

## **District Wellness Policy/Procedure**

### **District Wellness Program**

The primary goal of the Newburg R-II School District's wellness program are to promote student health, reduce student obesity/overweight, facilitate student learning of lifelong healthy habits and increase student achievement. The Following procedures will guide the implementation of the district wellness program.

### **Health Service Program Goals and Objectives**

Goal #1- To Provide for the Health and Physical well-being of District Students.

Obj 1. Provide continuous health appraisal of all students at all grade levels.

Obj 2. Provide emergency first-aid treatment for accident or illness.

Obj 3. Offer guidance and counseling concerning health problems of students.

Obj 4. Maintain student health records.

Obj 5. Support health education in the district's instructional program.

Obj 6. Conduct screening tests for defects in vision and referrals for hearing and speech with parents' permission.

Goal #2- To assure that the District is Complying with all laws, which protect the health of children attending public schools.

Obj 1. Require proof of immunization against certain contagious diseases.

Obj 2. Exclude from attendance students having contagious disease and/or proof of immunizations.

Goal #3- To Align the School Health Service Plan with Comprehensive School Improvement Plan (CSIP) goals.

Obj 1. To review the effectiveness of the school health office management.

Obj 2. All students in Pre-school will be screened with parents' permission (2-12 as needed)

Obj 3. The health service team will be prepared to care for the needs of the students.

Obj 4. To provide the staff with health service information on chronic health problems and communicable diseases.

### **Evaluation Process**

The District's health services program has been evaluated based on the following criteria:

1. Results of action taken of 2013-2014 Health Service Evaluation

2. Missouri School Improvement Program Standards. 8.12

3. School Health Programs Manual published by the Missouri Department of Elementary and Secondary Education.

**2015 recommendation #1:** Continue to offer a quality district health service program to students, staff, OPAA, Volunteers, and parents. The District applies this by providing health services at all campuses.

2015 recommendation #2: To continue with the Employee Wellness Plan. (Wellness meetings and records to the requirement of the Missouri Sunshine Law) Goals include:

1. Nutrition and physical education for students and staff. The Newburg School District policy is that all foods and beverages are consistent with the USDA regulation and state policies (through OPAA). In addition to the Show-Me standards for health and physical education, the district will provide students and staff the necessary knowledge and skills to make healthy nutritional decisions and maintain physical fitness to meet all goals yearly.
2. Provide awareness for community and parent involvement. The Newburg School District will use community resources and strive to engage families to promote improved health.
3. Prevention. The Newburg School District has random drug testing.

2012 Recommendation #3: Conduct a needs assessment after assessing our existing school health program. Needs assessment was done and will be updated each year as different needs arise. At this time we are updated all of our health forms, WCC forms, AED policies, bus forms and accident forms.

2012 Recommendation #4: Establish regular review of equipment and supplies to coincide with annual program evaluation. The district nurse does this each year. Ex- Lice caps to assist with removal of lice for families in need.

2012 Recommendation #5: Be aware of the new legislation of new immunizations- preschool/kindergarten- new pneumococcal and varicella shots. Middle school students are required to have a tdap (tetanus, diphtheria, and pertussis)

### **Nutritional Guidelines**

The District designates the following nutrition guidelines, based on the Missouri Eat Smart Nutrition Guidelines, for foods and beverages served in schools during the school day:

#### School Breakfast:

1. The full meal school breakfast program will continue to follow USDA requirements for Federal Meals Programs
2. At least 50% of cereals offered contain:
  - a. No more than 35% of weight from sugar per serving
  - b. At least 1 gram of fiber per serving
3. Foods containing whole grains are offered 3 days per week
4. Fresh, canned, dried or frozen fruits or vegetables are offered daily
5. The following milk will be offered daily: Lowfat and Skim milk

#### School Lunches

1. The full meal school lunch program will continue to follow the USDA Requirement for Federal School Meals programs
2. A main dish with total fat < 16 grams per serving is offered daily

3. Dark green or orange vegetable are offered 3 times a week
4. Fresh fruits or raw vegetable are offered 4 to 5 times a week
5. A food item containing whole grains is offered 3 times a week
6. The following milk will be offered daily: Lowfat and skim milk
7. Reduced-fat and/or fat-free salad dressing are offered

*A La Carte Items: Food Items sold in Vending Machines; Fundraisers; Food used as Reward; Classroom Parties and Celebrations:*

1. The sale or service of foods of Minimal Nutritional Value is not allowed on school property in areas accessible to students until after the end of the school day. School day hours will be defined in each building handbook. Food of Minimal Nutritional Value include carbonated beverages, water, ices, chewing gum, and certain candies such as hard candies, jellies and gums, marshmallow candies, fondants, licorice, spun candies, and candy-coated popcorn.
2. At least 50% of other food offered must meet all of the following criteria per serving:
  - a. Fat- Not more than 35% of total calories from fat except for nuts, seeds, and nut butters
  - b. Sugar- Not more than 35% of weight from added sugar except for fruit (without added sugar)
  - c. Calories- Not more than 200 calories per serving

*A La Carte Beverage items; items sold in vending machines; fundraisers; beverages used as reward, classroom parties and celebrations: Beverages- at least 50% of items offered must include the following:*

- a. Water
- b. Milk
- c. 50-100% juice
- d. No carbonated beverages will be offered or served
- e. Students are encouraged to have individual water bottles in the classroom if school policy allows it

*After school Program: (Currently no After school program at Newburg)*

1. On at least 3 days of the week, snacks meet the following standards:
  - a. Fat- Not more than 35% of total calories from fat except for cheese, nuts, seeds, and nut butter
  - b. Sugar- Not more than 35% of weight from sugar except for fruit (without added sugar)  
100% juice and milk

*Other*

1. Foods or beverages will not be withheld as a form of punishment for academic performance or student behavior
2. Consideration of the following points is given for classroom parties and celebrations
  - a. Types of food and beverages available
  - b. Limiting the frequency of events
  - c. Scheduled after the lunch period

3. Foods of minimal nutritional value will be permitted as part of a prescribed educational program for students with special needs.
4. To ensure the safety of students and others, we will restrict the distribution of foods (prepared at home and brought to the school) prepared for parties, snacks and other scheduled activities at school to commercially prepared, ready to eat, packaged foods. The serving of food is strictly limited to individuals wearing gloves. Foods requiring preparation shall be prepared by or supervised by District food service personnel.

### **Nutritional Education**

The district's nutrition education goal is to integrate sequential nutritional education with the comprehensive health education program and, to the extent possible, the core curriculum taught at every grade level in order to provide students with the necessary knowledge and skills to make healthy nutritional decisions. This education is provided in partnership with the University of Missouri extension Office of Phelps County. In order to achieve the nutrition education goal, the district will:

1. Provide students at all grade levels with adequate nutritional knowledge including, but not limited to:
  - The benefits of healthy eating
  - Essential nutrients
  - Nutritional deficiencies
  - Principles of healthy weight management
  - The use and misuse of dietary supplements
  - Safe food preparation, handling and storage
2. Provide the students with nutrition-related skills that minimally include the ability to:
  - Plan healthy meals
  - Understand and use food labels
  - Apply the principles of dietary Guidelines for Americans (DGA) and MyPyramid
  - Critically evaluate nutrition information, misinformation and commercial food advertising
  - Access personal eating habits, nutrition goal setting and achievement
3. Provide instructional activities that stress the appealing aspects of healthy eating and hands-on, behavior based, culturally relevant, developmentally appropriate and enjoyable. Examples of activities include, but are not limited to: food preparation, contests, promotions, taste testing, farm visits and school gardens.
4. Encourage district staff to cooperate with local agencies and community groups to provide students with opportunities for volunteer work related to nutrition, such as food banks, soup kitchens or after school programs
5. Ensure that school counselors and school health services staff consistently promote healthy eating to students and other staff and that these professionals are prepared to recognize

conditions such as unhealthy weight, eating disorders and other nutrition-related health problems among students and staff as well as assure access to healthcare.

6. Coordinate the food service program with nutritional instruction. Food service staff should also work closely with those responsible for other components of the school health program to achieve common goals.

### **Physical Activity**

The District's physical activity goal is to assist students in learning to value and enjoy physical fitness as an ongoing part of a healthy lifestyle by ensuring that every student has the opportunity to develop the knowledge and skills necessary to perform a variety of physical activities. These students learn how to maintain physical fitness and regularly participate in physical activity. In order to achieve the physical activity goal, the district will:

1. Develop a sequential program of appropriate physical education for every student: The program will:

- Provide for at least 50 (recommended 150) minutes of physical education for students in elementary grades during the school week; at least 150 (recommended 225) minutes during each school week for students in middle school; and at least 2 (recommended 2) units for students in high school.
- Emphasize knowledge and skills for a lifetime of regular physical activity.
- Devote at least 50 percent of physical education class time to actual physical activity each week, with as much time as possible spent in moderate to vigorous physical activity
- Meet the needs of all students, especially those who are not athletically gifted or who have special needs.
- Provide a variety of activity choices, feature cooperative as well as competitive activities, and account for gender and cultural differences in students' interests.
- Prohibit exemptions from physical education courses on the basis of participation in athletic team, community recreation program, ROTC, Marching band or other school or community activity.
- Be closely coordinated with the other components of the overall school health program.

2. Provide time in Elementary school for supervised recess. All students will have at least 45 (recommended: 60) minutes per day of supervised recess.

3. Provide opportunities and encouragement for students to voluntarily participate in before and after-school programs, such as intramural activities, interscholastic athletics and clubs by:

- Providing a diverse selection of competitive and noncompetitive, as well as structured and unstructured, activities to the extent that staffing and district/community facilities permit.
- Offering intramural physical activity programs that feature a broad range of competitive and cooperative activities for all students.

- Encouraging partnerships between schools and businesses. Promotion of partnerships must be appropriate and in accordance with Board policy and applicable procedures.
- Before school activities

4. Strive to provide joint school and community recreational activities by:

- Actively engaging families as partners in their children's education and collaborating with community agencies and organizations to provide ample opportunities for students to participate in physical activity beyond the school day
- Encouraging schools to work with recreation agencies and other community organizations to coordinate and enhance opportunities available to students for physical activity during their out of school time
- Encouraging schools to negotiate mutually acceptable, fiscally responsible arrangements with community agencies and organizations to keep district-owned facilities open for use by students, staff and community members during on school hours and vacation
- Encouraging districts officials to work together with local public state and federal authorities in efforts to make it safer and easier for students to walk and bike to school

5. Discourage the use of physical activity as a form of discipline or punishment and ensure that physical education and recess will not be withheld as punishment

6. Discourage periods of inactivity that exceed (2) or more hours. When activities such as mandatory school wide testing make it necessary for students to remain indoors for long periods of time, staff should give students periodic breaks during which they are encouraged to stand and be moderately active

7. Provide opportunities and encouragement for staff to be physically active by:

- Planning, establishing and implementing activities to promote physical activity among staff and provide opportunities for staff to conveniently engage in regular activity
- Working together with recreation agencies and community organizations to coordinate and enhance opportunities and available to staff for physical activity during their out of school time

### **Other School-Based Activities**

The District's goal for the other school based activities is to ensure an integrated whole-school approach to the district's wellness program. The District will achieve this goal by addressing the areas itemized below.

*-Community Involvement-*

School instructional staff will collaborate with agencies and groups conducting nutritional education in the community to send consistent messages to students and their families. Guest speakers invited to address the students will receive appropriate orientation to the relevant policies of the district.

The Wellness program shall make effective use of district and community resources and equitably serve the needs and interests of all students and staff, taking into consideration the differences of gender, culture, physical and cognitive abilities and fitness levels.

*-Family involvement-*

The district will strive to engage families as partners in their children's education by supporting parental efforts to motivate and help their children with maintaining and improving their health, preventing disease and avoiding health related risk behaviors. If practical, the district will provide information in a language understandable to parents/guardians.

*-Marketing and Advertising-*

Marketing in district facilities will be consistent with the goals of the district's wellness program and comply with board policy. The district will strive to promote the wellness program and educate parents regarding the quality of district foods.

Tobacco advertising is not permitted on district property, at district-sponsored events in district sponsored publications. Food and Beverage marketing will be limited to the promotion of foods and beverages that meet the nutritional standards adopted by the board. Other examples of marketing and advertising in the district will include, but are not limited to: pricing strategies that promote healthy food choices, audiovisual programming, educational incentive programs, scoreboards, book covers and vending machine displays.

*Meal Times*

Students are not permitted to leave school campus during the school day to purchase food or beverages. Meal times will comply with the following guidelines:

1. Meal time will provide students with at least 10 (recommended:10) minutes to eat after sitting down for breakfast and 17 (recommended 20) minutes to eat after sitting down for lunch.
2. Activities such as tutoring or meetings will not be held during mealtimes unless students may eat during such activities.
3. Students will have access to handwashing facilities before they eat meals or snacks.
4. Students will be allowed to converse during meals.
5. The cafeteria will be clean, orderly and inviting
6. Adequate seating and supervision will be provided during meal times

*Staff Development Training*

All staff will be provided with ongoing training and professional development related to all areas of student wellness. The pre-service and ongoing in-service training will include teaching

strategies for behavior change and will focus on giving teachers and skills they need to use non-lecture, active learning methods. Staff responsibility for nutrition education will be adequately prepared and regularly participate in professional development activities to effectively deliver the nutrition education program as planned. Staff responsible for implementing the physical education program will be properly certified and regularly participate in area-specific professional development activities. Qualified nutrition professional will administer the district's meal programs and will receive ongoing, area-specific professional development. The district will provide continuing professional development for all district nutrition professionals. Staff development programs will include appropriate certification and/or training programs for child nutrition directions, school nutrition managers and cafeteria workers, according to their levels of responsibility.

*Policy and Procedure for Use of Automatic External Defibrillators (AED's)*

1. The AED is to be used by trained rescuers to provide emergency care for persons who experience a cardiac emergency
2. Our goal is to provide the best chance of survival by having an AED available as quickly as possible to supplement emergency care
3. The AED is to be used in conjunction with CPR (cardiopulmonary resuscitation).

*PROCEDURE:*

1. AED is located in the Cafeteria.
2. AED cabinet will be kept unlocked and AED removed only for maintenance, training, or in case of emergency.
3. All AED users should have successfully completed an approved CPR and AED training course.
4. The American Heart Association instructors from the Sullivan Fire Department will coordinate with department heads on classes for all staff interested in CPR and First Aid.
5. Training should be updated every 2 years or as change occurs. Additional training will be offered when requested.
6. The AED should be brought to any cardiac or possible cardiac emergency on campus.
7. The Newburg volunteer fire department can help the School District check the AED periodically and complete maintenance in accordance with manufacturer's instructions.
8. CPR/First Aid/AED trained personnel will follow Emergency Action Principles and guidelines in emergency care of a person experiencing a medical emergency and in the use of the AED available.

*Staff Wellness*

The Newburg R-II School District highly values the health and wellbeing of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. The district will offer staff wellness programs that include education on nutrition, healthy eating behaviors and maintaining a healthy weight for optimal health. The district will establish and maintain a staff wellness committee composed of at least (1) staff member, wellness committee member, school nurse or other health professional; and other



appropriate personnel. The staff wellness committee will develop, promote and oversee a multifaceted plan to promote staff health and wellness. The plan will be based on input solicited from district staff and will outline ways to encourage healthy eating, physical activity, sun safety and other elements of a healthy lifestyle. The staff wellness committee will distribute its plan to the wellness program committee annually.

### *Sun Safety*

“Sun Safety” describes a range of behaviors that include wearing appropriate clothing, applying sunscreen and limiting sun exposure. The sun safety program will focus on outdoor behavior and will develop mentally appropriate, active, engaging and taught in lessons that emphasize the positive benefits of sun safety. Sun safety education will be designed to assist students with:

1. Knowledge about the harmful effects of the sun and ways to protect skin.
2. Sun-safe skills, including the correct use of protective clothing, hats, sunglasses, sunscreen and lip balm as well as seeking shade and limiting sun exposure when possible and practical during the hours of peak sun intensity.
3. Knowledge about how to assess personal sun safety habits, set goals for improvement and achieve these goals.

### *The School’s Role in Head Lice Management*

1. General classroom screening is not recommended.
2. Children will be screened at school if lice are suspected or as a result of a reported case.
3. The screening activities will be at the discretion of the trained health professional in the school, preferable a school nurse.
4. Families will be notified by school personnel the same day their child has been identified with head lice.
5. Other students in the classroom will not be notified unless there are multiple cases in the classroom.
6. Treatment for head lice will be done at home.
7. Children will be checked by the nurse when returning to school. (this is kept confidential)

### *Tobacco*

Tobacco use prevention education will focus on all grades with particular emphasis on middle school and reinforcement in all later grades. Instructional activities will be participatory and developmentally appropriate. Tobacco use prevention education programs will be implemented in accordance with Board policy, relevant administrative procedures and law.

## **Oversight and Evaluation**

The wellness program coordinator is responsible for monitoring implementation of the district wellness program by:

1. Assuming responsibility for the assessment of existing policies and procedures.
2. Prioritizing wellness goals and writing work plans for each goal.

3. Measuring implementation of the district wellness policy and procedure.
4. Ensuring that the district meets the goals of the wellness policy and procedure.
5. Reporting to the Board on compliance and progress annually.

#### *Monitoring*

The food service director/authorized representative will monitor food service areas for compliance with the district's nutrition guidelines and will report on this matter to the wellness program coordinators.

The program coordinator will develop an annual summary report based on input from schools within the district regarding district-wide compliance with the district's wellness policies. The report will include a baseline of assessed indicators, impact of the policy change on those indicators, a report of progress, steps for moving to the next priority, work plans for the year, and recommended policy revisions. The report will be provided to the Board of Education and made available on the district's website or by other appropriate means.

#### *Compliance Indicators*

During initial development of the district's wellness-related policies and procedures, each school in the district will conduct a baseline assessment of the school's existing nutrition and physical activity programs and practices. The wellness committee will compile these results. In addition to the baseline information provided from each school, the committee will use no fewer than four (4) of the following indicators to measure the impact of the district's wellness program:

1. School Health Index
2. Physical fitness reports
3. Physical activity levels of staff
4. Weight status or body mass index (BMI) of students and staff
5. Fruits and vegetables intake of students and staff
6. Number of healthy food items available in vending machines
7. Number of discipline problems
8. Achievement levels of students
9. Student absenteeism
10. Number of staff who participated in training and development related to student wellness.

#### *Policy Review*

The wellness program coordinators will provide policy revision recommendation to the Board of Education based on the analysis of the compliance indicators as part of the annual report. The Board will revise the wellness policy as it deems part of the annual report. The Board will revise the wellness policy as it deems necessary. Administrative procedures will be revised accordingly.