

# Cambridge Public Schools

## Administrative Wellness Policy Guidelines and Implementation Procedures

In accordance with the Cambridge School Committee's Wellness Policy, the Cambridge Public Schools ("CPS") has issued the following administrative guidelines and procedures.

### I. School Nutrition

#### 1.1 School Food Service

In addition to meeting state and federal regulations for school meals, the CPS Food Service Department will:

##### Food Sourcing

- Offer a varied menu for school meals, maximizing the use of fresh whole foods, local produce and scratch cooking methods
- Maximize the purchase of fresh fruits and vegetables from Massachusetts and regional farms using a Farm-to-School approach based upon seasonal availability, according to the preference established by the City Council and the School Committee in accordance with Massachusetts General Law Chapter 30B and the School Nutrition Bill.

##### Breakfast

- Offer alternative breakfast service models such as "Breakfast in the Classroom", "Second Chance Breakfast", and "Grab and Go" to all schools as feasible, in order to maximize student access to healthy breakfast.
- Limit cereals offered to those varieties that contain 2 grams or more of fiber and/or 6 grams or less of sugar per serving.

##### School Meals

- Post all school menus in school dining facilities and on the CPS website.
- Offer unlimited servings of fruits and vegetables to students who purchased a school meal
- Students who purchase a school meal will not be given extra helpings of items other than fruits and vegetables.
- Obtain student feedback on new products and recipes before integrating into the school menu.
- Encourage food service staff to utilize produce from CitySprouts school gardens as feasible
- Implement self-serve and choice as much as possible and age appropriate.
- Minimize the use of products containing artificial colorings and flavorings.
- Work with the Cambridge Green Schools Initiative to integrate composting/recycling programs in school dining facilities as feasible.

##### Economic Sustainability

Principals and Heads of Upper Schools will work with the director of Food Services to:

- Maximize revenue through efficient collection of payment for school meals.
- Ensure enrollment of all eligible students in the Free/Reduced Meal Program.

##### Food Service Staff

The Food Service Director will ensure that:

- Staff is evaluated on food presentation and trained in food preparation methods to maximize flavor and attractive presentation of food items.
- School food service staff is properly qualified according to current professional standards and regularly participate in professional development activities regarding food preparation and presentation, nutrition, safety and medical emergencies.
- In collaboration with the CitySprouts School Garden program, Food Service staff is given opportunities and training to harvest fruits, vegetables and herbs from the school garden to use in school meals
- Food safety is practiced at the highest standards in all schools.

### **Family Involvement**

CPS Food Service Department will:

- Provide the community, including parents/guardians, staff and students with the opportunity to provide input on menus and choices, including local, cultural, and ethnic preferences.
- Maintain a Food Service Advisory Committee in partnership with the Healthy Children Task Force and the Cambridge Public Health Department (“CPHD”), which allows community members the opportunity to provide feedback on the school food service operation.

### **Lunch/Recess Aides**

- Principals and Heads of Upper Schools will ensure that lunch aides receive yearly training to update skills and knowledge, including safety and first aid skills, recess and dining room management and how to foster a culture of respect at lunch and recess.

### **Eating Environment**

Meals will be served to students in a pleasant environment. The Principals and Heads of Upper Schools of each school will:

- Develop and implement a plan to foster a culture of respect in the dining rooms, including expectations for how all staff will model behavior and how students will treat food service staff and each other.
- Ensure all students have sufficient time to eat lunch, including washing hands before eating with assistance from school personnel.
- Organize the daily schedule to facilitate lunch and recess time as set forth in Wellness Policy.

### **1.2 Other food at school, including after school and community events**

In addition to providing healthy food through school meals, other food in school will support healthy choices. Foods and beverages made available in the CPS will adhere to the Massachusetts School Nutrition Standards for Competitive Foods and Beverages, “Healthy Students, Healthy Schools.” Competitive foods are defined as foods and beverages provided in school cafeterias offered as à la carte items; school buildings, including classrooms and hallways; school stores; school snack bars; vending machines; concession stands; booster sales; fundraising activities; school-sponsored or school-related events and at any other location on school property.

These standards apply to foods and beverages sold or provided to students from 30 minutes before the beginning of the school day until the late bus arrives or 30 minutes after the school day ends, whichever is later. Foods and beverages sold in vending machines must comply with the standards at all times. To consistently promote a healthy school environment, schools and

out of school programs are encouraged to offer healthy choices in all settings. The complete standards and a summary can be found in the Massachusetts “Healthy Students Healthy Schools” guidance document: <http://www.mass.gov/eohhs/docs/dph/mass-in-motion/school-nutrition-guide.pdf>.

### **Bake Sales**

The Principals and Heads of Upper Schools of each school will:

- Not allow bake sales on school campus from 30 minutes prior to the start of school until 30 minutes after the school day ends or until the late bus arrives, whichever is later.
- Not allow inclusion of candy or soda at any bake sale

### **Booster Sales/Concession Stands**

The Principals and Heads of Upper Schools of each school will:

- Not allow booster sales/concession stands on school campus from 30 minutes prior to the start of school until 30 minutes after the school day ends or until the late bus arrives, whichever is later.
- Not allow candy or soda and encourage healthy items at booster sale/concession stands at any school hosted event where children will be in attendance, including but not limited to, extra-curricular events such as school performances and athletic events.

### **Classroom Snacks and Celebrations**

All food and beverages in classrooms will support the student’s learning, healthy growth and development, and healthy eating behaviors, as indicated by the Massachusetts Standards.

Principals and Heads of Upper Schools will:

- Educate families on the importance of sending healthy snacks in appropriate portions to facilitate their child’s learning and optimize healthy development.
- Provide a list of recommended snack ideas in four languages. Recommended snack lists can be found at: <http://www.cambridgepublichealth.org/services/school-health/index.php>.
- Educate staff and families on non-food celebrations (see the Massachusetts guidance document, “Healthy Students Healthy Schools” above) and establish a process to ensure that contributions for celebrations that include food are predominantly healthy foods, and that any less healthy options are served in smaller portion sizes.
- Educate families to check with classroom teachers and/or school nurse regarding students with food allergies.

### **Fundraising**

The Principals and Heads of Upper Schools of each school will:

- Discourage the use of food for fundraising on campus and not allow the sale of candy or soda for fundraising.
- Not allow food based fundraising on school campus from 30 minutes prior to the start of school until 30 minutes after the school day ends or until the late bus arrives, whichever is later.

### **Rewards**

The Principals and Heads of Upper Schools of each school will:

Not allow staff to give food or beverages as reward, nor withhold food or meals as punishment.

- Provide suggestions for non-food rewards. A list of alternative rewards can be found in the Massachusetts “Healthy Students, Healthy Schools” guidance document, above.

## **Vending Machines**

The Food Service Department, Principals and Heads of Upper Schools will:

- Not allow vending machines in elementary schools
- Ensure that products provided in vending machines meet the Massachusetts School Nutrition Standards for Competitive Foods and Beverages at all times.

### **1.3 Marketing and Promotion**

Principals and Heads of Upper Schools will promote that students make healthy nutrition choices.

- Principals and Heads of Upper Schools will restrict the use of marketing on school property in accordance with the Cambridge School Committee's Advertising in Schools Policy
- Food Service leadership will collaborate with the CPHD and City Sprouts staff to actively market healthy foods and school garden grown produce, for example via taste testing and signage, so that students know about these foods and are motivated to try them.
- Food Service leadership will collaborate with the CPHD to develop and post "family size" recipes for selected healthy Food Service recipes.

### **1.4 Water**

Principals and Heads of Upper Schools will ensure water is made available and accessible to all students at meals and during the day without charge.

### **1.5 Mobile Food Vendors**

Principals and Heads of Upper Schools will not allow the sale of food by mobile food vendors on school grounds and will work with City departments to prevent permitting of mobile food vendors near schools.

## **2. Health, Nutrition and Physical Education**

The physical education curriculum will help students develop the knowledge, motor skills, self-management skills, attitudes, and confidence needed to adopt and maintain physical activity throughout their lives. The Health and Physical Education Department's curriculum is based on the Massachusetts Comprehensive Health Curriculum Framework and the National Association for Sport and Physical Education standards.

### **Physical Education**

The Health and Physical Education Department will:

- Ensure that all physical education classes will have at least sixty percent (60%) or more of moderate to vigorous physical activity.
- Promote the participation in physical activity opportunities that are offered by community organizations, such as the Department of Youth Services and youth sport organizations and the use of active transportation as a healthy lifestyle choice.
- Reduce/minimize sports related injuries with use of appropriate safety and protective equipment for physical education, intramural and interscholastic sports.
- Ensure that Physical Education will not be substituted with by other activities and that physical activity will not be used for punishment. For example, students will not run laps as a punishment.
- Provide a wide range of cooperative, competitive and lifelong physical activities,

including Project Adventure (i.e., team building, positive risk-taking), swim classes, ballroom dancing and bicycle instruction and safety training.

- Teach students active games for recess time and safe ways to use playground equipment
- Assess the Physical Fitness of students in grades K-8, including their height and weight.
- Collaborate with the Cambridge Public Health Department (CPHD) to share fitness results with families using an individualized Health and Fitness Progress Report and analyze and share aggregate fitness and BMI results with school principals and heads of upper schools, administrators and the community.
- Provide tools and knowledge for fitness self assessment in grades 9-12.
- Ensure that JK-5 principals schedule physical education classes twice a week for 40 minutes, heads of upper schools schedule physical education for two blocks per cycle, and the high school principal schedules Physical Education for at least one block for a semester each year and require all students to pass a swim test before graduating.

### **Physical Education Opportunities Before and After School**

- The Health and Physical Education Department, in collaboration with all elementary, upper schools and high schools, as funding permits, will offer extracurricular physical education activity programs before or after school in an effort to increase the students' over all physical activity time. It is also the expectation of the CPS that the Health Physical Education and Athletics Department will offer a range of activities that meet the needs, interests, and abilities of all students.
- As much as possible, after school child care and enrichment programs should encourage daily periods of moderate to vigorous physical activity for all participants.

### **Athletics**

The CRLS Athletics Department develops and maintains a culturally sensitive, comprehensive interscholastic sports program as an integral component of the total educational process. Currently, students in grades 9-12 are provided the opportunity to participate in a number of competitive athletic teams or club sport activities.

### **Health and Nutrition Education and Social-Emotional Learning**

Health and Nutrition Education at all levels will be taught using effective, research-proven programs aligned with the Massachusetts Comprehensive Health Curriculum Framework and the National Health Education Standards and the National Sexuality Education Standards K-5 curriculum will be taught by classroom teachers and the 6-8 curriculum will be taught by health education teachers. The 9th grade curriculum and the high school health education electives for older students will be taught by teachers with health education certification. Social emotional learning is included in the health curriculum and through other classroom based programs such as Responsive Classroom and Developmental Designs.

Principals and Heads of Upper Schools will ensure that:

- All K-8 students receive health education the equivalent of once a cycle and that high school students are scheduled into the mandatory 9th grade health education class.
- Professional development opportunities are provided for teachers in comprehensive health education

The Health and Physical Education (HPE) Department will:

- Ensure that classroom health education complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television.

- Provide resources to support the teaching of health education and ensure that nutrition education is included in every health education course.
- Ensure that HPE staff is familiar with the school garden as a health and nutrition resource and has opportunities to incorporate it in HPE district-wide teaching.
- Work with principals and heads of upper school to ensure that each school is in compliance with the parent/guardian notification law for sexuality education.

### **Family Health Education**

- In collaboration with the CPHD, the school district will provide information to families to encourage healthy eating and physical activity and other healthy behaviors at school and at home and to be role models.
- Principals and Heads of Upper Schools will inform families about the Wellness Policy including types of foods and beverages that can be sent to school.

### **3. Health Services**

School health services and screenings are provided by the CPHD through an agreement with the CPS. Supervision and oversight of the School Health Program is provided by the CPHD's Director of Public Health and School Health Nursing Services, the Clinical Manager of School Health Services, and the Medical Director of School Health Services.

The school health services program is dedicated to helping students stay healthy and in school so they can participate in classroom and athletic activities and reach their academic potential. Program staff includes registered nurses, nutritionists, vision and hearing specialists, and health aides.

- School nurses provide first aid, medication administration, chronic and acute disease management, health counseling, and health education. The school nurses are responsible for linking families to primary care providers, advising school staff, and ensuring that all school children are appropriately immunized. The school health services program provides full-time coverage in all public schools.
- CPHD nutrition staff work to help create a healthy nutrition environment in the schools and collaborate with the CPS Food Service Program to make healthy and appealing food choices available to student. Nutrition staff also provides education and outreach to students, family and staff.
- Hearing and vision specialists provide state-mandated screenings to CPS children in order to detect health conditions that may affect learning. This service is provided in grades K-3, 7, and 9. Parent/guardians are always notified if/when further medical attention is required.
- Staff in the school health services program offer families medical referrals and other health resources.

CPS will collaborate with the CPHD School Health Program to:

- Ensure plans are in place for students with special dietary needs, such as life threatening food allergies, diabetes and celiac disease, recognizing that children have access to food in the classroom and school garden as well as the cafeteria.
- Ensure mandated health screenings (including Body Mass Index in grades K-8 and 10, postural in K-9, hearing in K-3, 7, 9, vision in K-5, 7, 9 and dental in pre-K-4) are completed on an annual basis with appropriate follow-up when indicated.
- Enforce the communicable disease policy.

### **4. Integrating Physical Activity into the School Day**

## Recess

- Principals will encourage the scheduling of extra recess for kindergartners.
- Principals and Heads of Upper Schools will strive to schedule recess before lunch, especially in the younger grades.
- Recess will be supervised by school staff in such a way as to encourage safe and active play. Adults who monitor recess are expected to intervene when a child's physical or emotional safety is at risk. Bullying or aggressive behavior will be prohibited in accordance with the School Committee's Anti-Bullying Policy and Bullying Prevention and Intervention Plan and the CPS' *Rights and Responsibilities Handbook* and all safety rules will be enforced.
- As opportunities arise, Principals and Heads of Upper Schools will work with the City's Community Development Department to upgrade school playgrounds to include equipment that enhances children's development of eye-hand coordination, posture and the ability to focus.
- Principals and Heads of Upper Schools will encourage professional development opportunities for staff involved in recess supervision in the following areas: promotion of active games and play, first aid, cardiopulmonary resuscitation, universal precautions, conflict management and bullying prevention.
- Classroom and Physical Education teachers will teach students safe ways to use playground equipment and to play together.
- Students will not be kept from recess or excluded from a Physical Education class except if the removal is necessary to protect the health, safety and welfare of the student, other students and staff and/or is related to the students engaging in conduct, during recess or Physical Education class, that is in violation of the codes of conduct set forth in the *Cambridge Public Schools Rights and Responsibilities Handbook* and/or in school-based rules or other Cambridge Public School policies (e.g., anti-bullying policy, anti-hazing policy, anti-discrimination policy), or the permission of the student's parent/guardian has been given for the student's removal or exclusion.
- Physical activity or recess will neither be denied nor required as a form of punishment.
- All CPS students in grades K-8 will have at least 20 minutes of recess actively supervised by trained staff, preferably outdoors, during which the schools will encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.
- Students will not be denied recess to conference with teaching staff, finish projects or make up work unless under unusual circumstances.
- Students and staff will be encouraged to engage in active transportation (e.g., walking, bike riding, etc.) to and from school and to support a healthy and active lifestyle from an early age by working to make bicycling and walking to school a safe and more appealing mode of transportation.

## Physical activity in the classroom

Principals and Heads of Upper Schools will seek to put measures into place to encourage that:

- The Health and Physical Education Department will provide professional development opportunities for classroom teachers to incorporate physical activity into daily instruction.
- Classroom teachers will be encouraged to incorporate, as appropriate, physical activity as part of classroom activities and to provide short physical activity breaks between lessons or classes.

## Reduce Inactivity

- Principals and Heads of Upper Schools will support and encourage that teachers give students periodic opportunities to stand and stretch during extended sedentary activities,

such as mandatory testing.

- Principals and Heads of Upper Schools will limit the use of screen time in classroom instruction and promote recreational screen time reduction by providing information and resources to families in order to promote decreasing student inactivity and increasing student physical activity.

### **Walking/Biking to School**

Principals and Heads of Upper Schools will seek to support walking and biking by providing resources, in the following ways, including but not limited to:

- Undertake activities to promote walking and bicycling, for example by participating in National Bike to School and Walk to School Days, and joining the MassDOT Safe Routes to School Program.
- Collaborate with the Cambridge Traffic, Parking & Transportation Department to:
  - Provide information, including walking maps, about safe walking and biking to school to families and students.
  - Ensure there is plentiful safe and convenient bike parking at schools
  - Educate parents and caregivers about the importance of safe driving to ensure the safety of children walking and bicycling.
  - Ensure that adults who drive to school do not park in ways that impede the safety of children (for example, on sidewalks, in bike lanes).
  - Ensure that there are crossing guards at appropriate intersections along key elementary and middle school walking and biking routes
  - Make any changes in crossing guard locations on the basis of a traffic analysis.

## **5. Safety**

### **Play areas, facilities and equipment**

It is the expectation of the CPS that play areas, facilities and equipment used for physical activity on school grounds shall meet accepted safety standards for design, installation and maintenance.

- The CPS through the principals, heads of upper schools and central office will work with the City of Cambridge Department of Public Works to ensure that recess equipment and facilities are checked regularly for safety.
- Principals and Heads of Upper Schools will identify a school staff member who will check the playground daily for broken glass and other dangerous objects.
- Anyone who finds equipment worn, broken or in need of repair will promptly report this to the principal or head of upper school.

### **Injuries**

Student injuries sustained during the school day will be assessed by school staff present, and by the school nurse when needing further assessment and/or treatment.

### **Winter Weather Safety**

- Principals and Heads of Upper Schools are encouraged not to cancel recess due to weather, unless absolutely necessary. Each principal and head of upper school or designee will determine whether the temperature or wind chill are severe enough to cancel recess. A basic framework for weather decisions is the following:
  - Below 10 degrees: Indoor Recess
  - Below 32 degrees: Coat, long pants, gloves/mittens & hats as appropriate



More detail (including wind-chill) can be found the Child Care Weather Watch at: <http://www.idph.state.ia.us/hcci/common/pdf/weatherwatch.pdf>.

- Students who do not have appropriate winter or rain wear may need to be kept inside, but other students are expected to participate in outside recess. Principals and Heads of Upper Schools will inform parents/guardians to send students to school dressed appropriately for the weather and that any families that need help obtaining winter outerwear should contact their school's family liaison.
- During outdoor activities, principals and heads of upper schools will put measures into place to:
  - Promote or require student use of protective items such as clothing (long pants, coat, hats and gloves/mittens).
  - Notify families prior to field trips and prolonged outdoor events that they are expected to prepare their child accordingly for activities in winter weather.
  - As needed, consider substituting indoor activities that take place when temperature, wind chill or weather are severe.

### **Heat and Sun Safety**

During outdoor activities, Principals and Heads of Upper Schools will put measures into place to:

- Promote or require student use of protective items such as clothing, hats, sunglasses, sunscreen, and lip balm.
- Notify families prior to field trips and prolonged outdoor events that they are expected to prepare their child accordingly for activities in sun or heat.
- Provide adequate hydration for students
- As needed, consider rescheduling outdoor activities that take place during the hours of peak sun intensity and/or heat.

### **6. Health Assessment**

CPS and CPHD, along with the Cambridge Department of Human Services, will continue to collaborate to assess youth health and risk behaviors through two alternating bi-annual surveys, the Teen Health Survey and Middle Grades Health Survey. The surveys are administered during the school day and scheduled in collaboration with the Principals and Heads of Upper Schools. Results of the surveys are analyzed and a summary of the results is shared with both the school and the community at large through various dissemination efforts.

### **7. Staff Wellness**

The CPS Human Resources will annually publicize the services available through the CPS Employee Assistance Program. The CPS administration will seek to support staff efforts to provide other employee wellness activities requested by staff.

*Last updated: November 18, 2014*