

**Administrative Procedures for School Wellness:  
Nutrition and Physical Education and Activity**  
(Attachment for Policy No. 145)

**Purpose**

The purpose of these administrative procedures, together with related policy, is to promote student health, nutrition, and overall wellness and to help students in the School District of Philadelphia (“District”) to become more knowledgeable and skilled in making behavior choices that support optimum health.

**Procedures**

**Nutrition Education**

Nutrition Education can be provided by Health and Physical Education teachers, Office of Nutrition staff, and/or Community Organizations with an established Memorandum of Understanding (“MOU”) or Strategic Partnership Agreement (“SPA”) that are collaborating with the Office of Nutrition.

Nutrition education programs should:

1. Be aligned with the [Center for Disease Control and Prevention’s National Health Education Standards](#);<sup>1</sup>
2. Teach, model, encourage, and support healthy eating by students using the U.S. Department of Agriculture’s (“USDA”) [Food Guidance System](#)<sup>2</sup> and [Dietary Guidelines for Americans](#);<sup>3</sup>
3. Provide all students with the knowledge and skills needed to lead healthy lives by teaching behavior-focused skills, which may include meal planning, reading nutrition labels, and media awareness;
4. Be engaging, developmentally appropriate, and culturally relevant and include participatory activities such as contests, promotions, taste-testing, farm visits, and school gardens when possible;
5. Be integrated into other subjects such as math, science, language arts, and social sciences to complement but not replace academic standards;
6. Reinforce healthy lifestyle habits by linking nutrition education and physical activity;
7. Reinforce student participation in school meals and connect healthy choices to meal options provided by the Division of Food Services; and
8. Extend beyond the school environment by engaging and involving families and the community.

---

<sup>1</sup> The CDC’s National Health Education Standards are available at <https://www.cdc.gov/healthyschools/sher/standards/index.htm>

<sup>2</sup> The USDA’s Food Guidance System is available at <https://www.choosemyplate.gov/>

<sup>3</sup> The USDA’s Dietary Guidelines for Americans is available at <https://www.dietaryguidelines.gov/>

The Office of Nutrition will provide lessons, resources, and evidenced-based strategies and coordinate annual professional development opportunities for teachers responsible for providing nutrition education. Teachers who do not provide nutrition education but are interested in participating in the training can contact the Office of Nutrition. Resources and contact information can be found on the [Office of Nutrition's webpage](#).<sup>4</sup>

### Nutrition Promotion

Nutrition promotion will target students, families, school staff, and the school community. Efforts will utilize evidence-based techniques and messages, with the goal of establishing school environments that encourage healthy eating, physical activity, participation in school meal programs, and other behaviors consistent with the Wellness Policy.

District schools and staff should promote, reinforce, and model healthy eating and active lifestyles. Activities may include, but are not limited to, the initiation/maintenance of school gardens, taste-testing of local products in the cafeteria and classroom, promotion of Food Service's Farm to School program, classroom education about local agriculture and nutrition, and field trips to local farms.

School staff should demonstrate consistent nutrition messages by avoiding use of unhealthy food items in classroom lesson plans and avoiding consumption of less healthy food items in front of students when possible.

District schools and staff may utilize community organizations (with approved MOU or SPA) to provide opportunities for appropriate student projects related to nutrition.

The Office of Nutrition will coordinate Nutrition Promotion activities. Links to resources and e-newsletter sign-up forms for school staff and families can be found on the [Office of Nutrition's webpage](#).<sup>5</sup>

### Physical and Health Education

The health and physical education program will:

1. Work to develop physical literacy, "the ability to move with competence and confidence in a wide variety of physical activities in multiple environments that benefit the healthy development of the whole person";<sup>6</sup>
2. Be recognized as an integral part of the core curriculum, K-12;
3. Ensure that every effort is made to optimize physical education time in shared spaces (cafeterias, auditoriums, etc.);
4. Include a physical fitness assessment for each student, using a fitness assessment tool for grades 3 to 12;

---

<sup>4</sup> The Office of Nutrition's webpage is available at <https://www.philasd.org/nutrition/>

<sup>5</sup> The Office of Nutrition's webpage is available at <https://www.philasd.org/nutrition/>

<sup>6</sup> SHAPE America's definition of physical literacy is available at <https://www.shapeamerica.org/events/physicalliteracy.aspx>

5. Devote at least fifty percent (50%) of class time to moderate to vigorous physical activity;
6. Be designed to meet the needs of all students, feature cooperative as well as competitive activities, and focus on understanding and ownership of personal fitness and wellness for life;
7. Include components related to self-management, movement, cooperation, fair play, social skills, healthy decision-making, and advocacy for wellness;
8. Reflect awareness and sensitivity to gender and cultural differences in students' interests;
9. Encourage classroom teachers to integrate concepts of movement and wellness across the curriculum;
10. Be an enjoyable experience;
11. Provide quality professional development to all health and physical education teachers to stay current with research and programming;
12. Encourage families and community members to become advocates for quality physical education;
13. Include topics of pedestrian and bicycle safety and traffic rules at appropriate grade levels; and
14. Focus on prevention, advocacy, and decision making across content areas: mental and emotional health, sexual health, alcohol and other drugs, tobacco and vaping, personal health and wellness, violence prevention, safety, healthy eating, and physical activity.

Principals may not provide student athletes or participants in the Junior Reserve Officers' Training Corps ("JROTC") with credit via "contracts" or "waivers" to supplant Physical Education programming requirements for students.

### Physical Activity

1. Students will acquire the knowledge and skills to understand the benefits of being physically active.
2. Elementary students will be given brain/movement breaks every ninety (90) minutes of seat time. Teachers and school staff working with middle and high school students will be encouraged to incorporate brain/movement breaks and kinesthetic learning activities when appropriate.
3. Opportunities will be provided before and after school for school physical activities, including clubs, intramurals, and interscholastic athletics.
4. Opportunities for District staff to be physically active will be encouraged.
5. The local school wellness representative for each school will apprise students, staff, and families of programs that support physical activity and wellness in the community.
6. Physical activity will not be used or withheld as a form of punishment or consequence.
7. The District will encourage active commuting to and from school for both students and staff.

## *Recess*

1. Recess is defined as a regularly scheduled period within the school day for physical activity and play that is monitored by trained staff or volunteers.
2. Recess periods should not be a replacement for physical education classes and recess should not be taken away as a form of punishment.
3. Time will be devoted, in the elementary schedule, for supervised and safe recess.
4. In elementary schools, recess will be scheduled before lunch, when possible. Schools needing technical assistance with this can find contact information on the [Office of Nutrition's webpage](#).<sup>7</sup>
5. Schools can create strong recess programs by: creating school-based recess policies, having a written recess plan, designating spaces for outdoor and indoor recess, having equipment available for staff and students utilization, establishing weather guidelines to ensure student safety, and training school staff and volunteers around this recess program. Schools needing technical assistance with this can find contact information on the [Office of Climate and Culture's webpage](#).<sup>8</sup>

## Other School-Based Activities

Other school-based activities related to student wellness should aim to provide a safe and supportive atmosphere for all students and maintain a safe, clean, and hygienic environment in all schools.

To the extent possible, the District utilizes available funding and outside programs to enhance student wellness.

## Competitive Foods

Competitive foods are defined as all foods and beverages offered or sold to students outside the school meal programs, on the school campus, and at any time during the school day, including food sold as part of fundraisers and food provided as rewards, incentives, shared classroom snacks, and celebrations. Principals should ensure that competitive foods are compliant with Board Policy 145. Principals can find more information and resources on the Division of Food Services [Information for Principals webpage](#).<sup>9</sup>

## Assessment Methods

School administration or the local school wellness representatives should use the [Action for Healthy Kids' online School Health Index \("SHI"\)](#)<sup>10</sup> as a self-assessment and planning tool. The SHI allows schools to assess their strengths and weaknesses with Wellness Policy

---

<sup>7</sup> The Office of Nutrition's contact information is available at <https://www.philasd.org/nutrition/>

<sup>8</sup> The Office of Climate and Culture's contact information is available at <https://www.philasd.org/schoolclimate/>

<sup>9</sup> Food Services' Information for Principals is available at <https://www.philasd.org/foodservices/information-for-principals/>

<sup>10</sup> The Action for Healthy Kids' online School Health Index is available at <https://www.actionforhealthykids.org/step-2/>

implementation and develop a plan to address areas of weakness. The Office of Nutrition is available to provide technical assistance with this process.

The Office of Research and Evaluation, with support from the Office of Nutrition, will create a triennial report that aggregates SHI data and District-wide survey data to help identify trends and areas of strength and weakness across the District.

The Central Wellness Council (“Council”) will complete a triennial assessment of Board Policy 145 and its associated administrative procedures. The triennial assessment includes review of the following components:

- Compliance of participating schools with the wellness policy;
- Comparison of the local policy to a model school wellness policy; and
- Progress made in attaining the goals of the wellness policy.

#### Public Awareness and Stakeholder Concerns

Prior to adoption by the Board of Education, internal and external stakeholders are invited to public Policy Committee meetings to provide input. The meeting schedule is available on the [Board’s Meeting Materials webpage](#).<sup>11</sup> The Council will also seek feedback through an online survey.

Stakeholders who have concerns about the implementation of Policy 145 or these administrative procedures should follow the process for resolving concerns outlined in [Policy 906](#) - Addressing Student/Constituent Concerns.

#### Maintenance Schedule

These administrative procedures will be reviewed upon policy renewal, or in the case of a triggering event.

#### Related Information:

[2018 Evaluation of Wellness Program: “Are SDP Schools Meeting Wellness Policy Guidelines?”](#)  
[Policy 906](#) - Addressing Student/Constituent Concerns

---

<sup>11</sup> The Board of Education’s Meeting Materials webpage is available at <https://www.philasd.org/schoolboard/meetingmaterials/>