

**Administrative Procedures for Policy #1450
Regarding Nutrition and Wellness**

I. Nutrition Education

- A. Through the comprehensive health education program, students in kindergarten through high school will receive nutrition education focused on the acquisition of knowledge and skills needed to adopt healthy eating behaviors and lifelong wellness practices. Students will receive nutrition education messages through their school and school district that are consistent and reinforce healthy behaviors.
- B. Health Education Curriculum
 - 1. Calvert County Public Schools will implement a health education curriculum which includes instruction in nutrition for students in kindergarten through 8th grade and in high school.
 - 2. The nutrition education cited above will be:
 - a. Offered as part of a sequential and comprehensive health education program;
 - b. Integrated into kindergarten through the high school physical education curriculum;
 - c. Included as part of the essential objectives in the Family and Consumer Science curriculum.
 - d. Taught through content integration in curricular areas such as science as appropriate;
 - e. Linked with school meals programs, other school foods, and nutrition-related community service;
 - f. Included in training for teachers and other staff to increase knowledge and skills regarding promoting healthy behaviors in the classroom and at school; and
 - g. Promote wellness that extends information to parents/caregivers through activities, newsletters, and other informational updates to ensure consistent wellness related communication.

II. Physical Education/Physical Activity

- A. Students at all grade levels will have access to a physical education program that includes opportunities to learn skills related to maintenance of a healthy lifestyle.
 - 1. All students in grades PreK-8 will be provided with Physical Education instruction each year. There is no exemption from Physical Education in Pre-Kindergarten through grade 8. However, a student may participate in a modified program of physical education based upon their physical limitations.

An individualized program must be developed and approved by the physical education teacher, parent or guardian, principal, and supervisor.

- a. Students at the elementary level will be provided a minimum of 90 minutes of physical education instruction weekly.
 - b. Students in grades 6-8 will be provided a minimum of three marking periods of physical education instruction, with 90 – 135 minutes of weekly physical education instruction.
2. Students in grades 9-12 will be provided with a Physical Education program that meets state and local graduation requirements, and offers access to a variety of lifetime fitness, team, and individual activity electives to meet the individual needs and interests of students. There is no provision for waiving the Physical Education graduation requirement. However, a student may participate in a modified program of physical education based on the physical limitations or medical condition of the student. An individualized program must be developed by the physical education teacher, parent or guardian, principal, and supervisor.
 - a. The state of Maryland requires 0.5 credits of Physical Education as a graduation requirement. To meet this requirement, all students will enroll in a one semester Physical Education class that meets daily for the semester.
 - b. Additional physical education elective courses are available and students are encouraged to select additional physical education opportunities while in high school.
3. Calvert County Public Schools seeks and employs certificated Physical Educators. At the time of application, a candidate must hold or be eligible for:
 - a. A Maryland Professional Eligibility Certificate, Standard Professional Certificate, or Advanced Professional Certificate in PreK-12 Physical Education; or
 - b. A Maryland Conditional Degree Certificate as outlined in the Code of Maryland Regulations (COMAR).
4. The Calvert County Public Schools Physical Education curriculum is aligned to the *Maryland Physical Education Framework: Pre-Kindergarten through 12th Grade* and the *Maryland Physical Education Content Standards PreK-12*.
5. The Physical Education curriculum incorporates nutrition education as well as physical activity consistent with the Maryland State Department of Education curriculum standards.
6. Teachers will differentiate instruction based upon students' individual fitness levels, needs, abilities, and interests.
7. Individual fitness portfolios and programs will be made available to secondary Physical Education students. These portfolios and programs can be used to create personal fitness and nutrition goals and promote a personalized physically active lifestyle.

8. All elementary school students will have daily, supervised recess, preferably outdoors, during which schools will encourage moderate to vigorous physical activity through the provision of both space and equipment. In the event that the school must conduct indoor recess, teachers and staff will follow indoor recess practices that promote physical activity for all students.
9. To avoid negative associations with physical activity, it shall never be used as a method of punishment or a consequence in the course of the school day.
10. Schools should discourage extended periods (i.e. periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain inactive and indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.
11. Middle and high schools, as appropriate, will offer an interscholastic sports program which offers a range of activities that meet the needs, interests, and abilities of all students.
12. After-school childcare and enrichment programs should provide and encourage both daily periods of moderate to vigorous physical activity for all participants through the provision of space, equipment, and organized activities to the extent possible.
13. School spaces and facilities should be available to students, staff, and community members after the school day, on weekends, and during school breaks, such as spring recess. 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. (See Policy 1500 Regarding Safety and Health and Policy 8120 Regarding Use of School Facilities.)

III. Nutrition Standards

- A. All foods and beverages sold to students from 12:01 a.m. until 30 minutes after the end of the instructional day are covered by this policy and shall comply with the Healthy Hunger-Free Kids Act (HHFKA) and United States Department of Agriculture (USDA) regulations along with federal, state and local laws, including safety and sanitation standards as established by the Calvert County Health Department.

IV. School Meals Program

- A. All schools will be required to provide breakfast and lunch meals that meet or exceed the nutrition standards established by the USDA, MSDE and the HHFKA.
- B. All students will be provided an opportunity to participate in the breakfast and lunch programs offered through the CCPS Child Nutrition Program.
- C. Free and Reduced-Price Meal Benefits. For information about free and reduced-price meal benefits for CCPS students, please reference Procedure 4305.1, Regarding Administration and Operation of the School Child Nutrition Program.

- D. Students with insufficient meal funds. For information about meal service for students with insufficient meal funds, please reference Procedure 4305.1, Regarding Administration and Operation of the School Child Nutrition Program.
 - E. Students will be provided adequate time to eat meals.
 - F. The School Breakfast Program will be available to all students every weekday morning that school is in session..
 - G. Healthier food choices will be prominently displayed in the cafeterias where possible and be competitively priced.
 - H. The Child Nutrition Program will make nutrition facts for menu items available on the CCPS website so students can make informed decisions.
 - I. Nutrition education and promotion materials will be posted in food service areas.
- V. Safety and Security Issues Related to Foods and Beverages Served to Students During the School Day
- A. Maryland State regulations require that food served to the public must be prepared in a licensed facility. The licenses for the Child Nutrition Program are not transferable to outside caterers or groups applying for use of the kitchen facilities.
 - B. For the safety and security of the food and facility, access to the food service facility is limited to Child Nutrition Program staff.
 - C. For safety and security, schools should encourage all food brought on site for consumption be commercially packaged and discourage foods prepared in home kitchens. If, however, food from a home kitchen is to be used, the following will apply:
 - 1. According to the Food Service Facilities Regulations COMAR 10.15.03.03 Food Supplies in Section H, bakery products can be offered to public from sources other than commercial facilities if the approving authority's opinion is that they are safe. The following list shows examples of items that the Department of Health would consider safe when prepared in a "home" kitchen.
 - a. Baked items including baked cakes, muffins, brownies, cookies, breads, fruit pies (such as apple, cherry and other high acid fruits), and other baked items not requiring refrigeration are acceptable. Also unflavored honey and hard candies with high sugar content are acceptable for distribution.
 - b. Items such as custards and custard-based pies (e.g. pumpkin, egg custard and cream pies), buttercream icing, fudge, caramel, chocolate and other soft candies are prohibited, unless commercially prepared.
 - 2. Both commercially prepared and homemade items should contain a label clearly identifying the product and its ingredients.
- VI. Vending Machines to which Students Have Access
- A. During the school day (defined by MSDE as 12:01 a.m. until 30 minutes after the end of the instructional day), the sale of snacks will be limited to single serve items that meet standards as set forth by the HHFKA and USDA with additional restrictions or exemptions determined by MSDE as permitted by law.

1. The Child Nutrition Program will operate all vending machines located in the cafeteria/dining area to expedite meal service.
2. The principal or his/her designee will operate all vending machines that are not located in the cafeteria/dining area.

VII. SCHOOL ACTIVITIES INVOLVING FOODS AND BEVERAGES

- A. Any foods or beverages sold to students during the course of the school day (defined by MSDE as 12:01 a.m. until 30 minutes after the end of the instructional day) must meet the HHFKA “Smart Snack” regulations. This would include any classroom activities where students provide money in exchange for foods and/or beverages such as class “pizza parties.”
- B. Given the concerns about allergies and other restrictions on some children’s diets, school staff should discourage students from sharing food or beverages with one another during meal or snack times.
- C. School staff shall promote healthy food and beverage consumption at all events. The Child Nutrition Department will make available to those who request it, a list of snacks that are consistent with the “Smart Snack” regulations as established by the HHFKA.
- D. School staff shall develop alternatives to the use of food for celebrations or as rewards.
- E. Foods and beverages should not be offered as a reward or withheld as punishment unless it is determined by the Student Services/IEP Team that this is required to meet a student’s individual educational need.
- F. 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 in accordance with the federal and state regulations. School staff will assess if and when to offer snacks based on timing of school meals, student nutritional needs, ages, and other considerations.
- G. Students will be permitted to have sealable water bottles/containers during the school day to promote adequate hydration.

VIII. Fundraisers

- A. To support children’s health and school nutrition education efforts, schools are encouraged to transition to non-food/beverage fundraisers and the use of fundraising activities that promote physical activity. Where foods and beverages are used for fundraising, the following recommendations apply:
 1. Food and beverages will not be sold to students until the end of the school day (defined by MSDE as 12:01 a.m. until 30 minutes after the end of the instructional day).
 2. Foods that are unable to be consumed by students during the course of the school day (such as commercially frozen cookie dough and pizza kits) are exempt from the “Smart Snack” regulations, however, should be sold so that they will be picked up at the end of the instructional day to avoid distractions during the school day and minimize the time food spends outside of refrigeration.

3. The Child Nutrition Department will make available to those who request it, resources on non-food fundraising activities.

IX. Other School – Based Activity Goals

- A. Schools will identify Wellness Policy Leadership Teams which will ensure compliance with the policy.
- B. Individual schools should develop additional school-based wellness strategies that encourage physical movement to achieve the academic goals included in the school improvement plan.
- C. Students will have access to posters in bathrooms/classrooms that promote proper hand washing and/or sanitizing prior to eating meals and/or snacks.
- D. School-based marketing may not promote any food or beverage to students on the school campus during the school day that does not meet the Maryland and USDA Smart Snacks in School Nutrition Standards.
- E. Ongoing professional development in the areas of nutrition and physical education will be provided annually to teachers and other staff.

X. Monitoring of the Nutrition and Wellness Policy

- A. School-based Wellness Leadership Teams will monitor compliance with the Nutrition and Wellness Policy on an annual basis. The results will be forwarded to the district's Chief Academic Officer and/or his/her designee.
- B. The CCPS Dietician/Nutrition Specialist will conduct on-site kitchen and cafeteria vending machine audits at each school a minimum of one time per year to ensure compliance with nutrition requirements stated in these procedures. Audit results will be shared with cafeteria managers, principals and the Child Nutrition Program Supervisor for review and modification when non-compliance issues are observed.
- C. The Child Nutrition Program Supervisor will report audit findings to the Chief Financial Officer and the Superintendent. Audit findings will also be shared with Principals where applicable.
- D. Information about the content and implementation of the wellness policy will be posted on the CCPS Website in order to update and inform the public.
- E. The Director of Maintenance, the Child Nutrition Program Supervisor and Principals will promote adherence to policy requirements by outside groups, including all fundraising activities.
- F. Appropriate content supervisors and school-based administrators will utilize the observation/evaluation process to annually monitor curricular implementation of nutrition and wellness requirements.
- G. This policy will be reviewed and evaluated in accordance with CCPS Procedure 1012.1. As a part of the review process, the Superintendent or their designee will provide a report to the Board of Education no less than every three years indicating information on implementation and recommend changes to Policy 1450 Regarding Nutrition and Wellness. Input from the School Health Council and others will support the report development.