

## Continental Elementary School District #39

### Health and Wellness Handbook

The Continental Elementary School District is strongly committed to creating a environment of health and wellness for students and staff. This handbook was developed with the assistance of the Sahuarita Unified School District (SUSD) and many sections came directly from the SUSD handbook. The SUSD provides the food service for the Continental Elementary School District (CESD) and assures along with the CESD compliance with CESD policies and procedures with regard to the food service sections of the handbook.

The following policy was adopted by the Governing Board in 2014.

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#### STUDENT WELLNESS

The School District strives to make a significant contribution to the general well being, mental and physical capacity, and learning ability of each student while affording them the opportunity to fully participate in the educational process.

The District 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. Healthy eating is demonstrably linked to reduced risk for mortality and development of many chronic diseases as adults.

To ensure the health and well-being of all students, the Board shall promote and monitor student wellness in a manner that the Board determines is appropriate in the following areas:

~ *Nutrition Guidelines:* All foods available in each school during the day will have as a primary goal the promotion of student health and the reduction of childhood obesity. All guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture, as those regulations and guidance apply to schools.

~ *Nutrition Education:* The goal is to influence students' eating behaviors by providing nutrition education that is appropriate for students' ages; reflects students' cultures; is integrated into health education or core curricula; and provides opportunities for students to practice skills and have fun.

~ *Physical Activity:* The goals for physical activity are to provide opportunities for every student to develop the knowledge and skills for specific physical activities, to maintain students' physical fitness, to ensure students' regular participation in physical activity, and to teach students the

short- and long-term benefits of a physically active and healthful lifestyle.

~ *Other School-Based Activities:* The goal is to create a total school environment that is conducive to healthy eating and physical activity.

~ *Evaluation/Implementation:* A primary goal will be to regularly (at least annually) evaluate the effectiveness of this policy in promoting healthy eating and changing the program as appropriate to increase its effectiveness. Such evaluation will be measureable. The results of each evaluation, including the extent to which schools are in compliance with District policy, the extent to which the District policy complies with federal regulations, and a description/summary of the progress made in attaining the goals of the District, shall be made available to the public. Physical education teachers and school health professionals shall have an opportunity to participate in the evaluation and implementation of this policy.

~ *Parent, Community and Staff Involvement:* A primary goal will be to engage family members, students, and representatives of the school food authority, the Governing Board, school administrators, and the public in development and regular review of this school policy.

The Superintendent is directed to develop administrative regulations to implement this policy, including such provisions as may be necessary to address all food and beverages sold and/or served to students at school (i.e., competitive foods, snacks and beverages sold from vending machines, school stores, after-school programs, and funding-raising activities and refreshments that are made available at school parties, celebrations and meetings), including provisions for staff development, family and community involvement and program evaluation. Regulations and exhibits created for the purpose of implementing this policy shall be considered, in effect, to be an extension of this policy subject to Governing Board review.

This handbook describes the administrative guidelines and practices that assure implementation of Governing Board policy.

## **Nutrition and Wellness Education Guidelines**

The link between learning and nutrition has been well documented. To achieve full academic potential, physical and mental growth, and life-long well being, students must develop healthy eating habits.

### Curriculum

Sequential and interdisciplinary nutrition topics shall be integrated within comprehensive health and/or other areas of the curriculum (such as math, science, language arts, and social studies) ,and will be taught at every grade level K-8.

Classroom teachers are encouraged to utilize programs such as *Fitness for Life*, *Connected and Respected* and *Conflict Resolution in the Middle School* or other appropriate curriculum.

Staff primarily responsible for nutrition education should be properly trained and regularly participate in professional development activities to effectively deliver quality nutrition education.

The school district will utilize the services of a qualified nutrition professional, who is specialized in school based nutrition, to lead the effort to implement nutrition education.

### Nutrition Education and the School Environment

On an annual basis, the District will identify 1-2 individuals to lead health, wellness and nutrition activities and events to promote health and wellness among students, parents and employees.

The nutrition education program will work with the school meal program and may use the cafeteria as a learning laboratory to allow students to apply critical thinking skills taught in the classroom.

Teachers are encouraged to continue and/or develop programs to create school gardens and cook in classrooms using the portable kitchen.

Nutrition Education may be incorporated during classroom snack times, as well as during meals.

### Behavior Focused Nutrition Education

Nutrition education will incorporate lessons helping children acquire skills for reading Nutrition fact food labels and menu planning.

### Staff as Role Models

Staff members are encouraged to model healthy eating and physical activity as a valuable part of daily life.

### Engagement of Families

Nutrition education will involve sharing information with families and the broader community to positively impact students and the health of the community.

The food service director or representatives may be available to speak with parents during scheduled events.

The District through the teaching staff and other means will provide information to families that encourage them to teach their children about health and nutrition and to provide nutritious meals for their families.

Suggested methods of communication include: handouts, school websites, articles and information provided in district or school newsletters, presentations that focus on nutrition and healthy lifestyles, and through other appropriate means available to reach parents.

Parents, guardians and other family members will be encourage to participate in health, nutrition and wellness events including but not limited to the two annual walk to school events, healthy snacks for birthdays, Continental School Walkathon and sports events.

### Marketing/Restriction of Marketing

The healthiest choices, such as salads and fruit, will be prominently displayed in the cafeterias to encourage students to make healthy choices.

Education materials shall be free of brands and illustrations of unhealthful foods.

Food providers will be sensitive to the school environment in displaying their logos and trademarks on school grounds.

Advertising messages are consistent with and reinforce the objectives of the education and nutrition environment for all age groups.

Advertising of foods or beverages in the areas accessible to students during meal times should be consistent with established nutrition environment standards.

### Nutrition Standards for the USDA School Meals

Healthy school meals provide energy and nutrients children need for sound minds and bodies. Children who are not well nourished have difficulty learning. The variety of

healthy foods offered in school meal program allows children to learn to enjoy different foods and develop healthy eating habits.

#### Promotion of the School Breakfast Program

All schools will offer daily breakfast through the USDA School Breakfast Program which students are encouraged to participate in.

Child Nutrition Programs are accessible to all children.

Students are encouraged to start each day with a healthy breakfast.

#### Nutrition Standards for School Meals

Child Nutrition Programs shall meet or exceed federal (USDA Dietary Guidelines), state (Arizona Nutrition Standards) and local requirements.

Menus will meet the Federal and State nutrition standards, featuring a variety of healthy choices.

A la Carte offerings shall meet the same standards.

#### Strategies to Increase Participation in School Meal Programs

To the extent possible, school and transportation schedules shall be designed to encourage participation in school meal programs. For example, morning bus routes will be scheduled to allow students to arrive at school in time to eat breakfast.

#### Time for Meals

The National Association of State Boards of Education recommends that students should be provided adequate time to eat lunch. It is recommended that students be provided a minimum of 20 minutes to eat their lunch, however if that is not logistically possible, students will be given no less than 15 minutes to eat.

Cafeterias include enough serving lines/areas so that students do not have to spend too much time waiting in line.

#### Meal Environment

Students shall be provided a safe, comfortable, and pleasant environment in which to eat lunch.

Dining areas are attractive. Students have adequate space to eat and have convenient access to hand-washing facilities before meals.

Appropriate supervision shall be provided in the cafeteria and rules for safe behavior shall be consistently enforced. The lunchroom should have a relaxed and enjoyable climate where healthy eating habits are established.

Drinking water is available for students at meals; fountains are located in the cafeteria.

#### Nutrition Training for Food Service Director and/or onsite manager

The District shall ensure that professional development in the area of food and nutrition is provided for food service managers and staff.

#### Nutrition Information for School Meals

Cafeterias and schools will share and publicize information about the nutritional content of meals with students and parents: on-line, in school offices, and upon request.

#### Food Safety/Food Security

All Foods made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented in the school nutrition program and whenever possible in other programs to prevent food illness in schools.

For the safety and security of the food and facility, access to the food service operation is limited to Child Nutrition staff and authorized personnel only. For further guidance, see the US Dept. of Agriculture food security guidelines.

#### Nutrition Standards for Competitive and Other Foods and Beverages

Pursuant to Arizona Revised Statute 15-242, all Kindergarten through Eighth grade schools are to abide by the Arizona Nutrition Standards set forth by the Arizona Department of Education. The District will apply these standards to grades pre-K-8.

The Arizona Nutrition Standards will apply to all foods and beverages sold in vending machines, snack bars, a la carte, fundraisers, and school events during the normal school day. The normal school day is defined in the standards as “from the start of the 1st breakfast period until the end of last instruction period (last bell)”. In addition, the same standards will be applied to any group “classroom snacks” which are provided in the classroom during the normal school day. For complete details of specific nutrient requirements, refer to the most current version of the “Arizona Nutrition Standards” which may be found on the AZ Department of Education Web site, the CESD Web site, or upon request.

All foods made available to preK-8th grade students on campus during the normal school day will comply with the current USDA Dietary Guidelines for Americans and Arizona Nutrition Standards:

- Vending Machines (not permitted for students on preK-8 campuses)
- A La Carte
- Beverage contracts
- Fundraisers
- Concession stands
- Student stores
- Classroom Snacks
- School parties/celebrations
- Birthday parties

To assist staff and parents/guardians in complying with Arizona Nutrition Standards, the most current/update Arizona Nutrition Standards, Quick Reference Arizona Nutrition Standards, and a Nutrition Calculator are available on-line at AZ Dept of Education and Continental ESD Web-pages. The district will also provide “Healthy Guidelines for School Snacks” for schools and parents to use as a resource, which will be updated as needed.

The Arizona Nutrition Standards do NOT apply to individual student snacks provided by parents/guardians. They also do not apply to fundraisers, concession stands, and student stores that occur AFTER normal school hours. Because healthy nutrition should take place 24 hours a day/7 days a week, it is strongly encouraged that staff and parents continue to adhere to the Arizona Nutrition Standards in the planning of food associated with these events whenever possible.

Energy Drinks are prohibited for ALL STUDENTS on campus (including individual snacks/lunch), during normal school hours.

It is recommended that preK-8th grade students should not bring carbonated or caffeinated beverages and/or candy to school. These items are of minimal nutritional value.

Vending Machines are not available to preK-8th grade students.

All foods made available on campus (including school sponsored events) adhere to food safety and sanitation and security guidelines.

Students and staff will have access to free, safe, and fresh drinking water throughout the school day.

Drinking water fountains are available to students and staff throughout the school building.

### Classroom Parties or other Celebration/Rewards

Birthday celebrations that include food are limited to one time per month. We suggest classrooms come up with alternate ways of celebrating the child's birthday that are not focused on food like the school monthly birthday book distribution.

Holiday celebrations that include food are limited to three per year. Holiday and other classroom celebrations should be focused on activities rather than food.

Food and/or physical activity should not be used as a reward or punishment.

Consideration should be given to non-food items as part of any teacher-to-student incentive programs. Should school staff use food as a reward for student accomplishment, foods should meet AZ Nutrition Standards whenever possible.

### Fundraising

All fundraising during the normal school day will comply with Arizona Nutrition Standards.

Competitive foods must not be served during school meal times; this includes any fundraiser, school store, and concession stand food sales.

All other fundraising projects (those that take place AFTER normal school hours) are encouraged to follow Arizona nutrition standards. Items being sold that do not meet nutritional standards may be acceptable when offered on an intermittent basis, i.e., cookie dough sales once a year, etc.

Candy sales should not be "ongoing" throughout the year and may not take place DURING normal school hours(per Arizona Nutritional Standards).

Food and beverages sold at fundraisers will include healthy choices and provide age appropriate selections for all age groups.

Organizations operating concessions at school functions will include a selection of healthy food choices in their offerings.

### Physical Education and Physical Activity

The Physical Education Curriculum should meet all Arizona State Standards.

All students in grades K-8 will be scheduled for physical education instruction in accordance with state law. Patterns of meaningful physical activity connect to students' lives outside of physical education.

Physical education and physical activity shall be an essential element of Continental's instructional program. The program shall provide the opportunity for all students to develop the skills, knowledge and attitudes necessary to participate in a lifetime of healthful physical activity.

The physical education program shall be designed to stress physical fitness and encourage healthy active lifestyles. The program should consist of physical activities of varying intensities and for a duration that is sufficient to provide a significant health benefit to students.

Physical activity participation should take into consideration the "balancing equation" of food.

Physical education includes the instruction of individual activities as well as competitive and non-competitive team sports to encourage life-long physical activity.

Information shall be provided to families to help them incorporate physical activity into their student's lives.

The Governing Board through Administration encourages families and community members to institute programs that support physical activity, such as walking to school programs.

Sun Safety should be addressed as part of the Physical Education curriculum and is emphasized during activities like Field Day.

### Times Per Week of Physical Education

Administration will use NASPE standards as a guide when planning physical education classes.

Time allotted for physical activity should be consistent with research, national and state standards.

#### Teacher-Student Ratios for Physical Education

Physical education classes should have the same student/teacher ratios used in other classes as much as possible.

#### Equipment and Facilities for Physical Education

The physical education program shall be provided adequate space and equipment and conform to all applicable safety standards.

Physical education courses will be in an environment where students learn, practice and are assessed on developmentally appropriate motor skills, social skills, and knowledge.

Continental provides a physical and social environment that encourages safe and enjoyable activity for all students, including those who are not athletically gifted.

#### Qualifications for Physical Education Instructors

Policies ensure that state certified physical education instructors teach all physical education classes.

#### Physical Education Training for Physical Education Instructors

PE Staff will receive professional development on a yearly basis.

#### Physical Education Waiver Requirements

Academic activities should not take the place of physical education. However, students on the school's sports teams or other approved courses may substitute participation for physical education credits.

#### Regular Physical Activity Breaks for Elementary School Students

Physical activity opportunities shall be offered daily throughout the school day, beyond recess and PE. It is recommended that students have frequent opportunities to stretch and move throughout the day.

Physical activity may be integrated across curricula and throughout the day. Movement can be made a part of science, math, social studies, and language arts.

Children should have several opportunities for physical activity lasting 15 minutes or more approximately every two hours, especially during the daytime hours.

### Structured Physical Activity Before or After School

Intramural and enrichment offerings should be maintained at present levels and steadily increased as possible to accommodate elementary and middle school grades.

Participation in intramural sports shall be an option for all middle school students.

After school program shall encourage physical activity and healthy habit formation.

### Community Use of School Facilities for Physical Activity

The district is encouraged to promote the use of school facilities outside of school hours for physical activity programs offered by community-based organizations, per board policies.

### Not Restricting Physical Activity as Punishment

Staff members shall not deny participation in recess or other physical activity opportunities as a form of discipline or punishment unless the safety of students is in question, likewise physical activity shall not be used as a form of punishment.

### Daily Recess in Elementary School

Provide a daily recess period (elementary schools), which is not used as a punishment or a reward.

The school is encouraged to consider implementation of recess before lunch, since research indicates that physical activity prior to lunch can increase the nutrient intake and reduce food waste.

The school is encouraged to consider implementation of structured recess periods to supplement physical education/activities.

### Other School Based Wellness Activities

A School Wellness Policy is only one step in addressing the obesity problem that exists in the United States. With the combined efforts of schools, parents, and communities, we can make a difference in changing habits for a lifelong healthy lifestyle for our children.

Local wellness policy goals should be considered in planning all school-based activities (such as school events, field trips, dances and assemblies).

Support for health of all students is demonstrated by hosting health clinics, health screenings, and helping to enroll eligible children in Medicaid and other state children's health insurance programs.

In the future, Parent-Teacher/Booster organizations could consider developing a family-based healthy activities program. This could include such activities as family track time, a walking program with incentives for walking certain distances, etc.

The District should have a written and up-to-date Crisis Response Plan.

Health Classes shall address subjects such as sun safety, eating disorders, and health problems affected by nutrition.

### Policy and Implementation

#### Establishment of Advisory Committee

The District Wellness Committee/School Health Advisory Council shall include stakeholders and shall meet a minimum of two times annually to monitor and evaluate the implementation of the policy.

The District will create, strengthen, and/or work within existing school health advisory councils to develop, monitor, review, and revise nutrition and physical activity policies. The councils will serve as resources to school sites for implementing these policies.

### Plan for Implementation

The Principal shall ensure that the school is adhering to the policies beginning with the start of the 2014-2015 school year.

### Reports and Evaluation

The wellness committee will discuss ways to present their progress to the Superintendent. Aspects of the guidelines will be evaluated using the annual Climate Survey.

### Revising the Policy and Parent/Student Handbook

The policy shall be revised as necessary. Guidelines important to parents and students will be incorporated into the Parent/Student Handbook. Staff will have these guidelines available on the District website in the section used for Staff Handbook.

## Health, Nutrition and Wellness Education

In 2012-2013, the Governing Board adopted a comprehensive Health and Wellness curriculum and has since approved the hire of highly qualified Health instructors to teach the curriculum weekly.

The following texts and programs offer a comprehensive approach to Health and Wellness Education including, lifelong health including exercise and nutrition, social and emotional learning, injury prevention and personal safety, functions of the body, human growth and development , cycle of family life, disease and illness prevention, substance abuse prevention, community health and safety including violence prevention, self-worth and mental health, and environmental and consumer health.

The Site Council endorsed the following texts after a one year adoption process in which teachers and parents examined materials and made the recommendation below. This recommendation was then approved by the Governing Board.

<u>Text/Program</u>	<u>Grade Level</u>
The Great Body Shop	PreK-5
Health Promotion Wave	6-8
<i>Connected and Respected</i>	K-2, 3-5
<i>Conflict Resolution in the Middle School</i>	6-8
<i>Fit for Life</i>	Pre-K-5

### Health and Nutrition

In addition to the health curriculum taught by health teachers, classroom teachers are expected to integrate wellness and nutritional topics in other academic areas (math, science, language arts, reading) as appropriate including the use of *Fit for Life*, *Connected and Respected* and *Conflict Resolution in the Middle School*.

Nutrition Education: The school has a portable kitchen for use in the classrooms. Teachers are encouraged to check out the kitchen for nutrition and wellness integration

activities and to use if conducting any healthy celebrations like a monthly snack for birthdays. All such activities occur during a scheduled recess break.

Teachers will work with Southwest Foods on nutrition promotion and coordination including having students participate in recommendations for breakfast or lunch items.

Nutrition Education may be incorporated into classroom snack times as well as during meals.

Nutrition education will incorporate lessons helping children acquire skills for reading nutrition fact labels and menu planning.

Nutrition education will involve sharing information with families and the broader community to positively impact students and the health of the community.

Methods of communication may include handouts, school websites, articles and information provided in newsletters, presentations that focus on nutrition and healthy lifestyles, parent gatherings or other means available to reach parents.

The food service director or representative will be available to speak with parents during scheduled events

### **Physical Activity**

- Continental School offers Physical Education weekly for students K-5 and daily for students in grades 6-8.
- Structured recess training was conducted with all staff and equipment for structured recess was provided through Pima County. The structured recess program is fostered by the elementary PE teacher and the aides on lunch recess duty
- *Fit for Life* is an exercise curriculum for the classroom to give students the opportunity for movement at their desk. Teachers are encouraged to use *Fit for Life* during transitions and after periods of sitting. It may also be used if students are unable to go outside during recess due to the weather.
- Continental School offers a full range of physical activities after school for grades 5-8 including basketball, baseball, softball, flag football, wrestling, golf, soccer and track. The school participates in a sports legal and employs coaches and an athletic director to organize and supervise the sports program.
- The school's character education program and Red Ribbon Week activities will be supported by the health curriculum.

### **Other School Based Activities**

The District offers many physical activities throughout the year including Walk to School days in the fall and spring and PTC events like the Walkathon and Field Day on the last day of school.

Field trips that include physical activity are scheduled throughout the year by teachers.

After school activities including many sports and clubs with a high participation level among Continental students.

Two staff members coordinate health and wellness activities for students, families and staff that focus on physical exercise, overall fitness and healthy practices through events and incentives.

Peer Mediation Program - The District conducts a Peer Mediation program as part of the comprehensive health curriculum. Student mediators in grades 3-8 are recruited and trained annually to work with students who need to resolve their conflicts peacefully. This program is contributing to a safer and more positive school climate for all students.