

# HEALTH AND WELLNESS POLICY AND PROCEDURES



# **HEALTH AND WELLNESS POLICY AND PROCEDURES COMMITTEE MEMBERS**

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Administrator  
Mother Seton Academy Principal  
Dr. Gregory Sucre  
Principal and Head of Wellness Policy

Chair  
Mother Seton Academy School Counselor  
Health and Wellness Committee Site Coordinator

Faculty/Staff Representative  
Physical Education  
Science Teachers

Family Representative  
Mother Seton Academy Parent

Student Representative  
Mother Seton Academy Student

Community Health Professional

# MOTHER SETON ACADEMY

## HEALTH AND WELLNESS PHILOSOPHY

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Student learning increases within the strong bonds of healthy relationships both at home and in school, regular exercise, and engaging classroom lessons all contribute towards student learning. Consistent with research, Mother Seton Academy (MSA) believes that students who adopt healthy eating patterns and incorporate physical activity into their daily lives are able to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. In addition, Mother Seton Academy believes that staff members, who model these healthy behaviors, help to promote lifelong health and well-being.

Mother Seton Academy's Wellness Policy consists of seven components essential to wellness: Nutrition Guidelines, Nutrition Education, Nutrition Promotion, Physical Activity/Physical Education, Other School-based Activities to promote student health, Staff Wellness and Monitoring. Present within this Wellness Plan you will find Procedural Guidelines.

The Health and Wellness Policy and Procedures were developed in accordance with the following belief statements:

- We believe that students and staff grow deeply when the students/staff begin their day mindful of their God and spend time in communion with God and the positive collective energy of our school. Each homeroom will daily practice Mindfulness.
- We believe that relationships contribute towards the wellbeing of the person. When relationships are broken, students or staff may request Peer Mediation so that together, as a community, students can experience healing.
- We believe that homeroom climate supports students by helping them develop capacity to dialogue about issues and concerns. The students will engage in Restorative Circles when needed, to build a positive climate in their homeroom.
- We believe that MSA has a responsibility to help students and staff establish and maintain lifelong, healthy eating patterns since research shows that good nutrition reduces the risk for premature mortality and the development of chronic adult diseases.
- We believe that physical activity contributes to wellness and, therefore, should be valued, modeled, and promoted during the school experience. It is the intent of the Mother Seton Academy to implement a Health and Wellness Plan that positively influences the lives of each student and staff member and helps them reach their fullest potential.

# Mother Seton Academy

## Health and Wellness Policy

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Mother Seton Academy recognizes that good nutrition, healthy eating patterns, and positive physical activity are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Since a well-planned and well-implemented school nutrition program and physical activity program have been shown to positively influence the long-term health of students, the Principal shall develop, consistent with this Health and Wellness Policy, procedures to promote healthy eating habits and positive physical activity in compliance with the Child Nutrition Reauthorization Act of 2004 and Maryland State Department of Education regulations. As an essential component of Mother Seton Academy (MSA) wellness plan, procedures shall ensure:

### A. Nutrition Guidelines

1. Mother Seton Academy shall follow Healthy, Hungry Free Kids Act of 2010 (HHFKA) to promote and encourage students to establish and maintain lifelong, healthy eating patterns.

### B. Nutrition Education

1. Mother Seton Academy shall provide a nutrition education program in accordance with the Code of Maryland Regulations and the Maryland State Health Curriculum.

### C. Nutrition Promotion

1. The nutritional program at Mother Seton Academy shall eschew commercial exploitation of students and promote the consumption of healthy food and beverage products and the enjoyment of an active lifestyle.

### D. Physical Activity/Physical Education

1. Mother Seton Academy shall provide a physical education program in accordance with the Code of Maryland Regulations and the Maryland State Physical Education Curriculum and promote positive and age appropriate physical activity and education.

E. MSA will utilize other school-based activities to promote student mental and physical health that will also address supporting a healthy school community life. And form a Health and Wellness Committee to encourage good nutrition and daily fitness activities.

### F. Staff Wellness

1. Mother Seton Academy shall promote staff health and wellness by providing a variety of organized programs for staff, designed to enrich and improve their nutritional, physical, mental and emotional well-being.

- G. MSA will implement procedures to monitor and address concerns about students' health and wellness as well as monitor compliance with health and wellness policies.

## II. Student Nutrition Operations

### A. School Personnel

1. All Mother Seton Academy students, regardless of their economic status, must have access to nutritious foods through the child nutrition program.
2. All food and nutrition service employees are trained in food service operations and Hazard Analysis Critical Control Points (HACCP) plans.

### B. Office Personnel

1. Mother Seton Academy School Food and Nutrition Program will be run by a qualified, certified, or properly credentialed personnel in accordance with current professional standards.
2. The Coordinator of Food Services will provide all food and nutrition service employees with proper training in food service operations and Hazard Analysis Critical Control Points (HACCP) plans.
3. The coordinator of Food Services will continue to provide MSA Students with a breakfast and lunch program, and an afterschool snack program, ensuring that all students have access to nutritious meals.

## III. Food Safety

### A. School Personnel

1. All foods made available on campus will comply with the state and local food safety and sanitation regulations.
2. Hazard Analysis Critical Control Points (HACCP) plans will be approved with the local health department and implemented to assure compliance with safety and sanitation standards.
3. The most recent health department inspection report will be posted in the school kitchen, visible to all.

### B. MSA Office Personnel

1. All foods made available on campus will comply with the state and local food safety and sanitation regulations.
2. Hazard Analysis Critical Control Points (HACCP) plans will be approved by the local health department and implemented to assure compliance with safety and sanitation standards.
3. All school cafeterias will be inspected by the local health department at least twice per year.
4. The coordinator of Food Services must receive a copy of the most recent health department inspection report and be kept on file in the office.

## IV. Eating Environment

### A. School Personnel

1. Dining areas will be attractive and have enough space for the seating of all students.
2. Drinking water will be available for students at mealtimes, as well as throughout the day.

3. Creative methods should be used to keep noise at age-appropriate levels. The environment of the cafeteria can be used to teach social skills to the students.
4. Provide students with a minimum 10 minutes for breakfast and 15 minutes for lunch, after students are seated, based on the recommendation from The National Association of State Boards of Education.

## V. Physical Activity/Physical Education Procedures

### A. Physical Activity/Physical Education

1. School Personnel
  - a. All students, Grade 6-8, including students temporally disabled, special health care needs, academic needs, will receive health and physical education instruction in accordance with the Code of Maryland Regulations and the Maryland State Curriculum.

# Mother Seton Academy

## Health and Wellness Procedure

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### I. Nutrition Procedures

#### A. Nutrition Guidelines

##### 1. School Personnel

a. All foods and beverages made available on school campuses will be age-appropriate and will meet the current Nutrition Standards for All Foods Sold in Schools (Smart Snacks). These include:

1. Cafeteria A La Carte
2. Lunch entrees and side dishes

b. School and school transportation (field trips) will move toward the elimination of unhealthy foods in the areas of:

1. School Parties/Celebrations
2. Classroom and/or Behavior Rewards

(i.e., School leadership will provide alternative reward ideas for staff. For example, non-food rewards such as homework passes, extra recess time, school supplies, healthy food fundraisers, etc.)

c. Nutritional information for all items being offered in the school meals program will be on file in the cafeteria and in the Food and Nutrition Services Office.

d. All school meals offered at breakfast, lunch, and supper will meet current USDA and State requirements for the school meal program under the Healthy, Hungry-Free Kids Act of 2010 (HHFKA).

e. Nutritional information for all items offered in the school meals program will be on file in each school's cafeteria and in the Food and Nutrition Services Office.

## B. Nutrition Education

### 1. School Personnel

- a. Students in grades 6–8 will receive nutrition education that is aligned with the Maryland State Health Education Curriculum and is presented as part of Physical Education class, and/or science class.
- b. Teachers will integrate nutrition education into other areas of the curriculum such as math, science, language arts, and social studies when possible. Suggestions are:
  1. Calculating of calories from a meal
  2. Reading nutritional information on packaging
  3. Calculating Body Mass Index (BMI)
  4. Offering healthy foods appropriate for different cultures
  5. Calculating heart rate before/during/after exercise
- c. MSA will use cafeterias as “learning laboratories” to allow students to apply critical thinking skills taught in the classroom.
  1. Schools will display food choices to show which items are healthier.
  2. Schools will display different fruits and vegetables not common to everyday eating and provide nutritional information and taste tests on those products.
- d. MSA will promote good healthy eating and provide useful information.
  1. “Did you know...?” through family newsletters.
  2. When hosting a Potluck, emphasize a healthy dish.
- e. MSA encourages students to start their day with a healthy breakfast, at home or at school so they will “be ready to learn.” (i.e., morning announcements, positive reinforcement or school breakfast program, modeling, alternatives for doughnuts with dads, muffins with moms, etc.)
- f. Menu boards and corresponding food signage will be posted at each serving line, indicating different food components.



## C. Nutrition Promotion

### 1. School Personnel

- a. Schools will encourage the marketing and promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products. (i.e. bulletin boards, posters, signage, product placement, etc.).
- b. Food and beverage advertising for foods that do not meet the Nutrition Standards For All Foods sold outside the school meal programs as set forth by the USDA under the Healthy, Hunger-Free Kids Act of 2010 and federal regulations, shall be limited and strongly discouraged in schools. Exceptions may be made on:
  1. Advertising on print media.
  2. Advertising contained on product packaging.
    - a. All signage or paper products in the cafeteria area will promote healthy foods or food companies.
    - b. The Coordinator of Food Services will provide schools with the necessary materials to promote and market healthy foods, including fruits, vegetables, who grains, and low-fat dairy products. (i.e., bulletin boards, posters, signage, product placement, etc.)

## D. Nutrition Education

### 1. School Personnel

- a. Students in grades 6-8 will receive nutrition education that is aligned with the Maryland State Health Education Curriculum and is presented as part of Physical Education class, Health class, and/or science class.

## II. Student Nutrition Operations

### A. School Personnel

1. All students, regardless of their economic status, must have access to nutritious foods through the various child nutrition programs.
2. All food and nutrition service employees must be properly trained in food service operations and Hazard Analysis Critical Control Points (HACCP) plans.

## B. Staff Operation

1. The School Food and Nutrition Program will be run by a qualified, certified, or properly credentialed personnel in accordance with current professional standards.
2. The Coordinator of Food Services will provide all food and nutrition service employees with proper training in food service operations and Hazard Analysis Critical Control Points (HACCP) plans.
3. The Coordinator of Food Services will continue to provide the school with programs such as breakfast, lunch, afterschool snack programs, and supper programs, ensuring that all students have access to nutritious meals.

## III. Food Safety

### A. School Personnel

1. All foods made available on campus will comply with the state and local food safety and sanitation regulations.
2. Hazard Analysis Critical Control Points (HACCP) plans will be approved by the local health department and implemented to assure compliance with safety and sanitation standards.
3. The most recent health department inspection report will be posted in the school kitchen, visible to all students and staff.

## IV. Eating Environment

### A. School Personnel

1. Dining areas will be attractive and have enough space for the seating of all students.
2. Drinking water will be available for students at mealtimes, as well as, throughout the day.
3. Creative methods should be used to keep noise at age-appropriate levels. The environment of the cafeteria can be used to teach social skills to the students.
4. Provide students with a minimum of 10 minutes for breakfast and 15 minutes for lunch, after students are seated, based on the recommendation from The National Association of State Boards of Education.

## V. Physical Activity/Physical Education Procedures

### A. Physical Activity/Physical Education

#### 1. School Personnel

- a. All students in Grade 6-8, including students with disabilities, special health care needs, and academic needs, will receive health and physical education instruction.
- b. Programs will be individualized for students, exemptions for physical education will not be allowed.
- c. Students will be assessed in physical education for fitness, movement concepts, and skill development for programs improvement and student goal setting.
- d. MSA ensures that each student follows the minimum 135 minutes guideline for time spent in physical education class and recess.
- e. Students will spend at least 60 percent of their physical education class participating in moderate to vigorous physical activity. [Moderate to vigorous physical activity (MVPA) is defined as an average to large amount of effort put forth by the student, causing rapid breathing and a noticeable accelerated heart rate.]
- f. Physical activity will not be administered by teachers or other school personnel as punishment (i.e., running laps, push-ups, etc.). Likewise, physical education will not be withheld as punishment.

### B. Integrating Physical Activity into the Classroom Setting

#### 1. School Personnel

- a. For students to embrace the concept of lifelong physical activity, opportunities for physical activity are needed beyond the physical education class. For example:
  1. Classroom health education will complement physical education by reinforcing knowledge, self-management, and fitness planning skills needed to maintain a physically active lifestyle.
  2. Schools should encourage and provide opportunities for physical activity to be incorporated into other subject areas as appropriate (i.e., acting out action verbs or measuring the distance students can jump. . .)

### C. Daily Recess

#### 1. School Personnel

- a. Students in grades 6-8 will have a minimum of 20 minutes a day of supervised recess, during which school personnel will encourage moderate to vigorous physical activity (MVPA).
- b. On days when students are unable to have an outside recess, it is recommended that an active recess period be provided, when possible, using the gymnasium. Viewing of movies, playing of computer games, and other sedentary activities are discouraged.

## VI. Other School-Based Activities

### A. Creating a school environment that provides consistent wellness messages.

1. School Personnel
2. Local Health and Wellness Policy and Procedures should be considered when planning all school-based activities, which include school events, field trips, dances, and assemblies.
3. MSA has a Health and Wellness Committee (HWC) to encourage healthy nutrition and daily fitness activities for students and staff. MSA will have a HWC Site Coordinator who oversees this committee and staff wellness. In addition, MSA will have a Physical Activity Leader (PAL) to oversee student wellness.
4. The School HWC, Site Coordinator and PAL, as well as the school building administrators are responsible for monitoring and encouraging the Health and Wellness Procedures.

### B. Mother Seton Academy shall promote student health through a variety of programs and Initiatives.

- a. Monitoring health and wellness of students
  - i. Mother Seton Academy shall collaborate with the Administration and School Nutrition Program to monitor the Health and Wellness policies and procedures.
  - ii. MSA homeroom teachers will conference with each student twice a month about grades, behavior, relationships, and overall well-being. Teachers will keep a brief record of this conference
  - iii. Teachers will document any concerns about student health and wellness and share them with the school counsellor and principal.
- b. Mindfulness
  - i. MSA homeroom teachers will practice mindfulness five to ten minutes during the homeroom.
- c. Restorative Circles
  - i. MSA students will meet in Restorative Circles with the counselor or trained faculty member as needed to continually build community and check in with the State of the Heart of the Homeroom.
- d. Peer Mediation
  - i. MSA homeroom teachers will practice mindfulness five to ten minutes during the homeroom.
- e. Student Government Meetings
- f. Science Lessons
- g. Physical Education
- h. Extracurricular Activities

## VII. The Health and Wellness Committee (HWC)

- A. HWC is comprised of a cross-section of the school population.
  1. Parent
  2. Principal
  3. Physical Education Teacher
  4. Science Teacher
  5. School Counselor
  6. Student Representative
- B. Meet a minimum of two times per year to establish the goals, and objectives, and strategies to carry out these goals.
- C. Help promotes a healthy work environment for all staff. i.e., provide printed nutrition materials, provide speakers, provide physical activities before/after work hours, etc.)
- D. Communicate to staff, information about known health risks and the value of a wellness committee and wellness initiatives.
- E. Create strategies to maintain open lines of communication between the HWC and staff. (i.e., interest/activity surveys, website, memos posted at mailboxes, email, faculty meetings, etc.)
- F. Monitor and evaluate the wellness activities/programs (action plan), using the provided rubric.

## VIII. Wellness Policy Monitoring

- A. At MSA the Principal/Chair of WPC, will ensure compliance with the MSA policy and will report to MSA President when necessary.
- B. School food service staff will ensure compliance with nutrition policies within the school food service areas and will report to the Principal/Chair of WPC.
- C. Conduct regular Health and Wellness Committee meetings to review school action plans and assess progress based on the established rubric (minimum of two times per year).
- D. MSA will submit a Health and Wellness Action Plan to the central office HWC in the fall, which outlines the planned activities during that school year. The plan will be resubmitted in May of each year for evaluation.
- E. Included in the Health and Wellness Action Plan, must be activities planned for student wellness, monitored by each school's Physical Activity Leader (PAL).
- F. The Coordinator of Food Services will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. The Coordinator of Food Services will report to MSDE annually regarding updates and progress.
- G. Conduct regular Health and Wellness Committee meetings to review school action plans, review and revise the Health and Wellness Policy and procedures, assess progress based on established rubric (minimum of two times per year).
- H. The Health and Wellness Committee will provide an annual update to the school community and public about the wellness policy. The report will be sent to staff, parents, and other members of school community.
- I. The Coordinator of Food Service will conduct student satisfaction surveys at MSA to evaluate the effectiveness of its child nutrition programs.
- J. The Health and Wellness Committee will conduct a triennial assessment every three years. The assessment will include three components: survey to staff, teachers, and parents assessing wellness policies and procedures; comparing policy to model wellness policy using tools such as WellSAT; and, a summary of over-all progress in meeting the goals of the wellness policy and procedures.

## IX. Federal Regulations

- A. The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department.
- B. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint form, found at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S. W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Non-Discrimination Statement for USDA School Meals Programs

Dated August 2013 pp. 21-22

Excerpt from Eligibility Manual for School Meals-Determining and Verifying Eligibility