



Statement of Procedure

NO.: 246

TITLE: Student Wellness Procedure

DATE ADOPTED: July 13, 2006
REVISED: August 14, 2018

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PROCEDURE: STUDENT WELLNESS PROCEDURE

- 1.0 Purpose: The Chester County Intermediate Unit (CCIU) recognizes that student wellness and proper nutrition are related to students' physical well being, growth, development, and readiness to learn. To that end, this set of procedures has been designed to provide specific guidance on the implementation of the CCIU Wellness Policy.
- 2.0 Scope: All schools that participate in the National School Lunch Program and/or School Breakfast Program.
- 3.0 Responsibility:
- 3.1 The Executive Director or designee shall be responsible to monitor schools, programs, and curriculums to ensure compliance with the CCIU Wellness Policy, nutritional guidelines, and administrative regulations. In cooperation with sending school intermediate units, the CCIU shall provide to students enrolled in CCIU programs:
- 3.1.1 A comprehensive nutrition program consistent with federal and state requirements.
 - 3.1.2 Access at reasonable cost to foods and beverages that meet established nutrition guidelines.
 - 3.1.3 Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
 - 3.1.4 Curriculum and programs for grades K-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
- 3.2 The Executive Director or designee shall form a Wellness Council whose membership may be comprised of, but not limited to, at least one (1) of each of the following: Board member, Intermediate Unit administrator, Intermediate Unit food service representative, student, parent/guardian, school health professional, physical education teacher and member of the public. It shall be the goal that committee membership will include representatives from each school building and reflect the diversity of the community.
- 3.3 Division Directors will annually collect information regarding compliance. A report regarding goal attainment will be forwarded to the Executive Director and to the CCIU Food Services Department by June 30.
- 3.4 Building administrators will implement the CCIU Wellness Policy, the CCIU Nutritional Guidelines, and procedures. They will also conduct an annual self-assessment of policy compliance/goal attainment before June 30.
- 3.5 CCIU Wellness Committee will meet annually to review and revise, as necessary, objectives related to wellness goals. This group will establish annual measurable outcomes.
- 3.6 The Executive Director or designee and the established 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:

- 3.6.1 The extent to which each school and/or program is in compliance with law and policies related to school wellness.
- 3.6.2 The extent to which this policy compares to model wellness policies.
- 3.6.3 A description of the progress made by the Intermediate Unit in attaining the goals of this policy.
- 3.7 Nutrition professionals who meet hiring criteria established by the Intermediate Unit and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for Intermediate Unit nutrition staff, as required by federal regulations. The Intermediate Unit shall provide appropriate training to all staff on the components of the Student Wellness Policy.
- 3.8 At least once every three (3) years, the Intermediate Unit shall update or modify its wellness policy as needed, based on the results of the most recent triennial assessment and/or as Intermediate Unit 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.
- 3.9 The Intermediate Unit 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 Intermediate Unit website, student handbooks, newsletters, posted notices and/or other efficient communication methods. This annual notification shall include information on how to access the School 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 Wellness policy; and a means of contacting Wellness Committee leadership.
- 3.10 The Intermediate Unit shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:
 - 3.10.1 The written School Wellness policy.
 - 3.10.2 Documentation demonstrating that the Intermediate Unit has informed the public, on an annual basis, about the contents of the School Wellness policy and any updates to the policy.
 - 3.10.3 Documentation of efforts to review and update the School Wellness policy, including who is involved in the review and methods used by the Intermediate Unit to inform the public of their ability to participate in the review.
 - 3.10.4 Documentation demonstrating the most recent assessment on the implementation of the School Wellness policy and notification of the assessment results to the public.

4.0 General

- 4.1 References: CCIU Policy #246
- 4.2 Attachments: Goal Areas with measurable outcomes
School Wellness Self-Assessment
Sample Parent Celebration/Special Occasion Letter
CCIU Wellness Competitive Food Guidelines

5.0 Detailed Procedure

- 5.1 **Wellness Committee:** Each school will establish a wellness committee. The purpose of this committee is to develop activities and processes to implement the CCIU Wellness Policy, nutritional guidelines, and measurable outcomes.
 - 5.1.1 The school will determine meeting schedules and membership for their committee. A minimum of two meetings a year will be held. Membership may be comprised of, but not limited to, at least one (1) of each of the following: Board member, school administrator, food service representative, student, parent/guardian, school health professional, physical education teacher and member of the public.
 - 5.1.2 The committee will be responsible for the annual completion of a self-assessment instrument for submission to the Division Director.
- 5.2 **Nutrition Education:** Intermediate unit staff will develop and implement nutrition education lessons and activities for all grades that are appropriate to the student's age and developmental levels. The Pennsylvania Department of Education (PDE) offers nutrition education curriculum resources to assist staff in implementing nutrition education lessons. Instructional staff will be

directed to integrate nutritional themes into daily lessons and activities to complement the academic standards based on nutrition education.

- 5.3 **Physical Education:** Professional staff will provide physical education instruction that complies with the curriculum and academic standards established by PDE to ensure that students develop required skills and knowledge. The physical education curriculum and program will be reviewed and updated, as appropriate.
- 5.4 **Physical Activity:** Developmentally appropriate physical activities during the school day for students will be designed to achieve optimal health, wellness, fitness and performance benefits, and may include, but are limited to, the following:
 - 5.4.1 Physical activity breaks for students between lessons or classes, as appropriate; activities will be planned so all students can participate.
 - 5.4.2 The intermediate unit will provide information to parents/guardians that encourages students' physical activity outside the school environment, such as outdoor play at home, sports, recreation programs, before and after-school programs, community programs, etc.
 - 5.4.3 The intermediate unit will establish guidelines governing the age-appropriate physical activity opportunities for students that will be provided in each school.
 - 5.4.4 Intermediate unit schools may offer and supervise walking programs for students on school property before school, at lunch or after school.
 - 5.4.5 Student physical activity on school grounds during school hours will be supervised to enforce safety rules and prevent injuries.
 - 5.4.6 Daily recess periods for elementary school students will feature time for unstructured but supervised active play.
 - 5.4.7 Physical activities other than competitive sports will be introduced to students.
 - 5.4.8 Programs conducted before and after school in intermediate unit facilities will provide developmentally appropriate physical activities to students in an effort to promote physical activity. Designated staff will meet with providers of before and after-school programs in intermediate unit facilities to discuss and support opportunities for physical activity for attendees.
 - 5.4.9 Building administrators will notify IU staff that physical activity (e.g., recess) will not be used or withheld as a form of punishment.
- 5.5 **Professional Development:** Each school's committee will identify areas of need related to professional development. The Division Director of Innovative Educational Services (IES) and the Director of Human Resources (HR) will work with principals/program supervisors to ensure the appropriate training is provided.
- 5.6 **Fundraisers:** Fundraising projects must be submitted to the building principal/program supervisor or and be in accordance with CCIU Board policy. School fundraising activities will be approved with consideration of the following:
 - 5.6.1 Fundraising activities held during the school day involving the sale of food and/or beverages will be limited to foods USDA Smart Snacks in School nutrition standards, unless an exemption is approved by the building principal.
 - 5.6.2 Availability of any food or beverage items sold as part of a fundraising activity will be restricted until at least thirty (30) minutes after the last lunch period.
 - 5.6.3 Fundraising activities that promote physical activity will be encouraged.
 - 5.6.4 Foods and beverages sold as fundraisers and available for sale outside of the school day that support healthy eating habits by limiting high sugar and high fat content will be encouraged.
 - 5.6.5 **Exemptions from Smart Snacks Nutrition Standards:** CCIU schools/programs may permit the sale of foods and beverages for fundraising activities held during the school day that do not meet the Smart Snacks in School nutrition standards in accordance with the following exemptions permitted by the Pennsylvania Department of Education:
 - 5.6.5.1.1 Up to five (5) exempt fundraisers in elementary and middle school buildings.
 - 5.6.5.1.2 Up to ten (10) exempt fundraisers in high school buildings.
 - 5.6.5.1.3 Exempt fundraisers may not exceed five (5) consecutive school days in length.

- 5.6.5.1.4 Exempt fundraiser foods or beverages may not be sold in competition with school meals in the food service area during the meal service.

5.7 Competitive foods and beverages:

- 5.7.1 Competitive foods and beverages are defined as any food or beverage offered or sold at school in competition with reimbursable meals served through the National School Lunch or School Breakfast programs.
- 5.7.2 Program supervisors/building principals or their designees will review, disseminate, and follow the CCIU Wellness Competitive Food Guidelines.
- 5.7.3 Vending Machines: The Executive Director or designee will be responsible for the placement of food and beverage vending machines in IU schools and buildings. Factors to be considered in the placement of vending machines will include:
 - 5.7.3.1 Whether such machines may be installed.
 - 5.7.3.2 Where machines will be placed.
 - 5.7.3.3 What items will be dispensed.
 - 5.7.3.4 During which hours machines may be used.
 - 5.7.3.5 Cost of products and financial benefit to district.
- 5.7.4 Food and beverage marketing in IU schools: Any foods and beverages marketed or promoted to students in IU schools 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.
 - 5.7.4.1 SC 504.1 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.
 - 5.7.4.2 Advertising associated with product vending will be limited to signage on equipment, paper cups and other serving containers, and will promote a positive nutrition message. Any signage, logo, container or other item must be approved by the executive director or designee before distribution or placement on school property.
 - 5.7.4.3 Food and beverage marketing does not include content to which students may be exposed through:
 - 5.7.4.3.1 Instructional materials; and/or
 - 5.7.4.3.2 External sources, such as media broadcasts, Internet resources and other external platforms in which the district does not control marketing or branding content.

5.8 Classroom Parties and Celebrations:

- 5.8.1 Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties.
- 5.8.2 Classroom parties shall offer a minimal amount of foods (maximum 3 items) containing added sugar as the primary ingredient (e.g., cupcakes, cookies) and will provide the following: Fresh fruits/vegetables; Water, 100 percent juice, 100 percent juice diluted with water, low-fat milk or nonfat milk.
- 5.8.3 When possible, foods/beverages for parties and celebrations shall be provided by the food service department to help prevent food safety and allergy concerns.

- 5.9 Shared Classroom Snacks:** The Intermediate Unit shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the Intermediate Unit website, student handbook, newsletters, posted notices and/or other efficient communication methods.

APPROVED:



DATE APPROVED: August 14, 2018