



The Guild
FOR HUMAN SERVICES

**Youth Program
Policies and
Procedures**

Revised June 2023

13. All students engaged in boating activities shall wear personal floatation devices and must be accompanied by staff. It is important to make sure the label on the floatation device is Coast Guard Approved.
14. Before embarking on any boating activities, staff must obtain authorization from the Chief Education Officer or designee; if during Residential hours the or Director of Residential Services. Information will be provided regarding the location of the boating trip, which staff and students will be attending, and the duration of the trip. The trip cannot take place unless authorization has been obtained.

Policy Title: Food and Wellness Program		
Guild Program: Youth	Date Approved by CEO: 6/1/2023	Date Approved by Board: 6/8/2023
Licensing Agencies: DESE, DEEC		Date(s) Approved by Licensing: DESE 2022, DEEC 2022
Internal Procedure Reference:	Legal Authority References: 603 CMR 18.06:7, 102 CMR 3.07(6)	

Goals

The Guild for Human Services (GHS) will take a multifaceted approach to provide a school environment that enhances the health and wellness of both students and staff through the promotion of healthy foods and beverages, physical activity, and nutrition education initiatives.

School Food Service

The school food service department will:

- Provide meals that meet the United States Department of Agriculture’s (USDA) Federal & Massachusetts School Meals Standards for nutritional content and portion sizes.
- Follow the USDA ‘Dietary Guidelines for Americans.’
- Follow the Hazard Analysis & Critical Control Points (HACCP)-based school food safety plan which includes Standard Operational Procedures.
- Make nutrition information available to students for non-prepackaged competitive foods and beverages served in the cafeteria.

School Breakfast

Since The Guild is a residential and day program, most students eat breakfast at their residence before school. The students and staff may also eat breakfast in the school cafeteria. The daily breakfast menu will follow the nutritional standards set forth by the current) USDA & Massachusetts National School Breakfast Program. The school breakfast menu consists of a selection of whole grain cereals, a gluten-free cereal, oatmeal, fat-free or low-fat milk, lactose-free milk or soy milk, non-fat yogurts or soy yogurt, a selection of four fresh fruits, 100% fruit juices and pure water. Breakfast selections are available all day.

School Lunch and Breakfast Program

Our school and residential programs will follow school lunch and breakfast standards outlined in the current (USDA) "Nutrition Standards in the National School Lunch and School Breakfast Programs."

Our school lunch program will offer:

- Seasonally designed menus to reflect fresh produce availability.
- A minimum of four fresh fruits daily. These are available throughout the entire school day, free of charge.
- A daily salad bar featuring seventeen selections, which will include: fresh vegetables, fruits, lean protein sources, beans/peas (legumes) and low fat salad dressings.
- A daily hot lunch menu including a variety of vegetable subgroups (3/4 – 1 cup) serving size, such as from dark green, red/orange, beans/peas (legumes) & starchy vegetables.
- A variety of (100%) whole grains (10-12 oz. equivalent minimum weekly.)
- Lean protein and protein alternative sources (10-12 oz. equivalent minimum weekly.)
- Foods containing <10% of total calories from saturated fat.
- Trans fat 'free' foods (zero grams per serving.) The Federal Drug Administration (FDA) allows products with less than .5 gm per serving to count as zero.
- Low-fat unflavored (1% or less) and fat-free milk (including alternative beverages such as lactose-free and soy.) Serving size is 8 oz.
- 100% juice. Serving size is 4 oz.
- Reduced sodium foods.
- Foods and beverages that do not contain any artificial sweeteners.
- Pure water throughout the day free of charge.
- Lunches that contain no more than 850 calories.
- Nutrition information daily to students for non-prepackaged competitive foods and beverages served in the cafeteria.

Competitive Foods and Beverages

Competitive foods include all foods and beverages sold or provided as a la carte items in the school cafeteria, school buildings, including classrooms and hallways, school stores, snack bars, vending machines, booster sales, fundraising activities and school-sponsored or school-related events and any other location on school property. All competitive foods and beverages are not part of the School Breakfast and Lunch Programs, which is regulated by the USDA and Nutrition Service. These standards do not apply to competitive foods and beverages sold up to 30 minutes before or 30 minutes after the school day.

The Guild for Human Services will follow the MA Department of Public Health (DPH) and the (2014-15) MA Department of Elementary and Secondary Education (ESE) nutrition standards for competitive foods served or sold during the school day.

All competitive foods and beverages shall reflect a healthy school environment. Purchases of all school snacks will follow the Massachusetts School Nutrition Guidelines for Competitive Foods and Beverages to Promote a Healthier School Environment and will be selected from the John Stalker Institute of Food and Nutrition's Massachusetts 'A' List.

Competitive Food Standards

The standards listed below are taken from the 'Massachusetts School Nutrition Regulations for Competitive Foods and Beverages At-a-Glance' from the 'Healthy Students, Healthy Schools: Guidance For Implementing The Massachusetts School Nutrition Standards For Competitive Foods And Beverages.'

- Juice: 100% fruit or vegetable juice; no added sugar.
- Juice – Portion Size Limit: No more than 4-ounce servings.
- Milk: Low-fat (1% or less) and fat-free milk. (including alternative beverages such as lactose-free and soy):
- Milk – Portion Size Limit (including alternative beverages such as lactose-free and soy): No more than 8-ounce serving.
- Milk – Added Sugar (including alternative beverages such as lactose-free and soy): Flavored milk with no more than 22 grams of total sugar per 8 ounces.
- Water: No added sugars, sweeteners or artificial sweeteners. May contain natural flavorings and/or carbonation.
- Beverages with Added Sugar or Sweeteners: Any beverages with added sugar or sweeteners are prohibited. A school may provide or sell flavored milk or milk substitutes that contain the same amount or less sugar than plain, fat-free or low-fat milk.
- Other Beverages (Soda, sports drinks, teas, waters, etc.): No beverages other than juice, milks, milk substitutes and water may be sold or provided.

- Calories: Foods shall not exceed 200 calories per item; except a la carte entrees which shall not exceed calories of comparable NSLP entrée items.
- Total Fat: No more than 35% of total calories from fat per serving with the exception of 1 oz. nuts, nut butters, seeds or reduced fat cheese.
- Saturated Fat: No more than 10% of calories from saturated fat.
- Trans-Fat: Must be trans- fat free.
- Sugar: No more than 35% of total calories from sugars. Exceptions include 100% fruits with no added sugar; and non-fat or low-fat yogurt, including drinkable yogurt, with no more than 30 g total sugar per 8 oz.
- Sugar Exemptions: 100% fruit juice; low-fat or non-fat yogurt (including drinkable yogurt) with no more than 30 grams of total sugars, per 8-ounce serving.
- Sodium: No more than 200 mg of sodium per item; except a la carte entrees which shall contain no more than 480 mg sodium per item.
- Grains: All bread and other grain-based products shall be whole grain i.e. whole grain should be listed first in the ingredient statement. These include crackers, granola bars, chips, bakery items, pasta, rice, etc.
- Caffeine: No food or beverage may contain more than trace amounts of caffeine.
- Artificial Sweeteners: No food or beverage shall contain an artificial sweetener.
- A packaged item may contain no more than one serving per package.
- Maximum Portion Sizes: Chips, crackers, popcorn = 1.25 oz.; Cookies, cereal bars = 2 oz., Bakery items (whole grain) = 3 oz.; Trail Mix, nuts & seeds = ≤ 1.25 oz. & Nut butters = 4 Tbsp.

Green School Policy

Over the past year, (GHS) has implemented 'green school' initiatives, which will become part of our wellness policy. These include:

Cafeteria

- Replacing all Styrofoam products with environmentally-friendly paper products (Cafeteria and Coffee Shop.)
- Recycling plastic cups and flatware.
- Using only environmentally-friendly cleaning products.

School (General)

The school will follow the trash and recycling guidelines set forth by the town of Concord. Other recycling measures include:

- Paper recycle bins are now located in each classroom.
- Students now help recycle plastic, bottles & cans.
- The Facilities Maintenance Department continues to recycle light bulbs, batteries, computer ink.

- Using environmentally-friendly cleaning products throughout the school.

Classroom Snacks

Purchases of classroom snacks will follow the Massachusetts School Nutrition Guidelines for Competitive Foods and Beverages to Promote a Healthier School Environment. Selection of snacks will be taken from the John Stalker Institute of Food and Nutrition's Massachusetts 'A' List.

Student Incentives/Rewards

Staff and adults should refrain from using foods and beverages as rewards for discipline or academic performance (unless outlined in a student behavior plan or IEP) and should seek age-appropriate non-food alternatives.

Classroom, Birthday Parties, Celebrations, Special Events & Holidays

Staff members will limit the use of high fat, high sugar candy, snack foods and beverages in the classroom and on school campus for birthday parties, celebrations, special events and holidays. To create a healthy eating environment, mainly nutritious foods and beverages should be offered.

Fundraising

Fund raising activities in general will not include foods and beverages of minimal nutritional value and should follow the USDA & Massachusetts National School Nutrition Program standards. However, occasional bake sales are permitted.

Nutrition Education

The main goal of our nutrition education program is to influence healthy eating behaviors. Two nutrition classes are offered during the school year. The curriculum shall include, but not limited to the following essential components designed to help students learn age appropriate nutrition knowledge and engage in interactive classroom sessions.

At the middle and secondary school level, the students will learn:

- The role of nutrients for growth, development, and health.
- The fundamentals of a healthy diet by exploring myplate.gov
- To identify teenage eating trends.
- Factors that influence food choices.
- How the media influences food & beverage choices.
- Understanding food portions.

- Meal planning.
- How to read food labels.
- Set personal healthy eating goals.
- Food safety and sanitation skills.
- Simple healthy food preparation / reading a simple recipe.
- Kitchen math measurement skills.
- Field Trips: Visit local farms & Farmers' Markets during the spring, summer and fall seasons.
- Nutrition class activities are sometimes linked directly to the cafeteria. Students often conduct 'taste-tests and surveys' for new or seasonal foods such as fruits and vegetables.

Physical Education/Physical Activity

The main goal of our physical education & recreation curriculum is to offer daily physical education/recreation activities to help maintain adequate levels of physical fitness for health and wellness and motivate students to adopt a physically active lifestyle.

Our program will:

- Offer year round daily opportunities for all students to participate in scheduled physical/recreational classes or activities.
- Provide opportunities for students to participate in scheduled physical activities after school and weekends recreationally and through local youth sports programs in coordination with our residential program.
- Foster the development of motor skills.
- Help secondary students learn how to develop and assess individual fitness goals.
- Conduct a GHS fitness assessment for each student on quarterly basis during the school year.

Staff Wellness

Our staff should serve as role models to our students for healthy eating and physically active lifestyles. We encourage staff to:

- Maintain a physically active lifestyle by offering incentives to join a local health club.
- Participate in ongoing health and wellness initiatives at The Guild.
- Dine in our school cafeteria, which offers a wide variety of healthy foods
- Select snacks if desired from our school's vending machines, which are stocked with healthy food & beverage choices recommended from the Massachusetts John Stalker 'A' List.

Residential Program Wellness Policy

The residential program's wellness policy will be an extension of our School Wellness Policy. These guidelines are outlined below. Each residence will follow the current (2010) USDA Dietary Guidelines for Americans.

Daily Breakfast Menu*

The daily breakfast menu will follow the nutritional standards set forth by the USDA & Massachusetts National School Breakfast Program for meal planning for their specific age group.

***Alternative Breakfast Option:** If a student refuses breakfast before school at their residence, they will be offered a second opportunity to eat breakfast at the school cafeteria. The school breakfast menu consists of a selection of whole grain cereals, a gluten-free cereal, oatmeal, fat-free or low-fat milk, lactose-free milk or soy milk, non-fat yogurts or soy yogurt, a selection of four fresh fruits, 100% fruit juices and pure water.

Lunch Menu*

The lunch menu is served on weekends, school vacations and snow days. This menu will follow the nutritional standards set forth by the USDA National & Massachusetts School Lunch Program for meal planning for their specific age group. Whole grains, lean proteins and protein alternatives, fat-free or low-fat dairy products or substitutes, fresh vegetables & fruits, 100% fruit juices and pure water is highlighted. The students will help design menus as well as take part in the food shopping process. On occasion, the students will have the opportunity to dine out at local restaurants.

***Alternative Lunch Option:** If a student refuses the prepared dinner, they will be offered an alternative meal of the day

Our daily dinner menus will follow the nutritional standards set forth by the USDA ChooseMyPlate.gov for meal planning for their specific age group. Whole grains, lean proteins and protein alternatives, fat-free or low-fat dairy products or substitutes, fresh vegetables & fruits, 100% fruit juices and pure water is highlighted. The students will help design menus as well as take part in the food shopping process. On occasion, the students will have the opportunity to dine out at local restaurants.

***Alternative Dinner Option:** If a student refuses the prepared dinner, they will be offered an alternative meal of the day

Beverages and Snack Foods

Each residence will follow the beverage standards outlined in the National School Lunch Program. Healthy snack choices are a priority. The staff will refer to the Massachusetts

“A-acceptable” Snack List prepared by the John Stalker Institute of Food and Nutrition for guidance when purchasing healthy snacks and beverages.

Physical Activity

Residential staff will:

- Follow the physical activity guidelines outlined in the USDA Dietary Guidelines for Americans, by encouraging students to be physically active for at least 30 to 60 minutes on most days.
- Encourage students to participate in planned daily leisure physical activities and in community sponsored recreational physical activities or sports programs on a regular basis.

‘Green’ Residence Policy

Recycling: Each school residence will follow the recycling rules set forth by its city/town. In addition, the school’s Facility Maintenance Department routinely collects and recycles batteries, light bulbs and computer ink cartridges.

General: Residences will not purchase water in plastic bottles. Environmentally-friendly water bottles are used for traveling outside the residences when needed.

Student Incentives/Rewards

Staff and adults should refrain from using foods and beverages as rewards for discipline or academic performance (unless outlined in a student behavior plan or IEP) and should seek age-appropriate non-food alternatives.

Birthday Parties, Celebrations, Special Events & Holidays

Staff will limit the use of high fat, high sugar candy and snacks for parties, celebrations, special events and holidays. The staff will promote a healthy eating environment by also serving nutritious foods and beverages outlined in our School Wellness Policy above.

Food Safety

To avoid food-borne illness, staff and students will follow the food safety guidelines outlined in the USDA’s ‘Dietary Guidelines for Americans, 2010.