

LUNCH AND WELLNESS POLICY HANDBOOK

Watertown Catholic School:

St. Bernard Campus

and

St. Henry Campus



**2023-2024
School Year**

Policy Approved: May 30, 2023

SCHOOL MISSION STATEMENT:

"Through our Christ-centered education and personalized learning, Watertown Catholic School empowers our students with the morals, values, and intellect they need to become the person God intends them to be."

MOTTO:

"Where students grow in faith, knowledge, and service to others."

OUR PHILOSOPHY:

At Watertown Catholic School, we believe it is essential to provide our students and families with a tradition rich in Catholic principles, a challenging curriculum, prayerful and faith-filled liturgies, and the opportunity to serve our parishes and global community as valued stewards of God's gifts.

The pillars upon which we build this educational environment responsive to the whole child include family loyalty, student responsibility, preparation for the future, respect for everyone, and a caring faculty. Our school recognizes the significance of a safe learning environment, a commitment to high academic standards, and the need for moral responsibility, civic involvement, and spiritual growth.

Students at Watertown Catholic School acquire a foundation in faith and Catholic values as well as the basic knowledge and skills needed to guide them through life and successfully participate in a global community.

Watertown Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic and other school-administered programs."

Saint Bernard Campus: PK & K

111 S. Montgomery Street
Watertown, WI 53094
(920) 261-7204

Saint Henry Campus: Grades 1-8

300 E. Cady Street
Watertown, WI 53094
(920) 261-2586

www.watertowncatholic.org

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SCHOOL LUNCH PROGRAM

- Watertown Catholic School partners with the Watertown Unified School District Nutrition Services for lunch.
- Hot lunch is offered each day we are in session.
- Lunch is from 11:30-12:20 each school day.
 - Lunch is split into two periods
 - 11:30-11:55 am: A group eats first, the other group will have recess
 - 11:55-12:20: Those groups switch lunch/recess
- Payments:
 - Online through the FACTS family account
 - Checks should be written out to the *St. Henry Lunch Program*.
 - We also accepted cash at either campus office.
- Free and reduced meals are available for those who are eligible.
 - Paper applications will be sent home in the family folders before the beginning of the new school year.
- Lunch prices will be determined at the end of each school year once the contract has been agreed upon with the Watertown Unified School District.
 - We will send a separate lunch packet home before the new school year.
 - The reduced lunch price is \$.40 per day.
 - Children taking cold lunch will have the option to purchase milk for \$.40
- Each campus needs to call in our lunch numbers/choices by 8:25 AM each morning to the high school nutrition office. **If you know your child is going to be late AND taking a hot lunch, please let the office know what choice he or she would like that day.**
- We are charged for each lunch sent to us, so we can't guess what a child may or may not take.
- Parents are still welcome to eat lunch with their child at school, but we would need to know your choice by 8:25 AM if you are going to take a hot lunch. Adult meal prices are \$4.65.

LUNCH BALANCE:

- We need to make sure we are staying within the guidelines for the DPI, as well as the Watertown School District. Therefore, we have adopted the school district's policy in regard to negative lunch balances.
- When a student's lunch account is depleted, or there are low or insufficient funds in the account, the following policies will apply:

- When there are low or insufficient funds in a student's account, the student's parents/guardian will be notified by the school in an email and/or letter sent home that the account is low or negative.
 - The parent or guardian will be asked to make a deposit in the lunch account.
 - The student will be allowed to have a negative balance of \$10.00. (The district only allows \$5.00).
- If funds have not been deposited into the student's account on subsequent days, the student will be informed by the office staff that they will receive a mini meal of a cheese sandwich, vegetable, and a milk for up to five days. (This will happen one time during the school year).
- You will be charged for the mini meal at a price of \$2.00 a day.
- Extra milk at lunch will be allowed if a student's lunch account is at a negative balance.

We realize a student will have a different lunch than their peers if they have to take the mini meal. This is not to draw attention to them, but a way for us to keep our lunch account in better standing.

LUNCHROOM EXPECTATIONS:

- All students are expected to behave in a polite and orderly fashion using inside voices.
- Failure to do so may cause the student to be sent to the office to eat.
- To demonstrate good nutrition, we do not allow soda, caffeinated energy drinks, or delivered fast food during lunch.

**Procedures for Receiving and Processing Complaints Alleging Civil Rights
Discrimination (including Wisconsin protected classes) in the U.S. Department of
Agriculture (USDA) Child Nutrition Programs**

Watertown Catholic School USDA Child Nutrition Programs Civil Rights

Coordinator:

Name: Sherry Harms

Title: Principal/Food Service Director

Phone number: (920) 261-2586

Email: sharms@watertowncatholic.org

Federal law prohibits discrimination on the basis of these protected classes: race, color, national origin, sex, disability and age. Any person alleging discrimination based on a protected class has the right to file a complaint within 180 days of the alleged discriminatory action. Complaints can be accepted verbally, in writing, anonymously, and from third party representatives.

Upon receipt of a complaint, the receiver of the complaint at the school/district should immediately:

1. Contact the School Food Authority (SFA) USDA Child Nutrition Programs Civil Rights Coordinator.
2. The recipient of the complaint and/or SFA Civil Rights Coordinator must provide the individual with the information necessary to file a complaint and not impede on the individual's right to file.
3. After explaining the complaint process, the recipient of the complaint and/or SFA Civil Rights Coordinator may try to resolve the situation in real time. Remember to advise the complainant of their right to file the complaint at the federal level if they wish to do so.
4. Document the complaint:
 - a. Utilize the USDA Program Discrimination complaint form (Espanol) or make an effort to obtain all of the following information:
 - Name, address, and phone number of complainant,
 - Specific name and location of entity delivering the benefit or service,
 - The nature of the incident, action, or method of administration that led the complainant to feel discriminated against,
 - The basis on which the complainant feels discriminated (race, color, national origin, sex, etc.),

- The names, titles, business addresses, and phone numbers of persons who may have knowledge of the discriminatory action
- The date(s) during which the alleged discriminatory actions occurred, or if continuing, the duration of such actions.

b. Either the complainant, the receiver of the complaint or the SFA Civil Rights Coordinator, should document the complaint. If a complainant makes the allegations verbally or refuses to place such allegations in writing, the person to whom the allegations are made must write up the elements of the complaint.

5. All verbal, written, or anonymous complaints received by the SFA must be forwarded to the Wisconsin Department of Public Instruction, School Nutrition Team Director within five days of receiving the complaint.

Wisconsin Department of Public Instruction (DPI) Mail:

Director, School Nutrition Team
 125 South Webster Street Madison, WI 53707-7841
 Email: jessica.sharkus@dpi.wi.gov

The DPI will forward the complaint to the USDA Midwest Regional Office for processing.

6. All Civil Rights complaints received must be tracked on a civil rights complaint log. This log should be maintained in a confidential manner and only available to SFA staff members who have a legitimate need to know. A template civil rights complaint log is available on the School Nutrition Team civil rights webpage:

<https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English.

Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or

USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf> from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA.

The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation.

The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture Procedures for Receiving and Processing Complaints Alleging Civil Rights Discrimination (including Wisconsin protected classes) in the U.S. Department of Agriculture (USDA) Child Nutrition Programs Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

WELLNESS POLICY

- Watertown Catholic School has developed a Wellness Policy that is focused on improving the health of students and staff.
- The policy was developed by the health and wellness advisory council that includes teachers, parents, administrators, and a registered nurse.
- Goals:
 - Share the message of nutrition and wellness via the school website.
 - We are working towards creating a better interactive space on our school website. It will include information on nutrition and fitness for teachers, parents, and students, as well as a variety of learning tools.
 - Balance is essential for any Wellness Policy. Key areas include:
 - Nutrition Education
 - Physical activity
 - Other school-based activities that promote student wellness.

Watertown Catholic School is committed to providing a school environment that enhances student learning, raises academic achievement, and teaches and promotes the development of life-long wellness habits and practices. Research shows that good nutrition along with physical activity throughout the day correlates with a student's physical well-being, growth, development, readiness to learn, and academic achievement.

This policy shows WCS's approach to creating better healthy eating and physical activity behaviors.

LUNCH MEALS

- WCS is committed to serving healthy meals to students.
- Menus will be planned to meet or exceed the nutritional standards established by the United States Department of Agriculture (USDA) by WUSD.
- WCS participates in the National School Lunch Program (NSLP).
- Lunch meals are accessible to all students.
- WCS offers reimbursable school meals that meet the USDA nutrition standards as supplied by the WUSD.
- Drinking water will be available to all students at WCS throughout the school day, including at meal time.
- Students will be allowed at least 15 minutes after sitting down for lunch.
- Meals will not be withheld as punishment for any reason.

- All school nutrition services staff will meet or exceed hiring and annual continuing education requirements per USDA professional standards for child nutrition professionals.

OTHER FOOD AVAILABLE AT SCHOOL

- At this time, WCS does not sell foods or beverages outside of the school meal program.
- If we did, we will meet USDA Smart Snacks in School nutrition standards.
- There are no vending machine foods or beverages at any campus
- WCS encourages foods offered to students during the school day to meet USDA Smart Snacks standards, including those provided for classroom snacks, celebrations, and parties.
- We will encourage nonfood celebrations.
- WCS will provide a list of healthy snacks suggestions for parents and teachers, including non-food celebration ideas in the family handbook and school website.
- WCS will allow two fundraiser exemptions per student organization, per school, per school year, not to exceed two consecutive weeks each.
- An exempt fundraiser may sell foods and beverages that are not allowable under the Smart Snacks rule.
- The fundraisers may not occur during meal service times.
- The principal shall monitor the number of exempt fundraisers per student organization.

NUTRITION PROMOTION

- Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias.
- WCS will promote healthy food and beverage choices for all students throughout the school campus.
- Nutritional information about school meals will be shared with parents and students through Facebook posts, online school menus, and the Nutrition Services website in the Watertown Unified School District.
- WCS will promote Farm to School activities.
- WCS will restrict food and beverage marketing during the school day to only those foods and beverages that meet USDA Smart Snacks in School nutrition standards, with the exception of exempt fund raisers (refer to “Other Food Available at School” section).

NUTRITION EDUCATION

- It shall be the policy of WCS to take part in the National School Lunch Program (NSLP) and possibly the School Breakfast Programs (SBP) in the future. It shall:

- Encourage and promote the maintenance and improvement of the health and nutrition of children
- Work for the highest standards for school nutrition programs with an emphasis on nutritionally sound meals which are acceptable for children;
- Encourage and promote united efforts between school personnel and the public to assure every child an opportunity to receive the benefits of school nutrition programs which incorporate nutrition education
- Encourage and develop the highest standards and provide appropriate educational programs for professional growth of the school nutrition personnel.
- To enhance these objectives, all foods and beverages, other than foods sold under the lunch program during the school day, must comply with the Federal nutrition standards.
- The school campus includes all areas of the property under jurisdiction of the school that are accessible to students during the school day.
 - The school day is defined as the time period from midnight before through 30 minutes after the end of the official day.

PHYSICAL EDUCATION

- WCS will provide students with physical education using the Diocese of Madison standards and benchmarks.
- The physical education curriculum promotes the benefits of a physically active lifestyle and helps students develop skills to engage in lifelong healthy habits.
- We will provide all students equal opportunity to take part in physical education classes.
- All WCS elementary students will receive physical education for at least 90 minutes per week throughout the school year from a licensed teacher who is certified to teach PE.
- All WCS middle school students are required to take physical education in all grade levels and will receive at least 120 minutes of class per week from a licensed teacher who is certified to teach PE.
- Students will be moderately to vigorously active for at least 50% of class time during physical education class sessions.
- Waivers, exemptions, or substitutions for physical education classes are not granted, unless specified in policy or granted by a medical exemption.
- WCS will offer students a variety of physical activity opportunities that are in addition to, and not as a substitute for, physical education.

- Physical activity during the school day (including but not limited to recess, physical activity breaks or physical education) will not be required or withheld as punishment for any reason.
 - Elementary grades (3k-Grade 5) will be offered at least 20 minutes of recess on all or most days during the school year.
 - We will offer outdoor recess when weather is feasible for outdoor play.
 - If the school must conduct indoor recess, teachers and staff will promote physical activity for students, to the extent practicable.

OTHER ACTIVITIES THAT PROMOTE STUDENT WELLNESS

- WCS will integrate wellness activities across the entire school setting.
- WCS will continue relationships with its community partners to support the wellness policy's implementation.
- WCS will promote to parents/caregivers, families, and the community the benefits of and approaches for healthy eating and physical activity throughout the school year.
- WCS values the health and well-being of every staff member and will plan, implement activities, and provide health and wellness resources to support personal efforts by staff to maintain a healthy lifestyle.

POLICY MONITORING/IMPLEMENTATION

- The WCS principal shall implement and ensure compliance with the policy by leading the review, update, and evaluation of the policy.
- The wellness committee membership will represent and include (to the extent possible), but not limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; school health professionals; school administrators; health professionals and the public.
- WCS will actively inform families and the public about the content of and any updates to the wellness policy through the school website or via email.
- The wellness committee will assess, update or modify the wellness policy at least every three years, or as WCS priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new federal or state guidance of standards are issued.

SNACKS/REWARDS IN SCHOOL – CLASSROOMS, CELEBRATIONS, PARTIES

- WCS recognizes the benefits of healthy foods in our schools and classrooms to assure our children can grow, learn, and thrive.
- Healthy options should be available at any school function.

- These school functions include, but are not limited to, classroom rewards, parties and celebrations, feasts/banquets and extra-curricular events.
- WCS highly suggests only nutrient-rich foods be provided and consumed in classrooms for snacks.
- Please note when choosing snacks that we are an allergen aware school (i.e. milk, eggs, fish, shellfish, tree nuts, peanuts, wheat and soybeans).
- Non-food rewards are encouraged.
- **Examples of nutrient-rich snacks for classrooms:**
 - Raw vegetables with low-fat dressing or yogurt dip
 - Fruit kabobs
 - Fruit and cheese kabobs
 - Baked tortilla chips and salsa
 - Baked corn chips and bean dip
 - Low fat cheese quesadillas
 - Cheese cubes
 - Granola bars
 - Go-gurt/Yogurt
 - Fresh fruit
 - 100% fruit juice pops
 - Bagels and low-fat cream cheese
 - Rice cakes
 - Pretzels
 - Popcorn
 - String Cheese
 - Trail mix
 - Cheese & crackers
 - Low fat ice cream cups, frozen yogurt or sherbet cups
 - Low fat and skim milk products
 - 100% fruit juices
 - Water, flavored with fruit slices
- **Examples of Non-Food Reward Ideas:**
 - Stickers
 - Books
 - Pencils
 - Certificates of recognition
 - Post recognition signs
 - Give a shout-out in the announcements
 - Send a special note home to the parent
 - Extra recess time

- Dance party
- Give the student the opportunity to lead an activity
- Give a “no homework” pass