

**Procedure Handbook
for the
District Wellness Policy**



**HOOVER
CITY SCHOOLS**

Preamble

Hoover City Schools (hereto referred to as the District) is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health-promoting learning environments at every level, in every setting, throughout the school year. This procedure manual outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this procedure manual establishes goals and procedures to ensure Section 7.9 of Hoover City Schools Policy are being met.

In furtherance of its commitment to fostering healthy nutritional and physical activities that support student achievement and that promote the development of lifelong wellness practices, the Board endorses the following programs, practices, and activities.

7.9.1 Nutrition Education – Nutrition education that teaches the knowledge, skills, and values needed to develop healthy eating behaviors and nutrition that promotes and reinforces student health will be integrated into the curriculum and offered throughout school campuses, including school dining areas and classrooms, by appropriately trained personnel.

7.9.2 Nutrition Standards – The Board will ensure that reimbursable school meals meet the program requirements and nutritional standards established by applicable state and federal regulations.

The Board will take all reasonable steps to foster and encourage consumption of healthy food and beverages at all times in connection with school functions. The Board will consider nutrient density and portion size and any applicable state and federal regulations before permitting food and beverages to be sold, served or marketed to students.

7.9.3 Physical Education and Physical Activity Opportunities – The Board will offer physical education opportunities that include the components of a sound physical education program. Physical education will equip students with the knowledge, skills, and values necessary to maintain healthful lifelong physical activity. Physical education instruction will be aligned with the curriculum. All students will be provided the opportunity to participate regularly in supervised physical activities that are intended to maintain physical fitness and to impart the benefits of maintaining a physically active and healthy lifestyle.

7.9.4 Cardiopulmonary Resuscitation – All students enrolled in health classes in the tenth grade will receive instruction in cardiopulmonary resuscitation (“CPR”) techniques in accordance with methods or standards prescribed by the American Heart Association or the American Red Cross.

7.9.5 Other School-Based Activities Designed to Promote Student Wellness – The Board may implement other programs that help create a school environment that conveys consistent wellness messages and that is conducive to healthy eating and physical activity.

7.9.6 Administrative Implementation – The Superintendent is authorized to develop and implement administrative rules and directives that are consistent with the Hoover City Schools Wellness Policy and Procedure Handbook and that are based on input from the District Wellness Committee, which includes teachers (including specialists in health and physical education), school nurses, parents and guardians,

students, representatives of the school food service program, school board members, school administrators, and the public. The

Superintendent will report to the Board, as requested, on programs and efforts that are designed to meet the purpose and intent of this policy.

This policy applies to all students, staff, school-sponsored organizations and schools in the District.

Administrative Implementation

Committee Role and Membership

The District will convene a representative district wellness committee (hereto referred to as the DWC) that meets annually and as needed throughout the year to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of this procedure handbook.

The DWC membership will represent all school levels (elementary and secondary schools) and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals; school administrators; school board members; health professionals and the general public. The HCS District Wellness Coordinator will be responsible for oversight of the DWC and its efforts to develop the DWC's Wellness Policy.

Progress Assessments will be evaluated for compliance with the wellness policy and procedures. These results and other wellness meeting information will be posted on the HCS website.

School Meals

Nutrition Standards

The district is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; moderate in sodium, low in saturated fat, and zero grams trans-fat per serving (nutrition label or manufacturer's specification); and to meet the nutrition needs of school children within their calorie

requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP). Select individual schools also operate additional nutrition-related programs and activities including Farm to School programs, school gardens, produce of the month, Grab 'n' Go Breakfast, and Share Tables. All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs.

■ Students should be **allowed at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch**, counting from the time they have received their meal and are seated.

Students are served lunch at a reasonable and appropriate time of day. Participation in Federal child

nutrition programs should be promoted among students and families to help ensure that families know what programs are available in their children's school.

The District will aim to implement Farm to School activities, which may include:

- Local and/or regional products incorporated into the school meal program;
- Messages about agriculture and nutrition reinforced throughout the learning environment;
- School gardens;
- School hosts field trips to local farms;
- School utilizes promotions or special events, such as tastings, that highlight the local/ regional products.

Staff Qualifications and Professional Development

All school nutrition program directors, managers, and staff should meet or exceed hiring and annual continuing education/training requirements in the [Guide to Professional Standards for School Nutrition Programs](#).

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day* and throughout every school campus*. The District will make drinking water available where school meals are served during mealtimes if a drinking fountain is not present. In addition, students should be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day.

Competitive Foods and Beverages

The District is committed to ensuring that all foods and beverages available to students on the school campus* during the school day* support healthy eating. The foods and beverages sold and served outside of the school meal programs (i.e., "Competitive" foods and beverages) should meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.

Celebrations and Rewards

All foods offered on the school campus during the school day, at all school levels should meet or exceed the USDA Smart Snacks in School nutrition standards including through:

1. Celebrations and parties. The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Healthy party ideas from the [Alliance for Healthier Generation](#) Each school will be *encouraged* to limit parties that do not meet the Smart Snacks in School nutrition standards to no more than 2 per school year, during the school day, at all school levels. Food related lessons that are tied into the curriculum will not count towards these celebrations. Classroom snacks brought by parents should also be smart snacks. Snacks for birthday parties can be purchased through the Child Nutrition Department to ensure Smart Snack compliance. [Healthy Snack and Beverage Ideas](#)
2. Rewards and incentives. It is recommended that food and beverages should not be used as a reward.

The District will provide teachers and other relevant school staff a [List of Alternative Ways to Reward Children](#). However, food and beverages will not be withheld as punishment for any reason, such as for performance or behavior.

3. The school day is defined as from midnight until 30 minutes after the dismissal time.

Fundraising

Beginning SY15-16, schools shall provide a consistent environment that is conducive to healthful eating behaviors during school hours. The school day is defined as from midnight before school begins to 30 minutes after school ends.

The school campus shall reflect healthy nutrition environments. Schools must not establish policies, class schedules, bus schedules or other barriers that directly or indirectly restrict access to and compete with meal schedules.

Ready to Eat food and beverages are not to be sold during the school day to anyone on school grounds as a fundraiser. Allowed fundraisers include, but are not limited to: cookie dough, Boston butts, etc. The DWC will encourage the use of non-food fundraisers and those promoting physical activity (such as walk-a-thons, jump rope for heart, fun runs, t-shirts, sing-a-gram, holiday decor, mattresses, coin drive, candles, etc.).

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff should receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff and teachers, parents, students, and the community.

The District should promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. Promoting foods and beverages that meet the USDA **Smart Snacks in School** nutrition standards. [Smart Snack Calculator](#)

Nutrition Education

The District aims to teach, model, encourage, and support healthy eating by students. Schools will *aim* to provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences, and elective subjects;
- Include enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities, such as

- cooking demonstrations or lessons, promotions, taste-testing, farm visits, and school gardens;
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food preparation methods;
 - Emphasize caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
 - Link with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods, and nutrition-related community services;
 - Teach media literacy with an emphasis on food and beverage marketing; and • Include nutrition education training for teachers and other staff.
 - In elementary schools, nutrition education will be offered at each grade level as part of a sequential, comprehensive, standards-based health education curriculum that meets state and national standards

[USDA's Team Nutrition](#) provides free nutrition education and promotion materials, including standards-based nutrition education curricula and lesson plans, posters, interactive games, menu graphics, and more.

[HEAL United \(Healthy Eating Active Living\)](#) is also a curriculum tool available to teachers. It includes standards based nutrition and health lesson plans and activities, heart rate technology, posters, and calendars for schools enrolled in their program.

Food and Beverage Marketing in Schools

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health, and physical activity. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.

Physical Education & Physical Activity Opportunities

Children and adolescents are encouraged to participate in 60 minutes of physical activity during the school day. A substantial percentage of students' physical activity can be provided through a comprehensive, school-based physical activity program (CSPAP) that includes these components: physical education, recess, classroom-based physical activity, walk and bicycle to school, and out-of-school time activities. The district is committed to providing these opportunities for students. Schools will ensure that these varied opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection).

Physical activity during the school day (including but not limited to recess, physical activity breaks, or physical education) should not be withheld as a consequence. This does not include participation on sports teams that have specific academic requirements. The district will provide teachers and other school staff with a [List of Ideas](#) for alternative ways to discipline students.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active.

Through formal joint or shared use agreements indoor and outdoor physical activity facilities (at the discretion of the principal) will be open to students, their families, and the community outside of school

hours

Physical Education

The District will provide students with physical education, using a diverse, age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the “*Essential Physical Activity Topics in Health Education*” subsection).

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

The District physical education program will promote student physical fitness through individualized fitness and activity assessments via the Alabama Fitness Test and will use criterion-based reporting for each student.

All physical education teachers in the District will be required to participate in at least once a year professional development in physical education.

All physical education classes in Hoover are taught by licensed teachers who are certified or endorsed to teach physical education

Essential Physical Activity Topics in Health Education

The District will aim to include in the health education curriculum essential topics on physical activity when health education is taught OR semesters when students are enrolled in health or physical education.

Recess (Elementary)

All elementary schools should offer at least 20 minutes of recess on all or most days during the school year. This may be waived on early dismissal or late arrival days. If a student is losing recess as a result of a consequence, then it cannot mean being inactive. Consider assigning alternate recess movements like walking the track, or doing a routine (jumping jacks, jog-on-the spot). Recess will complement, not substitute, physical education class.

Outdoor recess should be offered when weather is feasible for outdoor play.

In the event that the school or district must conduct indoor recess, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable. Each school will maintain and enforce its own indoor recess guidelines.

Physical Activity Breaks (Elementary and Secondary)

The District recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students should be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school

week. The District recommends teachers provide short (3-5 minute) physical activity breaks ('Brain Boosters') to students during and between classroom times. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods. Resources and links to resources are available through [USDA](#) and the [Alliance for a Healthier Generation](#) and at www.gonoodle.com.

Active Academics

Teachers will be encouraged to incorporate movement and kinesthetic learning approaches into "core" subject instruction when possible (e.g., science, math, language arts, social studies, and others) and do their part to limit sedentary behavior during the school day.

The District will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Before and After School Activities

The District encourages schools to offer opportunities for students to participate in physical activity either before and/or after the school day through a variety of methods such as clubs, physical activity in aftercare, intramurals, or varsity sports.

Other School-Based Activities Designed to Promote Student Wellness

The District will integrate wellness activities across the entire school setting. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary and work towards the same set of goals and objectives promoting student well-being, optimal development, and strong educational outcomes. Collaboration between families/caregivers and school staff (nutrition team, teachers, nurses, guidance counselors, ELL specialists) to help identify needs related to social drivers of health and offer solutions to families.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.

All efforts related to obtaining federal, state, or association recognition for efforts, or grants/funding opportunities for healthy school environments should be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the DWC/SWC.

All school-sponsored events will adhere to the wellness policy.

Community Partnerships

The District will develop, enhance, or continue relationships with community partners (i.e. hospitals, universities/colleges, local businesses, farms, food distribution facilities, etc.) in support of this wellness policy's implementation.

Community Health Promotion and Engagement

The District should promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families should be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

Staff Wellness and Health Promotion

The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

Schools in the District will be encouraged to implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. Examples of strategies schools will use, as well as specific actions staff members can take, include :

- Pedometer Challenges/Wellness Wednesdays/Health Challenges
- Blue Cross Blue Shield of Alabama, "Be Healthy" website
- Participating in the PEEHIP "Team up for Wellness" Health Screens and Wellness Program
- Promoting Healthy Eating options in the Employee Breakroom / Teacher's Lounge ● Participating in Birmingham Corporate Challenge/5k Runs
- Participating in CommuteSmart program
- Share information on local wellness events by the District Wellness Coordinator to SWC and on social media

Professional Learning

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class).