ANN JERKINS-HARRIS

ACADEMY OF EXCELLENCE

EST. 2012

2022-2023

SCHOOL HEALTH POLICY AND PROCEDURES: FOOD, BEVERAGE, WELLNESS, HAND-WASHING AND FOOD ALLERGIES

ANN JERKINS HARRIS ACADEMY OF EXCELLENCE

REVIEWED AND APPROVED BY AEE GOVERNING AUTHORITY—JANUARY 9, 2021

REVIEWED AND APPROVED BY AJHAE GOVERNING AUTHORITY—APRIL 30, 2022

All students will remain at school for lunch and will not be allowed to leave the School or any recreation areas or common areas without permission, or, if the School authorizes leaving the School for lunch, all students shall follow the School's procedures and rules. Supervision of student activity in the lunchroom, recreation or common areas shall be the responsibility of the teacher or staff member in charge who may delegate this authority to others.

Any food service program provided or contracted for by the Board shall comply with Federal and State regulations pertaining to the counting, menus, selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program. The contract food service program shall be responsible for the planning as well as for the dietary and nutritional requirements of the meals served.

Governmental regulations do not permit the serving of meals at the student price to Staff Members or other adults.

If the School is a food service operator, then it is required to post a sign at all hand washing sinks (such as the one included in Appendix 451-A) used by food employees notifying them to wash their hands.

452 Free and Reduced-Price Meals

The School recognizes the importance of good nutrition to each student's educational performance.

The School shall provide eligible needy students with breakfast and/or lunch at a reduced rate or no charge to the student. Children eligible for free or reduced-price meals shall be determined by the criteria established by the Child Nutrition Program and National School Lunch Act. These criteria are issued annually by the Federal government through the State Department of Education.

The Board designates the Superintendent or his/her designee as the responsible party to determine the eligibility of students for free and reduced rate meals.

The School shall annually notify all interested persons of the availability, eligibility requirements, and application procedure for free and reduced rate meals by distributing an application to the family of each student enrolled in the School.

The Superintendent or his/her designee shall prepare and implement the necessary arrangements and guidelines to ensure proper operation of this program. S/He shall ensure that the appropriate policy attachments for Free and Reduced-Price Meals or Free Milk are properly completed and submitted for approval to the School Food Service Division of the State Department of Education by the beginning of each School year.

453 Wellness Policy

The School believes that healthy students are more likely to successfully complete their formal education. The School recognizes that it plays an important role in the development of students' health and nutrition habits by providing nutritious meals and snacks, supporting the development of good eating habits, and promoting increased physical activity.

The Board sets forth the following goals in an effort to enable students to establish good health and nutrition habits:

Nutrition Promotion and Education Goals

- The School shall provide for interdisciplinary, sequential skill-based health education that supports hands-on classroom activities that promote health and reduce obesity.
- Nutrition and healthy living skills shall be integrated into classroom curriculum when appropriate.
- Students in grades pre-K – 12 shall receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
- Nutrition education shall be offered and promoted in the School cafeteria as well as in the classroom with coordination between the foodservice staff and teachers.
- Nutrition education and promotion information will be shared with parents and the community.

Physical Education and Activity Goals

- Students shall be provided opportunities for physical activity during the School day through physical education classes, daily recess periods for elementary students, and the integration of physical activity in the classroom.
- Physical education classes shall stress physical fitness, encourage healthy, active lifestyles and consist of physical activities as part of the curriculum.
- Physical activity will not be used as a form of discipline or punishment.
- Physical activity and promotion information will be shared with parents and the community.
- The School shall encourage parents and the community to support physical activity, to be physically active role models, and to include physical activity at events.

Other School Based Activities

- School based activities shall promote student wellness and, if appropriate, shall encourage nutrition and physical education.
- Nutrition shall be considered when planning school-based activities such as classroom snacks, fundraisers, etc.
- The School will provide students with a clean and safe environment and adequate time for eating meals.

Nutrition Guidelines

- In accordance with the School's Food Sale Standards Policy, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages.
- The food service program will provide all students affordable access to a variety of nutritious foods.

Implementation and Evaluation

- The School principal shall ensure that the School implements, complies with, and annually evaluates this Policy.
- The School will create a wellness committee which may include administrators, board members, teachers, parents, school health professionals, or community members. The committee will participate in the annual review of the Policy and will make recommendations of changes.

The Food and Nutrition Service will publish its proposed rule on local wellness policies in Fall 2012. An appendix for procedure will be added at that time. See **Appendix 453 A**.

454 Hand Washing Policy

Hand washing and personal hygiene are important measures for use to prevent illness and communicable disease. Hand washing with soap and warm water for a minimum of ten (10) seconds, paying close attention to the surfaces between the fingers and on the back of the hands, is best for removing dirt and germs. The proper use of hand sanitizers is also useful in controlling the spread of germs.

School Food Authorities

1. Train any individual who prepares or serves food on proper hand washing. Training may include viewing a hand washing video and demonstrating proper hand washing procedure.

2. Post hand washing signs or posters in a language understood by all school food authorities near all hand washing sinks, in food preparation areas, and restrooms. See the Appendix to the Food Services Policy which contains a sample Hand Washing Poster.

3. Use designated hand washing sinks for hand washing only. Do not use food preparation, utility, and dishwashing sinks for hand washing.

4. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each hand washing sink or near the door in restrooms.

5. Keep hand washing sinks accessible anytime employees are present.

6. Wash hands:

   - Before starting work
   - During food preparation
   - When moving from one food preparation area to another
   - Before putting on or changing gloves
   - After using the toilet
   - After sneezing, coughing, or using a handkerchief or tissue
   - After touching hair, face, or body
   - After smoking, eating, drinking, or chewing gum or tobacco
   - After handling raw meats, poultry, or fish
   - After any clean up activity such as sweeping, mopping, or wiping counters
   - After touching dirty dishes, equipment, or utensils
   - After handling trash
   - After handling money
   - After any time the hands may become contaminated

7. Follow proper hand washing procedures as indicated below:

   - Wet hands and forearms with warm, running water (at least 100°F) and apply soap.
   - Scrub lathered hands and forearms, under fingernails and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-20 seconds.

- Dry hands and forearms thoroughly with single-use paper towels.
- Dry hands for at least 30 seconds if using a warm air hand dryer.
- Turn off water using paper towels.
- Use paper towel to open door when exiting the restroom.

8. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:

- Use hand sanitizers only after hands have been properly washed and dried.
- Use only hand sanitizers that are permitted for such use by an effective Food Contact Substance Notification.
- Use hand sanitizers in the manner specified by the manufacturer.

Monitoring:

The School's head administrator may designate an employee or an independent contractor/food service provider to visually observe the hand washing practices of the food school authorities at any random time during hours of operation. In addition, the designated person will visually observe that hand washing sinks are properly supplied during hours of operation.

Corrective Action:

Employees or food service contractors who are observed not washing their hands at the appropriate times or using the proper procedure will be asked to wash their hands immediately.

When soap and water are not available and hands are not visibly soiled, waterless disposable hand wipes or gel sanitizers may be used in place of hand washing.

A food service employee or contractor may be disciplined, up to and including termination for failure to adhere to this Policy.

455 Food Sale Standards Policy

Through its food service program, the Board encourages students to form healthy eating habits by governing the types of food and beverages sold in the School and the time and place at which each type of food and beverage is sold. These standards are based on the following guidelines.

1. The types of food and beverages sold in the School are determined by their potential to contribute significantly to the:

   A. daily nutritional needs of students, consistent with the guidelines established by the U. S. Department of Agriculture;

   B. provisions of the School student wellness program (See Wellness Policy); and

   C. nutritional guidelines established by State law.

2. A licensed dietician, a registered dietetic technician or a certified/credentialed school nutrition specialist must be initially consulted to assist the food services supervisor in drafting a plan:

   A. for complying with and enforcing the nutritional standards governing the types of food and beverages that may be sold on the School premises in compliance with State law; and

   B. specifying the time and place each type of food or beverage may be sold.

3. The time of day and place for the sale of food and beverages to students must be consistent with the nutrient intake needs and eating patterns of students and compatible with class schedules. The following restrictions are enforced for non-breakfast/lunch food and beverage sales:

   A. Vending machines offering foods or beverages which do not meet the nutritional standards established by the School may not be operated during the school lunch period. The Board reserves the right to totally restrict the sale of non-nutritional foods and beverages in vending machines.

   B. Bake sales and other school fundraising activities involving food and beverage items may not be held during the school lunch period.

4. Annually, the food services supervisor reviews and recommends to the Board the types of foods and beverages to be sold as part of the school breakfast and lunch programs. Separate standards may be established for the types of food and beverages to be sold to Staff Members and for special or extracurricular events.

413 Peanut or Other Food Allergies

The School recognizes that food allergies, in some instances, may be severe and even life threatening. The School has adopted this policy to create a framework for accommodating students with peanut and other food allergies and to reduce the likelihood of severe allergic reactions of students with known food allergies while at School.

Parent/Student Responsibility

1. Parents of students, or students age eighteen (18) or older, with food allergies must provide written notification to the Superintendent of such allergies at the beginning of each School year.

2. Parents of students with life threatening food allergies must provide the School with emergency medications, execute an Emergency Medical Authorization Form, found in **Appendix 406-B**, and cooperate with the School to formulate a Food Allergy Action Plan as described below.

3. Parents are responsible for educating their child on managing his/her food allergy at School, including, but not limited to, identifying "safe foods," by reviewing the weekly lunch menu together, and discussing the vigilance required to self monitor food products sold at athletic events or special student sales, foods brought for potlucks or classroom celebrations, or foods served on School-sponsored trips.

School Responsibility

1. The School must cooperate in the development of a Food Allergy Action Plan for students with life threatening allergies. The Food Allergy Action Plan must address what actions will be taken to avoid exposure at School and what actions will be taken in the event of exposure. The Plan shall be developed through consultation between the School nurse (if any) (or other School Staff or person if none), the student's parents, and the student's physician or allergist. Once created, this Plan should be reviewed and updated annually by the School, the student's parents, and the student's physician or allergist.

2. The School will share the Food Allergy Action Plan developed with appropriate School staff.

3. With the consent of the student's parents, a Food Allergy Action Plan may provide a mechanism for the School to notify the student's classmates and/or a student's classmates' parents of a life threatening food allergy in the classroom.