Woods Services Wellness Policy updated 4/2/18

Purpose

The Child Nutrition and WIC Reauthorization Act of 2004 (PL108-265) and The Healthy Hunger Free Kids Act of 2010 (PL 111-296) require all schools participating in the National School Breakfast Lunch Program (NSBLP) to develop local wellness policies. Using the Nutritional Standards for Competitive Foods, The Pennsylvania School Boards Association (PSBA) School Wellness reports, the results of the CDC School Health Index and the CDC Whole School, Whole Community, Whole Child (WSCC) Model, Woods Services developed wellness policies and goals to improve student achievement of wellness on a triennial basis (7/1/17 – 6/30/20).

Woods Services recognizes that student wellness and proper nutrition are related to students' physical well being, growth, development, and a readiness to learn. We are committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience.

Authority P.L. 108-265, Sec. 204

To ensure the health and well being of all students, Woods Services provides to students:

- A comprehensive nutrition program consistent with federal and state requirements.
- Access to foods and beverages that meet established nutritional guidelines.
- Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
- Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with the PA State Board of Education curriculum, regulations and academic standards.
- The Administrator of Educational Services will provide an assurance that Woods Services guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for Woods Services in accordance with federal law annually.

Delegation of Responsibility, Pol. 808

- The Administrator of Educational Services is responsible to monitor programs, and curriculum to ensure compliance with this policy, related policies and established guidelines or administrative regulations.
- Each program director reports to the Administrator of Educational Services regarding compliance in his/her program.
- Staff members responsible for programs related to student wellness report to the Administrator of Educational Services regarding the status of such programs.

- The Administrator of Educational Services reports semi-annually to the Chief Operating Officer (COO) regarding compliance with law and policies related to student wellness. The report may include:

-Assessment of the school environment regarding student wellness issues.
-Evaluation of the Food Service program.
-Listing of activities and programs conducted to promote nutrition and physical activity.
-Suggestions for improvement in specific areas.
-Feedback received from staff, students and the Wellness Committee.

- The Administrator of Educational Services and the Wellness committee will conduct an assessment at least once every three years on the policy's contents and its implementation as part of a continuous process to strengthen the policy and ensure that it is being implemented. The triennial assessment will be made available to the public with the Wellness Policy in a manner that is accessible and easily understood and will include:

-The extent to which the schools are in compliance with the law and policies related to school wellness.
-The extent to which this policies compares to model wellness policies.
-A description of the progress made by the schools in attaining the goals of this policy.

Recordkeeping

The Schools shall keep records to document compliance with the requirements of the School Wellness Policy, which will include:

1. The written wellness policy.
2. Documentation showing the schools have made the policy available to the public.
3. Documentation of efforts to review and update the School Wellness Policy, including who is involved in reviewing the policy and the methods used by the schools to inform the public of their ability to participate in the review.

Wellness Committee

The Wellness Committee will meet semi-annually to provide periodic reports to the Administrator of Educational Services regarding the status of its work, as required. The Administrator of Educational services shall report feedback to the Chief Operating Officer (COO) semi-annually.

- Woods Services Wellness Committee is comprised of at least one (1) of each of the following: Administrator of Educational Services, Food Service representative/Dietitian, Teacher/classified staff, Activities representative, Nursing, and other individuals as needed.
- The Wellness Committee serves as an advisory committee regarding student physical and nutrition issues and has developed a Student Wellness Policy that complies with law.
- The Wellness Committee examines related research and laws, assesses student needs and the current school environment, reviews existing Woods Services policies and administrative regulations, and raises awareness about student physical and nutrition issues. The Wellness Committee makes policy recommendations to the COO related to other physical activity and nutrition issues necessary to promote student wellness.
- The Wellness Committee surveys students/staff engaged in similar activities, within the budget established for these purposes.
- The Wellness Committee invites participation by other staff members, residents, families, and community members.

Nutrition Education

- Woods Services provides nutrition education by teaching, encouraging and supporting healthy eating by students.
- Nutrition education is provided within the sequential, comprehensive health education program in accordance with PA State Board of Education curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.
- Nutrition education is provided to all students to give them the knowledge and skills needed to lead healthy lives.
- Nutrition education lessons and activities are age-appropriate and meet the cognitive abilities of every student.
- Nutrition curriculum is behavior focused and interactive skills based.
- School Foodservice Staffs are part of the education team and participate in making decisions that affect the school nutrition environment by providing guidance at point of service.
- The Health Education/Nutrition Education staff responsible for providing Nutrition Education are properly trained and prepared, and participate in appropriate professional development.

Nutrition Promotion

- Woods Services promotes student health and nutrition enhancing readiness for learning and increasing student achievement. Nutrition education is integrated into other subjects to complement but not replace academic standards based on nutrition education.
- Linking nutrition education and physical activity reinforces lifelong lifestyle balance in our curriculum.

- Nutrition Education is extended beyond the school environment by encouraging healthy eating and engaging the residents in diet classes and by encouraging healthier eat out choices.
- Cooking classes will promote safe and healthy eating.

Physical Activity

- Woods Services provides opportunities for developmentally appropriate physical activity during the school day for all students enrolled in its program.
- Woods Services participates in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness, and performance benefits.
- A physical and social environment that encourages safe and enjoyable activity for students is maintained.
- Physical activity is not used as a form of punishment.
- Students have access to physical activity facilities outside school hours.
- Woods Services provides students opportunities to accumulate (60) minutes of age-appropriate physical activity most days of the week. That time includes physical activity outside the school environment, such as outdoor playtime prior to dinner, etc.
- A list of activities is available for providing students with limited mobility physical activity.
- Children will participate in several periods of physical activity lasting (15) minutes or more to contribute to achieving the 60-minute recommendation.

Organized, age-appropriate physical activity opportunities such as before school, during recess, during lunch, after-school, will be provided for all students. All elementary school students will have 20 minutes a day of supervised recess, preferably outdoors, weather permitting, during which staff will verbally encourage moderate to vigorous physical activity through the provision of space and equipment.

Physical Education

- Woods Services provides quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation as appropriate for students with developmental disabilities and special needs.

- Physical education classes are the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity as appropriate for students with developmental disabilities and special needs.
- Woods Services provides 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 as appropriate for students with developmental disabilities and special needs.
- Woods Services provides a sequential physical education program consistent with State Board of Education curriculum regulations and Health, Safety and Physical Education academic standards as appropriate for students with developmental disabilities and special needs.
- Adequate amounts of planned instruction are provided in order for students to achieve the proficient level for the Health, Safety and Physical Education academic standards as appropriate for students with developmental disabilities and special needs.
- Safe and adequate equipment, facilities and resources are provided for physical education courses as appropriate for students with developmental disabilities and special needs.
- Certified Health and Physical Education teachers teach Physical Education, Health, and Nutrition Education.
- Appropriate professional development is provided for Physical Education staff.
- Physical Education classes have a teacher-student ratio comparable to those of other courses.
- Physical activity is not used as a form of punishment.
- Woods Services provides a physical and social environment that encourages safe and enjoyable activity for all students.
- The physical education program will follow the National Association for Sport and Physical Education appropriate practices and the Centers for Disease Control guidelines.

Other School Based Activities

- Woods Services provides adequate space for eating and serving school meals.
- Students are provided a clean and safe meal environment.
- Students are provided adequate time to eat: at least ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.
- Meal periods are scheduled at appropriate hours.
- Water pitchers are distributed to all classrooms and they are also available on all the lunch tables.

- Nutrition professionals meet criteria established by the organization and are authorized to administer the school meals program.
- Menu planning is under the direction of a Registered Dietician or other person(s) who are knowledgeable in nutrition, specifically the special nutritional needs of Woods Services clients with physical, behavioral, and/or cognitive disabilities.
- Foods are purchased from reputable suppliers and are delivered to Woods Services according to Bucks County Health Department regulations.
- Woods Services meals are produced in a safe and sanitary manner following the HACCP-based food safety system as mandated by NSBLP regulations.
- Woods Services provides Food Service employees with a copy of the Food Service Employee Illness Reporting Agreement and routinely train employees on this form according to Bucks County Health Department regulations.
- Professional development is provided to all Woods Services Food Service staff.
- Access to the Food Service operation is limited to authorized staff.
- The withholding of food/beverages or restricting food/beverage choices available on the menu as punishment is prohibited.
- Food-based fundraisers are not performed at Woods Services.
- Students have access to and if necessary, provided with assistance to hand washing before meals and snacks, which is part of the daily routine.
- Food and Nutrition Services does not accept any food donations unless authorized by the Development Department. The Food Service Director established inspection and protocols for the donated food to ensure that all state and local regulations are met.
- Food offered in all cafeterias and residences is purchased, and prepared by the Food and Nutrition Services Department, unless approved by Administration.
- Accommodating Students with Special Needs: Special Needs Students whose Behavior Intervention Plan (BIP) indicates the use of a Foods of Minimum Nutritional Value (FMNV) or candy for behavior modification (or other suitable need) may be given Foods of Minimum Nutritional Value (FMNV) or candy items.
- Food shall not be used in the schools as a reward or punishment.

- Food will only be used as reinforcement and/or as outlined in individual Behavior Intervention Plans (BIP) in the Individualized Education Plan (IEP.)
- Goals of the Student Wellness Policy shall be considered in planning all school-based activities.
- Administrators, teachers, food service personnel, students, parents/guardians, and community members will be encouraged to serve as positive role models through Woods Services programs, communications and outreach efforts.

Nutrition Guidelines for All Food/Beverages at School

- Foods provided throughout the National School Lunch or School Breakfast Programs (NSBLP) complies with federal nutrition standards.
- Menus are well balanced, offering a variety of foods throughout the week, meeting the minimum nutritional requirements of all age groups.
- Menus are planned to meet the textural needs of clients with chewing or swallowing dysfunctions.
- Menus are planned to meet any dietary adjustments as ordered by the physician to prevent or maintain a medical condition. Vegetarian, Kosher, or other menu adjustments are ordered through the physician.
- Menus are planned using a Food-Based Menu Planning System.
- Substitute foods of equal nutritional value are provided for clients with food allergies, food intolerances, or physician-prescribed medical diets. Special considerations are made for clients with autism and other clients with self-imposed food restrictions. The goal is to normalize the student's eating pattern as much as possible.
- Portion sizes on the regular menu do not exceed the serving size of food served in the NSBLP or School Breakfast Program. Menus specify the portion size with the appropriate equipment.
- A fresh fruit and vegetable (or equivalent) and a variety of milk are offered at all lunch meals.
- The menu is planned to discourage the consumption of foods with added sugar:

    1. Frozen and canned fruits are packed in natural juice, water, or light syrup.
    2. Foods do not contain sugar as the first ingredients.

- The menu is planned to encourage the consumption of fiber-containing foods:

    1. A selection/variety of fruits, vegetables and whole grains that provide >2grams of fiber per serving are available on a daily basis.
    2. A minimum of 3 fruits and 2 vegetables is offered daily (including fresh or canned). A variety of fruits and vegetables are offered.
    3. Clients on Low Mechanical and Puree diets receive hot cereals fortified with unprocessed bran at >2 grams fiber per serving daily.

- The breakfast and lunch meal menu are planned to encourage the consumption of low fat foods:
  The entire week's menus are planned on average to be less than 30% fat and 10% or less saturated fat and contain minimal Tran's fats. The menu is on average < 300 mg of cholesterol.

- Competitive foods are defined as foods offered at school other than through the NSBLP Program and include a la carte foods, snacks and beverages; vending food, snacks and beverages; school store food, snacks and beverages; fundraisers; classroom parties; holiday celebrations; and food from home.

- Clients who eat lunch in areas designed for staff and adult programming areas are not counted as participating in the appropriate NSLP Program for that day. (Vending machines have open access).
- School nurses may use Foods of Minimum Nutritional Value (FMNV) during the course of providing health care to individual students.
- The Dietitian provides assistance in identifying healthy snack foods and snack beverages, and healthy foods for special events. Snack beverages offered include: Water, unflavored (any size) and 100% fruit juice (not to exceed 6 oz).
- Field Trips: Clients on field trips held over the lunch period are not counted as participating in the NSLP for that day, so are exempted from Foods of Minimum Nutritional Value (FMNV) during class trips. Field trips must be approved in advance.
- Foods From Home:

  As a RCCI program, Woods Services residents do not routinely consume foods from home.

  1. If a parent/guardian provides food to supplement the planned Woods Services menus, these foods will be handled in a safe, sanitary manner according to local Health Department regulations.
  2. The foods will be appropriate substitutes nutritionally for the foods they replace.
  3. These foods are provided for only their own child's consumption.
  4. Guidelines are available addressing the storage of foods brought in from home by parents.

Nutrition Policy

1. All foods available at Woods Services shall be offered to students with consideration for promoting student health and reducing childhood obesity.
2. The menu shall be planned to discourage the consumption of foods with added sugar:
   - 100% fruit juice shall be available at breakfast, and shall replace all pre-sweetened drinks at snack times during the school day.
3. The breakfast and lunch meal menu shall be planned to encourage the consumption of low fat foods:
   - Fried foods will be offered either for the breakfast and or for the lunch meals no more than once a week. This does not include stir-fried or sautéed foods.
   - Pre-fried or flash fried foods will not be offered more than 2 times per week

4. **Food/Beverages are not offered for sale at Woods Services.**

5. **Healthy Snack Foods** will be provided. Snack foods will meet the following criteria unless it is specified in their Behavior Intervention Plan (BIP):

- Foods of Minimal Nutritional Value (FMNV) will not be available at anytime during the school day.
- A variety of items that provide >2grams of fiber per serving will be available.
- A variety of items will provide < 250 mg sodium per serving.
- The Prader Willi Syndrome residents will be permitted daily snacks of salad with diet dressing or diet jello.
- Foods will not be fried.
- Foods will not contain added sugar as the first ingredient.
- Will provide minimal to no Trans fatty acids.
- 100 % of snack items available will contain < 35% of calories from total fat (excluding nuts, seeds, nut butters, and reduced fat cheeses
- 100% of snack items available will contain < 10% of calories from saturated fat (or ≤ 1.5 grams fat).
- 100 % of snack items will contain < 35% sugar by weight (excluding naturally occurring sugars and low fat yogurts) and added sugar will not be listed as a first ingredient.
- Items will provide < 200 calories per serving.
- Packages will be in single serving sizes.
- Fresh fruit or equivalent will be offered on a regular basis.
- Vending foods will not be available for all students in grades K-12 unless it is specified in their Behavior Intervention Plan (BIP.)

6. Snack beverages offered will include:

- A variety of 100% fruit juice (not to exceed 6 oz) or water.
- Offer water or beverages prescribed according to diet and medical condition
- Water pitchers are distributed to all classrooms and they are also available on all the lunch tables.

7. School Events

- Students may be given Foods of Minimum Nutritional Value (FMNV), candy items or other restricted foods during the school day for up to four (4) different events each school year to be determined by the Administration staff. A school official must approve the exempted events. If the event is to replace a breakfast or lunch meal, the students involved will not be counted as participating in the appropriate NSLP or Breakfast Program for that day.

8. Classroom Parties/Holiday Celebrations:

Classroom parties will offer minimal amount of foods (maximum 2-3 items) that contain added sugar as the first ingredient and will also provide the following:

- Fresh fruits and vegetables (or equivalents).
- Water, 100% fruit juice or milk.
- Parties will be held in the afternoon, after the last lunch period.

In addition, FNS will offer party lists/ menus that include food and beverage choices that:

- Are moderate in sodium content.
- Provide minimal to no Trans fatty acids.
- Provide items that contain > 2grams of fiber/serving.
- Offer fresh fruits and vegetables (or appropriate substitutes for special needs clients.)

Teachers and staff will be encouraged to choose foods and beverages from this menu of items.

9. Accommodating Students with Special Needs: Students with special needs whose Behavior Intervention Plan (BIP) indicate the use of a Foods of Minimum Nutritional Value (FMNV) or candy for behavior modification (or other suitable need) may be given Foods of Minimum Nutritional Value (FMNV) or candy items. The Dietitian shall provide assistance in identifying foods that meet these criteria.

10. Food Rewards. Food will not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (i.e. guest chef, field trip to a farm or farmers market, etc.).

11. Instructional Use of Food in Classroom:

- For instructional purposes, teachers may use foods as long as the food items are not considered candy or Foods of Minimum Nutritional Value (FMNV). Students may consume food prepared in class for instructional purposes. This food may not be provided to other students or classes.
- Food will only be used for reinforcing skill acquisition or 'oral stimulation' if outlined in the program modifications and specially designed instruction section of the IEP.

12. Faculty Lounges:

Faculty will be encouraged to set the example for students. Students are not likely to believe that nutrition policies are beneficial if they see faculty consuming foods and beverages that do not align with the school policy.

- Staff will only eat and drink food/beverage items that students have access to unless otherwise approved by the Educational Director.
- Staff will not drink soda and/or coffee in front of students

13. Student Input:
    - Students will be an active part of menu planning through semi-annual meetings and regularly scheduled taste testing.

Woods Services Wellness Goals

Nutrition Education

Goal	
New nutrition messages will be promoted bimonthly by live streaming on Woods.net.	
Woods Services shall provide appropriate training to all staff on the components of the Student Wellness Policy.	

Physical Activity

Goal	
Physical activity breaks shall be provided for elementary students during classroom hours.	
At least four (4) times per week, all students will participate in a physically active recreational activity such as exercise, playground activity, etc…	
After-school programs shall provide developmentally appropriate physical activity for participating students.	
After school recreational activities appropriate to the client's developmental and physical capabilities will be provided including healthier eating options and healthier eating activities.	
At least one school wide physical activity will be implemented each year.	

Physical Education

Goal	
A varied and comprehensive curriculum that leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program as appropriate for students with developmental disabilities and special needs	
Students will spend at least 50% of physical education class time participating in moderate to vigorous physical activity as	

consistent with their level of disability.	
Collaborate for Quarterly Activities.	
Increase activities to include creative activities for more challenge.	

Other School Based Activities

Goal	
Nutrition content of school meals shall be available to students and parents/guardians as requested.	
Students may be involved in menu selections through various means.	
Staff and students will be surveyed biannually on ideas/suggestions for improving school meals.	
Taste tests will be conducted for new menu items for new healthy alternatives that staff and students like.	
The Farm to Table concept will be researched for some of the schools.	
A Salad Bar for some of the schools will be researched.	
National Nutrition Month will be pursued beginning with one week and working up to one month and will involve the students in various nutritional activities (posters, games).	
Involve the community to conduct nutrition activities such as health fairs, nutrition presentations and to participate in the Wellness Meetings.	
Use Alliances For A Healthier Generation and Team Nutrition USA for Wellness Policy reviews and upgrades.	

Nutrition Guidelines:

Goal	
-Meet the Target Sodium Guidelines as mandated.	
-Make the menu visible to the general public using PrimeroEdge technology.	

References:

School Code-24 P.S. Sec 504.1, 1337.1, 1422, 1422.1, 1512.1, 1513, 1850.1

Child Nutrition and WIC Reauthorization Act of 2004-42 U>S>C> Sec. 1751 notes