

Book	Policy Manual
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Purpose

Career Technology Center recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Joint Operating Committee 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.

Authority

The Joint Operating Committee adopts this policy based on the recommendations of the Wellness Committee and in accordance with federal and state laws and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)

To ensure the health and well-being of all students, the Joint Operating Committee establishes that the center shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutrition guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day in cooperation with home schools.
4. Curriculum and programs 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.

Delegation of Responsibility

The Administrative Director or designee shall be responsible for the implementation and oversight of this policy to ensure CTC's programs and curriculum is compliant with this policy, related policies and established guidelines or administrative regulations.[\[2\]](#)[\[3\]](#)

The designated building administrator shall annually report to the Administrative Director or designee regarding compliance in his/her building.[\[3\]](#)

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

The Administrative Director or designee shall annually report to the Joint Operating Committee on the center's compliance with law and policies related to school wellness. The report may include:

1. Assessment of school environment regarding school wellness issues.
2. Evaluation of food services program.
3. Review of all foods and beverages sold in the CTC for compliance with established nutrition guidelines.
4. Listing of activities and programs conducted to promote nutrition and physical activity.
5. Recommendations for policy and/or program revisions.
6. Suggestions for improvement in specific areas.
7. Feedback received from CTC staff, students, parents/guardians, community members and the Wellness Committee.

The Administrative 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: [2][3]

1. The extent to which the CTC of Lackawanna County is in compliance with law and policies related to school wellness.
2. The extent to which this policy compares to model wellness policies.
3. A description of the progress made by the CTC of Lackawanna County in attaining the goals of this policy.

At least once every three (3) years, the CTC shall update or modify this policy as needed, based on the results of the most recent triennial assessment and/or as CTC 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]

The CTC 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 CTC 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. [2][3]

Guidelines

Recordkeeping

The CTC shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include: [3][4]

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

Wellness Committee

The CTC shall establish a Wellness Committee comprised of, but not necessarily limited to, at least one (1) of each of the following: Joint Operating Committee member, center administrator, food service representative, student, parent/guardian, school health professional, and member of the public. It shall be the goal that committee membership will include representatives from CTC building and reflect the diversity of the community. [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 Joint Operating Committee for adoption.

The 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. [3]

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.

CTC 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 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.

CTC staff shall cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.

CTC 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.

Consistent nutrition messages shall be disseminated and displayed throughout the CTC, classrooms, cafeterias, participating school districts, homes, community and media.

Consistent nutrition messages shall be demonstrated by avoiding use of unhealthy food items in classroom lesson plans and center staff avoiding eating less healthy food items in front of students.

CTC shall offer resources about health and nutrition to encourage parents/guardians to provide healthy meals for their children.

Physical Activity

CTC shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

CTC 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 the CTC will augment physical activity outside the school environment, such as outdoor play at home, sports, etc.

Students shall participate daily in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness and performance benefits.

Age-appropriate physical activity opportunities, such as before and after school programs, during lunch, clubs, intramurals and interscholastic athletics, shall be 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 shall be maintained.

Extended periods of student inactivity, two (2) hours or more, shall be discouraged.

Physical activity breaks shall be provided for students during classroom hours.

Before and/or after-school programs shall provide developmentally appropriate physical activity for participating children.

CTC shall partner with parents/guardians and community members, participating school districts and organizations, such as YMCAs, Boys & Girls Clubs, local and state parks, hospitals, etc., to institute programs that support lifelong physical activity.

Physical activity shall not be used or withheld as a form of punishment.

CTC shall promote physical activity through encouragement of walking and biking as a means of transportation to and from Home School.

Students and their families shall be encouraged to utilize CTC owned physical activity facilities, such as playgrounds and fields, outside school hours in accordance with established 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 enrolled students must participate in physical education if provided by the CTC [6][7][9].

CTC will cooperate with sending schools in promoting physical education and activity.

Other 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.[10][11]

Nutrition professionals who meet hiring criteria established by the center and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for nutrition staff, as required by federal regulations.[8][12][13][14]

CTC shall provide adequate space, as defined by the CTC, for eating and serving school meals.

Students shall be provided a clean and safe meal environment.

Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.

CTC shall implement alternative service models to increase school breakfast participation where possible, such as breakfast served in the classroom, "grab & go breakfast" and breakfast after first period to reinforce the positive educational, behavioral and health impacts of a healthy breakfast.

Meal periods shall be scheduled at appropriate hours, as required by federal regulations and as defined by the center.[10]

Students shall have access to hand washing or sanitizing before meals and snacks.

Access to the food service operation shall be limited to authorized staff.

Nutrition content of school meals shall be available to students and parents/guardians.

Students and parents/guardians may be involved in menu selections through various means, such as taste testing and surveys.

To the extent possible, the CTC shall utilize available funding and outside programs to enhance student wellness.

CTC shall provide appropriate training to all staff on the components of the School Wellness policy.

Goals of the CTC School Wellness policy shall be considered in planning all school based activities.

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

Administrators, teachers, food service personnel, students, parents/guardians and community members shall be encouraged to serve as positive role models through CTC programs, communications and outreach efforts.

The CTC 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.

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

Nutrition Guidelines for All Foods/Beverages at the Center

All foods and beverages available in the school 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.[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

Foods and beverages offered or sold at school sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.

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, center stores, snack carts and fundraisers.[\[3\]](#)[\[15\]](#)[\[16\]](#)

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 center that students may access during the school day.[\[3\]](#)[\[15\]](#)

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.[\[3\]](#)[\[15\]](#)

The center may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.[\[15\]](#)

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 Joint Operating Committee policy and administrative regulations.[\[17\]](#)

CTC may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to ten (10) exempt fundraisers. **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.[\[15\]](#)

CTC shall establish administrative regulations to implement fundraising activities, including procedures for requesting a fundraiser exemption.

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 the center.

If the offered 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 or incentive in the center.
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. 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 the CTC.

CTC 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 CTC website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

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 Joint Operating Committee policy and administrative regulations.[\[3\]](#)[\[15\]](#)

Exclusive competitive food and/or beverage contracts shall be approved by the Joint Operating Committee, 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.[\[18\]](#)

Management of Food Allergies in the CTC

The CTC shall establish Joint Operating Committee policy and administrative regulations to address food allergy management in the CTC in order to:[\[19\]](#)

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

Safe Routes to the CTC

The CTC shall cooperate with local municipalities, public safety agency, police departments and community organizations to develop and maintain safe routes to the center.