

GENERAL SCHOOL ADMINISTRATION

Wellness Plan

Prince William County Public Schools (PWCS) is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. PWCS' Policy 275 includes the following principles:

1. The School Division shall engage students, parents, teachers, staff members, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing Divisionwide nutrition and physical activity best practices.
2. To the maximum extent possible, all schools in our Division shall participate in available federal school meal programs (including the School Breakfast Program, the National School Lunch Program, the After-school Snack Program, and the Summer Food Service Program). Foods and beverages sold or served through the school shall meet the nutrient standards included in the Healthy Hunger-Free Kids Act of 2010 and USDA's 2014 Smart Snacks for Schools.
3. Qualified child nutrition professionals shall provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; shall make every effort to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and shall provide clean, safe, and pleasant settings with adequate time for students to eat.
4. All students in pre-kindergarten through grade 12 shall have opportunities with support and encouragement to be physically active on a regular basis.
5. Schools shall provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and shall establish linkages between health education and school meal programs, as well as with related community services.

I. Nutritional Quality of Foods and Beverages Sold and Served on Campus

A. School Meals

Meals served through the National School Lunch Program (NSLP) and School Breakfast Program (SBP) shall fulfill the following requirements:

1. Be appealing and attractive to children;
2. Be served in clean and pleasant settings;
3. Meet nutrition requirements established by local, state, and federal statutes and regulations;
4. Offer a variety of protein rich foods, including meatless alternatives;
5. Offer a variety of fruits and vegetables;
6. Include unflavored low-fat (1percent) and flavored or unflavored fat-free milk; and
7. Ensure that all of the grains served contain 51percent whole grain.

To identify new, healthful, and appealing food choices, the School Food and Nutrition Services Office shall engage students and parents, through taste-tests, to select foods sold through the school meal programs. The School Food and Nutrition Services Office shall share information about the nutritional content of meals with parents and students on the printed menus, the Web site, cafeteria menu boards, and point-of-purchase signage.

B. 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:

1. Schools shall operate the School Breakfast Program and encourage students to participate.
2. Schools shall, to the extent possible, arrange schedules and use methods to serve school breakfasts that encourage participation, including serving breakfast in the classroom or “grab-and-go” breakfast.
3. Schools that serve breakfast to students shall notify parents and students of the availability of the School Breakfast Program.
4. Schools shall inform parents of the importance of a healthy breakfast for their children through newsletter articles, take-home materials, or other means.

C. Free and Reduced-Priced Meals

Schools shall make every effort to eliminate any social stigma attached to students who are eligible for free and reduced-price school lunch meals and shall prevent the overt identification of these students. Toward this end, schools shall use electronic identification and payment systems and promote the availability of school meals to all students.

D. Summer Food Service Program

Summer School sites that have more than 50 percent of their students eligible for free or reduced-price school meals shall participate in the Summer Food Service Program during their summer sessions. Food offered at other summer school sites shall meet the nutritional guidelines for school meals, beverages, or foods sold individually.

E. Meal Times and Scheduling

Schools shall use the following guidelines for serving school meals:

1. Provide students with at least 10 minutes to eat after sitting down for breakfast and 12 minutes after sitting down for lunch on an average day;
2. Schedule meal periods at appropriate times, for example, lunch shall be scheduled between 10 a.m. and 1:30 p.m., if at all possible;
3. Schedule no tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
4. Provide students access to hand washing or hand sanitizing before they eat meals or snacks;
5. Provide adequate seating to accommodate all students served during each meal period;
6. Provide adequate supervision in the dining area;
7. Allow students to converse with one another while they eat their meals; and
8. Elementary schools are encouraged to schedule lunch periods following recess.

F. Qualifications of School Food Service Staff

Qualified nutrition professionals shall administer the school meal programs. As part of the School Division's responsibility to operate a food service program, staff development programs shall be conducted for school food service managers and staff, according to their levels of responsibility.

G. Foods and Beverages Sold

1. No foods or beverages shall be sold to students during established meal periods other than those sold by School Food and Nutrition Services.
2. All foods sold in the school during the school day (defined as from 12 a.m. until 30 minutes after the conclusion of the final class) shall meet the healthy nutrition standards listed below.

- a. Be a grain product that contains 50 percent or more whole grains by weight or have whole grains as the first ingredient or be one of the non-grain food groups; fruit, vegetable, dairy product, protein food (meat, beans, poultry, seafood, eggs, nuts, seeds, etc.) or be a combination food that contains at least $\frac{1}{4}$ cup fruit and/or vegetable;
 - b. Have no more than 35 percent calories from fat, 10 percent calories from saturated fat and zero grams trans-fat (excluding cheese, nuts, and seeds, nut and seed butters, and seafood with no added fat);
 - c. Have no more than 35 percent by weight from sugars (excluding dried fruits with no nutritive sweeteners other than what is required for processing and palatability purpose) with no non-caloric sweeteners;
 - d. Contain no more than 200 mg of sodium per serving for a snack item or 480 mg for non NSLP/SBP entrees;
 - e. Contain no more than 200 calories per snack item and no more than 350 calories for non NSLP/SBP entrees; and
 - f. Beverages sold throughout the school day shall be limited to water (plain or carbonated), fruit flavored water (plain or carbonated) without caloric or non-caloric sweeteners, 100 percent fruit and vegetable juices, 100 percent fruit and vegetable juices diluted with plain or carbonated water, unflavored low-fat or flavored or unflavored fat-free fluid milk.
3. Schools will need to have documents such as receipts, nutrition labels, and/or product specifications for the items available for sale, documenting compliance with these standards.

H. Snacks

1. Snacks served during the school day or in after-school care or school-sponsored programs shall make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables, grains, meat/meat alternates, and dairy products. Schools shall assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The Division shall disseminate a list of healthful snack items to teachers, after-school program personnel, and parents.
2. If eligible, schools that provide snacks for after-school programs shall pursue receiving reimbursements through the available federal programs.

I. Sharing of Foods and Beverages

Schools shall discourage students from sharing their foods or beverages with one another during meal or snack times. Food allergies can result in an allergic reaction in which the student's life is threatened. Given concerns about allergies and other restrictions in certain children's diets, food and beverages should not be shared.

J. Student Hydration

Students should have adequate access to water in order to maintain good hydration throughout the school day.

K. Fundraising Activities

To support children's health and school nutrition-education efforts, any school fundraising activity involving food sold for consumption during the school day should include only food and beverages that meet the nutritional requirements defined above in the section "Food and Beverages Sold." Schools shall encourage fundraising activities that promote physical activity. The School Division shall make available a list of suggested fundraising activities.

L. School-Sponsored Events (athletic events, dances, or performances)

Foods and beverages offered or sold at school-sponsored events outside the school day shall make a positive contribution to children's diets and health.

M. Rewards

School employees shall not use foods or beverages to reward students for good behavior and achievement in the classroom. School staff shall not withhold food or beverages (including food served through school meals) as a punishment.

N. Celebrations

Celebrations that involve food shall make a positive contribution to children's diets and health. At least one-half of the foods and beverages offered at a school celebration shall be fruits and vegetables, grains, meat/meat alternates, and dairy products. The Division shall disseminate a list of healthy ideas for celebrations to parents and teachers. This list will include suggestions for celebrations that do not focus upon food.

II. Nutrition Education

The School Division shall provide a minimum of five hours of classroom nutrition education each year for all students in kindergarten through grade 10. In kindergarten through grade five, the classroom and physical education teachers shall work collaboratively to provide the required nutrition education. The classroom teacher will supplement classroom instruction of the nutrition education health objectives. The physical education teacher will utilize integration of nutrition principles and concepts into physical education class. In grades six through 10, the nutrition education requirements shall be met by the health and physical education teachers and supplemented by career and technical education teachers for students in those classes.

Nutrition Education Instruction for Kindergarten through Grade 10

1. Shall be part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to develop healthful eating habits;
2. Shall be 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. Shall include enjoyable, developmentally-appropriate, culturally-relevant, participatory and hands-on activities such as contests, promotions, taste testing, farm visits, debates, nutrition logs, and school gardens;
4. Shall promote fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, adequate water and health-enhancing nutrition practices;
5. Shall emphasize caloric balance between food intake and energy expenditure;
6. Shall use the school cafeteria as a learning lab that allows students to see food storage, preparation, and safe food handling;
7. Shall use the school menu and visits to the serving line to expose students to a variety of foods and apply their critical thinking skills regarding the choices available; and
8. Shall be based on the most recent Dietary Guidelines for Americans.

III. Physical Education

Prince William County Public Schools shall provide a Physical Education Program for all students in kindergarten through grade 12 that shall include students with disabilities and with special health-care needs, as well as students in alternative educational settings. This program shall provide quality instruction of physical education that will meet the recommended National Standards.

A. Physical Education Instruction – Kindergarten – Grade 10

1. Physical education classes shall provide students with instruction that is aligned with the Virginia Standards of Learning and the Prince William County Public Schools Physical Education Curriculum in order to prepare all students with the knowledge and skills to develop healthy lifestyles.
2. Physical education instruction provided for kindergarten through grade five shall equal at least two 45 minute periods of instruction in every five or six day rotation for the entire school year. As additional facilities and staffing become available, the Division will review the amount of time provided for physical education.
3. Physical education instruction provided for students in grades six and seven shall equal at least 45 minutes every other day each week for the entire school year.
4. Physical education instruction provided for students in grades eight through 10 shall equal 225 minutes each week for the entire school year.
5. Student involvement in other activities involving physical activity such as interscholastic or intramural sports or private lessons and participation shall not be substituted for meeting the physical education requirement.
6. A certified health and physical education teacher shall teach all physical education.
7. Each physical education class period shall include physical activity for 80 percent of the class time and shall include moderate to vigorous activity for a minimum of 50 percent of that 80 percent of class time.
8. Adequate age-appropriate equipment and resources shall be available for all students to participate in physical activity as a part of physical education.

B. Physical Education Instruction – Grades 11 and 12

Elective Personal Fitness and Weight Training classes shall be available for 11th and 12th grade students.

C. Physical Education – Lifetime Fitness

1. Physical education classes shall offer a variety of cooperative, individual/personal, and competitive physical activities. These activities shall reflect the needs and interests of all students and shall teach the students lifetime skills applicable to the contemporary world in which they live.
2. Schools shall provide a physical education instructional program and promote a culture of wellness that encourages safe and enjoyable physical activity for students of all abilities.
3. Students shall have the opportunity to learn about lifetime physical activities through physical education classes. Examples include activities such as walking, jogging, or bicycling, or lifetime sports such as golf or tennis.
4. Student use of feedback technologies, such as interactive white boards, mobile software applications (apps), pedometers, and heart monitors, shall be expanded to promote student-centered approaches to learning.

IV. Physical Activity Opportunities

A. Elementary Daily Recess

On the average day, all elementary school students shall have at least 15 and preferably 20 minutes each day of a supervised recess. To the extent possible, the recess period shall meet the following criteria:

1. Recess shall be scheduled outdoors whenever possible.
2. Moderate to vigorous physical activity is encouraged; through the provision of space and equipment and through encouragement by the teacher.
3. Whenever possible, recess shall be scheduled prior to lunch.

B. Physical Activity in the Elementary School Classroom

Elementary schools shall discourage extended periods (periods of two or more hours) of inactivity. Schools shall give students periodic breaks during which they are encouraged to stand and be moderately active. This is especially important when activities, such as mandatory school wide testing, make it necessary for students to remain indoors for long periods of time.

C. Physical Activity Opportunities Before and After School

1. All elementary, middle, and high schools are encouraged to offer extracurricular physical activity programs, such as physical activity clubs or intramural programs. All high schools and middle schools, as appropriate, shall offer interscholastic sports programs. Schools shall 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 healthcare needs.
2. After-school childcare and enrichment programs shall work cooperatively with the School Division to provide and encourage – through the provision of space, equipment, and activities and through teacher support – daily periods of moderate to vigorous physical activity for all participants.

D. Physical Activity and Punishment

Teachers and other school and community personnel shall not use physical activity (such as running laps or pushups) as punishment. The withholding of opportunities for physical activity (such as recess or physical education class) as punishment shall not be permitted.

V. Staff Wellness

A. Department and School Staff Wellness

Departments and schools shall value the health and well-being of every staff member and shall plan and implement activities and policies that support personal efforts by staff members to maintain a healthy lifestyle. A healthy lifestyle includes not only good nutrition and physical fitness but also the elimination of the use of tobacco products and illegal drugs. Each department and school shall take the following actions to improve staff wellness:

1. Establish and implement a staff wellness committee composed of parents, students, grade level representatives, physical education staff members, the food service manager, the school nurse, and an administrator;
2. Encourage departments to maintain a wellness committee composed of representatives from the departmental offices; and
3. Encourage healthy eating, physical activity, elimination of the use of tobacco products, and other elements of a healthy lifestyle among department and school staff members.

B. Division Wellness Incentives

The School Division shall consider developing a Divisionwide program to offer incentives to staff members who make healthy lifestyle choices. If such a program is authorized, the Division shall develop, implement, and monitor the program with the support of the Human Resources Benefits Office.

VI. Community Involvement

A. Model Expectations

The School Division shall continue providing strategies for teachers, parents, school administrators, students, food service professionals, and community members to serve as models in practicing healthy eating, being physically active, eliminating use of tobacco products, and not using illegal drugs both in school and at home. Teachers are encouraged to consider their position as a wellness role model by modeling drinking water and consuming healthy meals and snacks. School staff should practice sensitivity to remarks regarding body image, self-esteem, and media images.

B. School Site and Facilities

The School Division shall review new construction and renovation plans to ensure that indoor and outdoor facilities and space for student and community fitness is a consideration. The School Division shall provide facilities that are safe, clean, and accessible to all students.

C. Use of School Facilities Outside of School Hours

Prince William County Public Schools shall continue the development of a unified policy outlining the process for making quality spaces and facilities available to students, staff, and community members before, during, and after the school day, on weekends, and during school vacations through private and community organizations, such as the Prince William County Department of Parks and Recreation

These spaces and facilities also shall be available to community agencies and organizations offering nutrition programs and opportunities for physical activity. School policies concerning safety shall apply at all times.

D. Safe Routes to School

The appropriate staff and offices in the School Division shall assess and, if necessary, make needed improvements to make it safer and easier for students to walk or bike to school and to enter the school building when parent, guardian, or caregiver transportation is provided. When appropriate, the Division shall work with local public works, public safety, and/or police departments in those efforts. The School Division shall explore the availability of federal “safe routes to school” funds, administered by the Virginia Department of Transportation, to finance such improvements.

VII. Monitoring and Policy Review

A. Monitoring

1. School food service staff, at the school or Division level, shall ensure compliance with nutrition policies within school food service areas and shall report to the appropriate associate superintendent. In addition, the School Division shall report on the most recent USDA School Meals Initiative (SMI), and shall review findings as well as any resulting changes.
2. The School Division shall maintain confidential school health records for all students that shall include measurement of height, weight, and Body Mass Index, as well as the scheduled vision and hearing screening. Students shall participate in and complete the Virginia Fitness Test, or its equivalent as recommended by the Department of Education, to meet the Prince William County Public Schools Strategic Plan Goal 2.2.3.
3. Schools shall use the Governor’s Scorecard for Nutrition and Physical Activity as a baseline for measuring each school’s compliance with the Wellness Policy.

4. Based on input from schools and departments within the Division, the Superintendent of Schools, or his designee, shall develop a summary report every three years on compliance with the Division's established Wellness Policy. That report shall be provided to the School Board and to the School Health Advisory Board. It shall also be distributed to all administrators, to all school and department wellness committees, to school food services and health services personnel, and to all parent/teacher organizations.

B. Policy Review

1. To help with the initial implementation of the Division's Wellness Policy, each school in the Division shall conduct an annual baseline assessment of the school's existing nutrition and physical activity environments and policies. The results of those assessments shall be compiled at the Division level to identify and prioritize needs.
2. Assessments shall be repeated annually to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the School Division shall review nutrition and physical activity aspects of the Wellness Policy; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. The Division, and each school and department within the Division, shall, as necessary, provide information to revise the Wellness Policy and develop action plans to facilitate the implementation of the Wellness Policy.

The Associate Superintendent for Student Learning and Accountability, the Associate Superintendent for Finance and Support Services, and the Level Associate Superintendents (or designees) are responsible for implementing and monitoring this regulation.

The Associate Superintendent for Student Learning and Accountability and the Associate Superintendent for Finance and Support Services (or designees) are responsible for reviewing this regulation in 2017.