

# 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, mental wellness, healthful eating, physical activity, and injury prevention.

(b) Healthful eating – physical fitness, and mental wellness 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, wellness practices, and exercise behaviors. Schools should offer staff time and professional development to practice health-promoting activities.

#### (2) NUTRITION EDUCATION

(a) The district will provide and/or coordinate regular professional development to teachers, principals, school health-and-wellness team members and food service staff on basic nutrition, nutrition education, and best practices in wellness. Professional development will also be offered to 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. Curriculum will include standards-based nutrition education and health education, including age-appropriate nutrition instruction. Since the 2006-2007 school year, all K-12 instructional staff have been encouraged to integrate nutritional themes into daily lessons when appropriate. The health benefits of good nutrition 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 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 foodservice staff and teachers. Promotion occurs through the use of educational brochures, posters, and presentations.

(d) Schools are encouraged to participate in the 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) 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.

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

(c) School principals make participation in school breakfast and lunch a high priority for their sites. Schools shall make efforts to ensure that families are aware of free school meal programs that are provided by the USDA Community Eligibility Provision. (d) Schools are strongly encouraged to implement innovative breakfast programs such as breakfast in the classroom, grab-and-go breakfast 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 a.m. and 2:00 p.m.

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

(i) Schools are encouraged to offer meals during breaks in the school calendar whenever possible and to coordinate with the Department of Nutrition Services to operate the USDA Summer Food Service Program.

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

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

(l) The monitoring of vending machines is highly encouraged to be in compliance with the Smart Snacks in Schools standards.

### **(4) GENERAL POLICY**

The Milwaukee Public Schools operate under the policy of the Wisconsin Department of Public Instruction regarding the sale of competitive food items, which is that "The sale of extra food items during the designated meal period(s) in schools in which the nonprofit national school lunch and/or school breakfast program is in operation shall be restricted to those items recognized as making a contribution

to the child's daily nutritional needs, and the proceeds therefrom shall inure to the benefit of the school's nonprofit food service account."

**(a) Nutrition Standards for Competitive and other Foods and Beverages (Smart Snacks)**

1. No food or beverage of any kind, other than those provided by the Division of School Nutrition Services, is to be sold to students from midnight to thirty minutes after the instructional school day. On regular school days, the exception may be at two fundraiser exemptions, per student organization, per school per year authorized by the Board by the official parent-teacher organization.

2. All funds resulting from the sale of extra food type items are subject to accounting procedures and auditing regulations set forth in the Milwaukee Public Schools' accounting manual.

3. It is recommended that snacks served on school sites outside of the federal school meal programs shall meet all of the following Nutrition Standards for Smart Snacks:

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:

All foods and beverages sold to students on the entire school campus throughout the school day will comply with the USDA's Smart Snacks: "All Foods Sold in Schools" Standards.

**(b) 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.

**(c) Smart Snacks Product Calculator**

*The Alliance for a Healthier Generation* created a Smart Snacks Product Calculator to assist School Food Authorities 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 PHYSICAL ACTIVITY**

(a) Each school must include physical activity opportunities in the regular school day for every student enrolled. All schools should enforce existing physical education 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) Withholding recess or - physical activity shall not be used - as a form of punishment or - used to make up instructional - 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) MENTAL HEALTH PROMOTION**

(a) Mental wellness activities are those which build resilience, reduce stress, and strengthen social connections. Mental wellness activities should be infused into a tiered system of support in which all students have access to foundational wellness practices, as well as early and targeted support.

(b) Schools shall set aside time for intentional relationship and community building, including activities which promote a sense of belonging in schools. Strong teacher-student and student-student relationships are foundational for academic learning to occur and therefore must be nurtured through dedicated relationship building activities or by embedding opportunities for social connection in academic activities.

(c) It is strongly recommended that all schools incorporate social and emotional skill instruction as a foundational practice for all students, and that more tailored instruction is provided for students with emerging or identified social skill needs. At all schools with elementary grades, schools are required to utilize the district-adopted teacher-led social and emotional learning curriculum. Middle and high schools are encouraged to utilize research-based practices to facilitate this instruction across the curriculum.

(d) Schools are obliged to provide mental health education as a part of the health curriculum. Lessons selected for this instruction should be developmentally and age appropriate for students, teach non-stigmatizing language, and empower students to maintain and advocate for their own mental health.

(e) School-based mental health staff (including school counselors, psychologists, and social workers) will utilize the Building Intervention Team process to engage students in early or targeted mental wellness activities, such as social skills instructional groups, cognitive behavioral interventions, and other supportive services as appropriate to meet student needs.

#### **(7) 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 as addressed in this Procedure, Section (4) in marketing or promotional activities.

**(8) EVALUATION & COMMUNICATION**

(a) The superintendent, school leaders, 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 using the tool selected and approved by the Core Health Services Team at central services.

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

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3. email:  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

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**Legal Ref.:** PL108.265, Section 204

**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

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