

**ADMINISTRATIVE PROCEDURES OF THE
MILWAUKEE PUBLIC SCHOOLS**

**ADMINISTRATIVE PROCEDURE 4.07
STUDENT NUTRITION & WELLNESS PROCEDURES**

(1) HEALTHY SCHOOL ENVIRONMENT

(a) The district values the health and wellbeing of students and staff. To promote school wellness, the district will plan and implement activities that support health-promoting behaviors. Educational activities for staff members may include information on healthful lifestyle behaviors, healthful eating, physical activity, and injury prevention.

(b) Healthful eating and physical fitness will be actively promoted by staff to students, parents, teachers, and the community at registration, parent group meetings, open houses, and health fairs.

(c) School staff are encouraged to model healthful eating and exercise behaviors. Schools should offer staff time and ~~training~~ professional development to practice health-promoting activities.

(2) NUTRITION EDUCATION

(a) The district will provide and/or coordinate regular ~~training~~ professional development to teachers, principals, school health and wellness team members and ~~the~~ food service staff on basic nutrition, nutrition education, and best practices in wellness practices. Training Professional development will also be offered to ~~teachers~~ staff to facilitate the integration of nutrition education into core curriculum areas such as math, science, social studies, and language arts.

(b) Nutrition education, especially in the primary grades, must be emphasized for the students to be capable of making wise lifelong food choices. It is the role of the health and wellness curriculum specialist to develop a nutrition education curriculum. ~~Beginning with~~ Since the 2006-2007 school year, all K-12 instructional staff ~~will be~~ have been encouraged to integrate nutritional themes into daily lessons when appropriate. The health benefits of good nutrition ~~should be~~ will be emphasized. These nutritional themes include, but are not limited to:

1. Nutritional knowledge such as the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements and safe food preparations, handling and storage.
2. Nutrition-related skills such as planning a healthy meal, understanding and using food labels, and critically evaluating nutrition information, misinformation, and commercial food advertising.
3. How to assess personal eating habits, set goals for improvement, and achieve nutrition goals.

(c) Administrative Policy 4.07 ~~The district nutrition~~ reinforces nutrition education to help students practice these themes in a supportive school environment. Nutrition education will be offered in the school dining room and in the classroom, with coordination between school food service staff and teachers. Promotion occurs through the use of educational brochures, posters and presentations.

(d) Schools are encouraged to participate in United States Department of Agriculture (USDA) nutrition initiatives (such as Team Nutrition) and to conduct healthy activities and promotions (such as National School Lunch Week and National School Breakfast Week) that involve teachers, students, parents, and the community.

(3) IMPROVING STUDENT NUTRITION GUIDELINES FOR USDA CHILD NUTRITION PROGRAMS AND SCHOOL MEALS

(a) All students shall receive breakfast and lunch under the nutritional guidelines of the USDA's School Breakfast Program and National School Lunch Program respectively. ~~are to receive will be offered the same quality a nutritious school breakfast and/or lunch daily. under all circumstances.~~

(b) Schools shall ~~will~~ not establish policies, class schedules, bus schedules, or other barriers that directly or indirectly restrict meal access.

(c) School principals shall ~~will~~ make participation in school breakfast and lunch ~~and return of meal applications~~ a high priority for their sites. Schools shall make efforts to ensure that families are aware of need-based programs for free or reduced-price meals ~~(until universal free meals are available at each school)~~.

(d) Schools are strongly encouraged to implement innovative breakfast programs such as breakfast in the classroom and grab-and-go ~~bags, and breakfast carts/~~ kiosks in an effort to increase breakfast participation.

(e) School schedules are set to provide students with a minimum of 10 minutes to eat breakfast and 20 minutes to eat lunch, from the time the student is seated.

(f) Dining areas shall be clean, safe, and attractive and have enough space for seating all students comfortably.

(g) Lunch periods shall be scheduled as near the middle of the instructional school day, between 10:00 am and 2:00 pm.

(h) Lunch periods shall be scheduled as in elementary schools following recess whenever possible.

~~(h-i) Schools are encouraged to offer meals during breaks in the school calendar whenever possible and to coordinate with other agencies and community groups~~ the Department of Nutrition Services to operate or assist with operating, summer food service programs for eligible students, ~~who are eligible for federal program support.~~

(i-j) The school shall encourage parents to provide a variety of nutritious foods and beverages if students bring bag lunches or snacks from home.

(j-k) Food is not to be used as a reward or punishment for student behaviors.

~~(k-l) The monitoring of vending machines by coordinated school health teams is highly encouraged to maximize the nutritional value of available snack foods (for a list of recommended healthy snacks, see Administrative Procedure 4.05, School Nutrition Management). Nutritional concerns should be brought to the attention of the school principal~~ foods and beverages and to ensure compliance comply with the Smart Snacks in Schools standards.

(4) FOODS OF MINIMAL NUTRITIONAL VALUE (FMNV)

~~(a) Federal regulations prohibit the sale of certain foods, determined to be of minimal nutritional value, in the foodservice area during meal periods. These are foods that provide less than 5 % of the U.S. recommended daily allowance per serving of protein, vitamin A, vitamin C, niacin, riboflavin, thiamin, calcium, and iron. Examples of FMNV foods include soda, water ices, chewing gum, and candy. Schools are generally discouraged from offering these foods at any time.~~

~~(b) Foods of minimal nutritional value may be offered in the following circumstances:~~

- ~~1.—Accommodating Students with Special Needs: Special needs students whose individualized education program (IEP) plans indicate the use of a FMNV for behavior modification may be given FMNV.~~
- ~~2.—School Events: It is at the discretion of the principal to decide what special events may serve FMNV. It is recommended that FMNV not be served at school events more than three times per year. During these events, FMNV may not be given during meal times in the areas where school meals are being served or consumed, and regular meal service (breakfast and lunch) must continue to be available to all students in accordance with federal regulations.~~
- ~~3.—Instructional Use of Food in Classroom: Food provided for students as part of a class or school cultural heritage event for instructional or enrichment purposes would be exempt from the policy.~~
- ~~4.—Athletic, Band and Other Competitions: School groups which leave campus to travel to athletic, band, or other competitions are exempt from FMNV procedures.~~

5. ~~Birthdays: It is at the discretion of each school to allow for FMNV birthday treats. These treats will be served after the end of the lunch period.~~
6. ~~Bag Lunches: This procedure does not restrict what parents may provide for their own children's lunches or snacks. Parents are discouraged from providing FMNV for their own children's consumption, or any other child's consumption, before or during lunch time. A school may adopt a more restrictive rule, however, as local policy.~~

(4) NUTRITION STANDARDS FOR SMART SNACK

Adherence to the USDA Smart Snacks in Schools standards is a Federal requirement for when for all foods and beverages sold to students from midnight to thirty minutes after the instructional day.

In order to meet the USDA Smart Snacks in School standards will ensure that all foods and beverage available to students on the entire school campus throughout the school day shall meet these specific guidelines:

(a) General Standards

Entrées, snacks, and sides must meet one of the following criteria:

- Be a whole grain-rich product; or
- Have a fruit, vegetable, dairy product, or protein food (meat, beans, poultry, etc.) as the first ingredient; or
- Be a combination food with at least ¼ cup fruit and/or vegetable; and

(b) Nutrient Standards

Nutrient standards should be assessed for the serving size available for purchase and include all accompaniments. Entrées, snacks, and sides must meet all of the following standards:

- Calories
 - Entrée: ≤350 calories
 - Snack or side: ≤200 calories
- Fat
 - ≤35% of total calories from fat
Exemptions: reduced-fat cheese, part-skim mozzarella, nuts, seeds, nut/seed butters, dried fruit with nuts or seeds (with no added nutritive sweeteners or fat), and seafood with no added fat
 - <10% of total calories from saturated fat
Exemptions: reduced-fat cheese, part-skim mozzarella, nuts, seeds, nut/seed butters, dried fruit with nuts or seeds (with no added nutritive sweeteners or fat), and seafood with no added fat
 - 0 g of trans fat (<0.5 g)
- Sodium
 - Entrée: ≤480 mg
 - Snack or side:
≤200 mg (beginning July 1, 2016)
- Sugar
 - ≤35% of weight from total sugar
Exemptions: dried/dehydrated fruits or vegetables without added nutritive sweeteners, dried fruits with nutritive sweeteners for processing and/or palatability, and dried fruit with only nuts/seed (no added nutritive sweeteners or fat)

(c) Exemptions from general and nutrient standards

The following items are exempt from all of the general and nutrient standards:

- An entrée the day of and the day after it is served as part of a reimbursable meal.
- Fresh, canned, and frozen fruits with no added ingredients except water or packed in 100% juice, extra light syrup, or light syrup.

- Fresh, canned, and frozen vegetables with no added ingredients except water or a small amount of sugar for processing purposes.

(d) Entrees- Entrées

A product or dish must meet one of the following standards to qualify as an entrée under Smart Snacks:

- A combination food of meat/ meat alternate and whole grain-rich food
- A combination food of meat/ meat alternate and vegetable or fruit
- A meat/meat alternate alone (excludes yogurt, cheese, nuts, seeds, nut/seed butters, and meat snacks [e.g. beef jerky])
- A breakfast entrée defined by the menu planner and served as part of the School Breakfast Program
- If a product does not meet any of the qualifications for an entrée, it must be evaluated against the nutrient standards for a snack/side.

(e) Beverages

	<u>Elementary School</u>	<u>Middle School</u>	<u>High School</u>
<u>Water (plain), flat or carbonated</u>	<u>All sizes</u>	<u>All sizes</u>	<u>All sizes</u>
<u>Low-fat milk (unflavored)</u>	<u>≤8 fl oz</u>	<u>≤12 fl oz</u>	<u>≤12 fl oz</u>
<u>Fat-free milk (flavored or unflavored)</u>	<u>≤8 fl oz</u>	<u>≤12 fl oz</u>	<u>≤12 fl oz</u>
<u>100% juice, flat or carbonated</u>	<u>≤8 fl oz</u>	<u>≤12 fl oz</u>	<u>≤12 fl oz</u>
<u>Calorie-free beverages, flat or carbonated</u>	<u>Not allowable</u>	<u>Not allowable</u>	<u>≤20 fl oz</u>
<u>Low-calorie beverages (≤5 kcal/oz), flat or carbonated</u>	<u>Not allowable</u>	<u>Not allowable</u>	<u>≤12 fl oz</u>
<u>Caffeine</u>	<u>Not allowable</u>	<u>Not allowable</u>	<u>Allowable with no restriction</u>

(f) Fundraisers

The Wisconsin Department of Public Instruction allows two fundraiser exemptions per student organization per school per school year. All fundraisers must be in alignment with Administrative Policy and Procedure 7.22, School Fundraising Activities.

(g) Vending

- Vending machines for students may be installed in High Schools.
- They shall be located in areas other than the cafeteria.
- Vending, intended for student consumption, must contain Smart Snack compliant food/beverages or be off from midnight to thirty minutes after the instructional day.
- Adherence shall ~~will~~ be monitored by the school leader ~~principal~~ and/or the school health team.
- The Board reserves the right to direct the Administration to remove vending machines from schools.

(h) Smart Snacks Product Calculator

The Alliance for a Healthier Generation created a Smart Snacks Product Calculator to assist School Food Authorities SFAs in determining whether a product meets the general and nutrient standards outlined in the Smart Snacks interim final rule. After a determination is made, an informational sheet can be printed and maintained as documentation.

(5) PHYSICAL EDUCATION AND INCREASING PHYSICAL ACTIVITY

(a) Each school must include ~~periods of~~ physical activity opportunities in the regular school day for ~~each every~~ student enrolled in ~~grades kindergarten to five~~. All schools should enforce existing physical education (PE) requirements in Administrative Policy 7.07 and Administrative Procedure 7.07.

(b) Movement activities can be integrated across the curricula and throughout the school day.

(c) Schools should encourage after-school childcare programs to provide developmentally appropriate physical activity for participating children and to reduce or eliminate time spent in sedentary activities. Schools should offer after-school intramural programs and/or physical activity clubs to promote physical wellbeing.

(d) It is strongly recommended that PE or recess be scheduled before lunch whenever possible.

(e) Recess or other physical activity should shall not be denied as a form of punishment or cancelled for instructional make-up time.

(f) Schools should work with their local neighborhoods to create an environment that is safe and supportive for students to walk or bike to school.

(6) BODY MASS INDEX

(a) Responsibility

~~Each school within the Milwaukee Public School system will be held accountable for measuring its own students.~~

(b) Notification of Measurement

~~1. Parents of students in grades 4 through 12 will receive an opt-out letter prior to height and weight measurements being performed so that they may notify the school if they do not want their children to be measured.~~

~~2. Students will also have the right to opt out on the day of measurement if they so choose.~~

(c) Measurement Tools

~~1. Scales should be beam balance or electronic, have a stable weighing platform, be easily zeroed, and be able to be recalibrated.~~

~~2. Stadiometers should include a horizontal headpiece that is stable, easily calibrated, not attached to a scale and that can be brought into contact with the most superior part of the head.~~

(d) Measurement Procedures

~~1. Trained nurses or physical education teachers will perform measurements. Training will be performed during in-service or by video.~~

~~2. Measurement is to be performed in an area that allows for privacy (physical barrier from other students).~~

~~3. Students should be weighed wearing a single layer of clothing (shirts and pants or shorts). Shoes, jackets, and sweatshirts should be removed.~~

~~4. Students must be weighed and measured by trained staff member. Weight should be measured with both feet flat on the scale with the body in an upright position. Height will be measured with feet flat against floor and the head positioned straight.~~

~~5. Measurements for weight and height must be repeated two times each. If different, measurements should be averaged.~~

~~6. The trained staff will ensure privacy of student data and promptly enter it into a secure database that is accessible only to legally authorized individuals and not accessible by students.~~

~~7. Students in grades 6 and up will be provided with their BMI data on a one-to-one basis by their physical education teachers.~~

~~8. Students in grades below 6th grade will not have BMI data listed on any fitness assessment given to students. BMI data will be sent directly to parents.~~

(e) Storage of Information

~~Storage of results will occur in a secure database where BMI is calculated and letters to parents are automatically developed.~~

(f) Parental Notification of Results

~~1. Results of height, weight and BMI will be sent home to parents. Information on activity and healthful eating will be included in materials sent to parents.~~

2.— Concerned parents will be able to contact school point person (i.e. nurse) who will be designated prior to initial assessment. Point person will answer parents' questions.

(g) Evaluation of Data and Wider Dissemination

1.— Data will be collected for all Milwaukee Public Schools yearly in order to determine trends in BMI among students.

2.— MPS will post aggregate results for the district and by school annually on the district's website.

(67) WELLNESS PROMOTION AND MARKETING ACTIVITIES

- (a) The district will utilize the Smarter Lunch Room Self-Assessment Scorecard to find ways to improve the eating environment.
- (b) All fundraising activities where food products are sold should demonstrate the district's commitment to promoting healthy behaviors and improving personal wellness. Selling nutritious foods reinforces nutritional messages taught in classrooms and lunchrooms.
- (c) In addition, advertisement in schools (in-school television, computer screen savers and/or school-sponsored internet sites, or announcements on the public announcement system etc.) should also demonstrate the district's commitment to promoting healthy behaviors and improving personal wellness.
- (d) Whenever possible use nonfood options and or food items that follow the USDA Smart Snacks in Schools Standards ~~SMART SNACK~~ guidelines as addressed in this Procedure Section 4 in marketing or promotional activities.

(8) EVALUATION & COMMUNICATION

(a) The superintendent, school leaders ~~principals~~, administrators, teachers, support staff, nutrition services staff ~~supervising dietitians~~, and parents play a vital role in promoting and communicating healthy foods and fitness messages to students.

(b) Each school will conduct an annual Student Wellness assessment ~~through Association for Supervision and Curriculum Development (ASCD)'s School Health Team Survey tool~~ selected and approved by the Core Health Services Team at central services.

(c) ~~CORE~~ The Core Health Services Team will be responsible for collecting, reviewing, and disseminating the results of the ~~ASCD survey~~ assessment to the schools.

History: Adopted 06-29-06; Revised 05-29-14

Legal Ref.: PL108.265, Section 204
Healthy, Hunger-Free Kids Act of 2010
7 CFR Section. 210.11

Cross Ref.:	Admin. Proc.	4.05	School Nutrition Management
	Admin. Policy	4.06	Vending Machines
	Admin. Policy	4.07	Student Nutrition & Wellness Policy
	Admin. Policy	7.06	Health Education
	Admin. Policy	7.07	Physical Education
	Admin. Proc.	7.07	Physical Education
	Admin. Proc.	7.22	School Fund-raising Activities
	Admin. Policy	9.08	Advertising in the Schools
	Admin. Policy	9.11	School Governance Councils