

ADMINISTRATIVE GUIDELINES

Book	Administrative Guidelines
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I. The Indianapolis Public Schools School Health Council will be convened and coordinated by the district Administrative Coordinator for Nursing Services. The Council includes students, parents, food service professionals, school board members, school administrators, school nurses, teachers, representatives of interested community organizations, and the chairperson of each school's Wellness Committee. All IPS schools will participate in the Alliance for a Healthier Generation. Each School is required to have a School Wellness Coordinator who will promote these Administrative Guidelines. The Council will annually review the IPS Wellness Policy and develop an action plan for the coming year. The Council will meet quarterly.

II. Nutrition education will be provided as part of a Comprehensive Health Education Program.

1. Health education will be taught by a highly qualified health teacher.
2. The school corporation will provide nutrition education training opportunities to teachers and staff for all grade levels.
3. Nutrition education will include lessons that cover topics such as how to read and use food labels, choosing healthy options and portion control.
4. School staff will collaborate with community groups and organizations to provide opportunities for student projects related to nutrition (e.g., cultivating school gardens, reading food labels and maintaining a caloric balance between food intake and physical activity/exercise).
5. Nutrition education resources will be provided to parents/guardians through handouts, website links, school newsletters, presentations and any other appropriate means available to reach parents/guardians.
6. Nutrition educators will partner with school staff of the school food service program to use the cafeteria as a learning lab. Healthy items, such as salads and fruits, will be displayed prominently in cafeterias to make healthier choices more appealing.
7. Foods of minimal nutritional value, including brands and illustrations, shall not be advertised or marketed in educational materials.
8. Through the Alliance for a Healthier Generation each school's Wellness Committee will develop goals to promote nutrition in the in the school setting.

III. Standards for USDA Child Nutrition Programs and School Meals

A. School Meal Content

1. Meals served through the National School Lunch and Breakfast Programs will:
 - Be appealing and appetizing to children
 - Meet, at minimum, the nutritional requirements established by the USDA for federally funded programs;
 - Offer a variety of fruits and vegetables over a week's menus;
 - Allow students to apply the knowledge and skills learned in the classroom when making choices at mealtime;
 - Promote valid scientific nutrition standards in food selection and menu development.
2. Procurement procedures and preparation methods will be used which decrease fat and sodium levels in the menu items served.
3. Fresh fruits and vegetables grown locally will be served when practical, possible, and financially viable.
4. Students will have the opportunity to provide input on menu items purchased when practical, possible and financially viable

5. The special dietary needs of students will be accommodated following the regulations of the National School Lunch and Breakfast Programs.
6. The nutritional content of foods items served will be available to all stakeholders.
7. The number of menu selections offered to students will increase as they progress through elementary, middle and high school.
8. Foods sold a la carte will be priced to encourage the consumption of nutrient dense items. A la carte sales will be limited to food items that are components of the reimbursable meal.

B. School Meal Participation

1. Breakfast and lunch will be served in all schools.
2. Breakfast and lunch will be served in a manner that encourages participation.
3. All households will be informed of the availability of breakfast and lunch in accordance with the Healthy Hunger-Free Kids Act of 2010. This includes schools serving meals under the auspices of the Summer Food Service Program.

C. Mealtimes, Scheduling, and the Environment

1. School administrators will schedule adequate time for students to eat breakfast and lunch.
2. School administrators will be encouraged to schedule recess before lunch.
3. Meals will be served in clean and pleasant settings, meeting all sanitary requirements of the Marion County Public Health Department.
4. Students will have convenient access to hand washing and sanitizing stations.
5. Students will have access to potable water during meal service. Paper cups will be available that can be ordered through IPS Supply.
6. School administrators will provide appropriate and effective supervision in the cafeteria and serving areas. Rules for safe behavior shall be consistently enforced.
7. Activities, such as student clubs, will not be scheduled during mealtimes, unless students may eat during those meetings.
8. Food or drink will not be withheld at mealtimes as punishment.

D. Professional Development

1. A minimum of one foodservice staff member who has passed a national certification examination on safe food handling will be assigned to each school.
2. On-going training in healthy cooking practices, use of standardized recipes, and proper food handling techniques will be conducted with foodservice staff multiple times throughout the school year.

IV. Competitive Food and Beverage Sales, Fundraisers, and Classroom Celebrations

A. Nutrition Standards

1. All foods and beverages sold outside of the school meal programs will meet, at minimum, the requirements of the USDA Nutrition Standards for All Foods Sold in School and Indiana Code 20-26-9-19. This includes serving size, type of food or beverage sold, and grade level restrictions.
2. Foods exempted by the USDA from meeting all nutrient standards are allowed.
3. The nutrition standards apply to all foods and beverages sold in vending machines, school stores and all other venues on the school campus during the school day. (The USDA regulation cited above defines school campus and school day.)
4. Vending machines for school staff will not be accessible to students. All student access vending machines will not be available during school hours.

B. Fundraisers

1. Fundraising activities will support healthy eating and wellness using the requirements of the USDA Nutritional Standards for all foods sold in schools .
2. Foods or beverages sold as fundraisers during the school day will meet, at minimum, the nutrition

standards referenced above or an exemption will be requested from the State before the State before the fundraising event is held.

3. School administrators and staff will adhere to all State mandated limits on the number of exempt fundraisers allowed during the school year.
4. Foods or beverages will not be sold in the foodservice areas during meal service.
5. The group conducting the fundraiser will maintain records, such as nutrition labels and product specifications, for all foods and beverages sold as mandated by the USDA.
6. The group conducting the fundraiser will abide by all Marion County Public Health Department regulations.
7. The IN Office of School and Community Nutrition Programs will monitor compliance with the standards through a review of records as a part of the State agency administrative review. If violations have occurred, technical assistance and corrective action plans will be required.

C. Classroom Celebrations

1. Food will not be used as a reward. Celebrations will focus on activities rather than on food.
2. School administrators will inform all stakeholders of the classroom celebration Guidelines.

V. Physical Activity and Physical Education

A. Physical Education K-12

1. All students in grades K-12 will participate in physical education in order to meet the Physical Education Standards. Also, high schools will encourage students to take more than the courses of physical education required for all Indiana diplomas.
2. Waivers will not apply towards the physical education courses required for a diploma. Credit flexibility in physical education will be limited to elective physical education courses.
3. Physical education classes will have the same student/teacher ratio used in other classes. In Indiana, the ratio for a single school shall not exceed an average of 35 to 1.
4. The physical education program shall be provided adequate space and equipment to ensure quality physical education classes for students.
5. Physical education will be taught by a licensed physical education instructor.
6. "Physical Education without Boundaries" will provide accommodations to IPS Off Campus Instruction students needing high school credit for physical education.
7. Physical Education is a required part of special education under IDEA 2004.
Special education means specially designed instruction, at no cost to the parents, to meet the unique needs of children with a disability, including:
 - Instruction conducted in the classroom, in the home, in hospitals and institutions, and in other settings; and
 - Instruction in physical education

B. Daily Recess and Physical Activity Breaks

1. Each elementary school shall provide daily physical activity in accordance with Indiana Code 20-30-5-7.5.
2. All elementary school students will have at least 1 period of active recess per day that is at least 20 minutes in length as recommended by the National Association for Sport and Physical Education (NASPE). This recess period will be outdoors when possible. If outdoor recess is not possible due to inclement weather, teachers will provide an indoor physical activity break in the classroom.
3. All teachers will be encouraged to use physical activity breaks during classroom time as often as possible.

C. Physical Activity Opportunities Before and After School

Schools will offer intramurals, clubs, interscholastic sports and voluntary activities to increase opportunities for physical activity before and/or after school, taking into account student interest and supervisor availability.

D. Physical Activity and Remedial Activities/Punishment

1. Students will not be removed or excused from physical education to receive instruction in other content areas.
2. School staff will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

E. Walking and Bicycling to School

1. Where appropriate and safe, schools will allow walking and bicycling to school.
2. To the extent possible, the school corporation will make improvements so it is safer, easier and more enjoyable for students to walk and bicycle to school.
3. The school corporation will explore the availability of both local and federal funding (e.g., Safe Routes to School funds administered by the Indiana Department of Transportation, and federal and State grants) to finance such improvements.
4. Schools will promote walking and bicycling to school, including the promotion of a Walk to School Day, in the Fall and Spring Semester.

F. Use of School Facilities Outside of School Hours

School spaces and facilities, such as the playground, gym, pool and track, will be made available to students, staff and community members before, during and after the school day; on weekends; and during school vacations. School policies concerning safety will apply at all times.

VII. Evaluation of Wellness Policy

A. Implementation and Data Collection

1. The school corporation will use an evidence-based assessment tool such as a Fitnessgram or other Alliance for a Healthier Generation tool to track the collective health of students over time by collecting data such as body composition (height and weight), aerobic capacity, and/or muscular strength, endurance and flexibility.
2. Principals shall ensure that their schools are in compliance with the corporation's wellness policy through the school year by assessing wellness implementation strategies. The principals shall then report each semester to the superintendent, who will provide a report to the school board.
3. The evaluation of the wellness policy and implementation will be directed by the Coordinated School Health Advisory Council Coordinator.
4. The District will inform and update parents, students, and the community regarding the Wellness Policy. IPS will make available to the public the results of an assessment on the implementation phase of the Wellness Policy and Administrative Guidelines.