



HAYNES
FAMILY OF PROGRAMS

Local School Wellness Policy



*“Take care of your body. It’s the only
place you have to live.”*

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Wellness Committee Contact Information

The Local School Wellness Policy Committee is made of stakeholders of the Haynes Family of Programs. Members of the committee provide input and insight into the life and wellbeing of our students. We welcome the opportunity for you to submit comments or to join the committee. For information regarding upcoming meetings, agenda items and/or how to participate on the committee please contact the committee chairperson.

Wellness Committee Chairperson: **Brian Tungate**
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The Chairperson will also provide copies of the most recent policy assessment. Please contact the Chairperson to join the e-mail distribution list.

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Establish Goals for Physical Education

At Haynes, we believe that all students in our program require highly individualized, specific learning opportunities to participate actively in community life, develop a positive self-image and experience success. Instructional strategies build abilities and strengths and consider the unique needs of each student. We believe everyone can exercise with an abilities-based approach.

The objectives for all students are to:

- Provide individualized educational programming that meets the needs of all students in the program.
- Provide specialized services (i.e., orientation and mobility, speech and language, behavioral management therapy and adapted physical education, etc.)
- Provide community-based instruction opportunities.
- Provide integrated activities with sighted peers.
- Provide students with the skills to return to their community school as soon as possible.

Minimum Requirements for Physical Education

The placement of individual students in activities is based on the student's ability to achieve therapeutic and social value from the activity. An abilities-based model is employed when programming students with disabilities. Activities are created to help the student enjoy functions at their developmental level and to develop the necessary social skills to participate in ever increasing levels of involvement.

The requirements for students attending our program are included in the students' Individualized Education Program (IEP) and may be different for each student. The physical education requirements are determined by the student's school district and noted in the IEP. If needed and specified in the IEP, a one-on-one aid will be assigned to the student.

Scheduling of Physical Activities

If a student is considered eligible for physical activity in their IEP, they will be included in the physical activity schedule with the instructor.

Recreational Therapy

Students are actively engaged in a variety of recreational activities in the course of a semester. Swimming is an integral part of the program. Students swim in our pool on campus. The students also have the full use of four basketball courts, two OT labs and the great lawn on campus.

Establishing goals for nutrition promotion

Dining hall

The dining hall will promote nutrient rich foods by showcasing these items prominently and attractively. The food service line will include a vegetable rich offering as well as a variety of fresh daily fruits. Items will be highlighted on the daily menu board by category for easy recognition. Fresh fruits and vegetables will also be encouraged by line servers and meal counters.

Agency wide

Healthy dining will be promoted agency wide using colorful posters and nutritional awareness pamphlets. These postings will be updated periodically to offer a variety of messages for the students.

Staff modeling

Product availability and menu promotion can only go so far. Students react to what they see around them. It is imperative the staff dining with the students model health eating practices at all times. Staff should make healthy menu selections and encourage students to do the same.

Promoting Student Wellness

Meeting the students' needs

Students have access to credentialed school counselors and psychologists who provide them with support and assistance in making healthy decisions, managing emotions, and coping with crises.

Dining hall meals are presented in a clean and healthy environment. Students are presented with a variety of nutritious options served in healthy portion sizes. Ample time is allotted to allow students to consume meals without being rushed.

Food, drink and recreational activity shall not be used as a reward or punishment for behavior. There are many disadvantages to using food as a reward:

- a. It undermines the nutritional education being taught at Haynes.
- b. It encourages the over-consumption of foods high in added sugar and fat.
- c. It teaches students to eat when they are not hungry as a means of self-reward.

Staff Participation

Staff wellness is supported by Haynes so that they can serve as role models to the students.

Staff members are positive role models to the students in the dining hall. Role modeling includes the encouragement of students to try new food as well as promoting the

consumption of fresh fruits and vegetables. Staff is also encouraged to lead healthy cooking classes as part of the school curriculum.

Suggestions for healthy dining hall options from staff are collected through periodic surveys and via Suggestions/Comments box. The entries are reviewed by administrative and food services staff and feasible suggestions are implemented.

Educational Environment

Education is a part of everyday life at Haynes. Physical education takes part either within the confines of the on-site school or after hours through our residential program. Nutritional education is incorporated into the school curriculum. Health education is taught as part of the school curriculum, through the recreational department and discussed one-on-one with the social workers.

Nutrition is highlighted annually with the promotion of National Nutrition Month in March. Targeted handouts, colorful brochures and dining room postings help to promote nutrition awareness among the students.

School Curriculum

Building Healthy Minds and Healthy Lifestyles

The ultimate goal of health education is to foster and promote health literacy. Students must comprehend a set of core health concepts and develop skills to apply that knowledge in their own personal behavior and environment. In the school program, nutrition topics shall be integrated within the comprehensive health education curriculum and taught at every grade level. Nutrition education is integrated into mathematics and cooking classes through shopping trips and cooking activities. Achievement should be assessed by strategies that measure knowledge, behavior, and skill development and support critical thinking.

Activities for Lifelong Change

We use a multidisciplinary team approach in the education of our students. Each student's instructional programming includes the following goals:

- To develop appropriate skills that allow for optimal integration and interpersonal relationships in school, at home, and in the community.
- To increase appropriate behaviors that allow for maximum instructional opportunities, and conversely, to reduce self-abusive, and aggressive behaviors that interfere with the learning process.
- To provide functional hands-on experiences in order to develop fundamental concepts and cognitive skills required for maximum cognition and assimilation into each student's living environment.
- To develop fine and gross motor skills, as well as posture, flexibility and balance to enable students to move freely through the environment and to reduce inhibited gait and hesitant movement.

- To develop communication skills involving tactile, sign language, pictorial, and/or other mediums in order to receive and transmit relevant information within the student's school, home and community environments.
- To develop activities of daily living skills (dressing, eating, bathing, toileting, money management, etc.) so that the students may function at the optimal level of independence within the school, at home, and in the community.
- To develop increased independence in orientation and mobility skills through repeated instruction in the instructional environment and the community.

Instructors and Staff Development

The safety of all students remains the focus of Haynes. As such, all personnel working directly with students must obtain and maintain the appropriate credential, certification or training required to fulfill their job function.

Additionally, Haynes will make all effort possible to provide employees with access to continuing education within their field. Maintaining the most up-to-date standards, curriculum, techniques and tools to promote student wellness is the desire of Haynes.

Staff development includes training and/or certification for food service personnel at their various levels of responsibility, including safe food handling, nutrition education, and recognition of the signs, symptoms, and appropriate responses to severe food allergy reactions.

Training of Child Care Workers/Instructional Aides

Staff is asked to lead by example. All staff is encouraged to engage in physical activity with the students. Written handouts as well as interactive displays are used to promote exercise, healthy food and snack choices. Correct portioning of food items is always emphasized. An "open door policy" that encourages staff to ask questions, voice their concerns, and work on a common solution remains in effect. All staff is encouraged to notify the food services staff of any special requests for diet changes as well as new food ideas.

Food Available During the School Day

Foods of Minimal Nutritional Value

In general, the USDA prohibits the sale of foods of minimal nutritional value (FMNV) (e.g., carbonated beverages [with some exceptions], water, ices, chewing gum, and candies made predominantly from sugar and corn syrup) during meal periods anywhere reimbursable meals are sold or eaten.

California Education Code section 49431 governs that in elementary schools:

(a) From the midnight before to 30 minutes after the end of the official schoolday, at each elementary school, the only competitive foods that may be sold to a pupil are fruit, vegetable,

dairy, protein, or whole grain rich food items; foods with a fruit, vegetable, dairy, protein, or whole grain item as its first ingredient; or combination foods containing at least one-quarter cup of fruit or vegetable that meets the following standards:

(1) Not more than 35 percent of its total calories shall be from fat. This paragraph shall not apply to individually sold portions of nuts, nut butters, seeds, seed butters, reduced-fat cheese or part skim mozzarella cheese packaged for individual sale, fruits, vegetables that have not been deep fried, seafood, or a dried fruit and nut and seed combination.

(2) Less than 10 percent of its total calories shall be from saturated fat. This paragraph shall not apply to reduced-fat cheese or part skim mozzarella cheese packaged for individual sale, nuts, nut butters, seeds, seed butters, or a dried fruit and nut and seed combination.

(3) Not more than 35 percent of its total weight shall be composed of sugar, including naturally occurring and added sugar. This paragraph shall not apply to fruits, vegetables that have not been deep fried, or a dried fruit and nut and seed combination.

(4) Contains less than 0.5 grams of trans fat per serving.

(5) Contains not more than 200 milligrams of sodium per item, package, or container sold to a pupil.

(6) Contains not more than 200 calories per individual food item.

(b) An elementary school may permit the sale of food items that do not comply with subdivision (a) as part of a school fundraising event in either of the following circumstances:

(1) The sale of those items takes place off of and away from school premises.

(2) The sale of those items takes place on school premises at least one-half hour after the end of the schoolday.

(c) It is the intent of the Legislature that the governing board of a school district annually review its compliance with the nutrition standards described in this section and Section 49431.5.

California Education Code section 49431.2 governs that in middle and high schools:

(a) From the midnight before to 30 minutes after the end of the official schoolday, at each middle school or high school, the only competitive snack foods that may be sold to a pupil are fruit, vegetable, dairy, protein, or whole grain rich food items; foods with a fruit, vegetable, dairy, protein, or whole grain item as its first ingredient; or combination foods containing at least one-quarter cup of fruit or vegetable that meet all of the following standards:

(1) Not more than 35 percent of its total calories shall be from fat. This paragraph does not apply to the sale of nuts, nut butters, seeds, seed butters, reduced-fat cheese or part skim mozzarella cheese packaged for individual sale, fruits, vegetables that have not been deep fried, seafood, or a dried fruit and nut and seed combination.

(2) Less than 10 percent of its total calories shall be from saturated fat. This paragraph shall not apply to reduced-fat cheese or part skim mozzarella cheese packaged for individual sale, nuts, nut butters, seeds, seed butters, or a dried fruit and nut and seed combination.

(3) Not more than 35 percent of its total weight shall be composed of sugar, including naturally occurring and added sugars. This paragraph shall not apply to the sale of fruits, vegetables that have not been deep fried, or a dried fruit and nut and seed combination.

(4) Contains less than 0.5 grams of trans fat per serving.

(5) Contains not more than 200 milligrams of sodium per item, package, or container sold to a pupil.

(6) Contains not more than 200 calories per individual food item.

(b) (1) From the midnight before to 30 minutes after the end of the official schoolday, at each middle school or high school, a competitive entrée sold by the district food service department the day, or the day after, it is served on the federal National School Lunch Program or federal School Breakfast Program menu shall meet the following standards:

(A) Contains not more than 400 calories per entrée item.

(B) Not more than 35 percent of its total calories shall be from fat.

(C) Contains less than 0.5 grams trans-fat per serving.

(D) Is offered in the same or smaller portion sizes as in the federal National School Lunch Program or federal School Breakfast Program.

(2) From the midnight before to 30 minutes after the end of the official schoolday, at each middle school or high school, a competitive entrée sold by the district food service department but not the day, or the day after, it is served on the federal National School Lunch Program or federal School Breakfast Program menu, or a competitive entrée sold by any other entity, shall meet the following standards:

(A) Not more than 35 percent of its total calories shall be from fat.

(B) Less than 10 percent of its calories shall be from saturated fat.

(C) Not more than 35 percent of its total weight shall be composed of sugar, including naturally occurring and added sugar.

(D) Contains less than 0.5 grams of trans fat per serving.

(E) Contains not more than 480 milligrams of sodium.

(F) Contains not more than 350 calories.

(c) A middle school or high school may permit the sale of food items that do not comply with subdivision (a) or (b) in any of the following circumstances:

(1) The sale of those items takes place off of and away from school premises.

(2) The sale of those items takes place on school premises at least one-half hour after the end of the schoolday.

(d) It is the intent of the Legislature that the governing board of a school district annually review its compliance with the nutrition standards described in this section.

Off Campus Events

All off-campus events scheduled during mealtimes will include a healthy packed lunch for students. The meals will be prepared according to a predetermined nutrient balanced menu that meets the required RDA's of nutrients and target goals set by the National School Lunch Program. The packed meal will be in lieu of the regularly planned meal. All meals are to be received from kitchen by staff members. Meals are to be counted and distributed to students by supervising staff members.

Food service regulations

Requirements of the National School Breakfast\Lunch Program

The dining service program at Haynes meets all of the requirements of the National School Breakfast\Lunch Program. Section 2 of the National School Lunch Act (42 U.S.C. 1751) defines the purpose of the program as follows:

“It is declared to be the policy of Congress, as a measure of national security, to safeguard the health and well-being of the Nation’s children and to encourage the domestic consumption of nutritious agricultural commodities and other food, by assisting the States, through grants-in-aid and other means, in providing an adequate supply of food and other facilities for the establishment, maintenance, operation, and expansion of nonprofit school lunch programs.”

School lunches must meet the recommended Dietary Guidelines for Americans. The Code of Federal Regulations, Title 7 (Agriculture) Section 210.10(b) outlines the specific nutritional requirements for breakfast and lunch:

| | Breakfast meal pattern | | |
|---|--|-------------------|--------------------|
| | Grades K-5 | Grades 6-8 | Grades 9-12 |
| Meal pattern | Amount of food^a per week | | |
| | (Minimum per day) | | |
| Fruits (cups) ^{b c} | 5 (1) | 5 (1) | 5 (1) |
| Vegetables (cups) ^{b c} | 0 | 0 | 0 |
| Dark green | 0 | 0 | 0 |
| Red/Orange | 0 | 0 | 0 |
| Beans and peas (legumes) | 0 | 0 | 0 |
| Starchy | 0 | 0 | 0 |
| Other | 0 | 0 | 0 |
| Grains (oz eq) ^d | 7-10 (1) | 8-10 (1) | 9-10 (1) |
| Meats/Meat Alternates (oz eq) ^e | 0 | 0 | 0 |
| Fluid milk ^f (cups) | 5 (1) | 5 (1) | 5 (1) |
| Other Specifications: Daily Amount Based on the Average for a 5-Day Week | | | |
| Min-max calories (kcal) ^{g h} | 350-500 | 400-550 | 450-600 |
| Saturated fat (% of total calories) ^h | <10 | <10 | <10 |
| Sodium (mg) ^{h i} | ≤430 | ≤470 | ≤500 |
| <i>Trans</i> fat ^{h j} | Nutrition label or manufacturer specifications must indicate zero grams of <i>trans</i> fat per serving. | | |

1. Food items included in each group and subgroup and amount equivalents. Minimum creditable serving is 1/8 cup.
2. One quarter cup of dried fruit counts as 1/2 cup of fruit; 1 cup of leafy greens counts as 1/2 cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.
3. Beginning July 1, 2014 (SY 2014-2015) schools must offer 1 cup of fruit daily and 5 cups of fruit weekly. Vegetables may be substituted for fruits, but the first two cups per week of any such substitution must be from the dark green, red/orange, beans and peas (legumes) or "Other vegetables" subgroups, as defined in 210.10(c)(2)(iii).
4. Beginning July 1, 2013 (SY 2013-2014), at least half of grains offered must be whole-grain-rich and schools must meet the grain ranges. Schools may substitute 1 oz. eq. of meat/meat alternate for 1 oz. eq. of grains after the minimum daily grains requirement is met. By July 1, 2014 (SY 2014-15) all grains must be whole-grain-rich.
5. There is no meat/meat alternate requirement.
6. Beginning July 1, 2012 (SY 2012-2013) all fluid milk must be low-fat (1 percent milk fat or less, unflavored) or fat-free (unflavored or flavored).
7. Beginning July 1, 2013 (SY 2013-2014), the average daily calories for a 5-day school week must be within the range (at least the minimum and no more than the maximum values).

8. *Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, trans fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent milk fat are not allowed.*
9. *Final sodium targets must be met no later than July 1, 2022 (SY 2022-2023). The first intermediate targets must be met no later than July 1, 2014 (SY 2014-2015) and the second intermediate targets must be met no later than July 1, 2017 (SY 2017-2018).*

| Age/grade group | Baseline: average current sodium levels as offered ¹ (mg) | Target 1: July 1, 2014 SY 2014-2015 (mg) | Target 2: July 1, 2017 SY 2017-2018 (mg) | Final Target: July 1, 2022 SY 2022-2023 (mg) |
|---------------------------------|--|--|--|--|
| School Breakfast Program | | | | |
| K-5 | 573 (elementary) | ≤540 | ≤485 | ≤430 |
| 6-8 | 629 (middle) | ≤600 | ≤535 | ≤470 |
| 9-12 | 686 (high) | ≤640 | ≤570 | ≤500 |

| Meal pattern | Lunch meal pattern | | |
|--|--------------------|----------------|--------------------|
| | Grades K-5 | Grades 6-8 | Grades 9-12 |
| Amount of food ^a per week | | | |
| (minimum per day) | | | |
| Fruits (cups) ^b | 2 1/2 (1/2) | 2 1/2 (1/2) | 5 (1) |
| Vegetables (cups) ^b | 3 3/4 (3/4) | 3 3/4 (3/4) | 5 (1) |
| Dark green ^c | 1/2 | 1/2 | 1/2 |
| Red/Orange ^c | 3/4 | 3/4 | 1 1/4 |
| Beans and peas (legumes) ^c | 1/2 | 1/2 | 1/2 |
| Starchy ^c | 1/2 | 1/2 | 1/2 |
| Other ^{c d} | 1/2 | 1/2 | 3/4 |
| Additional Veg to Reach Total ^e | 1 ^e | 1 ^e | 1 1/2 ^e |
| Grains (oz eq) ^f | 8-9 (1) | 8-10 (1) | 10-12 (2) |
| Meats/Meat Alternates (oz eq) | 8-10 (1) | 9-10 (1) | 10-12 (2) |
| Fluid milk (cups) ^g | 5 (1) | 5 (1) | 5 (1) |
| Other Specifications: Daily Amount Based on the Average for a 5-Day Week | | | |
| Min-max calories (kcal) ^h | 550-650 | 600-700 | 750-850 |
| Saturated fat (% of total calories) ^h | <10 | <10 | <10 |
| Sodium (mg) ^{h i} | ≤640 | ≤710 | ≤740 |

| | |
|-------------------------------|--|
| <i>Trans fat</i> ^h | Nutrition label or manufacturer specifications must indicate zero grams of <i>trans fat</i> per serving. |
|-------------------------------|--|

- a. *Food items included in each group and subgroup and amount equivalents. Minimum creditable serving is 1/8 cup.*
- b. *One quarter-cup of dried fruit counts as 1/2 cup of fruit; 1 cup of leafy greens counts as 1/2 cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.*
- c. *Larger amounts of these vegetables may be served.*
- d. *This category consists of "Other vegetables" as defined in §210.10(c)(2)(iii)(E). For the purposes of the NSLP, the "Other vegetables" requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups as defined in §210.10(c)(2)(iii).*
- e. *Any vegetable subgroup may be offered to meet the total weekly vegetable requirement.*
- f. *Beginning July 1, 2012 (SY 2012-2013), at least half of grains offered must be whole grain-rich. Beginning July 1, 2014 (SY 2014-15), all grains must be whole grain-rich.*
- g. *Beginning July 1, 2012 (SY 2012-2013), all fluid milk must be low-fat (1 percent or less, unflavored) or fat-free (unflavored or flavored).*
- h. *Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, trans fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent are not allowed.*
- i. *Final sodium targets must be met no later than July 1, 2022 (SY 2022-2023). The first intermediate target must be met no later than SY 2014-2015 and the second intermediate target must be met no later than SY 2017-2018. See required intermediate specifications in §210.10(f)(3).*
- j. (3) *Sodium. Schools lunches offered to each age/grade group must meet, on average over the school week, the levels of sodium specified in the following table within the established deadlines:*

| National school lunch program | | Sodium reduction: Timeline & amount | | |
|-------------------------------|---|--|--|--|
| Age/grade group | Baseline: Average current sodium levels in meals as offered ¹ (mg) | Target 1: July 1, 2014 (SY 2014-2015) (mg) | Target 2: July 1, 2017 (SY 2017-2018) (mg) | Final Target: July 1, 2022 (SY 2022-2023) (mg) |
| K-5 | 1,377 (elementary) | ≤1,230 | ≤935 | ≤640 |
| 6-8 | 1,520 (middle) | ≤1,360 | ≤1,035 | ≤710 |
| 9-12 | 1,588 (high) | ≤1,420 | ≤1,080 | ≤740 |

To verify that requirements are met Haynes utilizes a nutritional software program to analyze all menus served in the facility. The program builds from ingredients to recipes to menus to verify if the energy, fat and sodium targets are being met. The program also provides a breakdown of daily and weekly component contributions to verify compliance.

Offer vs. Served

Along with the Food Based Menu Planning method Haynes also practices the Offer versus Served approach, which is a provision that allows students to decline some of the menu items offered and still allow the meal to be reimbursable. The concept is to present the students with options in their dining selection. By allowing students to make healthy

choices today, Haynes promotes the practice of healthy menu decision-making for a lifetime.

Requirements of California Code of Regulation, Title 22

Additional food service regulations are addressed on the *California Code of Regulations, Title 22, Division 6, Chapter 1, Article 6, Section 80076* as follows:

1. *All food shall be safe and of the quality and in the quantity necessary to meet the needs of the clients. Each meal shall meet at least 1/3 of the servings recommended in the USDA Basic Food Group Plan -Daily Food Guide for the age group served. All food shall be selected, stored, prepared and served in a safe and healthful manner.*
2. *Where all food is provided by the facility, arrangements shall be made so that each client has available at least three meals per day.*
 - a. *Not more than 15 hours shall elapse between the third meal of one day and first meal of the following day.*
3. *Where meal service within a facility is elective, arrangements shall be made to ensure availability of a daily food intake meeting the requirements of (a)(1) above for all clients who, in their admission agreement, elect meal service.*
4. *Between meal nourishment or snacks shall be available for all clients unless limited by dietary restrictions prescribed by a physician.*
5. *Menus shall be written at least one week in advance and copies of the menus as served shall be dated and kept on file for at least 30 days. Menus shall be made available for review by the clients or their authorized representatives and the licensing agency upon request.*
6. *Modified diets prescribed by a client's physician as a medical necessity shall be provided.*
 - a. *The licensee shall obtain and follow instructions from the physician or dietitian on the preparation of the modified diet.*
7. *Commercial foods shall be approved by appropriate federal, state and local authorities. All foods shall be selected, transported, stored, prepared and served so as to be free from contamination and spoilage and shall be fit for human consumption. Food in damaged containers shall not be accepted, used or retained.*
8. *Where indicated, food shall be cut, chopped or ground to meet individual needs.*
9. *Powdered milk shall not be used as a beverage but shall be allowed in cooking and baking. Raw milk, as defined in Division 15 of the California Food and Agricultural Code shall not be used. Milk shall be pasteurized.*
10. *Except upon written approval by the licensing agency, meat, poultry and meat food products shall be inspected by state or federal authorities. Written evidence of such inspection shall be available for all products not obtained from commercial markets.*
11. *All home canned foods shall be processed in accordance with standards of the University of California Agricultural Extension Service. Home canned foods from outside sources shall not be used.*
12. *If food is prepared off the facility premises, the following shall apply:*
 - a. *The preparation source shall meet all applicable requirements for commercial food services.*
 - b. *The facility shall have the equipment and staff necessary to receive and serve the food and for cleanup.*
 - c. *The facility shall maintain the equipment necessary for in-house preparation, or have an alternate source for food preparation, and service of food in emergencies.*
13. *All persons engaged in food preparation and service shall observe personal hygiene and food services sanitation practices which protect the food from contamination.*

14. *All foods or beverages capable of supporting rapid and progressive growth of microorganisms which can cause food infections or food intoxications shall be stored in covered containers at 45 degrees F (7.2 degrees C) or less.*
15. *Pesticides and other similar toxic substances shall not be stored in food storerooms, kitchen areas, food preparation areas, or areas where kitchen equipment or utensils are stored.*
16. *Soaps, detergents, cleaning compounds or similar substances shall be stored in areas separate from food supplies.*
17. *All kitchen, food preparation, and storage areas shall be kept clean, free of litter and rubbish, and measures shall be taken to keep all such areas free of rodents, and other vermin.*
18. *All food shall be protected against contamination. Contaminated food shall be discarded immediately.*
19. *All equipment, fixed or mobile, dishes, and utensils shall be kept clean and maintained in safe condition.*
20. *All dishes and utensils used for eating and drinking and in the preparation of food and drink, shall be cleaned and sanitized after each usage.*
 - a. *Dishwashing machines shall reach a temperature of 165 degrees F (74 degrees C) during the washing and/or drying cycle to ensure that dishes and utensils are cleaned and sanitized.*
 - b. *Facilities not using dishwashing machines shall clean and sanitize dishes and utensils by an alternative comparable method.*
21. *Equipment necessary for the storage, preparation and service of food shall be provided, and shall be well-maintained*
22. *Tableware and tables, dishes, and utensils shall be provided in the quantity necessary to serve the clients.*
23. *Adaptive devices shall be provided for self-help in eating as needed by clients.*

Establishing Guidance for All Students

The Multi-Disciplinary Treatment Team is made up of key members of Haynes, including the food service manager, representative teachers, representative students, the BCBA, the NSLP assistant and the senior director of operations. The group meets periodically, and the agenda includes health and weight issues of the students, health education in the school, recreational plans for after school and weekends, implementation of new policies and reviewing findings from previous policy changes.

Wellness Committee

Make-up

The Wellness Committee is a made up of key members of the agency. The members of the Wellness Committee are to include: the senior director of operations, the food service manager, representative teachers, representative students, the BCBA and the NSLP assistant.

Establishing guidelines for all students

The group is to meet annually to discuss health and weight issues of the students. Food issues and concerns of weight gain/loss is the focus at these meetings. With key members

of the facility's staff the many issues addressed include: health education in the school, recreational plans for the students and implementation of new policies and review findings from previous policy changes. New policies presented in front of the facility board are reviewed before implementation.

Food Service Offerings

Age Appropriate Portions

All students are provided with age-appropriate servings as per the "Dietary Guidelines for Americans." Full access to vegetables, fresh soup of the day, fresh fruit and salad leads to healthier choices in life. No student shall go hungry. Vegetarian items are made available to students per request of childcare workers, instructional aids and/or nurse.

Healthy and Appealing Preparation

At Haynes, the word "food" in food service means freshly prepared food, not convenience frozen entrees. With few exceptions, all foods are prepared fresh daily. All ingredients are purchased from a reliable supplier. Local fresh fruits and vegetables are purchased when available. Oven baking is the chosen method of preparing foods over frying. A four-week cycle menu is used to provide new experiences in the dining hall. Student menu suggestions are encouraged. Foods of appealing colors and textures incorporated into recipes provide for a visually pleasant dining experience.

Promoting Consumption of Fresh Fruits and Vegetables

Fresh produce is an essential component of a healthy diet. Fresh fruits and vegetables are interwoven throughout our menu planning philosophy, including daily fresh scratch soups that are made with a variety of fresh vegetables, a daily salad consisting of fresh seasonal produce, and a seasonally appropriate fresh fruit basket. Daily school snacks also incorporate a variety of fresh produce and fresh vegetables. Offering a variety of fresh produce through creative and appealing preparation techniques builds a lifelong habit of healthy consumption.

Guiding Students Toward a Healthy Diet

Students base decisions on the options available. The challenge of the food service department is to make these options healthy and attractive. Providing students with the options outlined above makes the healthy decision-making process a reality.

Atmosphere

Serving Students in a Friendly Environment

Students are greeted in a friendly and inviting way. A family-style atmosphere provides the students with a comfortable setting to enjoy their meals. All students are informed of

the menu items and their choices. Students are encouraged to try new items they may not have experienced before. Healthy choices provide ways to enhance the dining experience.

Ample Time to Eat and Socialize

Students are allotted enough time to enjoy their meals in a family-like setting. Students sit amongst their peers and socialize during the mealtime. We ask students to encourage peers to try new menu items. Many student new to the facility may not have experienced some of the menu items.

Appealing and Comfortable Dining Facility

Seasonal decorations as well as menu choices provide a comfortable dining experience. Students are encouraged to provide decoration ideas that may include personal artwork for display in the dining hall, lending to a more comforting setting. Decorations are to remain appropriate and in theme with the seasons.

Measuring Implementation of the Policy

Monitoring

The Wellness Committee is involved in establishing the goals for the wellness policy and monitoring success indicators.

The chairperson of the Wellness Committee should recommend for agency approval specific quality indicators used to measure the implementation of the policy (e.g., nutrient analysis of school meals, feedback from school food service personnel, administrators, members of the nursing staff, child care workers, and other appropriate persons).

The chairperson of the Wellness Committee should ensure universal compliance with the adopted Wellness Policy. Food service staff and other members of the Wellness Committee should provide continued assistance in ensuring policy compliance.

The chairperson of the Wellness Committee should report every year on Wellness Policy compliance to the agency, parent/teacher organizations, school administrators, and the school health services department. All of these stakeholders should be informed of the findings related to policy compliance.

The chairperson of the Wellness Committee should ensure the latest revision of the Wellness Policy is posted both in the dining hall and on the agencies website.

Review and inform the public

The agency should repeat its nutrition and physical activity assessment at least every year to determine compliance and progress toward implementation of the adopted school Wellness Policy and to set new priorities.

As necessary, the Wellness Policy should be revised to address changes in state and federal law as well as areas in need of improvement.

The revised Wellness Policy as well as a recap of the assessment is to be posted on the agency website following the annual review.

Training

Haynes provides appropriate and continuing professional development that is supportive of the adopted wellness policy to teachers, instructional aids, childcare workers, food service staff, and other members of the Wellness Committee.