WORCESTER COUNTY BOARD OF EDUCATION

HEALTH AND WELLNESS POLICY AND PROCEDURES

ADOPTED
May 16, 2006

REVISED
HEALTH AND WELLNESS POLICY AND PROCEDURES
2022 COMMITTEE MEMBERS

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The Worcester County Board of Education recognizes that good nutrition, healthy eating patterns, and positive physical activity are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Since a well-planned and well-implemented school nutrition program and physical activity program have been shown to positively influence the long-term health of students, the Worcester County Board of Education will develop procedures, to promote healthy eating habits and positive physical activity in compliance with the Child Nutrition Reauthorization Act of 2004 and Maryland State Department of Education’s ‘Maryland Nutrition Standards for All Food Sold in School’ regulations. As an essential component of the local wellness plan, procedures shall ensure:

A. Nutrition Guidelines / Standards
   1. Schools shall follow Healthy, Hungry Free Kids Act of 2010 (HHFKKA) to promote and encourage students to establish and maintain lifelong, healthy eating patterns.
   2. School day and out-of-school time will follow these regulations

B. Nutrition Education
   1. Schools shall provide a nutrition education program in accordance with the Code of Maryland Regulations and the Maryland State Health Curriculum.

C. Nutrition Promotion
   1. Schools shall create a school environment that supports the promotion of healthy food and beverage products and an active lifestyle.
   2. Schools shall minimize the commercial exploitation of its students, as well as, create and maintain a learning environment that minimizes commercial distractions, in regards to food and beverage.

D. Physical Activity/Physical Education
   1. Schools shall provide a physical education program in accordance with the Code of Maryland Regulations and the Maryland State Physical Education Curriculum.

Maryland Nutrition Standards for All Foods Sold in School

I. Purpose and Scope
   The purpose of this policy is to promote a healthy school environment by defining the scope of authority of the Local Educational Agency (LEA) regarding foods and beverages available to students during the school day and to outline the federal and State regulations which apply to serving these foods and beverages in schools and facilities that participate in the School Breakfast Program (SBP) and the National School Lunch Program (NSLP). The policy and procedures establish minimum requirements and provide guidance for LEAs electing to set policies which go beyond those contained in this memorandum.

In 2010, Congress passed the Healthy, Hunger-Free Kids Act (Sec. 204 of Public Law 111-296), based on recommendations from the Institute of Medicine. The Act defined nutrition standards to ensure quality meals served in all LEAs participating in the NSLP and SBP. The Act also directed U.S. Department of Agriculture (USDA) to establish broader guidelines for all foods and beverages available during the school day, now adopted as the Final Rule on Nutrition Standards for all Foods Sold in School, commonly known as “Smart Snacks” (Federal Register, Vol. 81, No. 146, July 29, 2016). These standards detail criteria for allowable foods and beverages, such as nutrient content and portion size, and replace the term, Foods of Minimal Nutritional Value.

Schools play a powerful role in preparing students for a successful future. The updated School Lunch and Breakfast Programs contribute to student learning and the development of lifelong health habits. Schools must continue to strengthen this foundation by providing healthy foods and beverages, while limiting less healthy options throughout the school environment.

II. Procedures
   The policy is effective as of July 1, 2014 and applies to all foods and beverages sold to students on the school campus, including cafeteria a la carte items, vending machines, school stores, and fundraising activities, from 12:01 am until thirty minutes after the end of the official school day. The Maryland State Department of Education supports and adopts the aforementioned efforts from USDA to promote healthy choices for students, with minimal changes to the beverage standards. The following page outlines the combined federal and state standards. This policy was unanimously adopted by the Maryland State Board of Education on June 27, 2014. Maryland LEA school wellness committees and schools may decide to implement policies that go beyond these Federal and State policies.
2. Schools shall value, model and promote positive and age appropriate physical activity and education.

3. Schools shall follow the existing recess policy. (See Policy II-C-6)

E. Other School-Based Activities to Promote Student Health
   1. Schools shall promote student health through a variety of programs and initiatives.

   2. Each school shall form a Health and Wellness Committee to encourage good nutrition and daily fitness activities. Each school shall have a Health and Wellness Committee Site Coordinator (HWC) who oversees this committee. (Details pertaining to these committees can be found in the procedures).

F. Staff Wellness
   1. Worcester County Public Schools and the Central Office shall promote staff health and wellness by providing a variety of organized programs for staff, designed to enrich and improve their nutritional, physical, mental and emotional well-being.

G. Monitoring Health and Wellness Policies
   1. The central office and schools shall collaborate to monitor the Health and Wellness policies and procedures.
NUTRITION PROCEDURES

I. Nutrition Guidelines/Standards

A. School Personnel

1. All foods and beverages made available on school campuses will be age-appropriate and will meet the current Nutrition Standards for All Foods Sold in Schools (Smart Snacks). These include:
   a. Cafeteria Ala Carte
   b. Lunch entrees and side dishes
   c. Student Stores
   d. Vending machines which are accessible to students

2. Food sold, which does not meet Nutrition Standards For All Foods Sold in Schools (Smart Snacks), may not be sold in schools between 12:01 a.m. and the end of the extended school day. This includes all before and after school day activities on school grounds, with the exemption of some sporting events.

3. All schools, school grounds, and school transportation will move toward the elimination of unhealthy foods in the areas of:
   a. Fundraisers (infrequent exemptions may be requested to the Principal)
   b. School Parties/Celebrations
   c. Classroom and/or Behavior Rewards
   (i.e. School leadership will provide alternative reward ideas for staff. For example, non-food rewards such as homework passes, extra recess time, school supplies, healthy food fundraisers, etc.).

4. Nutritional information for all items being offered in the school meals program will be on file in each school’s cafeteria and in the Food and Nutrition Services Office. Available on an app called “Health-e Pro” on the WCPS website, under “Food Services”.

B. Central Office Personnel

1. All school meals offered at breakfast, lunch, and supper will meet current USDA and State requirements for the school meal program under the Healthy, Hungry-Free Kids Act of 2010 (HHFKA).

2. Nutritional information for all items being offered in the school meals program will be on file in each school’s cafeteria and in the Food and Nutrition Services Office. Available on an app called “Health-e Pro” on the WCPS website, under “Food Services”.

3. Carbohydrate counts will be posted on the WCPS county website, found under “Food Services”. Available on an app called “Health-e Pro” on the WCPS website, under “Food Services”.

II. Nutrition Education
A. School Personnel

1. Students in grades PreK–5 will receive nutrition education that is aligned with the Maryland State Health Education Curriculum and is presented as part of their Physical Education class and the Integrated Health Literacy educational program, in other classes (ie. Reading, math, etc.).

2. Students in grades 6–8 will receive nutrition education that is aligned with the Maryland State Health Education Curriculum and is presented as part of Physical Education class, Health class, Family Life Consumer Science class and/or science class.

3. High school students will receive nutrition education that is aligned with the Maryland State Health Education Curriculum and is presented as part of their one full credit high school health graduation requirement. Students must enroll in Health I and Health II before enrolling in any health electives.

4. Nutrition education will be integrated into other areas of the curriculum such as math, science, language arts, and social studies, when possible. Suggestions are:
   a. Calculating of calories from a meal
   b. Reading nutritional information on packaging
   c. Calculating Body Mass Index (BMI)
   d. Offering healthy foods appropriate for different cultures

5. Schools will use school cafeterias as “learning laboratories” to allow students to apply critical thinking skills taught in the classroom.
   a. Schools will display food choices and which items are healthier.
   b. Schools will display different fruits and vegetables not common to everyday eating and provide nutritional information and taste tests on those products.

6. Schools will promote good healthy eating and provide useful information, such as “Did you know…?” through school newsletters.

7. Schools will encourage students to start their day with a healthy breakfast, at home or at school so they will “be ready to learn”. (i.e. morning announcements, positive reinforcement of school breakfast program, modeling, alternatives for doughnuts with dads, muffins with moms, etc.)

8. Menu boards and corresponding food signage will be posted at each serving line, indicating different food components and calories. Also, an online mobile app (Health-e Pro) is available for students to download food components and calories for daily menu choices.

9. Food service staff will educate students of the healthy benefits of purchasing a reimbursable meal, rather than buying a la carte items. (i.e. nudging, let students and parents know it is more cost effective to purchase the whole meal, etc.)

B. Central Office Personnel

1. The Coordinator of Food Service will provide school food service staff with materials and instruction on providing healthy choices to students through nudging,
presentation in the serving lines, and food posters and educating students about the online app (Health-e Pro).

2. Health-e Pro will allow students and parents to preselect meal choices to determine nutritional intake for a reimbursable meal.

3. The Coordinator of Food Services will provide each school with signage to indicate local farm-to-school products, when available.

4. The Coordinator of Food Services will provide monthly nutritional newsletters/information on the WCPS website, under “Food Services”.

5. The Coordinator of Health Education will provide legislative updates, curriculum revisions and other professional development to Health and PE teachers.

III. Nutrition Promotion

A. School Personnel

1. Schools will encourage the marketing and promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products. (i.e. bulletin boards, posters, signage, product placement, etc.).

2. Food and beverage advertising which does not meet the Nutrition Standards For All Foods Sold in Schools, sold outside the school meal programs, as set forth by the USDA under the Healthy, Hunger-Free Kids Act of 2010 and federal regulations, will be limited and strongly discouraged in schools. Exceptions may be made on:
   a. Advertising on broadcast, digital, or print media, unless the media are produced or controlled by the local education agency, school, faculty, or its students
   b. Advertising on clothing with brand images worn on school grounds
   c. Advertising contained on product packaging

3. All signage or paper products in the cafeteria area will promote healthy foods or food companies. (i.e. eliminate signage or paper products from soda companies).

B. Central Office Personnel

1. The Coordinator of Food Services will provide schools with the necessary materials to promote and market healthy foods, including fruits, vegetables, whole grains, and low fat dairy products. (i.e. bulletin boards, posters, signage, product placement, Health-e Pro, etc.).

2. The Coordinator of Food Services will conduct student focus groups, at varying schools, regarding nutrition programs and school menu choices.

3. The Coordinator of Food Services will coordinate with school administration to Schools inform parents/staff about the WCPS school nutrition programs. (i.e. through SIAC, PTA, faculty meetings, etc.)

IV. Student Nutrition Operations
A. **School Personnel**

1. All students, regardless of their economic status, must have access to nutritious foods through the various child nutrition programs.

2. All food and nutrition service employees must be properly trained in food service operations and Hazard Analysis Critical Control Points (HACCP) plans.

B. **Central Office Personnel**

1. The School Food and Nutrition Program will be run by a qualified, certified, or properly credentialed personnel in accordance with current professional standards.

2. The Coordinator of Food Services will provide all food and nutrition service employees with proper training in food service operations and Hazard Analysis Critical Control Points (HACCP) plans.

3. The School Food and Nutrition Program will aim to be financially self-supporting, through monitoring food processes, bidding, school monitoring, etc.

4. The Coordinator of Food Services will continue to provide the schools with programs such as Breakfast in the Classroom, Afterschool Snack Programs, and Supper Programs, ensuring that all students have access to nutritious meals.

V. **Food Safety**

A. **School Personnel**

1. All foods made available on campus will comply with the state and local food safety and sanitation regulations.

2. Hazard Analysis Critical Control Points (HACCP) plans will be approved by the local health department and implemented to assure compliance with safety and sanitation standards.

3. The most recent health department inspection report will be posted in the school kitchen, visible to all students and staff.

B. **Central Office Personnel**

1. All foods made available on campus will comply with the state and local food safety and sanitation regulations.

2. Hazard Analysis Critical Control Points (HACCP) plans will be approved by the local health department and implemented to assure compliance with safety and sanitation standards.

3. All school cafeterias will be inspected by the local health department at least twice per year.
4. The Coordinator of Food Services must receive a copy of the most recent health department inspection report and be kept on file at the central office.

VI. **Eating Environment**

A. **School Personnel**

1. Dining areas will be attractive and have enough space for the seating of all students.

2. Drinking water will be available for students at meal times, as well as, throughout the day.

3. Creative methods should be used to keep noise at age-appropriate levels. The environment of the cafeteria can be used to teach social skills to the students.

4. Provide students with a minimum of 10 minutes for breakfast and 15 minutes for lunch, after students are seated, based on the recommendation from The National Association of State Boards of Education.

5. Schools should schedule recess before lunch for elementary grades, when the schedule pertains.

6. Cafeterias will provide a relaxed environment which is conducive to learning. Any technology present should stimulate education and communication about nutrition (i.e. learning channels, marquee for nutritional facts, trivia, etc.).

7. School cafeteria staff will dress professionally at all times, with a clean, prescribed uniform.

8. School cafeteria staff will act professionally and courteous to their customer base, at all times; students and staff.

B. **Central Office Personnel**

1. Cafeteria and kitchen design will be given priority in renovations and new construction.

2. Dining areas will be attractive and have enough space for the seating of all students.

3. Cafeteria designs will include enough serving area so that students spend no more than 10 minutes in the serving line.

4. Students are to be provided a minimum of 10 minutes for breakfast and 15 minutes for lunch, after students are seated, based on the recommendation from The National Association of State Boards of Education.
Exhibit A

Maryland Nutrition Standards for All Foods Sold in School

Policy applies from 12:01 am through 30 minutes after the end of the school day. Policy applies to foods and beverages sold to students on the school campus, not including meals served through the National School Lunch Program and School Breakfast Program.

#1: Foods must meet one of these general standards:

- Be whole grain-rich: at least 50% whole grain by weight, or whole grain listed as first ingredient; or
- Have as the first ingredient: fruit, vegetable, dairy product, or protein food; or
- Be a combination of food that consists of at least ¼ cup of fruit and/or vegetable

#2: If the food meets one of the standards above, it must also meet all the nutrient standards below:

<table>
<thead>
<tr>
<th>Calories:</th>
<th>Sodium:</th>
<th>Fats:</th>
<th>Sugar:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Snack/Side Dish: ≤ 200 calories</td>
<td>Snack/Side Dish: ≤ 200mg</td>
<td>Total Fat: ≤ 35% of calories</td>
<td>sugar weight divided by total weight: less than 35% of total weight from sugar</td>
</tr>
<tr>
<td>Entrees: ≤ 350 calories</td>
<td>Entrees: ≤ 480mg</td>
<td>Saturated Fat: &lt; 10% of calories</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Trans Fat: zero grams</td>
<td></td>
</tr>
</tbody>
</table>

# Beverages must meet the standards below. Allowable portions are provided in fluid ounces (fl oz).

<table>
<thead>
<tr>
<th>Beverage Type</th>
<th>Elementary</th>
<th>Middle</th>
<th>High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plain Water or Plain Carbonated Water</td>
<td>Any Size</td>
<td>Any Size</td>
<td>Any Size</td>
</tr>
<tr>
<td>1% Low-fat Milk(^2), Flavored or Unflavored</td>
<td>≤ 8 fl oz</td>
<td>≤ 12 fl oz</td>
<td>≤ 12 fl oz</td>
</tr>
<tr>
<td>Non-fat Milk, Flavored or Unflavored</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100% Fruit/Vegetable Juice</td>
<td>≤ 8 fl oz</td>
<td>≤ 12 fl oz</td>
<td>≤ 12 fl oz</td>
</tr>
<tr>
<td>100% Fruit/Vegetable Juice</td>
<td>≤ 8 fl oz</td>
<td>≤ 12 fl oz</td>
<td>≤ 12 fl oz</td>
</tr>
<tr>
<td>• diluted with water, with or without carbonation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• with no added sweeteners</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Flavored and/or Carbonated Beverages</td>
<td>Not Allowed</td>
<td>Not Allowed</td>
<td>For portions less than 12 oz:</td>
</tr>
<tr>
<td>• soda is not allowed</td>
<td></td>
<td></td>
<td>• ≤ 40 calories/8 fl oz</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• ≤ 60 calories/12 fl oz</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>For portions more than 12 fl oz, and less than 20 fl oz:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• &lt;5 calories/8 fl oz</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• ≤ 10 calories/20 fl oz</td>
</tr>
<tr>
<td>Caffeine</td>
<td>Not Allowed</td>
<td>Not Allowed</td>
<td>Not Allowed</td>
</tr>
<tr>
<td>beyond naturally occurring trace amounts</td>
<td></td>
<td></td>
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</table>

\(^2\) Revised April 12, 2022 to reflect the USDA Transitional Standards for Milk, Whole Grains, and Sodium, effective July 1, 2022.
At any school function (i.e. parties, celebrations, receptions, sporting events, in-school fund raisers) healthy food choice options should be available to students and staff. Some suggested foods are listed below:

* ✓ Raw vegetables with low-fat dressings or dip
* ✓ Fresh fruit and 100% juices
* ✓ Frozen fruit juice pops
* ✓ Dried fruits (raisins, craisins, banana chips, etc.)
* ✓ Trail mix (dried fruits and nuts)*
* ✓ Dry roasted peanuts, tree nuts, and soy nuts (not coconut or palm nuts)*
* ✓ Low fat WG muffins, granola bars, and whole grain cookies**
* ✓ Whole grain breads and crackers**
* ✓ Angel food and sponge cakes**
* ✓ Flavored yogurts and fruit parfaits
* ✓ Gelatin and low-fat pudding pops
* ✓ Low-fat ice cream, frozen yogurts, and sherbets
* ✓ Low-fat and fat free milk
* ✓ Water
* ✓ Flavored waters with no sugar

*Be sensitive to those with nut allergens
**Be sensitive to those with gluten allergens

Foods to avoid:

* ✓ Carbonated and caffeinated beverages
* ✓ High sugar content candies or desserts
* ✓ High fat foods (fried foods, buttery popcorn)
* ✓ High sodium foods (luncheon meats, cheeses, chips, salted popcorn, and pickles)
* ✓ Trans Fat (proteins, butter)
PHYSICAL ACTIVITY/PHYSICAL EDUCATION PROCEDURES

I. Physical Activity/Physical Education

A. School Personnel

1. All students in grades PreK–12, including students with disabilities, special health care needs, academic needs, and in alternative educational settings, will receive health and physical education instruction in accordance with the Code of Maryland Regulations and the Maryland State Curriculum. Students with any kind of physical or cognitive disability, making traditional physical education challenging, will receive a modified curriculum or adapted PE instruction.

2. Programs will be individualized for students with disabilities (as defined by an IEP) and exemptions for physical education will not be allowed.

3. Students will be assessed in physical education for fitness, movement concepts, and skill development for program improvement and student goal setting.

4. Schools will work to ensure that the following guidelines for time spent in physical education class are adhered to:
   a. Grades Prek-5 – a minimum of 60-90 minutes per week
   b. Grades 6-8 – a minimum of 90-135 minutes per week
   c. Grades 9-12 – provide instruction enabling students to meet the MD State requirement of one full credit of physical education. Physical education electives must also be offered.

5. Students will spend at least 60 percent of their physical education class participating in moderate to vigorous physical activity. (Moderate to vigorous physical activity [MVPA] is defined as an average to large amount of effort put forth by the student, causing rapid breathing and a noticeably accelerated heart rate.]

6. Physical will not be administered by teachers or other school personnel as punishment (running laps or push-ups, for example). Likewise, physical education will not be withheld as punishment.

7. PE teachers will be certified in physical education, as outlined by COMAR and will attend regular professional development activities, offered by the Coordinator of Instruction for PE, as well as other instructors, in order to effectively deliver physical education to students.

8. Schools will utilize and encourage walking and biking to school (Safe Routes to School) for students when applicable (live within distance, age-appropriate).

B. Central Office Personnel

1. All students in grades PreK–12, including students with disabilities, special health care needs, academic needs, and in alternative educational settings, will receive health and physical education instruction in accordance with the Code of Maryland Regulations and the Maryland State Curriculum.
2. The Coordinator of Instruction for PE, will help to ensure that students are assessed in physical education for fitness, movement concepts, and skill development for program improvement and student goal setting.

3. The Coordinator of Instruction for PE will monitor MVPA (Moderate to vigorous physical activity) within physical education classes, through formal and informal observations.

4. The Coordinator of Instruction for PE will provide regular professional development activities to effectively deliver physical education.

II. **Integrating Physical Activity into the Classroom Setting**

A. **School Personnel**

1. In order for students to embrace the concept of lifelong physical activity, schools will provide opportunities for physical activity beyond the physical education class. For example:
   a. Classroom health education will complement physical education by reinforcing knowledge, self-management, and fitness planning skills needed to maintain a physically active lifestyle; and,
   b. Schools should encourage and provide opportunities for physical activity to be incorporated into other subject areas as appropriate (i.e., acting out action verbs, or measuring the distance students can jump.)
   c. Schools’ health and wellness committee will encourage teachers to take regular classroom brain breaks, stretches, chair yoga, walks and other activities to help stimulate students’ brains while learning.

B. **Central Office Personnel**

1. The Coordinator of Instruction for PE will assist schools in providing opportunities for physical activity beyond the physical education class, when necessary.

III. **Daily Recess**

A. **School Personnel**

1. Students in grades PreK–5 will have a minimum of 25 minutes per day of supervised recess, during which school personnel will encourage moderate to vigorous physical activity (MVPA).

2. On days when students are unable to have an outside recess, it is recommended that an active recess period be provided, when possible, using available inside spaces (such as chair aerobics; walking the loop of the school; using gym if available; moving to music; running in place, hopping in place, etc.). Viewing of movies, playing of computer games, and other sedentary activities are discouraged.

3. When activities and/or scheduling make it necessary for students to remain inactive for long periods of time (two or more hours), schools will make every effort to
provide periodic breaks during which students may have some moderate movement opportunities

4. Elementary schools are encouraged to utilize the recess-before-lunch model.

B. Central Office Personnel

1. The Coordinator of Instruction for PE will review and revise the WCPS Recess Policy annually, or when necessary.

2. The central office may provide the elementary schools with an outdoor recess guide.

IV. Physical Activity Opportunities During, Before, and After School Hours

A. School Personnel

1. All elementary, middle, and high school after-school programs will include physical activity offerings for students. These activities will offer a range of activities that meet the needs, interests, and abilities of all students.

B. Central Office Personnel

1. All elementary, middle, and high school Summer Academies will include a physical activity component. These activities will offer a range of activities that meet the needs, interests, and abilities of all students.

V. Communications with Parents

A. School Personnel

1. Worcester County Public Schools will provide information about the physical education program and other school-based physical activity efforts to parents, when appropriate. (i.e. information disseminated from PE teachers, in newsletters, at PTA nights, etc.)

2. Worcester County Public Schools physical education teachers and/or school nurses will communicate with parents on a regular basis regarding the benefits of a physically active lifestyle for their children. (i.e., fitness testing reports, report cards, progress reports, etc.)

B. Central Office Personnel
1. Worcester County Public Schools will provide information about the physical education program and other school-based physical activity efforts to parents, when appropriate. (i.e., information disseminated on the WCPS website, school handbook, Health Council, etc.)

2. The Worcester County Public Schools Website will contain the Health and Wellness Policy and Procedures, for parent and community awareness.
OTHER SCHOOL-BASED ACTIVITIES

I. Creating a school environment that provides consistent wellness messages.

A. School Personnel

1. Local Health and Wellness Policy and Procedures should be considered when planning all school–based activities which include: school events, field trips, dances, and assemblies, and faculty meetings, etc.

2. Each school shall form a Health and Wellness Committee (HWC) to encourage healthy nutrition and daily fitness activities for students and staff. Each school must have a Health and Wellness Committee Site Coordinator who oversees this committee and staff wellness. In addition, each HWC must have a Physical Activity Leader (PAL) to oversee student wellness.

3. The school HWC, Site Coordinator, and PAL, as well as school building administrators are responsible for monitoring and encouraging the Health and Wellness Procedures.

4. Schools will collaborate with community agencies to enhance nutrition, physical education, and physical activity efforts. (i.e., local Health Department, Parks and Rec, local Hospital, etc.)

B. Central Office Personnel

1. The Supervisor of Student Services will ensure that the health of students is supported by hosting health clinics, health screenings, and opportunities for assistance in enrolling eligible children in Medicaid and other state health insurance programs (CHIP).

2. The Central Office must have a Health and Wellness Committee to encourage healthy nutrition and daily fitness activities. The Central Office will also have a Health and Wellness Committee Site Coordinator (HWC) who oversees this committee.

3. The Central Office HWC and Site Coordinator are responsible for monitoring and encouraging the Health and Wellness Procedures.

4. The Central Office HWC will collaborate with community agencies to enhance nutrition, physical education, and physical activity efforts. (i.e. local Health Department, Parks and Rec, local Hospital, etc.)

5. The Central Office HWC will post all school and central office progress on the county’s website for community stakeholders to see and review.
I. **Staff Health and Wellness Programs**

A. **School Personnel**

1. The Health and Wellness Committee (HWC) will:
   
   a. Be comprised of a cross-section of the staff population.
   
   b. Meet a minimum of two times per year to establish the goals and objectives, and strategies to carry out these goals.
   
   c. Help promote a healthy work environment for all staff. (i.e., providing printed nutrition materials, provide speakers, provide physical activities before/after work hours, and providing healthy options at faculty meetings, etc.)
   
   d. Communicate to staff, information about known health risks and the value of a wellness committee and wellness initiatives.
   
   e. Create strategies to maintain open lines of communication between the HWC and staff. (i.e., interest/activity surveys, website, memos posted at mailboxes, email, faculty meetings, etc.)
   
   f. Monitor and evaluate the wellness activities/programs (action plan), using the provided rubric.
   
   g. Include a representative from each school and the central office to serve as the leader of the HWC to coordinate wellness activities at their worksite.

2. The HWC Site Coordinator at each school and the central office will be required to lead the HWC in creating an action plan for Health and Wellness for staff and students, which supports efforts to maintain a physically healthy lifestyle. The program shall develop and promote staff health and awareness, as well as assist in documenting the student wellness initiatives which take place at the school level.

3. Staff promotions programs may include, but are not limited to:
   
   a. Healthy eating
   
   b. Smoking cessation
   
   c. Physical activities
   
   d. Managing stress

B. **Central Office Personnel**

1. The Health and Wellness Committee (HWC) will:
   
   a. Be comprised of a cross-section of the staff population.
b. Meet a minimum of two times per year to establish the goals and objectives, and strategies to carry out these goals.

c. Help promote a healthy work environment for all staff. (i.e., providing printed nutrition material, provide speakers, provide physical activities before/after work hours, etc.)

d. Communicate to staff, information about known health risks and the value of a wellness committee and wellness initiatives.

e. Create strategies to maintain open lines of communication between the HWC and staff. (i.e., interest/activity surveys, website, memos posted at mailboxes, email, faculty meetings, etc.)

f. Monitor and evaluate the wellness activities/programs (action plan), using the provided rubric.

g. Advocate for worksite policies and environments that support improved health.

h. Include a representative from each school and the central office to serve as the leader of the HWC to coordinate wellness activities at their worksite.

2. The HWC Site Coordinator at the central office will be required to lead the HWC in creating an action plan for Health and Wellness for staff to maintain a physically healthy lifestyle. The program shall develop and promote staff health and awareness.

3. Staff promotions programs may include, but are not limited to:

   a. Healthy eating
   b. Smoking cessation
   c. Physical activities
   d. Managing stress
WELLNESS POLICY MONITORING

I. Monitoring Health and Wellness Policies

A. School Personnel

1. In each school, the Principal, or designee, will ensure compliance with the policy in his/her school and will report on the school’s compliance to the Superintendent or designee, when necessary.

2. School food service staff will ensure compliance with nutrition policies within school food service areas and will report to the Director of Food Services.

3. Conduct regular Health and Wellness Committee meetings to review school action plans and assess progress based on the established rubric (two times per year).

4. Each school will submit an annual Health and Wellness Action Plan to the central office HWC in the fall, which outlines activities they have planned for the year, in the areas of student and staff wellness. They will resubmit the plan in May of each year for evaluation, and include evidence/documentation to support their plan.

5. Included in the Health and Wellness Action Plan, must be activities planned for student wellness, monitored by each school’s Physical Activity Leader (PAL).

B. Central Office Personnel

1. The Superintendent/Designee, will ensure compliance with the Health and Wellness Policy, and will report on the central office’s compliance to the Superintendent or Designee, when necessary.

2. The Coordinator of Food Services will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. The Director of Food Services will report to MSDE annually regarding updates and progress.

3. Conduct regular Health and Wellness Committee meetings to review action plans, review and revise the Health and Wellness Policy and Procedures, assess progress based on established rubric. (Minimum of two times per year).

4. The School Health Council will be asked for input on the Health and Wellness policy and procedures, when it is time to review. They will be a part of the revisions to updates, progress and areas of need.

5. The central office will submit an annual Health and Wellness Action Plan to the Chief Operations Officer in the fall, which outlines activities they have planned for the year, in the area of staff wellness. They will resubmit the plan in May of each year for evaluation.

6. The Coordinator of Food Service will conduct student satisfaction surveys at varying schools to evaluate the effectiveness of its child nutrition programs.
7. The county Health and Wellness Policy and Procedures will be assessed every 3 years, as required by the state of Maryland.

8. MWPPP/WellSat data (Maryland Wellness Practices and Procedures Project) will be shared with the public, via the WCPS website – health and wellness webpage.

LOCAL HEALTH AND WELLNESS REGULATIONS

Federal Regulations
1) The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department.

2) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found at http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.