

ADOPTED by Board of Directors:  
May 24, 2017**POLICY:**

Harborcreek Youth Services recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. Harborcreek Youth Services is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical 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 Board adopts this policy based on the recommendations of the Residential Client Wellness Committee and in accordance with federal and state laws and regulations.

**PROCEDURES:**

To ensure the health and well-being of all students, the Board establishes that the agency shall provide to students:

- A. A comprehensive nutrition program consistent with federal and state requirements.
- B. Access to foods and beverages that meet established nutrition guidelines.
- C. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
- D. Curriculum and programs for grades 4-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

For purposes of this policy, **school campus** means any area of property under the jurisdiction of the school that students may access during the school day.

For purposes of this policy, **school day** means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.

The Director of Education shall be responsible for the implementation and oversight of this policy to ensure the agency's school, programs and curriculum is compliant with this policy, related policies and established guidelines or administrative regulations.

The Director of Education or designee shall annually report to the Residential Client Wellness Committee regarding compliance in the school.

Staff members responsible for programs related to school wellness shall report to the Director of Education or designee regarding the status of such programs.

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The Director of Education shall annually report to the Board on the agency's compliance with law and policies related to school wellness. The report may include:

- A. Assessment of school environment regarding school wellness issues.
- B. Evaluation of food services program.
- C. Review of all foods and beverages offered in schools for compliance with established nutrition guidelines.
- D. Listing of activities and programs conducted to promote nutrition and physical activity.
- E. Recommendations for policy and/or program revisions.
- F. Suggestions for improvement in specific areas.
- G. Feedback received from agency staff, students, parents/guardians, community members and the Residential Client Wellness Committee.

The Director of Education and the established Residential Client Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:

- A. The extent to which Harborcreek Youth Services is in compliance with law and policies related to school wellness.
- B. The extent to which this policy compares to model wellness policies.
- C. A description of the progress made by the agency in attaining the goals of this policy.

At least once every three (3) years, Harborcreek Youth Services shall update or modify this policy as needed, based on the results of the most recent triennial assessment and/or as agency and community needs and priorities change; wellness goals are met; new health science, information and technologies emerge; and new federal or state guidance or standards are issued.

Harborcreek Youth Services shall annually inform and update the public, including parents/guardians, students and others in the community, about the contents, updates and implementation of this policy via the agency website, student handbooks, newsletters, posted notices and/or other efficient communication methods. This annual notification shall include information on how to access the School Residential Client Wellness Policy; information about the most recent triennial assessment; information on how to participate in the development, implementation and periodic review and update of the School Residential Client Wellness Policy; and a means of contacting Residential Client Wellness Committee leadership.

### Recordkeeping

Harborcreek Youth Services shall retain records documenting compliance with the requirements of the School Residential Client Wellness Policy, which shall include:

- A. The written School Residential Client Wellness Policy.
- B. Documentation demonstrating that the agency has informed the public, on an annual basis, about the contents of the School Residential Client Wellness Policy and any updates to the policy.
- C. Documentation of efforts to review and update the School Residential Client Wellness Policy, including who is involved in the review and methods used by the agency to inform the public of their ability to participate in the review.
- D. Documentation demonstrating the most recent assessment on the implementation of the School Residential Client Wellness Policy and notification of the assessment results to the public.

### Residential Client Wellness Committee

The agency shall establish a Residential Client Wellness Committee comprised of, but not necessarily limited to, at least one (1) of each of the following: agency administrator, agency food service representative, school health professional and physical education teacher.

The Residential Client Wellness Committee shall invite and permit participation as applicable by the general public and school community (students, parents, board members, etc.) in the wellness policy process if so desired.

The Residential Client Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a School Residential Client Wellness Policy that complies with law to recommend to the Board for adoption.

The Residential Client Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the policy development and revision process. (*Identified Goal*)

### Nutrition Education

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences:

- A. Nutrition education in the agency shall teach, model, encourage and support healthy

eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

- B. Nutrition education shall provide all students with meaningful knowledge and skills to help them lead healthy lives.
- C. Nutrition education lessons and activities shall be age-appropriate.
- D. Nutrition curriculum shall teach behavior-focused skills, which may include menu planning, reading nutrition labels and media awareness.
- E. School food service and nutrition education classes shall cooperate to create a learning laboratory. (*Identified Goal*)
- F. Nutrition education shall be integrated into other subjects such as math, science, language arts and social sciences to complement but not replace academic standards based on nutrition education.
- G. Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.

The staff responsible for providing nutrition education shall be properly trained and prepared and shall participate in appropriate professional development. The agency shall develop standards for such training and professional development.

Nutrition education shall extend beyond the school environment by engaging and involving families and the community as appropriate.

Nutrition education will also include an agency brochure along with information on the agency website. (*Identified Goal*)

#### Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs:

- A. Harborcreek Youth Services School shall promote nutrition through the implementation of Farm to School activities where possible. Activities may include, but not be limited to, the initiation/maintenance of school gardens, taste-testing of local products in the cafeteria and classroom, classroom education about local agriculture and nutrition, field trips to local farms and incorporation of local foods into school meal programs.
- B. Harborcreek Youth Services staff shall cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.
- C. School food service personnel shall review and implement research-based, behavioral economics techniques in the cafeteria to encourage consumption of more whole grains,

fruits, vegetables and legumes, and to decrease plate waste.

- D. Consistent nutrition messages shall be disseminated and displayed throughout the agency, school, classrooms, and cafeteria.
- E. Consistent nutrition messages shall be demonstrated by avoiding use of unhealthy food items in classroom lesson plans and school staff avoiding eating less healthy food items in front of students.
- F. Harborcreek Youth Services staff shall offer resources about health and nutrition to encourage parents/guardians to provide healthy meals for their children. (*Identified Goal*)

#### Physical Activity

- A. Harborcreek Youth Services shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.
- B. Harborcreek Youth Services shall contribute to the effort to provide students opportunities to accumulate at least sixty (60) minutes of age-appropriate physical activity daily, as recommended by the Centers for Disease Control and Prevention. Opportunities offered at school will augment physical activity outside the school environment, such as outdoor play during non-school times, sports, etc.
- C. Students shall participate daily in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness and performance benefits.
- D. Age-appropriate physical activity opportunities, such as outdoor and indoor recess, before and after school programs, during lunch, clubs and intramurals shall be provided to meet the needs and interests of all students, in addition to planned physical education.
- E. A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.
- F. Extended periods of student inactivity, two (2) hours or more, shall be discouraged.
- G. Physical activity breaks shall be provided for students during classroom hours.
- H. Harborcreek Youth Services shall partner with parents/guardians, as appropriate, to utilize internal programs and activities provided at Harborcreek Youth Services to institute programs that support lifelong physical wellness.
- I. Physical activity shall not be used or withheld as a form of punishment.
- J. Students and their families shall be encouraged to utilize Harborcreek Youth Services' physical activity facilities, if appropriate, such as playgrounds and fields, outside school hours in accordance with established Harborcreek Youth Services' visitation rules.

### Physical Education

A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. All agency students must participate in physical education.

- A. Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge to encourage lifelong participation shall be provided.
- B. Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary to encourage lifelong, health-enhancing physical activity.
- C. A comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented.
- D. A varied and comprehensive curriculum that promotes both team and individual activities and guides students to becoming and remaining physically active for a lifetime shall be provided in the physical education program.
- E. Adequate amounts of planned instruction shall be provided to enable students to achieve the proficient level for the Health, Safety and Physical Education academic standards.
- F. A local assessment system shall be implemented to track student progress on the Health, Safety and Physical Education academic standards. (*Identified Goal*)
- G. Students shall be moderately to vigorously active as much time as possible during a physical education class. Documented medical and/or mental health conditions and disabilities shall be accommodated during class.
- H. Safe and adequate equipment, facilities and resources shall be provided for physical education courses.
- I. Physical education shall be taught by certified health and physical education teachers.
- J. Appropriate professional development shall be provided for physical education staff.
- K. Physical education classes shall have a teacher-student ratio comparable to those of other courses for safe and effective instruction.
- L. Physical activity shall not be used or withheld solely as a form of punishment.

### School Based Activities

Drinking water shall be available and accessible to students, without restriction and at no cost to

the student, at all meal periods and throughout the school day.

Nutrition professionals who meet hiring criteria established by the agency and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for agency nutrition staff, as required by federal regulations.

- A. Harborcreek Youth Services shall provide adequate space, as defined by the Residential Wellness Committee, for eating and serving school meals.
- B. Students shall be provided a clean and safe meal environment.
- C. Students shall be provided adequate time to eat: a minimum of ten (10) minutes sit down time for breakfast; and a minimum of twenty (20) minutes sit down time for lunch.
- D. Meal periods shall be scheduled at appropriate hours, as required by federal regulations and as defined by the agency.
- E. Students shall have access to hand washing or sanitizing before meals and snacks.
- F. Access to the food service operation shall be limited to authorized staff.
- G. Nutrition content of school meals shall be available to students and parents/guardians. *(Identified Goal)*
- H. Students may be involved in menu selections through various means, such as taste testing and surveys.
- I. To the extent possible, Harborcreek Youth Services shall utilize available funding and outside programs to enhance student wellness. *(Identified Goal)*
- J. The agency shall provide appropriate training to all staff on the components of the School Residential Client Wellness Policy by means of a requisite training on Relias for all current staff and during orientation for any new staff hired.
- K. Goals of the School Residential Client Wellness Policy shall be considered in planning all school based activities.
- L. Fundraising projects submitted for approval shall be supportive of healthy eating and student wellness.
- M. Administrators, teachers, food service personnel, students, parents/guardians and community members shall be encouraged to serve as positive role models through agency programs, communications and outreach efforts. One such effort will be a comment section on the agency-administered satisfaction surveys or a tab on the agency's website within 12 months. *(Identified Goal)*
- N. The agency shall support the efforts of parents/guardians to provide a healthy diet and

daily physical activity for children by communicating relevant information through various methods. (*Identified Goal*)

- O. The agency shall maintain a healthy school environment, including but not limited to indoor air quality, in accordance with the agency's healthy learning environment program and applicable laws and regulations.

#### Nutrition Guidelines for All Foods/Beverages at School

All foods and beverages available in agency schools during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.

#### *Competitive Foods –*

Harborcreek Youth Services does not offer competitive foods as an option for their residents and students. As a PRRI, competitive foods do not comply with the guidelines and expectations of the residential programs.

#### *Fundraiser Exemptions –*

Harborcreek Youth Services does not offer fundraising as an option for their residents and students. As a PRRI, competitive foods does not comply with the guidelines and expectations of the residential programs

#### *Non-Sold Competitive Foods –*

Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by Harborcreek Youth Services. 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:
  - a. Foods and beverages shall not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (e.g., guest chef, field trip to a farm or farmers market, etc.).
2. Classroom Parties and Celebrations:
  - a. Classroom parties/celebrations with food/beverages shall be limited to no more than one (1) per month in each classroom.
  - b. Classroom parties shall offer a minimal amount of foods (maximum 2-3 items)

containing added sugar as the primary ingredient (e.g., cupcakes, cookies) and will provide the following:

- Fresh fruits/vegetables; and
- Water, 100 percent juice, 100 percent juice diluted with water, low-fat milk or nonfat milk.

- c. When possible, foods/beverages for parties and celebrations shall be provided by the food service department to help prevent food safety and allergy concerns.

3. Shared Classroom Snacks:

- a. Shared classroom snacks are not permitted in agency schools.

*Marketing/Contracting –*

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.

Management of Food Allergies in Agency School

Harborcreek Youth Services shall establish Board policy and administrative regulations to address food allergy management in agency school in order to:

- A. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
- B. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.
- C. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities.