coordinator in the Health Office, students will be sent home and may return to school based on these guidelines.

J. Student or Staff Accident or Incident Reports

1. Upon student or staff accident or incident a form must be completed within at least 24 hours of accident or incident to collect information on unintentional injuries, incidents, and violence that occurred on school property.
2. This provides the school with reporting, tracking, and management of accident or incidents and includes documentation of first aid administered, investigation, and witness statements related to the accident or incident.
3. Student reports are made to the appropriate school level Dean and parent and/or guardian.
4. Staff reports are made to the attending supervisor and Human Resources (HR).

K. Multidisciplinary Care

1. The School Nurse will collaborate with the Special Education Team to develop the Individualized Education Program (IEP).
2. The School Nurse will collaborate with the Counseling Department to create 504 plans.
3. If a student has a known food allergy or intolerance, the Health Office will notify the Food Department and provide health information related to student food allergy or intolerance.
4. The Health Office will work closely with the school Deans and Student Support with assessing students following injuries that occurred at school campus or off campus.

L. Referral

1. Contact parents to identify health services that may be recommended for students following office visits (ex. primary doctor, dentist, specialist, ER, etc.).
2. In the case more health information is required a Release of Information (ROI) will be sent to an authorized location in compliance with HIPAA regulations to retrieve pertinent records.

M. Staff Need To Know

1. The Health Office provides all staff training during Staff Orientation related to the Health Office Protocols and Procedures.
 - i. This training includes the following such as When To Visit the Health Office, Medications, Emergencies in a Classroom, Accident or Incident Reports, Field Trips, IHP, Classroom First Aid Kits, and Feminine Products.
2. Implement IHP and educate teachers, administrators, and appropriate staff who work closely with students about their health problems and what medications they are currently taking.
3. Provide health alerts on PowerSchool for students with health problems.

III. STANDARDS AND NUTRITION GUIDELINES

A. School Meals

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
6. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.

10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.
2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (child care) programs must also comply with the school district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
 - i. Celebrations and parties. The school district will provide a list of healthy party ideas to parents/guardians and teachers, including non-food celebration ideas.
 - ii. Classroom snacks brought by parents/guardians. The school district will provide to parents/guardians a list of suggested foods and beverages that meet Smart Snacks nutrition standards.
2. Rewards and incentives. HCPA will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages as rewards for academic performance or good behavior and will not withhold food or beverages (including food served through school meals) as a punishment.

3. Fundraising. To support children's health and school nutrition-education efforts, school fundraising activities will use only foods that meet the nutrition and portion size standards for foods and beverages sold individually. Schools will encourage fundraising activities that promote physical activity. HCPA will make available a list of ideas for acceptable fundraising activities.

4. Snacks

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. HCPA will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents.

If eligible, HCPA that provides snacks through after-school programs will pursue receiving reimbursements through the National School Lunch Program.

5. Celebrations

Schools should limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages. HCPA will disseminate a list of healthy party ideas to parents and teachers.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.
2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

IV. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

A. Wellness Coordinator

1. The Designated School Administrator will designate a school district official to oversee the school district's wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.
2. The Designated School Administrator of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

1. The Wellness Coordinator will permit parents/guardians, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.
2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school district's website and will be open to the public.

VI. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

1. After approval by the school board, the wellness policy will be implemented throughout the school district.
2. The school district will post its wellness policy on its website, to the extent it maintains a website.

B. Annual Reporting

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Progress Assessments

At least once every three years, HCPA will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

1. The extent to which divisions under the jurisdiction of HCPA are in compliance with the wellness policy
2. A description of the progress made in attaining the goals of HCPA's wellness policy

D. Recordkeeping The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.
3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy

(including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee).

Legal References

- 42 U.S.C. § (Public Health and Welfare)
- Minn. Stat. § 121A.215 (Local School District Wellness Policy; Website)
- 42 U.S.C. § 1751 et seq. (Healthy and Hunger-Free Kids Act)
- 42 U.S.C. § 1758b (Local School Wellness Policy)
- 42 U.S.C. § 1771 et seq. (Child Nutrition Act)
- 7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
- 7 C.F.R. § 210.10 (School Lunch Program Regulations)
- 7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources

- Minnesota Department of Education, www.education.state.mn.us
- Minnesota Department of Health, www.health.state.mn.us
- County Health Departments Action for Healthy Kids Minnesota, www.actionforhealthykids.org
- United States Department of Agriculture, www.fns.usda.gov

Adopted:

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