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2014*

OUR LADY OF GRACE CATHOLIC SCHOOL WELLNESS POLICIES AND GUIDELINES

FAITH STATEMENT:

It is our belief that there is a positive correlation between a child's health and well-being and his/her ability to learn. At Our Lady of Grace Catholic School, all children have the right to a successful, faith-filled, and healthy learning environment. We believe it is important and necessary to help students establish healthy, lifelong habits.

MISSION STATEMENT:

Our Lady of Grace Catholic School promotes health and wellness through mind, body and spirit.

BELIEFS:

Our Lady of Grace Catholic School is:

- committed to fostering interest in and establishing a spiritual, moral, nutritional and physically active learning environment
- committed to providing parents with tools necessary to promote and nurture healthy choices at home
- committed to providing a wellness program and guidelines to help students and staff operate at their highest potential

To achieve our goals we have:

- A. A Wellness Committee representing school staff, administration, cafeteria manager, parents, students and health professionals. See Appendix A
- B. A policy incorporating nutrition education for students and parents, nutritious meals, physical activity, spiritual and social well-being, using all of our curriculum as an avenue for encouraging healthy choices.
- C. An avenue to engage students, parents, teachers, food service professionals, health professionals, and community leaders in developing, implementing, monitoring, reviewing, and evaluating our growth.

NUTRITION GUIDELINES

CONTENT OF SCHOOL MEALS

Cafeteria meals served will:

- be served in a clean and pleasant environment.
- meet, at a minimum, nutrition requirements established by local, state and federal regulations.
- offer a variety of fruits and vegetables, serve only 1% low-fat and non-fat milk products; juice will be a fruit choice, not a beverage choice.
- will offer whole grain products to meet the 8-9 servings of grain per week
- contain 0 percent trans-fat, or only acceptable amounts as regulated by the State
- contain no more than 30% of total calories from fat.
- contain less than 10% of total calories from saturated fats.
- be baked or steamed. Proper procurement procedures and preparation methods will be used to decrease excess fat, calorie and sodium content.
- will provide opportunities for taste testing of new items before adding to the menu

The school will send home monthly menus via calendar and online program. The nutritional content of meals will be available upon request.

Meal Times and Scheduling

- Lunch will be scheduled so that students have adequate time to eat (20 minutes after serving)
- Students will wash hands or use hand sanitizer before meals.
- Cups will be available for students to get drinking water
- Appropriate supervision will be provided in the cafeteria and the rules for safe behavior will be consistent

Sharing of Foods and Beverages

School cafeteria staff, lunch room monitors, and teachers will reinforce the sharing of food or beverages among students are prohibited. This is necessary due to allergy and dietary concerns of some children. (See handbook for food sharing policy)

CELEBRATIONS AND CLASSROOM SNACKS

Healthy snacks will be encouraged during the school day or on special celebrations. Teachers will send home a list of suggested healthy snacks. Birthday celebrations will take place in this way:

- A monthly birthday blessing during Mass
- A coupon given to student during the blessing to be used in cafeteria; special food item will be in the form of a frozen dessert or cookie which meets with SNA's nutritional standards
- Classroom teacher may choose to celebrate birthdays in ways other than food items
- Parents will be encouraged to send in something other than food (such as stickers, pencils, or perhaps coming in to read a special story)
- See Appendix B for healthy food suggestions

NUTRITION STANDARDS FOR OTHER FOODS AND BEVERAGES SOLD

A LA'CARTE (Available to students in grades 4-8)

- Snacks sold will be in accordance with the USDA's Smart snacks in Schools standards
- Any food sold will be a whole-grain rich product or have as its first ingredient a fruit, vegetable, dairy or protein product
- Food sold will also meet nutrient requirements:
 - a. Snack item no more than 200 calories; entrée item no more than 350 calories
 - b. Sodium limit on snack item is 230 mg; on entrée item will be 480 mg
 - c. Fat limits: total fat <35 % of calories
saturated fat < 10% of calories
trans fat: zero grams
 - d. Sugar limits < 35% of weight from total sugars in foods
- Fresh fruits and vegetables and cheese sticks will be offered at a lesser price than other items sold.

NUTRITION EDUCATION

Nutrition education is the responsibility of parents, staff and administration. In order to promote healthy nutrition habits, Our Lady of Grace school will:

- Provide all students with knowledge and skills necessary for them to protect and enhance their overall health through nutrition education (i.e. through classroom instruction and/or health fairs, health professionals).
- Have readily available, in the cafeteria, nutritional values of meals served.
- Support parents in their attempts to provide healthy choices at home. This can be done by posting nutrition guidelines and tips on the website, sending home flyers/bulletins periodically, and providing suggestions for healthy snacking at home..
- provide professional development and training to food service staff on menu planning, food safety, food handling, and civil rights
- provide speakers and educators to reinforce nutrition and health.

PHYSICAL ACTIVITY GUIDELINES GOALS FOR PHYSICAL ACTIVITY

Our Lady of Grace School provides physical education that:

- is a minimum of sixty minutes per week in grades K-4.
- is a minimum of forty-five minutes per week in grade 5.
- is a minimum of forty-five minutes per day, for a quarter, for grades 6-8.
- supports and promotes an active lifelong lifestyle to all.
- includes a developmentally appropriate curriculum consistent with Indiana and national physical education standards
- is taught by a certified physical education teacher.
- encourages sportsmanship and cooperative learning.
- Includes students with disabilities and/or special healthcare needs.
- Is not substituted by other activities involving physical activity.
- Engages students in moderate to vigorous physical activity during at least 50% of class time

Our Lady of Grace School provides recess that:

- is at least twenty minutes a day for grades K-5.
- is preferably outdoors.
- encourages moderate to vigorous physical activity verbally and through the provision of proper space and equipment.
- discourages extended periods of inactivity for disciplinary reasons.

Our Lady of Grace School provides physical activity opportunities outside of the school day that:

- meets the needs, interests, and abilities of all students.
- Includes boys, girls, students with disabilities, and students with special health-care needs.

SPIRITUAL WELL-BEING GUIDELINES

Our Lady of Grace recognizes that the spiritual well-being of its students and teachers is a vital piece in maintaining overall good health and wellness. Spiritual growth and development are emphasized on a daily and weekly basis, as well as at all sporting events and gatherings in which students participate.

Daily

- Teachers begin each day with prayer.
- Students are led in prayer at the beginning of each class period and at the end of the day.
- Students begin each morning with prayer, pledge of allegiance, and school pledge.
- Several scheduled prayer times are integrated throughout the school day, such as blessing before lunch.
- The three R's, (Respect, Responsibility, and Resemble Christ) are emphasized daily
- Our Catholic Faith is incorporated into the academic curriculum daily.

Weekly

- A student from each class is recognized as having exhibited one or more of the three R's
- Once a week all students and teachers come together to celebrate Mass
- On a rotating basis, an individual class will attend Mass in the chapel on Tuesdays
- Class rotation of Chalice and Pilgrim Queen are handed out weekly at Mass.

Celebrations

- Teachers and staff divide into committees according to the different Liturgical times of the year. Each committee takes charge of a different season of the Church year and decorates a bulletin board, plans celebrations, prayer services, outreaches, etc. These activities are appropriate to students' ages and development. Some of these prayer services may be, but not limited to, adoration, stations of the cross, May crowning, retreats, Sacramental preparation
- Birthdays of students are recognized at Mass once a month with a birthday blessing, summer birthdays are celebrated during designated months during the school year.
- Some of these prayer services may be, but not limited to, adoration, Stations of the Cross, praying the Rosary, Living Advent Wreath, May Crowning, retreats, Seder Meal, Last Supper, and Sacramental preparation.

SERVICE OUTREACH

Spirituality also shows itself in the active participation of students with regard to outreach. Our service outreach projects include, but not limited to, food drives, clothing drives, bake sales, penny drives, working with St. Vincent DePaul, helping with outreach to our sister parish in Haiti, and two service days at school, during the school year: one in the fall and one in the spring.

Service hours

- Parents are encouraged to complete 30 service hours per school year, for the school.
- 6th-8th grade are required to complete 5? service hours per semester.

PURPOSE AND MISSION OF THE CLINIC

The purpose and mission of the clinic is to provide a health service to the school children of Our Lady of Grace. The clinic is staffed with registered nurses that are on duty during regular school hours from 7:30-3:30 daily. The Clinical Guidelines for School Nurses book is used as the guideline for providing care for all students and has been approved by our clinic physician for use. The Communicable Disease Reference Guide for Schools is provided by the Indiana State Department of Health is also referenced in the clinic. All supplies and equipment used in the clinic have been approved by our clinic physician.

CPR AND FIRST AID TRAINING

All staff members and coaches are American Red Cross certified in CPR, AED, and First Aid every two years.

HEALTH SERVICES

The following healthcare services are provided to students per mandates from the State of Indiana

- Vision Screening: Grades 1, 3, 5, 8
- Hearing Screening: Grades 1, 4, 7

Students and parents will be notified prior to the date of each screening. It is recommended that each child have an annual physical and dental examination, as well as regular eye examinations, conducted by the appropriate professionals. All required immunizations must be kept updated to avoid the student's suspension from school.

According to the Indiana Department of Education, a student is to be temporarily excluded from attending school for any of the following:

- A temperature of 100 ° or higher – the temperature is to be below this level for at least 24 hours before the student returns to school.
- Most inflammatory eye conditions, such as pink eye. (The student will not be allowed to return to school until the prescribed eye medication has been given for 24 hours or unless written approval by a physician/OLG policy.)
- Rashes that are known to be contagious or infectious.
- Head cold of any consequence, especially with a persistent cough.
- Sore or inflamed throat – if strep throat is diagnosed, the student needs to be on medication for at least 24 hours before returning to school.
- Discharge from the ears.
- Body lice or head lice – if nits or lice are found during school hours, the parent will be called to pick up his/her child from school. The child must be treated for lice with appropriate lice/nit eliminating shampoo. (The student will not be allowed to return to school until all lice are removed from hair or unless written approval by a physician/OLG policy.)
- Bed bug infestation.

If a child has a temperature of 100° or higher, a telephone call will be made asking the parent to pick the child up from school. If a child is sent home ill during the day, he/she will not be permitted to return to school the same day and will be excluded from school activities.

The parent will be called to pick up his/her child if he/she vomits at school and is thought to be contagious. In some instances, children gag easily and would not be sent home for non-contagious vomiting. Sometimes this can be difficult to determine. When in doubt, the parent will be called to pick up the child from school. Parents are encouraged to keep children home if he/she vomits during the night.

In the event of a serious accident during school hours, we will attempt to immediately notify a parent. If necessary, the student will be transported by ambulance to the appropriate hospital as determined by the medical emergency personnel. If an accident occurs during a field trip, the nearest medical care facility will be utilized.

ACCIDENTS: If a child has a minor accident and/or injury at school, parents will be notified electronically by Pass-a-Note. If a serious accident/injury occurs, which may require additional medical attention; the staff will contact the parent and call 911. The EMT will decide the appropriate course of action at that point. The parent will be responsible for all medical charges.

BLOOD-BOURNE PATHOGENS - EXPOSURE CONTROL PLAN

Every year the teachers are to be in-serviced on blood-bourne pathogens. The typed plan is located in the clinic and consists of 9 pages. This is also copied and placed in every teacher's "class medical information folder." Essentially, this standard of practice is for controlling your exposure to blood or other potentially infectious materials. Gloves are always to be used when handling any body fluids. The clinic provides gloves if you do not have any in your room. If you have been exposed to any body fluids, immediately wash area of exposure thoroughly with soap and water. A variance form needs to be filled out which is included in the information in your folder. A red biohazard container is located in the clinic for disposal of any body fluids. Every classroom should have gloves, red bags, and Band-Aids.

IMMUNIZATIONS

When a student enrolls in school, the student's parent/guardian must provide proof that he student has been immunized or meet the requirements for exemptions from the State of Indiana.

All new or updated immunization records are to be submitted to the school by the first day of school. The school reserves the right to terminate the admission of a student to OLG if immunizations are not up to date and records are not turned into the school office. Letters of request for immunization records are sent out before the end of the school year for the following year. All immunization records are to be entered into CHIRP after obtaining the parent's permission.

EPI-PENS/ALLERGIES

Any child who has been prescribed an epi-pen by a physician is to have the epi-pen, liquid Benadryl, and an Allergy Action Plan turned in by the first day of school. Failure to comply may result in the delay of your child entering school. Allergies are a serious matter with the potential for serious medical problems. All teachers and staff are given epi-pen training on an annual basis and lists of all potential epi-pen users.

Parents are asked to notify the school prior to the first day of any changes in allergies. Parents are to notify the clinic staff with any allergy changes throughout the school year.

Appendix A

Wellness Program Planning Committee

Committee Member	Title
Michelle Boyd	Principal
Heather Becker	Nurse
David Wilker	Health and Physical Education Teacher
Debbie Shafer	Cafeteria Manager
Lisa Bemis	Nurse
Jerilynne Welch	Preschool Teacher

APPENDIX B

HEALTHIER SCHOOL SNACKS FOR CLASSROOMS

Here is a list of healthy snack choices for the classroom to consider. It is important for us to lead by example.

Fresh fruits	Pudding
Fresh Vegetables/low-fat dip	String cheese/cheese sticks
Yogurt	Cereal bar
Fig cookies	low-fat or fat free milk
Animal crackers	Dried fruits
Baked chips	pretzels or reduced fat crackers
Low-fat popcorn	Single serve canned fruits in juice
100% juice/juice slushies	Bottled water (including unsweetened flavored water)
Bagels/low-fat cream cheese	
Soft pretzels/mustard	

MONITORING AND POLICY REVIEW

MONITORING:

The principal or designated person will ensure compliance with wellness policy and report findings to the Wellness Committee.

The food service staff will ensure compliance with the nutritional standards of food served and report the summaries of any state agency review to the principal.

The physical education instructor will do an annual report on improvements made by students throughout the year, using useful self-assessment tools as measurement. Report will be made to the principal or designated person/s.

POLICY REVIEW:

The principal will report findings to Wellness Committee and its policy will be reviewed for any changes/updates annually.