

## **Model Local Administrative Rules Regarding Saline Area Schools Local Wellness Policy**

In order to enact and enforce Saline Area Schools Local Wellness Policy, the Superintendent and the administrative team will have developed these local administrative rules. Administrative team members should be comprised of teachers (including specialists in health and physical education), parents/guardians, students, representatives of the school food service program, school board members, school administrators, and the public.

To assist in the creation of a healthy school environment, the District shall establish a Coordinated School Health Team<sup>1</sup> that will provide an ongoing review and evaluation of the Saline Area Schools Local Wellness Policy and these local administrative rules.<sup>2</sup>

The superintendent shall appoint a member of the administrative staff of the District to organize the Coordinated School Health Team and invite appropriate District stakeholders to become members of the Coordinated School Health Team. A Coordinated School Health Team may include representatives from the following areas:

- Administration
- Counseling/psychological/and social services
- Food services
- Health education
- Health services
- Parent/guardian, student and community (including health care providers, hospital and public health department staff, non-profit health organizations, physical activity groups, community youth organizations, and university or other governmental agencies)
- Physical education

*(Note: An existing committee may assume the responsibility of the Coordinated School Health Team.)*

Staff shall be reminded that healthy students come in all shapes and sizes. Students should receive consistent messages, education, and support for:

- Self respect
- Respect for others
- Healthy eating
- Physical activity<sup>3</sup>

These local rules are subject to ongoing administrative review and modification as necessary to help assure compliance with the purpose and intent of Saline Area Schools Local Wellness Policy. Any District stakeholder wishing to express a viewpoint, opinion, or complaint regarding these local rules should contact:

Superintendent of Schools  
200 N. Ann Arbor St.  
Saline, Michigan 48176  
(734)429-8000  
Fax (734)429-8028

Students, staff, and community will be informed about the Local Wellness Policy annually.

### **Nutrition Education**

Nutrition education, a component of comprehensive health education, shall be offered every year to all students of the District. In addition, nutrition education topics shall be integrated into the entire curriculum when appropriate.

The District shall implement an age-appropriate quality nutrition education program that addresses the following:

#### *Curriculum<sup>4</sup>:*

- Has a curriculum aligned with the *Michigan Health Education Content Standards and Benchmarks*
- Equips students to acquire the knowledge and skills needed to engage in sound nutrition behavior
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#### *Instruction and Assessment:*

- Aligns curriculum, instruction, and assessment
- Builds students' confidence and competence in making healthy nutrition choices
- Engages students in learning that prepares them to choose a healthy diet
- Includes students of all abilities
- Is taught by "highly qualified teachers of health education."<sup>5</sup>

#### *Opportunity to Learn:*

- Includes students of all abilities
- Provides adequate instructional time to build students' confidence and competence in health-enhancing skills

Nutrition education should also be made available to parents/guardians and the community. This nutrition education may be provided in the form of handouts, wall or bulletin board posters or banners, postings on the District website, community and student oriented presentations or other communications focused on promoting proper nutrition and healthy lifestyles.

### **Nutrition Standards**

The District shall offer school meal programs with menus meeting the meal patterns and nutrition standards established by the United States Department of Agriculture (USDA).

The District shall encourage students to make food choices based on the most current Dietary Guidelines for Americans. Food and beverages that compete with the District's policy of promoting a healthy school environment shall be discouraged.

Each school building in the District shall offer and promote the following food and beverages in all venues outside federally regulated child nutrition programs:

- Whole and enriched grain products that are high in fiber, low in added fats and sugars, and served in appropriate portion sizes consistent with the current USDA standards
- Fresh, frozen, canned or dried fruits and vegetables using healthy food preparation techniques, and 100 percent fruit or vegetable juice in 12-ounce servings or less
- Nonfat, low-fat, plain and/or flavored milk and yogurt, nonfat and/or low-fat real cheese, rather than imitation cheese. Offer the following serving sizes: yogurt in eight-ounce servings or less, milk in 16-ounce servings or less, cheese in 2 ounce (4 ounce, if processed cheese) servings or less
- Nuts, nut butters, seeds, trail mix, and/or soybean snacks in one-ounce portions or less; portions of three ounces or less of cooked lean meat, poultry, or fish using healthy food preparation techniques in accordance with District Allergy Policy.

The District shall monitor food service distributors and snack vendors to ensure that they provide predominantly healthy food and beverage choices that comply with Saline area schools nutrition standards (See Appendix A, Toolkit on Implementing Michigan's Food & Beverage Policy).

### **Nutrition Standards in the Classroom**

Beginning with the 2009-2010 school year the District shall discourage using food as a reward. Alternatives to using food as a reward are found in Appendix A.

The District shall encourage healthy party policies:

- Encourage the use of non-food treats for classroom birthdays or award celebrations
- Any food served should meet minimal nutritional values defined by SAS (Saline Area Schools) nutritional guidelines (provided by the food services department)
- Holiday parties should focus on activities
- The Wellness Committee recommends that by 2009-2010 classroom birthday parties be limited to one per month, which means all birthday parties for one month shall be celebrated together, however children may still be recognized on their individual birthdays.

Notices shall be sent to parents/guardians either separately or as part of a school newsletter, reminding them of the necessity of providing healthy treats for students and/or encouraging the use of non-food treats for classroom birthday or award celebrations (See Appendix A).

## **Nutrition Standards and Fundraising Guidelines**

The District shall encourage healthy fundraisers as alternatives to fundraising that involve selling food items of limited nutritional value, such as candy, cupcakes, or sugary beverages. Example: Sales of candy items (candy bars, sugar coated chocolate snacks, or the like) as a school or grade-level fundraising project should be replaced with non-food items (See Appendix A). No more than 50% of fundraising may come from any single food item not meeting the nutritional values defined by SAS guidelines.

(Example: Vending and school store sales of soft drinks, artificially sweetened drinks, and candy will not be permitted on school grounds accessible to students prior to the start of the school day or throughout the instructional day, but may be permitted at special events that begin after the conclusion of the instructional day. For suggestions on healthier foods, see Appendix A. For the federal law memorandum stating, “It is not permissible for a school to serve foods of minimal nutritional value during a meal service period...” refer to the following link: <http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2001-01-16.pdf>.)

## **Physical Education and Physical Activity Opportunities**

Developmentally appropriate physical education shall be offered every year to all students of the District.<sup>6</sup> In addition, physical education topics shall be integrated into the entire curriculum when appropriate.

The District shall implement a quality physical education program that addresses the following:

### *Curriculum<sup>7</sup>:*

- Equips students with the knowledge, skills, and attitudes necessary for lifelong physical activity
- Has a curriculum aligned with the *Michigan Physical Education Content Standards and Benchmarks*
- Influences personal and social skill development

### *Instruction and Assessment:*

- Aligns curriculum, instruction, and assessment
- Builds students’ confidence and competence in physical abilities
- Engages students in curriculum choices that prepare them for a wide variety of lifetime activities
- Includes students of all abilities
- Is taught by a certified physical education teacher trained in best practice physical education methods
- Keeps all students involved in purposeful activity for a majority of the class period

### *Opportunity to Learn:*

- Builds students’ confidence and competence in physical abilities

- Has enough functional equipment for each student to actively participate
- Includes students of all abilities<sup>8</sup>
- Provides facilities to implement the curriculum for the number of students served

The District should offer daily opportunities for unstructured physical activity, commonly referred to as recess, for all students Pre-K through grade six. Recess should be in addition to physical education class time and not be a substitute for physical education. Each school shall provide proper equipment and a safe area designated for supervised recess in the elementary setting. School staff withholding participation in recess from students or cancel recess to make up for missed instructional time will be discouraged. Schools should provide opportunities for some type of physical activity for students in grades seven through twelve apart from physical education class and organized sports. Physical activity opportunities might include:

- Before- and after-school extracurricular physical activity programs
- Safe Routes to School Programs<sup>9</sup>
- Use of school facilities outside of school hours.

### **Other School-Based Activities Designed to Promote Student Wellness**

The District shall strive to create and promote a healthy school environment that endorses healthy eating and physical activity. In order to create this environment, the following activities shall be implemented:

#### ***Dining Environment***

- The school district shall provide:
  - a clean, safe, enjoyable meal environment for students
  - enough space and serving areas to ensure all students have access to school meals with minimum wait time
  - access to safe, fresh drinking water throughout the school day
  - encouragement to maximize student participation in school meal programs
  - identity protection of students who eat free and reduced-price meals

#### ***Time to Eat***

- The school district shall:
  - provide adequate time for students to enjoy eating healthy foods with friends in schools
  - ensure that lunch time is scheduled as near to the middle of the school day as possible
  - encourage that recess for elementary schools is scheduled before lunch so that children will come to lunch less distracted and ready to eat (See Appendix A).

#### ***Food or Physical Activity as a Reward or Punishment***

- The school district shall:
  - prohibit the use of food as a reward or punishment in schools, (See Appendix A).
  - discourage withholding student participation in recess or other physical activities as a form of discipline or for classroom make-up time

- not use physical activity as a punishment
- encourage using physical activity as a reward, such as teacher or principal walking or playing with students at recess (See Appendix F).

### ***Consistent School Activities and Environment***

- The school district shall:
  - ensure that school fundraising efforts are working towards supporting healthy eating and physical activity (See Appendix A).
  - provide opportunities for on-going professional training and development for all staff in the area of dietary restrictions (including but not limited to allergies), nutrition and physical education (See Appendix A professional development, in-service educational programs).
  - make efforts to keep school or district-owned physical activity facilities open for use by students, staff and the community.
  - encourage parents/guardians, school staff students and community members to serve as role models in practicing healthy eating and being physically active, both in school and at home.
  - provide information and outreach materials about other Food and Nutrition Service programs such as Food Stamps, and Women, Infants, and Children (WIC) to students and parents/guardians.
  - encourage all students to participate in school meal programs, (i.e., the National School Lunch, including snacks for After School Program, and School Breakfast programs).
  - work towards implementing physical activity throughout the school day (Appendix A).
  - work towards increasing brain breaks throughout the school day (See Appendix A).

### **Implementation and Measurement**

All employees of the District are encouraged to be a positive healthy lifestyle role model for students by following, at a minimum, these administrative rules. Students can learn healthy lifestyle habits by observing the food and physical activity patterns of school personnel and other adults who serve as role models in their lives. In order to send consistent messages to students, all adults in the school environment are encouraged to make healthy food choices and engage in physical activity.<sup>10</sup> The District shall work through its Coordinated School Health Team and building level staff to find cost effective ways to encourage staff wellness.

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## Appendix A

Tips and Tools to Help Implement Michigan's Healthy Food and Beverage Policy,  
<http://www.tn.fcs.msue.msu.edu/toolkit.pdf>

*Please use the link above to access the toolkit or visit the PDF on the Instructional Services Website at [www.salineschools.com](http://www.salineschools.com)*

## Appendix F

### Michigan Physical Education and Activity Resources

#### Cross-Curricular Instruction: Integrating Physical Activity into Classroom Subjects:

Cross-curricular integration of lessons will help students to see connections among the subject areas and provide opportunities for teachers to work together. Below are several ideas for integrating physical movement into various subject areas:

- Physical activity guides for elementary classroom teachers that integrate physical movement into classroom subjects; language arts, math, science and social studies
- Brain Breaks: [www.emc.cmich.edu/BrainBreaks](http://www.emc.cmich.edu/BrainBreaks)
- Energizers: [www.ncpe4me.com/energizers.html](http://www.ncpe4me.com/energizers.html)
- Take Ten: [www.take10.net](http://www.take10.net)
- Michigan Team Nutrition booklist: The list contains short, one-paragraph annotations for over 300 books about food, healthy eating, and physical activity for children in pre-school through third grade  
[www.tn.fcs.msue.msu.edu/booklist.html](http://www.tn.fcs.msue.msu.edu/booklist.html)
- *Examples:*
  - *Get Moving: Tips on Exercise*, Feeney, Kathy, Bridgestone Books, 2002
  - *Let the Games Begin*, Ajmera, Maya and Michael J. Regan Charlesbridge, 2000
  - Display poster or banners with physical activity themes:  
[www.nal.usda.gov/wicworks/Sharing\\_Center/KYactivitypyramid.pdf](http://www.nal.usda.gov/wicworks/Sharing_Center/KYactivitypyramid.pdf)

#### Using Physical Activity to Reward Students

- Have an extra recess; Walk with a teacher during lunch; Dance to favorite music in the classroom; Hold Friday Physical Activity Time where students earn extra physical activity time based on their good behaviors during the week; and Challenge another homeroom to a sport or activity.

#### Ideas for School Parties

- Make your party a dance; Modify traditional games for classroom use; Hold contests or relays.

#### Resources:

- *All Children Exercising Simultaneously (ACES) day*: A one day event where millions of children of all ages exercise at the same time worldwide in a symbolic event of fitness and unity. [www.michiganfitness.org](http://www.michiganfitness.org)

- *Hoops for Heart*: Engages student in playing basketball while learning the lifelong benefits of physical activity, volunteering, and fundraising. [www.americanheart.org](http://www.americanheart.org)
- *Jump Rope for Heart*: Engages students in jumping rope while learning the lifelong benefits of physical activity, the seriousness of heart disease and stroke, volunteering and fundraising. [www.americanheart.org/jump](http://www.americanheart.org/jump)
- *National Physical Education & Sport Week*: Designated week for encouraging and promoting physical activity. [www.aahperd.org/naspe/may](http://www.aahperd.org/naspe/may)

*Walk to School Day/Safe Routes to School*: Join in the effort to promote walking to school as a way to provide an opportunity for more physical activity! [www.michiganfitness.org/](http://www.michiganfitness.org/)<sup>1</sup> Safe Routes to School Program Information: [www.saferoutesmichigan.org](http://www.saferoutesmichigan.org)

### **Recess Before Lunch**

Recess before Lunch gives students the opportunity to excel in both health and academics. Find everything you need to establish a recess before lunch program including, how to implement, resources and supporting information, and educational and marketing materials. [www.opi.state.mt.us/schoolfood/index.html](http://www.opi.state.mt.us/schoolfood/index.html),

<sup>1</sup> A Recess Before-Lunch Policy Implementation Guide, Montana Team Nutrition Program, Office of Public Instruction School Nutrition Programs, September 2003.

<http://www.opi.state.mt.us/schoolfood/recessBL.html>

### **Appendix H Additional Internet Resources**

<sup>1</sup> Centers for Disease Control's Coordinated School health web site:

<http://www.cdc.gov/HealthyYouth/CSHP/index.htm>

<sup>2</sup> Michigan State Board of Education Policy on Coordinated School Health Programs To Support Academic Achievement and Healthy Schools, September 2003. [http://www.michigan.gov/documents/CSHP\\_Policy\\_77375\\_7.pdf](http://www.michigan.gov/documents/CSHP_Policy_77375_7.pdf)

<sup>3</sup> The Role of Michigan Schools in Promoting Healthy Weight. September 2001.

<http://www.emc.cmich.edu/pdfs/Healthy%20Weight.pdf>

<sup>4</sup> The Michigan Model for Comprehensive School Health Education curriculum meets this administrative rule: <http://www.emc.cmich.edu/mm>

<sup>5</sup> Michigan State Board of Education Policy On Comprehensive School Health Education, June 2004.

[http://www.mcihigan.gov/documents/Health\\_Education\\_Policy\\_final\\_94135\\_7.pdf](http://www.mcihigan.gov/documents/Health_Education_Policy_final_94135_7.pdf)

<sup>6</sup> Including goals for physical activity is required by federal law Section 204 of Public Law 108-265.

Physical education, while recommended, is not required. <http://www.fns.usda.gov/tn/Healthy/108-265.pdf>

<sup>7</sup> The Exemplary Physical Education Curriculum (EPEC) meets this administrative rule:

<http://www.michiganfitness.org/EPEC>

<sup>8</sup> Michigan State Board of Education Policy On Offering Healthy Food And Beverages In Venues Outside Of The Federally Regulated Child Nutrition Programs, December 2003.

[http://www.michigan.gov/documents/Healthy\\_Foods\\_AttchmtA\\_12\\_9\\_83141\\_7.pdf](http://www.michigan.gov/documents/Healthy_Foods_AttchmtA_12_9_83141_7.pdf)

<sup>9</sup> Safe Routes to School Program Information: [www.saferoutesmichigan.org](http://www.saferoutesmichigan.org)

