

HOFFMAN HOMES

SUBJECT: Student Wellness Policy
SFC- 073

DATE ISSUED DATE REVIEWED
3/30/97 3/18/14

DATE REVISED
9/14/17

APPROVED

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PURPOSE:

Hoffman Homes recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is 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. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

AUTHORITY:

To ensure the health and well-being of all students, the Board establishes that Hoffman Homes provides to students:

- A comprehensive nutrition program consistent with federal and state requirements and Joint Commission on Accreditation of Healthcare Organizations.
- Access to foods and beverages that meet established nutritional guidelines.
- Physical education courses and opportunities for developmentally appropriate physical activity for all students during the school day.
- Curriculum and programs for grades 1-12 designed to educate all students about proper nutrition and lifelong physical activity in accordance with State Department of Education curriculum regulations and academic standards

DELEGATION OF RESPONSIBILITY:

1. The Chief Executive Officer, VP of Safety & Facilities Management, VP of Medical Services, VP of Education will quarterly monitor the school, programs, and curriculum to ensure compliance with this policy, related policies, and established guidelines or administrative regulations.
2. The Nutrition Committee is responsible for the recommendation and implementation of daily activities regarding nutritional standards.

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DELEGATION OF RESPONSIBILITY: (continued)

3. The Nutrition Committee reports quarterly to the Chief Executive Officer regarding compliance in Hoffman Homes.
4. The Nutrition Committee members, responsible for programs related to student wellness report quarterly to the Chairman of the Nutrition Committee regarding the status of such programs.
5. The VP of Education, & the VP of Medical Services annually report to the Board on the compliance with law and policies related to student wellness. The report may include:
 - Assessment of school environment regarding student wellness issues.
 - Evaluation of food services program.
 - Review of all foods and beverages provided in schools for compliance with established nutrition guidelines.
 - Listing of activities and programs conducted to promote nutrition and physical activity.
 - Recommendations for policy and/or program revisions.
 - Suggestions for improvement in specific areas.
 - Feedback will be received from staff, students, parents/guardians, community members and the Nutrition Committee.
6. The administration and the established Nutrition 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:
 - The extent to which each district school is in compliance with law and policies related to school wellness.
 - The extent to which this policy compares to model wellness policies.
 - A description of the progress made by Hoffman Homes in attaining the goals of this policy.

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DELEGATION OF RESPONSIBILITY: (continued)

7. At least once every three (3) years, Hoffman Homes shall update or modify this policy as needed, based on the results of the most recent triennial assessment and/or as needs and change; wellness goals are met; new health science, information and technologies emerge; and new federal or state guidance or standards are issued.
8. Hoffman Homes 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 district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.
9. 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 Nutrition Committee leadership.

RECORDKEEPING:

Hoffman Homes shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:

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

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NUTRITION COMMITTEE GUIDELINES:

- The Nutrition Committee meets and serves at least quarterly as an advisory committee regarding student health issues and is responsible for developing, implementing and periodically reviewing and updating Student Wellness Policy that complies with law to recommend to the Board for adoption.
- The Nutrition Committee examines related research and laws; assesses student needs and the current school environment; reviews existing Board policies and administrative regulations; and raises awareness about student health issues.
- The Nutrition Committee may make policy recommendations to the Board related to other health issues necessary to promote student wellness.
- The Nutrition 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.
- The Nutrition Committee provides quarterly reports to the Management Team Members and Committee Members regarding the status of its work, as required. The Nutrition Committee is comprised of the following: V.P. of Safety and Facilities, V.P. of Medical Services, V. P. of Educational Services, The School Nutritionist, The Culinary Manager, a community member, and a student.

NUTRITION EDUCATION GOALS:

- The goal of nutrition education is to teach, encourage and support healthy eating by students to reduce obesity and promote good health. Promoting student health and nutrition enhances readiness for learning and increases student achievement.
- Nutrition education is provided at least twelve (12) hours per year for grades 1-12 within the sequential, comprehensive health education program in accordance with State Department of Education curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.
- Nutrition Education includes participation in the “Healthy Champions” program, postings on school bulletin boards, and development & placement of student nutritional posters in school and around campus.
- Eliminate the use of competitive foods in the school to promote healthy nutritional food choices.
- Nutrition education assists all students with the knowledge and skills needed to lead healthy lives.

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NUTRITION EDUCATION GOALS: (continued)

- Nutrition education lessons and activities are age-appropriate.
- Nutrition curriculum is focused on healthy lifestyle.
- School food service and nutrition education classes cooperate to create a learning laboratory.
- Nutrition education is integrated into other subjects to complement but not replace academic standards based on nutrition education.
- The balance of a lifelong lifestyle is reinforced through linking both nutrition education and physical activity.
- Staff responsible for providing nutrition education are properly trained and prepared.
- Consistent nutrition messages are disseminated monthly throughout the school, classrooms, cafeterias, residences, community, and media.
- Nutrition education extends beyond the school environment by engaging and involving families and communities. Growth Screening (via BMI- Body Mass Indicators) and nutrition materials are provided to all families during the admissions process.
- Nutrition education information is extended to the general public via our Student Wellness Policy published on our corporate website.

PHYSICAL ACTIVITY:

- Hoffman Homes strives to provide opportunities for developmentally appropriate physical activity during the school day for all students in all grades.
- Hoffman Homes contributes to the effort to provide students opportunities to accumulate at least sixty (60) minutes of age-appropriate physical activity on all or most days of the week. That time will include physical activity outside the school environment, such as outdoor play, sports, etc. Indoor activities include the use of the gym, exercise equipment, and our recreation center.
- Students participate daily in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness, and performance benefits.

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PHYSICAL ACTIVITY: (continued)

- Creative therapies are available to include art, music, pet, horsemanship, and recreational/leisure activities.
- Appropriate physical activity opportunities, such as recess; before and after school; during lunch; after dinner, are provided to meet the needs and interests of all students, in addition to planned physical education.
- A physical and social environment that encourages safe and enjoyable activity for all students is maintained.
- Extended periods of student inactivity, two (2) hours or more per day, is discouraged.
- Physical activity breaks are provided for students during school hours at a minimum of 30 minutes.
- After-school programs provide developmentally appropriate physical activity for participating children.
- Hoffman Homes partners with parents/guardians and community members to institute programs that support physical activity. These include NrgBalance, Healthy Champions, and area hospitals.
- Physical activity is not used as a form of punishment.
- Students have access to physical activity facilities daily outside of school hours.

OTHER SCHOOL-BASED ACTIVITIES:

- Hoffman Homes provides all students adequate space for serving school meals in a clean and safe environment per guidelines in the Hoffman Homes Culinary Services Policy/Procedure Manual approved by the Federal, State and Joint Commission on Accreditation for Healthcare Organizations.
- Students are provided adequate time to eat: at least twenty (20) minutes sit down time for all three meals.
- Meal periods are scheduled at appropriate hours per annual guidelines.

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OTHER SCHOOL-BASED ACTIVITIES: (continued)

- Water, milk, and juice are available at all meal periods and throughout the day.
- Students wash or sanitize hands before meals and snacks.
- Qualified professionals who participate in at least twelve (12) hours per year of professional development shall administer the school meals program.
- Access to the food service operation is limited to authorized staff members per Culinary Services Policy/Procedure Manual.
- Nutrition content of school meals shall be available to students and parents/ guardians at each new menu cycle or upon request.
- Students and parents/guardians provide input for menu selections through surveys and opinion polls.
- Hoffman Homes provides funding for programs to enhance student wellness.
- Food is not used in the schools as a reward or punishment.
- Hoffman Homes provides at least one (1) hour per year training to all staff on the components of the Student Wellness Policy.
- Goals of the Student Wellness Policy are utilized in planning all school-based activities.

NUTRITIONAL GUIDELINES:

- All foods available during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity as listed in the Hoffman Homes Policy/Procedure Manual.
- Foods provided through the National School Lunch or School Breakfast Programs shall comply with federal nutrition standards.
- Competitive foods are not made available and are under strict supervision. Ala carte is not available at Hoffman Homes. Food is not available for fundraisers during school, classroom parties, rewards, school store, and faculty lounge.

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Competitive Foods -

- Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, and fundraisers.
- Competitive foods are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.
- 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.

Hoffman Academy may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.

Fundraiser Exemptions -

- Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Board policy and administrative regulations. These foods shall not be sold during breakfast and lunch serving time.
- Hoffman Homes may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings. Exempt fundraisers are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.
- Hoffman Homes shall establish administrative regulations to implement fundraising activities in district schools, including procedures for requesting a fundraiser exemption.

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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 Hoffman Homes.

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

A. 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.)

B. Classroom Parties and Celebration:

- a. 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.
- b. When possible, foods/beverages for parties and celebrations shall be provided by the food service department to help prevent food safety and allergy concerns.
- c. Food celebrations shall not occur until thirty (30) minutes after the end of the last lunch period.

C. Shared Classroom Snacks:

- a. Snacks should follow the Smart Snacks in School guideline list provided by the school.

Hoffman Homes 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 district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

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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 District Schools-

Hoffman Homes shall establish Board policy and administrative regulations to address food allergy management in school in order to:

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

Safe Routes to School-

- Hoffman Homes shall cooperate with local municipalities, public safety agency, police departments and community organizations to develop and maintain safe routes to school.

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REFERENCES

- Reference is made to the Hoffman Homes Policy/Procedure Manual.
- Reference is made to Culinary Services Policy/Procedure Manual.
- Other References:

Healthy Champions Program

Hoffman Homes for Youth: www.hoffmanhomes.com