

Administrative Procedures for School Wellness
(Attachment for Policy No. 145)

Purpose

The Board of Education (“Board”) is committed to providing a school environment that promotes school wellness, including physical, social, and emotional well-being. This policy addresses all food and beverages provided in schools, proper nutrition, nutrition education and promotion, and regular physical education and activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement. The purpose of this policy is to help students in the School District of Philadelphia (“District”) develop lifelong habits that equip them to thrive in and beyond the classroom.

Definitions

Health Education: a standards-based instructional program centered on developing health literacy skills that allow students to pursue personal and societal well-being. Nutrition Education is a component of standards-based Health Education.

Physical Education: a standards-based instructional program centered on developing physical literacy skills that allows students to pursue personal and societal well-being.

Competitive food: foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.

School campus: All areas of the property under the jurisdiction of the school that are accessible to students during the school day.

School day: the period from midnight before, to 30 minutes after the end of the official school day.

Procedures

Health and Physical Education

The Superintendent designates the Office of Curriculum and Instruction as responsible for implementing and maintaining the below requirements of this policy and its procedures.

Health and Physical Education curriculum and courses will align with the expectations of national standards, state standards, and local expectations, and in doing so will:

- Be designed to meet the needs of students through the development of health literacy, physical literacy, social-emotional learning, and social justice in the pursuit of well-being;
- Support students in their least restrictive environment across all settings in the area of health and physical education and will uphold specially designed instruction or other required accommodations or modifications;
- Be recognized as an integral part of the core curriculum and be supported by school rosters that reflect the expected instructional minutes for Health Education and Physical Education.

****Please Note:** Neither the Pennsylvania School Code nor the State Board of Education allows for waivers for students from the requirements of health and physical education due to participation in a physical activity, such as interscholastic sports, band or ROTC. Physical activity is only one component of physical education and physical activity does not meet all of the requirements and standards of physical education.

Nutrition Education and Promotion is a combination of educational strategies, accompanied by supporting wellness initiatives. In addition to nutrition instruction provided during health instruction, students may receive additional or supplemental nutrition education through District-managed, grant-funded programming and/or external organization with a current Memorandum of Understanding (MOU) or School Partnership Agreement (SPA). The goals of Nutrition Education and Promotion include:

- Lessons, workshops, and experiences that teach, model, and encourage healthy food choices and an active lifestyle according to national standards, state standards, and local expectations.

Physical Activity During the School Day

The Superintendent designates the Office of School Climate and Culture and the Office of School Performance as responsible for implementing and maintaining the below requirements of this policy and its procedures.

Recess

1. Recess is defined as a regularly scheduled period within the school day for structured and unstructured physical activity and play that is monitored by staff and/or volunteers trained in best practices and/or programs that create positive structure for recess. Trainings are offered to all schools through the [Office of School Climate and Culture](#).
2. Staff and/or volunteers supervising recess should take advantage of [District trainings](#) to ensure an inclusive recess environment for all students of all abilities.
3. Recess periods should not be a replacement for physical education classes and recess shall not be taken away as a form of punishment.
4. Time will be devoted, in the elementary and middle school schedule, for supervised and safe recess.

5. Where there is adequate staffing in K-8 settings, actual recess time should last 20 minutes and be provided to all students; however, schools are strongly encouraged to roster additional recess time as school scheduling allows.
6. There will be 1 adult supervisor for, at minimum, every 40 students.
7. Student use of electronic devices should be limited during recess.
8. 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 should have a budget for recess equipment to ensure the continuity of the activities.

For General weather guidelines:

Above 32 °F with or without wind chill Outdoors - Recess Held Outside

15 F to 32 °F with or without wind chill - Recess held outside with principal Discretion

Below 15 °F with or without wind chill Indoors - Recess held indoors

9. All attempts, weather-permitting, should be made to ensure that children have access to outdoor recess. Schools should have plans to ensure that when indoor recess is necessary, it allows for meaningful physical and recreational activity that limits screentime.
10. Schools needing technical assistance with this can find contact information on the [Office of Climate and Culture's webpage](#).¹

Movement Breaks

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. Guidance and best practices for movement breaks can be found on the [Office of School Culture and Climate's website](#).

Bathroom Breaks

Every school will maintain and follow a plan to provide students with access to bathrooms as needed, and will update parents and caregivers.

Food and Beverages in Schools

The Superintendent designates the Office of Food Service as responsible for implementing and maintaining the below requirements of this policy and its procedures.

- All Child Nutrition Program meals served by the District shall:
 - Be appealing and attractive to students;
 - Be served in clean and pleasant settings;

¹ The Office of Climate and Culture's contact information is available at <https://www.philasd.org/schoolclimate/>

- Be scheduled at appropriate hours, as defined by the Pennsylvania Department of Education. Schools should make every attempt to schedule lunch between 10 a.m. and 2 p.m.;
- Be in compliance with nutrition requirements established by local, state, and federal statutes and regulations, including USDA guidelines under the School Meals Initiative;
- Ensure that at least 80 percent of the weekly grains in meals are whole grain-rich;
- Ensure that foods are free of artificial sweeteners, flavors, or colors; and
- Offer a variety of fruits and vegetables daily, including dark green, red/orange, and legumes weekly;
- Utilize various methods to serve school breakfasts, including serving breakfast in the classroom, “grab-and-go” breakfast, or scheduled breakfast in the cafeteria.
- Parents/Guardians and students shall be notified of the availability of school meal programs and the possibility of providing free or reduced-price meals.
- Students shall be discouraged from sharing their foods or beverages with one another, given concerns about allergies and diet restrictions.
- District schools will not withhold food or beverages as a punishment. Students may bring in snacks from home to be eaten during the school day.
- District administration fully expects school lunch rooms to be places where students have the opportunity to engage in respectful socialization and talk to each other with rare exceptions where silent lunch may be appropriate.
- School lunchroom procedures will be designed to maximize opportunities for seated eating time.
- All foods sold at school during the school day are required to meet nutrition standards. The Smart Snacks in School regulation applies to foods sold a la carte, in the school store, vending machines, and any other venues where food is sold to students.
- 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. Sold refers to the exchange of money, tokens, or the use of some type of prepaid account to purchase an item and includes items sold a la carte, in vending machines, at school stores, during fundraisers, or at any other venue that sells food/beverages to students during the school day. For purposes of this definition, school campus shall include all areas of the property under the jurisdiction of the school that are accessible to students during the school day, and school day shall include the period from the midnight before school begins until thirty (30) minutes after the end of the official school day.
- Beverage Guidelines
 - Water
 - Unflavored drinking water will be available to all students throughout the school day and every school campus.
 - During mealtimes, sites will make drinking water available where school meals are served.

- Teachers and school staff are encouraged to announce water breaks to students at least twice throughout the school day to help students build healthy, lifelong hydration habits.
- All schools may sell the listed portion sizes of the following items:
 - Plain water (with or without carbonation), no portion limit
 - Unflavored or flavored fat-free or low-fat milk and milk alternatives (e.g., soy milk, lactose-free milk), elementary schools may sell up to 8-ounce portions with ≤ 10 g of added sugar per 8-ounces, middle/high schools up to 12 ounces with ≤ 15 g of added sugar per 12-ounces
 - 100% fruit or vegetable juice, elementary schools may sell up to 8-ounce portions, middle/high schools up to 12-ounces
 - 100% fruit or vegetable juice diluted with water (with or without carbonation), and no added sweeteners, elementary schools may sell up to 8-ounce portions, and middle/high schools up to 12 ounces
- High schools may sell additional “no calorie” and “lower calorie” beverage options with or without carbonation, including caffeinated beverages.
 - “No calorie” beverages include no more than 20-ounce portions of calorie-free, flavored water and/or other flavored beverages that contain <5 calories per 8 fluid ounces or ≤ 10 calories per 20 fluid ounces.
 - “Lower calorie” beverages include no more than 12-ounce portions of low-calorie beverages with ≤ 40 calories per 8 ounces or ≤ 60 calories per 12 ounces.
- Principals can find more information and resources on the USDA website, [A Guide to Smart Snacks in School](#).

Non-Sold Competitive Foods: Rewards, Incentives, Shared Classroom Snacks, and Celebrations

If the offered non-sold competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

1. Rewards and Incentives: District schools shall not use such foods or beverages as rewards for academic performance or good behavior.
2. Classroom Parties and Celebrations: School celebrations that do not meet or exceed the Smart Snacks and involve food during the school day will occur no more than one (1) time per class per month.

Fundraisers

Unless otherwise permitted by the Pennsylvania Department of Education, a maximum of five (5) exempt fundraisers in each elementary and middle school building per year, and a maximum of ten (10) exempt fundraisers in each high school building per year will be permitted. Each fundraiser may not exceed one (1) school week. Exempt fundraisers may not be sold in the food service areas during the meal period. [14][17] Schools must keep a record of all exempt fundraisers to assure they are not exceeding the yearly limits. Fundraising records must be kept on file for four (4) years and made available, upon request.

Assessment Methods

The District will complete a triennial assessment of Board Policy 145 and these administrative procedures. This assessment will include the engagement of internal and external stakeholders to inform additions and revisions to the policy and administrative procedures. The triennial assessment includes review of the following components:

- Compliance of participating schools with the wellness policy will be determined based on:
 - The availability of recess or other movement breaks to students in K-8 schools.
 - Successful evaluation of food services program by the Pennsylvania Department of Education.
 - Review of all foods and beverages provided as school meals and in vending machines, for compliance with established nutrition guidelines.
 - Listing of grant funded activities and programs at schools for the promotion of nutrition and physical activity.
 - Feedback received from District staff, students, parents/guardians, community members and the other key stakeholders.
- Comparison of the local policy to a model school wellness policy; and
- Progress in meeting the requirements of the District's wellness policy.

If parents/guardians identify school-level challenges for their child's wellness in school, they are encouraged to contact their school principal. Concerns can also be raised with the school's [Learning Network Leadership](#) or through the District's [Let's Talk](#) two-way communication system.

Maintenance Schedule

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

Related Information:

[Policy 906](#) - Addressing Student/Constituent Concerns
[Training Tools for Healthy Schools](#)