

## **St. Stephen's Academy**

**Wellness/Nursing/Counseling**

**405**

**Wellness Policy**

Approved: June 19, 2017

Revised: April 13, 2021

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### **Purpose:**

St. Stephen's Academy is committed to providing a safe and nurturing learning community, in which we believe every interaction with a student is an opportunity to help them learn, grow, and heal. St. Stephens recognizes that wellness and proper nutrition are related to physical well-being, growth, development, and readiness to learn and is committed to providing an environment that promotes wellness, proper nutrition, nutritional education, and regular physical activity as part of a total learning experience. In a healthy environment, students will learn about and participate in positive dietary and lifestyle practices that can improve achievement and cultivate success. St. Stephens Wellness Policy supports and operates in conjunction with Glade Run Lutheran Services' policy on Wellness.

### **Process:**

To ensure the health and well-being of all students, St. Stephens shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Physical education courses and opportunities for developmentally appropriate physical activity.
3. Curriculum and programs that are designed to educate students about proper nutrition and lifelong physical activity.

### **DELEGATION OF RESPONSIBILITY**

1. A Wellness Committee shall be established to monitor the program to ensure compliance with this policy, related policies and established guidelines or administrative regulations. The Director of Nutritional Services shall be responsible for the implementation and oversight of this policy to ensure compliance in the school.
2. Staff members responsible for programs related to school wellness shall report to the Wellness Committee regarding the status of such program.
3. The Nutritional Services Department Director or his/her designee shall provide an assurance that agency guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued in accordance with federal law annually.
4. The Wellness Committee shall complete an assessment at least once every three 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 include:
  - a) The extent to which St. Stephens is in compliance with laws and policies related to school wellness.
  - b) The extent to which the policy compares to model wellness policies.
  - c) A description of the progress made by St. Stephens in attaining the goals of this policy.

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- d) For information regarding the specific goals of this policy please see the latest triennial assessment.
5. This triennial assessment will be presented to the Vice President of Education. Recommendations for policy updates and modifications will be made as needed, based on the results of this assessment and/or as school 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. Upon approval by the Vice President of Education, recommendations are implemented and the policy is updated accordingly.
6. St. Stephens 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 student handbook and the school website. This annual notification shall include information on how to access the 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 Wellness policy; and a means of contacting Wellness Committee leadership.

**GUIDELINES OF THE WELLNESS COMMITTEE**

1. The Wellness Committee may be comprised of but not limited to the following: Board members, administrators, food service representatives, students, parents/guardians, school health professionals, physical education teachers, and members of the public.
2. The 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 Wellness Policy that complies with law to recommend to the Vice President of Education for adoption.
  - a) The Wellness Committee may examine related research and laws, assess student needs and the current environment, review existing policies and administrative regulations, and raise awareness about student health issues.
  - b) The Wellness Committee may survey parents/guardians and/or students; conduct community forums or focus groups; collaborate with appropriate community agencies and organizations, and engage in similar activities, within the budget established for these purposes.
  - c) The Vice President of Education shall provide periodic updates to the Executive Management Team as well as the Board of Directors as applicable.

**NUTRITION EDUCATION**

1. The goal of nutrition education is to teach, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.
2. Nutrition education will be provided within the sequential, comprehensive health education program in accordance with State Board of Education curriculum

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- regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.
3. Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.
  4. Nutrition education lessons and activities shall be age-appropriate.
  5. Nutrition curriculum shall be behavior focused.
  6. Nutrition education shall be integrated into other subjects and programs to complement but not replace academic standards based on nutrition education.
  7. Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.
  8. The staff responsible for providing nutrition education shall be properly trained and prepared and participate in appropriate professional development.
  9. Nutrition education shall extend beyond the school environment by engaging and involving families and communities.

### **NUTRITION PROMOTION**

1. Consistent nutrition messages shall be disseminated throughout the school.
2. 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.

### **NUTRITION GUIDELINES**

1. All foods and beverages available at the school during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity.
2. Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.
3. Competitive Foods are defined as foods and beverages offered at the school throughout the school day other than through the cafeteria meals and include a la carte foods, snacks, and beverages; vending food, snacks and beverages; school store food, snacks and beverages; fundraisers; and classroom parties/celebrations/snacks.

The following guidelines will apply to competitive foods:

- Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School).
- Vending machines are not accessible to students
- Classroom parties/celebrations will be limited to one per month and will offer a minimal amount of foods (maximum 2-3 items) that contain added sugar as the first ingredient. The following will be provided:
  - Fresh fruits and /or vegetables
  - Water, 100% fruit juice, or low fat or nonfat milk

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- The majority of foods offered through the school store (not sold) or as classroom snacks will be single-serve items and contain less than 250 calories. Sugary beverages will not be offered.
  - Fundraisers will follow the 'Smart Snacks in School' nutrition standards. The school may allow ten exempt fundraisers throughout the school year, as permitted by the Pennsylvania Department of Education. Exempt fundraisers are fundraisers in which competitive foods are available for sale that do not meet the 'Smart Snacks in School' nutrition standards.
4. 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 agency policy and administrative regulations.

**PHYSICAL ACTIVITY**

1. The school shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.
2. Students shall participate daily in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness, and performance benefits.
3. A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.
4. Extended periods of student inactivity, two (2) hours or more, shall be discouraged.
5. Physical activity breaks shall be provided for elementary students during classroom hours.
6. We contribute to the effort to provide students daily opportunities to accumulate at least sixty minutes of age-appropriate physical activity daily as recommended by the CDC.
7. Physical activity shall not be used as a form of punishment.

**PHYSICAL EDUCATION**

1. Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.
2. Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.
3. 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.
4. 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.

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5. A sequential physical education program consistent with State Board of Education Curriculum regulations and Health, Safety, and Physical Education academic standards shall be developed and implemented.
6. Adequate amounts of planned instruction shall be provided in order for students to achieve the proficient level for the Health, Safety, and Physical Education academic standards.
7. An assessment system shall be implemented to track student progress on the Health, Safety and Physical Education academic standards.
8. Students shall be moderately to vigorously active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.
9. Safe and adequate equipment, facilities and resources shall be provided for physical education courses.
10. Certified health and physical education teachers shall teach physical education.
11. Appropriate professional development shall be provided for physical education staff.
12. Physical education classes shall have a teacher-student ratio comparable to those of other courses.
13. Physical activity shall not be used as a form of punishment.

**OTHER RELATED ACTIVITIES**

1. Students shall be provided adequate space for eating and serving meals.
2. Students shall be provided a clean and safe meal environment.
3. Students shall be provided adequate time to eat: a minimum of ten (10) minutes sit down time for breakfast; a minimum of twenty (20) minutes sit down time for lunch.
4. Meal times shall be scheduled at appropriate hours.
5. Drinking water shall be available at all meal periods and throughout the day.
6. Students shall have access to hand washing or sanitizing before meals and snacks.
7. Qualified nutritional professionals shall administer the meal programs.
8. Professional development shall be provided for nutrition staff.
9. Access to food service operation shall be limited to authorized personnel only.
10. Nutrition content of meals shall be available to students and parents/guardians.
11. Students and parents/guardians may be involved in menu selections through various means.
12. To the extent possible, the school shall utilize available funding and outside programs to enhance student wellness.
13. The school shall provide appropriate training to all staff on the components of the Wellness Policy.
14. Goals of the Wellness Policy shall be considered in planning all school- based activities.
15. Fundraising projects, special events, and programs shall be supportive of healthy eating and student wellness.

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16. Administrators, staff, students, parents/guardians, volunteers, and community members shall be encouraged to serve as positive role models.
17. St. Stephens shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for students by communicating relevant information through various methods.

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

# Wellness Policy Assessment Tool and Report Template

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## Background

Federal regulations at [7 CFR 210.31](#) require local education agencies (LEAs) participating in the National School Lunch Program to complete an assessment of their local school wellness policy at least once every three years and make the results available to the public. This triennial assessment must measure the implementation of the local school wellness policy and include:

- The extent to which schools under the jurisdiction of the LEA are in compliance with the local school wellness policy;
- The extent to which the LEA's local school wellness policy compares to model local school wellness policies; and
- A description of the progress made in attaining the goals of the local school wellness policy.

LEAs may use a variety of methods to assess compliance and determine progress of their goals and objectives. Action planning documents that contain timelines, goals, and key tasks may assist in assessing changes over time. For example, the [School Health Index](#) (SHI) is a comprehensive self-assessment tool that helps with action planning and recordkeeping (a shorter version of the SHI is available from [Alliance for a Healthier Generation](#)), and the [WellSAT 2.0](#) is an online tool that indicates the strengths and weaknesses of your written policy.

## Triennial Assessment Tool and Report Template

When completed in full, this form may serve as both an assessment tool and triennial assessment report template to meet the requirements in federal regulations and prepare for the Administrative Review by the Pennsylvania Department of Education (PDE), Division of Food and Nutrition. This document is intended to be completed using LEA-level information; however, the LEA may determine that a report from each school site, or alternatively, each school level (i.e., elementary, middle, high school) works better in assessing compliance and progress over time. For larger school districts, reporting on a district level may be challenging due to variation in sites' programs and progress in attaining wellness goals. If completing this report for the entire LEA, answer questions using the best available information and consider noting individual building variations or concerns in the "notes" sections.

In the left columns, indicate whether the listed goal or practice is included in your local school wellness policy. **Bolded** policy elements are required by federal regulation to be included in the written policy. When bolded items are not in the local policy, include an explanation. This tool uses the Pennsylvania School Board Association's school wellness [policy template](#) (#246) as the model wellness policy for comparison purposes, but it can be used regardless of the template used to develop your local policy.

In the right columns, indicate implementation of the goal or practice at schools within the LEA. LEAs are always encouraged to develop additional policy elements and goals for schools under their jurisdiction to create a supportive environment for student nutrition and physical activity.

Space is provided at the bottom of the form for the LEA to describe the progress made in attaining the goals of the local school wellness policy as required.

## Wellness Policy Assessment Tool and Report Template

LEA / District Name:

Reporting Timeframe (month/year to month/year):

Name(s) of Reviewer(s):

School Name (if applicable):

Select grades:

PK K 1 2 3 4 5 6 7 8 9 10 11 12

Included in the  
written policy?

Yes No

Implemented in the  
school building(s)?

Fully in  
Place Partially  
in Place Not in  
Place

### Public Involvement, Notification, and Assessment

**We have LEA official(s)/designee(s) in charge of wellness policy compliance.**

Name(s)/Title(s):

**We complete an assessment of the local school wellness policy at least every three years ("triennial assessment").**

**Triennial assessment results are made available to the public in an easily accessible manner.**

Website address and/or description of how to access copy:

**At least every three years we use the results of the triennial assessment to update or modify the wellness policy as needed.**

**The LEA informs and updates the public about the contents, updates, and implementation of the wellness policy at least annually and the policy is accessible to the public.**

Website address for policy and/or description of how to access copy:

We retain records as required by federal regulations including:

- ☐ The written school wellness policy,
- ☐ Documentation of making the wellness policy publicly available,
- ☐ Documentation of outreach efforts inviting stakeholders to participate in the wellness committee / wellness policy process, and
- ☐ Copy of triennial assessment and documentation of reporting results to public.

**The LEA utilizes a wellness committee that includes these community stakeholders in the development, implementation, review, and update of the wellness policy:**

- ☐ Administrators ☐ Food service staff ☐ School health professionals
- ☐ Parents ☐ School board members ☐ PE teachers ☐ Students
- ☐ Public

Other stakeholders (describe):

Notes on public involvement, notification, and assessment:

### Nutrition Education\*

Nutrition education is provided within PDE's sequential, comprehensive health education standards.

We teach, model, encourage, and support healthy eating through nutrition education.



## Wellness Policy Assessment Tool and Report Template

Included in the written policy?

Yes No

Implemented in the school building(s)?

Fully in Place Partially in Place Not in Place

We provide all students with knowledge and skills for healthy lives via nutrition education.

We offer age-appropriate nutrition education and activities to students in:

☐ Elementary School ☐ Middle School ☐ High School

Our nutrition education curriculum teaches behavior-focused skills such as menu-planning, reading nutrition labels, and media awareness.

School food service and nutrition education classes work together to create a learning laboratory.

In addition to meeting academic standards for nutrition education, we integrate nutrition education into a variety of subjects (e.g., math, science, language arts).

We reinforce lifelong lifestyle balance by linking nutrition and physical activity.

Staff providing nutrition education receive standards-based training and professional development.

We engage and involve families and the community in nutrition education efforts.

Other goal (describe):

Notes on goals for nutrition education:

### Nutrition Promotion\*

We use evidence-based techniques and nutrition messages in school and encourage participation in school meal programs.

We participate in Farm to School activities such as having a school garden, taste-testing local products, incorporating local foods into school meals, and educating students in the classroom and on field trips about local agriculture.

We cooperate with community agencies and organizations to provide opportunities for student projects related to nutrition.

We implement behavioral economics techniques in the cafeteria to encourage consumption of whole grains, fruits, and vegetables and to decrease plate waste.

We display and disseminate consistent nutrition messages in schools, classrooms, cafeterias, homes, community, and media.

Our staff model healthy eating in front of students and avoid using unhealthy foods in classroom lesson plans.

We offer health and nutrition resources to parents to help them provide healthy meals for their children.

Other goal (describe):

Notes on goals for nutrition promotion:

### Physical Activity\*

We provide a variety of developmentally appropriate opportunities for physical activity during the school day for all students.

We contribute to the effort to provide students daily opportunities to accumulate at least sixty minutes of age-appropriate physical activity daily as recommended by the CDC.

## Wellness Policy Assessment Tool and Report Template

**Included in the written policy?**

Yes    No

**Implemented in the school building(s)?**

Fully in Place    Partially in Place    Not in Place

In addition to planned physical education, we offer activities such as indoor and outdoor recess, before and after school programs, intramurals, interscholastic athletics, and clubs to meet the needs and interests of our students.

We maintain a physical and social environment that encourages safe and enjoyable activity for all students.

We discourage extended periods of inactivity (two hours or more) for students.

We provide physical activity breaks in the classroom.

We offer before and/or after-school programs that include physical activity for participating children.

We partner with parents/guardians and community members and organizations (e.g., YMCA, Boys & Girls Clubs, local parks, hospitals, etc.) to offer programs supporting lifelong physical activity.

We do not use physical activity as a punishment (e.g., running laps).

We do not withhold physical activity as a punishment (e.g., taking away recess).

We encourage walking and biking to school.

We encourage students and families to use our physical activity facilities, such as playgrounds and ball fields, outside of school hours in accordance with school rules.

Other goal (describe):

Notes on goals for physical activity:

### Physical Education (PE)

We implement a PE program consistent with state academic standards.

All students participate in PE.

PE instruction promotes skills and knowledge necessary for lifelong physical activity.

PE classes provide the means for students to learn, practice, and be assessed on developmentally appropriate skills.

Our curriculum promotes both team and individual activities.

We offer a comprehensive PE course of study with planned instruction time for students to meet standards at the proficient level.

We use a local assessment system to track student progress on state standards.

Students are moderately to vigorously active as much time as possible during PE class. Accommodations are made in class for documented medical conditions and disabilities.

We provide safe and adequate equipment, facilities, and resources for PE class.

Certified health and PE teachers teach our classes.

We provide professional development for PE staff.

PE classes have a teacher-student ratio similar to other courses for safe and effective instruction.

We do not use or withhold physical activity as a form of punishment in PE class.

Other goal (describe):

Notes on goals for physical education:

## Wellness Policy Assessment Tool and Report Template

Included in the written policy?

Yes No

Implemented in the school building(s)?

Fully in Place Partially in Place Not in Place

### Other School-Based Wellness Activities\*

Free drinking water is available and accessible to students during meal periods and throughout the school day.

School nutrition staff meet local hiring criteria and in compliance with federal regulations.

We provide continuing education to school nutrition staff as required by federal regulations.

We provide adequate space for eating and serving school meals.

We provide a safe and clean meal environment for students.

We offer students enough time to eat (10 minutes sit down time for breakfast; 20 minutes sit down time for lunch) and schedule meal periods at appropriate hours.

We implement alternate school breakfast service models to increase participation, such as "grab & go," breakfast served in the classroom, and breakfast after first period.

Students have access to hand washing or sanitizing before meals.

Only authorized staff have access to the food service operation.

We provide the nutrition content of school meals to the school community.

We include students/parents in menu selections through taste-testing and surveys.

We utilize outside funding and programs to enhance school wellness.

We train all staff on the components of the school wellness policy.

School based activities are planned with wellness policy goals in mind.

Fundraising projects submitted for approval are supportive of healthy eating and student wellness.

We encourage administrators, teachers, school nutrition professionals, students, parents/guardians, and community members to serve as positive role models through district programs, communications, and outreach.

We communicate information to parents/guardians to support their efforts to provide a healthy diet and daily physical activity for their children.

Indoor air quality is in accordance with our healthy learning environment program and applicable laws and regulations.

Other goal (describe):

Notes on goals for other school-based activities:

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

We consider promoting student health and reducing obesity when offering foods and beverages to students at school.

**Foods and beverages provided through the National School Lunch and School Breakfast Programs comply with federal meal standards.**

We offer healthy food and beverage options at school-sponsored events, such as dances and sporting events.

**Foods and beverages outside of the school meal, which are sold to students at school during the school day, meet or exceed the established federal competitive food standards (USDA Smart Snacks in School). Venues include vending, school stores, non-exempt fundraisers, and a la carte items.**

## Wellness Policy Assessment Tool and Report Template

Included in the written policy?

Yes    No

Implemented in the school building(s)?

Fully in Place    Partially in Place    Not in Place

We limit the number of food fundraisers at school and have procedures in place for requesting a fundraiser exemption (i.e., selling foods that do not meet Smart Snacks) in accordance with limits set by PDE.

**We have local standards in our written policy for foods and beverages offered for free to students at school, including food rewards, items offered at classroom parties and celebrations, and foods/beverages provided to the class as shared classroom snacks.**

We provide a list of nonfood ideas and healthy food/beverage alternatives to staff and parents/guardians.

**Only foods and beverages that meet or exceed federal nutrition standards (USDA Smart Snacks in School) are permitted to be marketed or promoted to students during the school day. Examples: posters, vending machines, menu boards, cups for beverage dispensing, coolers, trash cans.**

Notes on nutrition guidelines for foods and beverages at school:

*\* At least one goal for these categories must be included in the written policy per federal regulations.*

**Report on the progress made in attaining the goals of the wellness policy (REQUIRED):**