



Book Policy Manual
Section 300 Employees
Title Student Wellness
Number 246
Adopted 05/24/2017

Legal

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|---------------------------|----------------------------------|-----------------------|
| 1. <u>24 P.S. 1422.1</u> | 8. <u>7 CFR 210.10</u> | 15. Pol. 209.1 |
| 2. <u>42 U.S.C. 1758b</u> | 9. <u>7 CFR 220.8</u> | <u>24 P.S. 1337.1</u> |
| 3. Pol. 808 | 10. <u>42 U.S.C. 1751 et seq</u> | <u>24 P.S. 1422</u> |
| 4. <u>24 P.S. 1513</u> | 11. <u>42 U.S.C. 1773</u> | <u>24 P.S. 1422.3</u> |
| 5. Pol. 102 | 12. <u>7 CFR 210.11</u> | <u>P.L. 111-296</u> |
| 6. Pol. 105 | 13. <u>7 CFR 220.12a</u> | <u>7 CFR Part 210</u> |
| 7. <u>24 P.S. 1512.1</u> | 14. <u>24 P.S. 504.1</u> | <u>7 CFR Part 220</u> |

Purpose

The Intermediate Unit 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

The Board adopts the Student Wellness Policy based on the recommendations of the School Health Council and in accordance with federal and state laws.[1][2]

To ensure the health and well-being of all students, the Board establishes that the Intermediate Unit shall ensure that each student has access to:

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



Delegation of Responsibility

The Executive Director or designee shall be responsible to monitor each of the Intermediate Unit's schools, programs and curriculum to ensure compliance with this policy, related policies and established guidelines or administrative regulations.[2]

The Academy principal, Program Director or designee shall report to the Executive Director or designee regarding compliance in his/her school.

The Executive Director or designee shall annually report to the Board on the Intermediate Unit's compliance with law and policies related to student wellness. The report may include:

1. Assessment of school environment regarding student wellness issues.
2. Evaluation of food services program.
3. Review of all foods and beverages sold in schools 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 Intermediate Unit staff, students, parents/guardians, community members and the School Health Council.

The Executive Director or designee and the appointed School Health Council shall periodically conduct an assessment on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. The assessment shall include the extent to which Intermediate Unit schools are in compliance with law and policies related to student wellness, and shall describe the progress made by the Intermediate Unit in attaining the goals of this policy. The assessment shall be made available to the public.[2]

The Intermediate Unit shall inform and update the public, including parents/guardians, students, and others in the community, about the contents and implementation of this policy.[2]

Guidelines

School Health Council

A School Health Council comprised of at least one (1) of each of the following: Intermediate Unit



administrator, Intermediate Unit food service representative, student, and a parent/guardian. Other members of the School Health Council may include teacher, school nurse, school counselor, coach, support staff, dietician, health professional, representative of a local or county agency, representative of a community organization, and other individuals.

The School Health Council shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a Student Wellness Policy that complies with law to recommend to the Board for adoption.

The School Health Council may examine related research, assess student needs and the current school environment, review existing Board policies and administrative regulations, and raise awareness about student health issues.

The School Health Council may make policy recommendations to the Board related to other health issues necessary to promote student wellness.

The School Health Council shall provide periodic reports to the Executive Director or designee regarding the status of its work, as required.

Nutrition Education

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.[4][5][6]

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.

Nutrition education lessons and activities shall be age-appropriate.

Nutrition curriculum shall be behavior focused.

Nutrition education shall be integrated into other subjects to complement but not replace academic standards based on nutrition education.

Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.

The staff responsible for providing nutrition education shall be properly trained and prepared and shall participate in appropriate professional development.



Nutrition education shall extend beyond the school environment by engaging and involving families and the community.

Nutrition Promotion

The Intermediate Unit aims to teach, encourage, and support healthful eating by students. Intermediate Unit schools shall promote nutrition by providing appropriate nutrition education in accordance with the Student Wellness Policy.

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

Consistent nutrition messages shall be disseminated throughout the Intermediate Unit in schools, classrooms, cafeterias, homes, community and media.

Physical Activity

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

Intermediate Unit schools shall contribute to the effort to provide students opportunities 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 at home, sports, etc.

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

A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.

Extended periods of student inactivity shall be discouraged.

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

After-school programs shall provide developmentally appropriate physical activity for participating children.

Intermediate Unit schools shall partner with parents/guardians and community members to institute programs that support physical activity.

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



Physical Education

A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented.

Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.

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.

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.

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.

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.

A local assessment system shall be implemented to track student progress on the Health, Safety and Physical Education academic standards.

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.

Safe and adequate equipment, facilities and resources shall be provided for physical education courses.

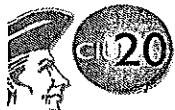
Physical education shall be taught by certified health and physical education teachers.

Appropriate professional development shall be provided for physical education staff.

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

Other School Based Activities

Drinking water shall be available and accessible to students, at no cost to the student, at all meal periods and throughout the school day.[8][9]



Intermediate Unit schools shall provide adequate space for eating and serving school meals.

Students shall be provided a clean and safe meal environment.

Students shall be provided adequate time to eat breakfast and lunch.

Meal periods shall be scheduled at appropriate hours.

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

Qualified nutrition professionals shall administer the school meals program.

Professional development shall be provided for Intermediate Unit nutrition staff.

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.

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

The Intermediate Unit shall provide appropriate training to all staff on the components of the Student Wellness Policy.

Goals of the Student Wellness Policy shall be considered in planning all school based activities.

Consideration of healthy eating habits and wellness shall be given in fundraising projects submitted for approval.

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

The Intermediate Unit 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.

Nutrition Standards/Guidelines

All foods available in Intermediate Unit schools during the school day shall be offered to



students with consideration for promoting student health and reducing childhood obesity.

Foods provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.[10][11][8][9]

All food and beverages available to students in Intermediate Unit schools during the school day outside of school meal programs shall comply with established federal nutrition standards and the Nutrition Standards for Competitive Foods in Pennsylvania Schools, as applicable.[12][13]

The Intermediate Unit may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.[12]

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law.[14]

Management of Food Allergies in Intermediate Unit Schools

The Intermediate Unit shall establish Board policy and administrative regulations to address food allergy management in Intermediate Unit schools in order to:[15]

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 school programs and activities.



Book Policy Manual
Section 800 Operations
Title Food Services
Number 808
Adopted 06/28/2017

Legal

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|------------------------------|----------------------------------|---------------------------------|
| 1. <u>2 CFR Part 200</u> | 2. <u>24 P.S. 1335</u> | 3. <u>24 P.S. 1337</u> |
| 4. <u>24 P.S. 504</u> | 5. <u>24 P.S. 807.1</u> | 6. <u>42 U.S.C. 1751 et seq</u> |
| 7. <u>42 U.S.C. 1773</u> | 8. <u>7 CFR Part 210</u> | 9. <u>7 CFR Part 215</u> |
| 10. <u>7 CFR Part 220</u> | 11. FNS Instruction 113-1 (USDA) | 12. <u>42 U.S.C. 1760</u> |
| 13. <u>3 Pa. C.S.A. 5713</u> | 14. <u>42 U.S.C. 1758(h)</u> | 15. <u>7 CFR 210.13</u> |
| 16. <u>7 CFR 210.30</u> | 17. Pol. 246 | 18. Pol. 610 |
| 19. Pol. 626 | 20. <u>42 U.S.C. 1758</u> | 21. <u>7 CFR Part 245</u> |
| 22. <u>7 CFR 15b.40</u> | 23. Pol. 103.1 | 24. Pol. 113 |
| 25. <u>7 CFR 220.7</u> | 26. <u>7 CFR 210.9</u> | <u>P.L. 111-296</u> |

Authority

The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).^{[10][1][2][3][4][5][6][7][8][9]}

The Intermediate Unit shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex, or disability.^[11]

Food sold by the Intermediate Unit may be purchased by students and employees but only for consumption on Intermediate Unit premises. The price charged to students shall be established annually by the Intermediate Unit in compliance with state and federal laws.^{[12][4]}

Non-program food shall be priced to generate sufficient revenues to cover the cost of such items. A non-program food shall be defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the Intermediate Unit and is purchased using funds from the child nutrition account. Non-program foods include but are not limited to adult meals and a-la-carte items. All revenue from the sale of nonprogram food shall accrue to the child nutrition program account.^[12]

Purpose

The Board recognizes that students require adequate, nourishing food and beverages in order



to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

Delegation of Responsibility

Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Business Manager or designee.[3][4]

The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.[10][2][3][4][6][7][8][9]

The Executive Director or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.[13][14][15][16]

The Executive Director or designee shall annually notify students, parents/guardians, and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.[11]

Guidelines

To reinforce the Intermediate Unit's commitment to nutrition and student wellness, foods served in school cafeterias shall:[17]

1. Be carefully selected to contribute to students' nutritional well-being and health.
2. Meet the nutrition standards specified in law and regulations and approved by the Board.
3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.
4. Be served in age-appropriate quantities, at reasonable prices.

All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the separate cafeteria fund, in the same manner as other Intermediate Unit funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund; however, advances to the food service program may be returned to the Intermediate Unit's general fund from any surplus resulting from its operation.[4]

Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.[4]

Procurement

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy.[18][19]



Free/Reduced-Price Meals and Free Milk

The Intermediate Unit shall provide free and reduced-price meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program, and the Special Milk Program.[20][21]

Accommodating Students With Special Dietary Needs

The Intermediate Unit shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.[22][23][24]

School Food Safety Inspections

The Intermediate Unit shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.[14][15][25]

The Intermediate Unit shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

School Food Safety Program

The Intermediate Unit shall comply with federal requirements in developing a food safety program that enables the Intermediate Unit to take systematic action to prevent or minimize the risk of foodborne illness among students.[10][14][8]

The Intermediate Unit shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.[15][25][26]

Professional Standards for Food Service Personnel

The Intermediate Unit shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, professional standards include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both Intermediate Unit-operated food service programs and contracted food service programs.[16][6][7]

School Meal Accounts

Individual accounts shall be assigned to each student for accounting purposes for the purchase of meals served in the cafeteria.

The Executive Director or designee shall develop and disseminate administrative regulations that establish procedures to control school meal accounts. Administrative regulations should



include the following:

1. Procedures for collecting money for individual student accounts which ensure that the identity of each student is protected.
2. Method in which students and parents/guardians are notified when the student's account reaches a specified level. At least one (1) advance written warning shall be given to the student and parent/guardian.
3. Procedures for providing students with meals when the student forgets or loses his/her money or when his/her account has insufficient funds.

Foods Offered/Provided to Students / Foods Not for Sale

All foods made available by the Intermediate Unit to students, including foods offered and/or provided, but not sold, to students by Intermediate Unit staff members or as part of an Intermediate Unit program, shall meet the minimum applicable federal standards, as required by 7 C.F.R. § 210.30.

Foods Available through Fundraisers

In some limited instances, food that does not meet the Smart Snacks standards may be made available to students as part of an Intermediate Unit fundraiser. All such fundraisers must be pre-approved by the Executive Director and shall be consistent with applicable federal and state laws.



Book Policy Manual
Section 800 Operations
Title Suicide Awareness, Prevention and Response
Number 819
Adopted 05/24/2017

Legal

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| 1. <u>24 P.S. 1526</u> | 7. Pol. 207 | 13. Pol. 113.3 |
| 2. Pol. 103.1 | 8. Pol. 216 | 14. Pol. 117 |
| 3. Pol. 248 | 9. Pol. 236 | 15. Pol. 204 |
| 4. Pol. 249 | 10. Pol. 333 | 16. Pol. 433 |
| 5. Pol. 806 | 11. Pol. 113 | Pol. 146 |
| 6. <u>22 PA Code 12.12</u> | 12. Pol. 113.2 | Pol. 805 |

Purpose

The Board is committed to protecting the health, safety and welfare of its students attending Intermediate Unit programs and the school community. This policy supports federal, state, and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources.[1][2][3][4][5]

Authority

In compliance with state law and regulations, and in support of the Intermediate Unit's suicide prevention measures, information received in confidence from a student may be revealed to the student's parents/guardians, the program supervisor, or other appropriate authority when the health, welfare or safety of the student or any other person is deemed to be at risk. This policy shall apply in any situation where a student is expressing suicidal thoughts or intentions of self-harm or where a student's behavior indicates a risk of self-harm.[6][7][8][9]

Definitions

Qualified Mental Health Provider or Other Medical Professional – this term shall mean a physician, licensed psychologist, psychiatrist or other professional who is qualified to make a determination as to whether a student is at-risk for suicide. A “qualified mental health provider or other medical professional” shall not be interpreted to include a school employee.

Emotional or Mental Health Safety Plan – this term shall mean a plan, put in place by the District for all students deemed by a qualified mental health provider or other



medical professional, which is reasonably calculated to prevent self-harm by such student during school, on school grounds, and/or at school events.

Warning signs, as defined by the Pennsylvania Department of Education, are evidence-based indicators that someone may be in danger of suicide, either immediately or in the future. These signs may mean that a youth is at risk for suicide, particularly for youth who have attempted suicide in the past. Risk is greater if the warning sign is new and/or has increased and if it seems related to an anticipated or actual painful event, loss, or change. Finally, the presence of more than one of the following warning signs may increase a youth's risk for engaging in suicidal behaviors.

1. Talking about or making plans for suicide;
2. Expressing hopelessness about the future;
3. Displaying severe/overwhelming emotional pain or distress;
4. Showing worrisome behavioral cues or marked changes in behavior, particularly in the presence of the warning signs above. Specifically, this includes significant:
 - a. Withdrawal from or changing in social connections/situations;
 - b. Recent increased agitation or irritability;
 - c. Anger or hostility that seems out of character or out of context; and/or.
 - d. Changes in sleep (increased or decreased).

Guidelines

The Intermediate Unit shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.

The Intermediate Unit shall notify Intermediate Unit employees, students, and parents/guardians of this policy and shall post the policy on the Intermediate Unit's website.[1]

Suicide Awareness And Prevention Education[1]

Protocols for Administration of Student Education

Students shall receive age-appropriate education on the importance of safe and healthy choices and coping strategies. In grades 6-12, and in earlier grades, as deemed necessary/appropriate, students shall receive education regarding how to recognize risk factors and warning signs of suicide, as well as help-seeking strategies for self or others including how to engage school resources and refer friends for help if there are concerns about suicide.

Students shall receive age-appropriate lessons in their classrooms through health education or other appropriate curricula on the importance of safe and healthy choices, as well as help-seeking strategies for self and/or others. Lessons shall contain information on comprehensive health and wellness, including emotional, behavioral and social skills development. Students shall be taught not to make promises of confidence when they are



concerned about a peer or significant other and that it is imperative that they report all potential suicidal ideation in peers even in situations where they may have made a promise of confidentiality. These lessons may be taught by health and physical education teachers, community service providers, classroom teachers or student services staff. Students who are in need of intervention shall be referred in accordance with the school entity's referral procedures for screening and recommendations.

Protocols for Administration of Employee Education

All Intermediate Unit employees, including but not limited to secretaries, bus drivers, custodians and cafeteria workers, shall receive information regarding risk factors, warning signs, response procedures, referrals, and resources regarding youth suicide prevention.

As part of the Intermediate Unit's professional development plan, all teaching and non-teaching professionals and their supervisors are required to participate in a yearly online youth suicide awareness and prevention training session.[10][16]

Additional professional development in risk assessment and crisis intervention shall be provided to supervisors, guidance counselors, Intermediate Unit mental health professionals and school nurses in accordance with program needs.

Resources for Parents/Guardians

The Intermediate Unit may provide parents/guardians with resources including, but not limited to, health promotion and suicide risk, including characteristics and warning signs; and information about local behavioral/mental health resources.

Methods Of Prevention[1]

The methods of prevention utilized by the Intermediate Unit include, but are not limited to, education for students and staff about suicide and risk factors, early identification and support for students at risk and education for students, staff and parents/guardians.

Early Identification Procedures

Early identification of individuals who exhibit warning signs is crucial to the Intermediate Unit's suicide prevention efforts. To promote awareness, Intermediate Unit employees, students and parents/guardians should be educated about suicidal risk factors and warning signs.

Referral Procedures

Any Intermediate Unit employee who has identified a student who has displayed one or more warning signs, as defined herein, shall immediately contact the program supervisor.

Documentation

The Intermediate Unit shall document the reasons for referral, including specific warning signs



and risk factors identified as indications that the student may be at risk.

Methods Of Intervention[1]

Where a student has displayed one or more warning signs, as defined in this Policy, the student shall immediately be referred to the program administrator. The program administrator shall immediately contact the student's parents and notify them of the warning sign(s) identified by Intermediate Unit and requesting their attendance at a meeting, and inform them that the student should be evaluated, as soon as possible, by a qualified mental health provider or other medical professional, as defined, herein. The program administrator shall make arrangements to meet with the parents to discuss an emotional or mental health safety plan to ensure the student's safety while at Intermediate Unit programs. This meeting may involve an Intermediate Unit mental health professional, however, it should be made clear to the parents that their child needs to be evaluated by an outside qualified mental health provider or other medical professional and that the involvement of the Intermediate Unit's mental health professional is not and should not be viewed as a substitute for the involvement of an outside qualified mental health provider or other medical professional.

Documentation

The Intermediate Unit shall document observations, recommendations and actions conducted throughout the intervention and assessment process including verbal and written communications with students, parents/guardians and mental health service providers.

The Executive Director or designee shall develop administrative regulations providing recommended guidelines for responding to a suicide threat, including recommended guidelines for responding to a suicidal act or attempt on Intermediate Unit grounds or during an Intermediate Unit-sponsored event or program.

Re-Entry Procedures

A student's excusal from school attendance after a mental health crisis and the student's return to school and Intermediate Unit programs shall be consistent with state and federal laws and regulations.[11][12][13][14][15][2]

Report Procedures[1]

The Intermediate Unit will utilize effective documentation procedures to assist in preserving the safety of the student and ensuring communication among school staff, parents/guardians and mental health service providers.

This institution is an equal opportunity provider and employer.