

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER: 2460-1</b>
<b>SUBJECT:</b>  <b>WELLNESS NUTRITION AND PHYSICAL ACTIVITY</b>	<b>DATE OF ISSUE: 03/07/13</b> <hr/> <b>REVISIONS:</b> <hr/> <b>PREPARING OFFICE:</b> <b>DEPARTMENT OF ADMINISTRATION</b>

**I. PURPOSE:**

Topeka Public Schools is committed to providing healthy school environments for its staff and students. To promote wellness, the following tools have been established.

- A. Topeka Public Schools will engage students, parents, teachers, child nutrition professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition, physical activity, and non-tobacco use policies.
- B. All students in grades PK-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- C. Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- D. Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
  - 1. The religious, ethnic, and cultural diversity of the student body shall be considered in meal planning.
  - 2. Students shall have adequate time and clean, safe, and pleasant environments in which to eat.
- E. To the maximum extent practicable, all schools in our district will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program, and Summer School Program).
- F. Schools will provide nutrition and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education, school meal programs, and related community services.
- G. Schools will support programs that teach how to resist social influences to use tobacco products. The school counseling coordinator will consult with the county health department and other appropriate health organizations to provide students and employees with information and access to support systems, programs and

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services to encourage abstinence from the use of tobacco products.

**II. PERSONNEL AFFECTED:**

All district personnel, students, parents and patrons as possible.

**III. PROCEDURES:**

**A. School Health Council**

1. The superintendent shall maintain a School Health Council as defined in Regulation 2460-2.

2. Activities

The district shall support, strengthen, or work with the School Health Council to develop, implement, monitor, review, and as necessary, revise school nutrition, physical activity, and other health related policies.

The School Health Council also will serve as a resource to school sites for implementing those policies.

**IV. NUTRITIONAL QUALITY OF FOODS AND BEVERAGES SOLD AND SERVED ON CAMPUS**

**A. School Meals**

1. Meals served through the National School Lunch and Breakfast Programs will:

- a. Be appealing and attractive to children;
- b. Be served in clean and pleasant settings;
- c. Meet nutrition requirements established by local, state, and federal statutes and regulations;
- d. Offer a variety of fruits and vegetables;
- e. Offer fat-free milk;
- f. Offer foods containing whole grains five days per week.

2. The food service authority will share information about the nutritional content of meals with parents and students. The food service will engage students through taste tests when available and practical.

3. Breakfast.

To ensure that all children have access to breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, the district will encourage parents to provide healthy foods at home or purchase a school meal when available.

4. Free and Reduced-priced Meals.

Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and

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reduced-priced school meals. Toward this end, schools may utilize electronic identification and payment systems and promote the availability of school meals to all students.

**5. Summer Food Service Program.**

The school food authority will sponsor the Summer Food Service Program at designated sites when summer school is in session (dependent on funding availability).

**B. Meal Times and Scheduling**

1. Schools will provide students with at least 10 minutes to eat after sitting down for breakfast and 15 minutes after sitting down for lunch;
2. Schools should schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1:00 p.m.
3. Schools will provide students access to hand washing or hand sanitizing before they eat meals; and
4. Schools should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

**C. Qualifications of Child Nutrition Staff**

Qualified child nutrition professionals will administer the school meal programs. As part of the school district's responsibility to operate a food service program, we will provide continuing professional development for all child nutrition professionals in schools. Staff development programs should include appropriate certification and/or training programs for child nutrition director, school nutrition managers, and cafeteria workers, according to their levels of responsibility.

**D. Sharing of Foods and Beverages**

Schools should discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

**E. During Scheduled Reimbursable Meal Service Times**

Foods and beverages sold individually (*i.e.*, foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte [snack] lines, fundraisers, school stores, etc.):

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**Elementary Schools**

The school food service program will approve and provide all food and beverage sales to students in elementary schools during scheduled meal service times. Given young children's limited nutrition skills, food in elementary schools should be sold as balanced meals. Beverages sold individually will be limited to fat free milk.

**Middle and High Schools**

In middle and high schools, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte lines, vending machines, student stores, or fundraising activities) during the school meal periods, will meet the following nutrition and portion size standards:

**Beverages (Note: Carbonated Beverage Machines are unavailable during meal service times. The milk vending machines are available during meal service.)**

- **Allowed:** water or seltzer water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 100% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk;
- **Not allowed:** soft drinks containing caloric sweeteners; iced teas; fruit-based drinks that contain less than 100% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding fat-free chocolate milk (which contain trivial amounts of caffeine).

**Foods**

- A food item sold individually will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated and trans fat combined and will have no more than 35% of its *weight* from added sugars;
- A choice of at least two fruits and/or vegetables will be offered for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice; fruit-based drinks that are at least 50% fruit juice and that do not contain additional caloric sweeteners; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables.

**Water**

- All students should be allowed and encouraged to have individual water bottles in the classroom.

**WELLNESS NUTRITION AND PHYSICAL ACTIVITY (Continued)**

**Middle and High Schools (Vended Foods and Beverages; excluding concession stands):**

- **The sale of “foods of minimal nutritional value” is not allowed where school meals are served or eaten during the meal period. Suggested guidelines for 50% of food items sold in vending machines:**
  - **Fat – except for nuts, seeds and nut butters, 35% or less of total calories from fat (or less than 4 g. per 100 calories)**
  - **Sugar – Except for fruit without added sugar, 35% or less of weight from total sugar (or less than 9 g. per 100 calories)**
  - **Calories – 200 calories or less per serving**
- **The same standards adopted for vending machines for the students should be used for machines available only to staff that are located on school property.**

**F. Fundraising Activities**

**To support children’s health and school nutrition-education efforts, school fundraising activities involving food will not take place until after the end of the last lunch period. 50 percent or less of fundraising activities will involve the sale of food or beverages. Exceptions may be granted prior to the activity by the principal.**

**G. Rewards and Punishments**

**Schools are discouraged from using foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually (above), as rewards for academic performance or good behavior, unless the practice is specifically agreed to in a student’s IEP. In no event shall school personnel withhold food or beverages (including food served through school meals) as a punishment.**

**H. Celebrations**

**Schools should limit celebrations that involve food during the school day to no more than one party per class per month. Parents and teachers will be encouraged to provide healthy party foods whenever possible. If food or beverages are provided for classroom rewards, parties, and celebrations, they should be offered at least one hour after the end of the last lunch period.**

**V. NUTRITION AND PHYSICAL ACTIVITY PROMOTION**

**A. Nutrition Education and Promotion**

**Topeka Public School District aims to teach, encourage, and support healthy eating**

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by students. Schools should provide nutrition education and engage in nutrition promotion that:

1. Is offered as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
2. Is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
3. Includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens when possible;
4. Promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
5. Emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
6. Links with school meal programs, other school foods, and nutrition-related community services;
7. Teaches media literacy with an emphasis on food marketing; and
8. Includes training for teachers and other staff when feasible.

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

Students in physical education classes should receive 125-230 minutes of physical education per week and be encouraged to fully embrace regular physical activity as a personal behavior; students need opportunities for physical activity beyond physical education class. Toward that end:

1. Classroom health education should 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;
2. Opportunities for physical activity should be incorporated into other subject lessons; and

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3. Classroom teachers should provide short physical activity breaks between lessons or classes, as appropriate.

**C. Communications with Parents**

1. The district/school should support parents' efforts to provide a healthy diet and daily physical activity for their children.
2. The district/school should send home nutrition information, post nutrition tips on school websites, and provide nutrient analyses of school menus.
3. Schools should encourage parents to pack healthy lunches and snacks, if they are packing a meal from home, and to refrain from including beverages and foods that do not meet healthy nutrition standards for individual foods and beverages.
4. The district/school should provide parents a list of suggested foods that meet the district's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities.
5. The district/school will provide opportunities for parents to share their healthy food practices with others in the school community.
6. The district/school should provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials, special events, or physical education homework.

**D. Physical Activity Opportunities and Physical Education**

**1. Daily Physical Education (P.E.) PK-12**

All students, including students with disabilities, special health-care needs, and in alternative educational settings, should have the opportunity and be encouraged to participate in moderate to vigorous daily physical education (or its equivalent of 125 minutes/week for elementary school students and 225-250 minutes/week for middle and high school students) for the semester/year they are enrolled in physical education. All physical education should be taught by a certified physical education teacher. Student involvement in other activities involving physical activity (*e.g.*, interscholastic or intramural sports) should not be substituted for meeting the physical education requirement. Students should spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

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**2. Daily Recess**

- a. All elementary school students should have at least 30 minutes a day (divided into two periods as needed) of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.
  - b. Lunch Recess should be scheduled before eating whenever possible.
3. 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 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.**  
All elementary, middle, and high schools are encouraged to offer extracurricular physical activity programs, such as physical activity clubs or intramural programs whenever possible and practical.
  5. **Physical Activity and Punishment (during the school day).**  
Teachers and other school and community personnel will not use physical activity (*e.g.*, running laps, pushups) or withhold opportunities for physical activity (*e.g.*, recess, physical education) as punishment.

**V. FOOD MARKETING IN SCHOOLS**

- A. School-based marketing will be consistent with nutrition education and health promotion whenever possible and practical. As such, schools should limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually (above).
  1. School-based marketing of brands promoting predominantly low-nutrition foods and beverage is discouraged.
  2. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.
- B. Examples of marketing techniques include the following: logos and brand names on/in vending machines, books or curricula, textbook covers, school supplies, school structures, and sports equipment; educational incentive programs that provide food as a reward; programs that provide schools with supplies when families buy low-nutrition food products; free samples or coupons; and food sales through



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**fundraising activities. Marketing activities that promote healthful behaviors (and are therefore allowable) include: vending machine covers promoting water; pricing structures that promote healthy options in a la carte lines or vending machines; sales of fruit for fundraisers; and coupons for discount gym memberships.**

**VI. Staff Wellness**

**A. Staff Wellness Program**

**Topeka Public School District highly values the health and well-being of every staff member and may plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. A staff wellness program is being promoted and supported.**

**B. Teacher participation in school health fairs and other wellness events is encouraged to set a good example for students and parents.**

**VII. Use of School Facilities Outside of School Hours**

**School facilities should be available to students, staff, and community members before, during, and after the school day, on weekends, and during school vacations whenever possible and practical. 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.**

**VIII. Monitoring and Policy Review**

**A. The superintendent or designee should ensure compliance with established district-wide nutrition, physical activity, and tobacco prevention wellness policies.**

**B. In each school, the principal or designee will ensure compliance with those policies in his/her school.**

**C. School food service staff, at the school or district level, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the district food service director.**