

Melrose Public Schools
Wellness Policy Administrative Guidelines
2014-2015

Statement

The Melrose Public Schools (MPS) are committed to providing a school environment that is supportive of wellness, conducive to healthy choices and the ability to learn by supporting healthy eating and physical activity. It recognizes that there is a link between education, nutrition, the foods served in schools, physical activity, and environmental education, and that wellness is affected by all of these. This wellness policy and guidelines are based on the understanding that good health fosters student attendance and improved learning. To that end students need access to healthful foods and opportunities for physical activity in order to grow, learn and thrive. Obesity rates are increasing with the predominant cause being excessive calorie intake and physical inactivity, hence students need to be instructed in and understand the implication for healthy choices. By promoting health and wellness for students and staff within the school community, healthy students will learn better and have better attendance. Healthy staff will have better attendance, work and teach better and serve as a role model of good for students.

Goals

To realize this commitment, the following goals are established:

- 1. Student nutrition programs and school lunch services comply with federal, state and the local guidelines.*
- 2. Nutrition education is provided and promoted in wellness and health classes and in the nurse's office and school cafeteria so that students learn the skills and knowledge to make healthy choices.*
- 3. Wellness and Health education and opportunities for physical activity are essential elements of each school'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 healthy physical activity.*
- 4. All school-based activities are designed to promote student wellness.*
- 5. The School Wellness Advisory Committee (SWAC) will monitor the progress of the implementation of this policy and provide an annual report to the School Committee and Superintendent. The SWAC will be responsible for updating this policy as necessary.*

Wellness Policy Implementation Guidelines

Goal # 1: Food Services

Nutritional Quality of Foods and Beverages Sold and Served in the Melrose Public Schools

Introduction:

“The “Act Relative to School Nutrition,” signed into law on July 10, 2010, requires the Massachusetts Department of Public Health to establish standards for competitive foods and beverages sold or provided in public schools during the school day. The goal of the standards is to ensure that public schools offer students food and beverage choices that will enhance learning, contribute to their healthy growth and development, and cultivate life-long healthy eating habits. The regulations are part of the Commonwealth's broad-based, collaborative initiative to reduce childhood obesity and prevent its complications in childhood and later in adulthood. Schools must comply with the nutrition standards beginning on August 1, 2012, unless otherwise noted.

School districts have the discretion to go beyond these standards and establish additional guidelines to promote a healthy environment throughout the school day.”
(Massachusetts Department of Public Health, 2012)

MPS Wellness Policy Administrative Guidelines

Implementation:

Department of Food Services

School Meals

Meals served through the National School Lunch Program will:

- ✓ Be appealing and attractive to children;
- ✓ Be served in clean and pleasant settings;
- ✓ Meet, at minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- ✓ Offer a variety of fruits and vegetables;
- ✓ Offer low fat and/or fat free milk daily; offer a variety of bread and bread products, including an assortment of whole grain bread products.

Free and Reduced-priced Meals

Every child needs a healthy, filling meal to learn. The Melrose Public Schools offers nutritious meals to children each school day. Our meals include choice of entrée, two vegetable/fruit sides and milk. Paid, free or reduced meals are the exact same as what other children are served--there is no "reduced meal." The price of the meal is reduced or waived for families based on income. Student meal accounts are private and confidential with personal ID numbers.

Sharing of Foods and Beverages

The practice of student sharing of food and beverages with one another during meal or snack times is discouraged due to students with food allergies and dietary restrictions.

Nutrition Information

The MPS and Chartwells Food Service web-sites provide information on all food and food products served. School staff and parents can refer to the following web sites for information on menus at individual schools, nutritional values as well as food allergy and food intolerance information.

- Melrose Public Schools - www.melrosepublicschools.com
- Chartwells School Nutrition – <http://chartwells.compass-usa.com/rose/Pages/Home.aspx>

Food Safety

All foods made available through the food services department will comply with state and local food safety and sanitation regulations.

Food Allergies / Dietary Restrictions

Student information regarding food allergies and dietary restrictions will be entered into the computerized POS (point of sale) program with parental permission. This will serve as another precaution for protecting students with food allergies and dietary restrictions.

A la carte and competitive foods

In accordance with the Massachusetts School Nutrition Law, all foods sold or provided to students outside of the National School Lunch Program will meet the standards listed below. The standards will apply 30 minutes before and 30 minutes until after the school day, with the exception of vending machines which shall comply with these standards at all times.

MPS Wellness Policy Administrative Guidelines

Competitive foods are defined as foods and beverages sold or provided in:

- School cafeterias offered as a la carte items
- School stores and snack bars
- Vending machines (those available to students)

Category	Nutrition Standards
Juice	<i>100% fruit and vegetable juice – no sugar added. No more than 4 ounce serving.</i>
Milk (including alternatives such as lactose free and soy)	<i>Low-fat (1% or less and fat free.) No more than 8 ounce serving.</i>
Water	<i>No added sugars, sweeteners or artificial flavorings and/or carbonation. May contain natural sweeteners.</i>
Other beverages (soda, sports drinks, teas, milk, waters, etc.)	<i>No beverages other than juice, milk, substitutes shall be sold or provided.</i>
Calories	<i>Foods shall not exceed 200 calories per item. A la carte items shall not exceed the calorie count items offered as part of the NSLP equivalent portion size.</i>
Fat	<i>No more than 35% of total calories from fat.</i>
Trans Fat	<i>All foods will be trans-fat-free.</i>
Fat Exemptions	<i>1 ounce servings of nuts, nut butters, seeds, and reduced-fat cheese.</i>
Sodium	<i>No foods shall contain more than 200 mg of sodium per item. A la carte entrees shall not have more than 480 mg of sodium per item.</i>
Grains	<i>All bread or grain-based products shall be whole grain. These include crackers, granola bars, chips, bakery items, pasta, rice, etc.</i>
Caffeine	<i>No food or beverage will contain more than trace amounts of caffeine.</i>
Artificial Sweeteners	<i>No food or beverage will contain an artificial sweetener.</i>
Water	<i>Water will be made available to all students through the school day.</i>

Goal #2: Nutrition Education:

Nutrition education is provided and promoted in wellness and health classes and through the nurse’s office and school cafeteria so that students have an opportunity to learn the skills and knowledge to make healthy food choices.

Implementation:

Comprehensive Health Education at Point of Service (POS)

Nutrition education is integrated into the physical education and health education curriculums.

MPS Wellness Policy Administrative Guidelines

- At the elementary and middle school levels the components of healthy nutritional practices are taught through game play, physical activity and during classroom lessons.
- The implementation of the “Health Promotion Wave” curriculum system-wide contains units that promote healthy eating at school and at home.
- Health classes promote eating fruits, vegetables, and whole grain products, as well as low-fat and fat-free dairy products.
- The high school’s “Family and Consumer Science” department offers an educational course that provides nutritional information coupled with healthy cooking. Please note that all Family and Consumer Science programs will be eliminated for the 2015-2016 school year.
- During high school wellness classes, students learn nutritional concepts as they apply to their coursework – i.e. hydration, sports nutrition, exercise physiology and the promotion of media literacy in nutrition.
- School nurses, who are also Melrose Health Department employees collaborate with the food service director on the school meal program, other school foods, and nutrition-related community services.

School Health Services

The school nurses actively promote healthy eating to students through:

- Individual guidance and referral when appropriate.
- Collaboration with parents, physicians, physical education and health teachers.
- Bulletin board displays about nutrition and exercise.
- BMI screening for grades 1, 4, 7, and 10.

Goal # 3: Wellness/Physical Education and Health Education and Opportunities

Fitness and health education and opportunities for physical activity are essential elements of each school’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 healthy physical activity.

Implementation:

Melrose Health Department

- All school-based activities that are designed to promote student wellness and increase physical activity are consistent with local policy goals, Massachusetts State Frameworks and the National Frameworks for Physical Education and Health.

MPS Wellness Policy Administrative Guidelines

- Students are provided opportunities for physical activity during the school day through wellness courses and during recess period for elementary school students.
- Families should not assume that the school is or will be responsible for assuring that their children will receive ALL of the national recommendations for moderate and vigorous activity during the daily school hours. Families need to encourage additional physical activity in order to achieve the standard for moderate to vigorous exercise on a daily basis.

Physical Education (P.E.)/Health K-12.

Students in the MPS have regularly scheduled physical education classes at the elementary and middle school levels. Additionally, at the high school, wellness classes are required for all ninth and tenth graders. Eleventh and twelfth graders are provided with wellness electives and options in order to continue an active and healthy lifestyle. The instructional focus is teaching the knowledge and skills needed to live a healthy lifestyle. Instruction is wellness-based with an emphasis on educating the whole child. Participation in an extensive range of fitness activities and instruction addresses the varied interests and needs of the diverse student population. **All** students in grades K- 12, including students with disabilities, special health-care needs, and in alternative educational programs, will participate in physical education, wellness and health classes equivalent to:

- K-5 – One 40 minute physical education class and one 40-minute health class per week.
- Grades 6 – 8 - three 52-minute Physical Education classes per six day cycle. All students receive one trimester of health that meets five times per week during the assigned trimester.
- Grades 9 –12 - presently, a student must complete four semesters of wellness class activities in order to graduate. A semester course gives the student four 52-minute wellness classes per seven-day cycle. Wellness electives or wellness options are required for eleventh and twelfth grade students.

A certified physical education teacher will teach all physical education /wellness classes. Physical education classes will be an environment where students learn, practice and are assessed on developmentally appropriate motor skills, social skills and knowledge. Physical education classes will include instruction in individual activities as well as competitive and non-competitive team sports to encourage life-long physical activity. Adequate equipment will be available for all students to participate in physical education/wellness classes. Physical activity facilities on school grounds will be safe. Physical education/wellness classes will provide a physical and social environment that encourages safe and enjoyable activities for all students. In accordance with the Department of Public Health requirements and in collaboration with the nursing department, Body Mass Index (BMI) of students in grades 1, 4, 7 and 10 are recorded and kept on file in the nurse's office.

MPS Wellness Policy Administrative Guidelines

Physical Activity Opportunities Before and After School.

School-based activities are offered beyond the school day to enhance the learning in fitness classes. Elementary sports programs and “Exercise Across Massachusetts” are offered at the elementary level, in addition to monthly “Walk to School” days at each school. The middle and high schools will offer extracurricular physical activity programs, such as physical activity clubs or the middle school intramural programs. Programs feature a variety of fitness activities, open gymnasium and weight room options as well as a variety of different sports and games. Certified physical education instructors monitor these sessions. The high school and middle school, as appropriate, will offer interscholastic sports programs. MPS will offer a range of activities that meet the needs and interests of all students, including boys, girls, students with disabilities, and students with special health care needs.

Goal #4: School-based Activities Promoting Wellness

All school-based activities are designed to promote wellness.

Implementation

The Melrose School district has adopted the Health Promotion Wave, a comprehensive health curriculum, as the district’s guide. All elementary students receive one 45 minute health class during each week. At the middle school level, all students receive one trimester of health at each grade level. The high school blends the physical education and health disciplines into a wellness offering. Each student in grades 9 and 10 receives health every day during a three week rotation with physical education. All health topics are aligned with the Massachusetts Health Frameworks.

School Health Services

To assist in the pursuit of student success by supporting the Melrose School

District’s efforts to provide a safe and healthy learning environment for each student and staff. School health services will work collaboratively as a team with parents, staff and community resources to help support students in the learning process.

- Offer access to the school nurse for all students and staff
- Regularly review, update, or develop health and safety policies.
- Collect, review and monitor student physical exam and immunization data, and enforce according to state mandated regulations.
- Conduct health screenings according to the State Department of Public Health guidelines.
- Parent/guardians of students who do not have health insurance are referred to the Medicaid program or to the Massachusetts Health Connector, a state agency that administers the “Commonwealth Care” universal health insurance program.

MPS Wellness Policy Administrative Guidelines

- Parents/guardians of students who do not have a primary care provider are given a referral.
- Facilitate periodic classroom health instruction with health and wellness staff members when appropriate.
- The School Physician supervises and consults with the school nurses as needed.

Healthy and Safe Environment

The MPS will provide a safe environment for all before, during and after school.

- All buildings will meet state and federal health and safety standards and codes.
- All schools will be free of tobacco (including nicotine delivery products), alcohol and drugs.
- The schools will have zero tolerance for violence and harassment.
- The district supports a culture where everyone is respected and accepted.

Daily Recess

All elementary school students will have one daily supervised recess.

- Preferably outdoors, weather permitting
- Schools will encourage, verbally and through the provision of space and equipment, moderate to vigorous physical activity.
- Schools will strive to schedule recess after lunch.

Social and Emotional Health

- Melrose Public Schools value the social and emotional well-being of students, faculty and staff.
- Provides a supportive environment that includes counseling, guidance and social work.
- Encourages students to develop skills to express thoughts and feelings responsibly.
- Fosters an atmosphere where cultural proficiency is promoted and differences are respected.

MPS Wellness Policy Administrative Guidelines

- Implements a systematic approach for identifying at risk students and referring them to appropriate resources, both internally and externally.

Staff Wellness

- The MPS value the health and well-being of every staff member.
- Personal efforts to maintain a healthy lifestyle are supported and encouraged.
- The district provides a work environment that is free from dangers and consistent with occupational safety laws.

Recycling Program

The MPS recognizes its responsibility to work towards waste reduction and recycling in an effort to support environmental benefits.

- All schools foster recycling.
- Food Services models environmentally sound practices and involve students and staff in reducing waste.

Assessment

- The Youth Risk Behavior Survey (YRBS) is administered every other year to both middle and high school students. The purpose of the YRBS is to monitor health risk behaviors and protective factors among MPS students. The results of this survey are used to inform and guide the health curriculum as well as other district-wide wellness initiatives.
- PRIDE Surveys are administered every other year in order to provide local parent and faculty perception data. The results help identify how the schools can better support comprehensive drug and alcohol policy and programming. These surveys capture information including perception of student drug use and school safety, parental involvement with student behaviors, knowledge of school policy related to drug use and violence

Goal #5: The School Wellness Advisory Committee (SWAC)

The School Wellness Advisory Committee will monitor the progress of this policy.

Implementation:

The School Wellness Advisory Committee

MPS Wellness Policy Administrative Guidelines

The School Wellness Advisory Committee (SWAC) has been established to ensure that the MPS have a system in place to deal effectively with school health issues. This district level group of committee members will be charged with making recommendations concerning school health/wellness policies, programs and practices. The Superintendent for the MPS district will be responsible for appointing committee members and replacements as needed as well as appointing a liaison between the Superintendent's office and the SWAC. The major goal of this committee is to adopt student wellness as one of the core values in the district.

Committee Structure

The SWAC should have the following representatives:

- School Nurse Leader
- Athletics, Health and Consumer Science Department Chair
- School Physician
- Teacher
- Food Service Director
- Parent
- School Committee Member
- Student
- School Administrator
- Health Department Director
- School Resource Officer

In addition SWAC welcomes representatives from other community wellness promotion partners.

Function

The SWAC will meet at least four times during the school year. The focus of the committee is to recommend and/or review district-wide wellness policies and practices.

Annual Report

An annual written report will be submitted to the Superintendent and School Committee at the close of each school year. The following information should be included in the report:

- New and/or revised policies
- Accomplishments from previous year

MPS Wellness Policy Administrative Guidelines

- Identification of work still to be completed
- Identification of new practices and/or resources that benefits students and staff.

References

Massachusetts Department of Elementary and Secondary Education, Comprehensive Health Curriculum Framework, 1999.

Massachusetts Department of Public Health, Massachusetts Department of Elementary and Secondary Education, John C Stalker Institute, Harvard School of Public Health, & Boston Public Health Commission. 2012. Healthy Students, Healthy Schools: Revised Guidance for Implementing the Massachusetts School Nutrition Standards for Competitive Foods and Beverages

Massachusetts General Law (MGL) School Nutrition Law, Chapter 111 Section 223.

Massachusetts General Law (MGL) Public Schools- Physical Education, Chapter 71, Section 3.

Massachusetts Department of Public Health, 105 CMR 2 15.000 Standards for School Wellness Advisory Committee 2011.

Massachusetts Department of Public Health, 105 CMR 225.000 Nutrition Standards for Competitive Foods and Beverages in Public Schools. 2011

Massachusetts Department of Public Health 105 CMR 200.000 Physical Examination of School Children

Wellesley Public Schools Wellness Policy October 2012.

Created: July 29, 2013

Revised: September/February 2015