

House Municipal Schools Wellness Policy 2020-2021

Revised January 13, 2020



**HOUSE MUNICIPAL SCHOOL'S
WELLNESS POLICY 2020-2021** (Revised 1/13/20)

NUMBER	TOPIC	POLICY ITEM	ACTION STEPS	PERSON RESPONSIBLE	OUTCOMES	TIMELINE	MONITOR/EVALUATION	RESULTS REPORTED TO WHOM	Complete/In Progress
	Purpose	House Municipal Schools is committed to providing: 1. A school environment that establishes a coordinated approach to student and staff wellness, and 2. A learning environment that fosters the development and practice of lifelong wellness behaviors that support student achievement. House Municipal Schools will utilize a coordinated school health approach to join K - 12 education and health to promote the success and health of students and staff. Eight components are addressed in the Wellness Policy.							
SECTION 1									
WELLNESS POLICY									
1.1	Wellness Policy Requirements	House Municipal School's Wellness Policy meets the requirements outlined in NMAC 6.12.6.8, Federal 7 C.F.R. 210 and 220 (National School Lunch and Breakfast Programs, respectively).	Annually review guidelines, adjust program as necessary.	Assistant Principal	Ensure compliance with federal and state statute	Annually, fall	Triannually, PED	Superintendent	In progress
1.2	School Health Advisory Council	House Municipal Schools will establish a School Health Advisory Council (SHAC) which: is comprised of administration, health staff, food service staff, parents, students, and community members; meets regularly (at least twice each year) to develop, revise, implement and evaluate the wellness policy; and, make wellness policy recommendations to the Superintendent.	Recruit members yearly in August (current list of members on tab labeled SHAC members)	Assistant Principal	Ensure SHAC has balanced participation	Bi-annually	Ongoing	Superintendent	In progress
1.3	Point of Contact	House Municipal School's Assistant Director is the point of contact for the Wellness Policy.	n/a	Assistant Principal	n/a	n/a	n/a	n/a	Complete

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1.4	Publication	House Municipal School's Wellness Policy is available for review on school website (www.houseschools.net)	Post plan to website	Assistant Principal	Post on website	Annually, fall	Ongoing	Superintendent	In progress
1.5	Review	House Municipal School's will review the Wellness Policy annually to determine effectiveness of programs, ensure compliance federal and state guidelines, and determine need for change.	Create and review policy and plan	Assistant Principal	Revise/ complete annual wellness plan	Tri-annually, beginning 2020	Ongoing	Superintendent	In progress
SECTION 2									
NUTRITION									
2.1	Meals and fundraisers Guidelines	House Municipal School's meals and food sold to students during the school day follow standards and guidelines pursuant to Federal guidelines and NMAC 6.12.5.8	Create menu according to federal food guidelines. Salad bar is available to students daily. Menu are communicated via daily announcements.	Food Service Coordinator	Create and publish menus.	Monthly - menus	Ongoing	Food Service Coordinator	In progress
2.2	Compliance Guidelines	House Municipal School's complies with standards for all foods and beverages provided, but not sold, to students during the school day.	PTO and parents most often provide food during the school day. Parents are encouraged to bring healthy foods, limit sugary sodas and snacks, and in grades where food allergies are a concern, parents have been notified not to bring snacks with peanuts. Notification to parents regarding classroom snacks	Assistant Principal	Create and send email, announcement to parents regarding healthy snacks in classrooms	Annually, fall	Spot checks in classrooms	Superintendent	In progress

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2.3	Fundraisers Guidelines	House Municipal School's has procedures in place to document fundraisers and ensure there are no more than allowed if they do not meet competitive food standards (no more than 2x/semester). All fundraisers must be approved by Superintendent.	Fundraiser form completed by sponsor and submitted for approval by Superintendent	Superintendent	Running document of fundraisers	Ongoing	Form	Superintendent	In progress
2.4	Marketing and Advertising Guidelines	House Municipal School's allows marketing or advertising of only those foods or beverages that meet the Smart Snacks nutrition standards.	Monitor marketing and advertising possibilities in House Municipal Schools.	Assistant Principal	Limited marketing and advertising	Annually, fall	Ongoing	Superintendent	In progress
2.5	Requirements Guidelines	House Municipal School's meets or exceeds local, state and federal nutrition requirements and/or USDA nutrition standards.	House Municipal School's menus exceed nutritional standards and we offer a salad bar daily to students and staff.	Food Service Coordinator	Continue to offer high quality meals	Ongoing	Ongoing	Superintendent	In progress
2.6	Water Guidelines	Free drinking water is available to students in the cafeteria and served during meals.	House Municipal School's cafeteria has water dispensers, each wing of the building has water fountains, and students are encouraged to bring water bottles during the day.	Assistant Principal	Continue to provide water during meals, in cafeteria and in halls.	Ongoing	Ongoing	Superintendent	Complete
2.7	Nutrition Education Guidelines	House Municipal School's will provide nutrition education activities that align with the New Mexico Health Education Content Standards and Benchmarks and Performance Standards as set forth in 6.29.6 NMAC.	House Municipal School's requires high school students to take and pass a Health class in order to graduate. Nutrition is a required component of this course.	Health Teacher	Continue to require a nutrition component in the mandatory Health class.	Ongoing	Ongoing	Superintendent	Complete

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2.8	Nutrition Promotion Guidelines	House Municipal School's establishes specific goals for nutrition promotion and education that promotes student wellness and consider evidence-based strategies in determining these goals.	House Municipal School's is dedicated to the physical and emotional health of students. Administration, coaches, and teachers provide opportunities for co-op athletics and recreational PE, including archery. Staff regularly discuss the importance of nutrition and activity to improve health.	Athletic Director	Continue to promote health and wellness.	Ongoing	Ongoing	Superintendent	Complete
2.9	Assurance	Assurance that House Municipal School's adheres to requirements regarding possible food allergies in schools.	House Municipal School's 504 Coordinator, School Nurse, and Food Service Coordinator collaborate to meet needs of individual students with food allergies.	Assistant Principal	Assurances sent to PED	Annually, fall	N/A	Superintendent	Complete

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SECTION 3									
QUALITY PHYSICAL ACTIVITY									
3.1	Physical Activity Guidelines	House Municipal School's has guidelines created to provide physical activity opportunities before, during and after school (6.12.6.8.D3 NMAC)	Students are encouraged to participate in athletic co-op's established with other schools. Students are permitted and encouraged to use grassy areas for physical activity before school, after school and during lunch. High school students must take a PE class in order to graduate. There is a 4 minute passing period that serves as a break for students.	Assistant Principal	Continue to offer a variety of PE and recreational classes and support physical activity outside of school hours.	Ongoing	Ongoing	Superintendent	Complete
3.2	Health Education	Physical activity is included as a health education topic (6.29.9 NMAC) in House High School Health class.	Persuant to NM Content Standards and Benchmarks, physical activity is a component of the required health course.	Health Teacher	Ensure physical activity is a component in health class.	Annually, fall	Annually, fall	Superintendent	In progress
3.3	Recess	Elementary schools provide daily recess for all students.	House Elementary School will provide morning recess as well as recess after lunch.	Assistant Principal	Daily recess	Ongoing	Ongoing	Superintendent	In progress
3.4	Assurance	Assurance that House Municipal Schools is restricted from withholding physical activity from students as a form of punishment.	Classroom teachers will most often discipline students with conferences and calls home. If students are punished with lunch detention, they are given community beautification.	Assistant Principal	Assurances sent to PED	Annually, fall	N/A	Superintendent	In progress

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3.5	Active Transport	House Municipal School's encourages walking or biking as transportation modes to and from school.	House Municipal School's is a rural school where the vast majority of students are driven to and from school.	Assistant Principal	Increase the number of students who walk or bike to school if they live within 2 miles of school.	Annually, fall	Twice annually, fall and spring	Superintendent	In progress
3.5	Goals for physical activity	House Municipal School's specific goals for physical activity that promote student wellness and consider evidence-based strategies in determining these goals.	Students are encouraged to participate in athletic co-op's established with other schools. Students are permitted and encouraged to use grassy areas for physical activity before school, after school and during lunch. High school students must take a PE class in order to graduate. There is a 4 minute passing period that serves as a break for students.	Assistant Principal	Continue to offer a variety of PE and recreational classes and support physical activity outside of school hours.	Annually, fall	Ongoing	Superintendent	Complete

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SECTION 4									
HEALTH EDUCATION CONTENT STANDARDS AND BENCHMARKS									
4.1	Health Education	House Municipal School's follows the Health Education content standards with benchmarks and performance standards (6.29.1 NMAC)	House Municipal School's requires high school students to take and pass a Health class in order to graduate. Nutrition is a required component of this course.	Health Teacher	Continue to require a nutrition component in the mandatory Health class.	Ongoing	Ongoing	Superintendent	In progress
4.2	Required Health Course	House Municipal School's requires student to earn 1/2 credit of Health Education in high school as a graduation requirement.	House Municipal School's requires high school students to take and pass a Health class in order to graduate. Nutrition is a required component of this course.	Health Teacher	Continue to require a nutrition component in the mandatory Health class.	Ongoing	Ongoing	Superintendent	In progress
4.3	Sexuality opt out	House Municipal Schools apply PED's "opt out" policy, regarding sexuality component of health education curriculum.	House Municipal Schools currently has a parent permission form that allows students to opt out of the sexuality components of health class.	Health Teacher	Continue to offer opt out as an option.	Ongoing	Ongoing	Superintendent	In progress
4.4	HIV Assurance	House Municipal School's provides assurance that HIV instruction is provided (6.12.2.10 NMAC)	HIV prevention is part of the NMPED standards for Health Education and is taught in Health class.	Health Teacher	Continue to require a HIV prevention component in the mandatory Health class.	Ongoing	Ongoing	Superintendent	In progress

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4.5	Lifesaving Skills	Lifesaving skills including psychomotor CPR, Automated External Defibrillator (AED) and Heimlich maneuver is included in House High School's Health Education courses.	House Municipal School may use the American Heart Association's "CPR in Schools" Training Kit. Training may also be provided via our certified school nurse or a contracted nurse from REC 6. The training will involve hands-only CPR, mannequins for practice, and use of AED. Life saving is addressed in the textbook and in classroom activities/assignments.	Health Teacher	Continue to require a life saving skills component in the mandatory Health class.	Ongoing	Ongoing	Superintendent	In progress
SECTION 5									
PHYSICAL EDUCATION REQUIREMENT									
5.1	Sequential Curriculum	House Municipal School's Wellness Policy includes a planned, sequential and developmentally appropriate K-12 physical education curriculum (6.29.1 NMAC Primary and Secondary education standards for Excellence General Provision) aligned to the Content Standards with Benchmarks and Performance Standards.	House Municipal School's offers traditional PE, recreational PE and team-sports as classes to meet the PE curriculum standards.	Assistant Principal	Continue to offer sequential classes that satisfy PE credit/requirement.	Ongoing	Ongoing	Superintendent	Complete
5.2	Adapted PE	Adapted PE	House Municipal School's accommodates instruction as necessary for students who have disabilities.	504 Coordinator Special Education Coordinator	Provide accommodations as necessary.	Ongoing	Ongoing	Superintendent	Complete

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5.3	PE Graduation Requirement	House Municipal School's requires students to earn 1 credit of PE in order to graduate.	Students must enroll in and pass 1 credit of PE in order to graduate.	Assistant Principal	Continue to require one high school PE credit.	Ongoing	Ongoing	Superintendent	Complete
SECTION 6									
SOCIAL AND EMOTIONAL WELL-BEING									
6.1	Wellness Policy Behavior	House Municipal School's Wellness policy includes a plan to address behavioral needs of all students in the educational process by focusing on students' social and emotional wellbeing (6.12.6.8.D.6 NMAC)	All students receive behavioral health instruction as part of the health curriculum. Students are referred to counseling as needed.	Health Teacher or Counselor	Increase the social and emotional competence and well-being of students in grades K- 12.	Ongoing	Ongoing	Special Education Coord.	Complete
6.2	Support Services	Support Services are available to all students.	House Municipal School's has a licensed School Counselor on campus twice per month via the REC6.	Superintendent	Cooperate with REC staff to employ counselor.	Ongoing	Ongoing	Superintendent	Complete
6.3	Child Abuse and Neglect Training	School staff members are trained in child abuse and neglect detection and reporting, per Section 22-10A-32, NMSA	House Municipal School's staff are required to participate in annual child abuse training. Training may be conducted via "Safe Schools" video's.	Business Manager	100% of staff participate in training.	Annually, fall	End of Q1	Superintendent	Complete

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6.4	Substance Abuse	House Municipal School's adhere to substance abuse reporting per Section 22-5-4.4 NMSA 1978.	House Municipal School's staff are directed to report when they suspect students under the influence or in possession of alcohol or drugs.	Assistant Principal	100% of students suspected of using or possessing illegal substances will be referred to the office.	Annually, fall	Ongoing	Director	Complete

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SECTION 7									
OTHER WELLNESS POLICY COMPONENTS									
7.1	Individual Health Care Plans	House Municipal School students with healthcare needs that may affect their school attendance and/or performance have Individualized Health Plan (IHP), which are separated from IEP but attached to the IEP or 504 based on need.	House Municipal School's Nurse, 504 Coordinator and Special Education Director ensure all students with health concerns have a health plan or 504 as necessary.	Special Education Director	100% of students with special health needs will have a plan to address those needs.	Ongoing	Annually, during IEP meetings	Superintendent	Complete
7.2	HIV/AIDS	House Municipal School's comply with 6.12.2.10 NMAC in reference to students who may be diagnosed with HIV/AIDS.	House Municipal School's ensures students who may be infected with HIV/AIDS have access to education and their rights to privacy are protected.	Superintendent	Ensure privacy for HIV infected students and staff as required by law.	Ongoing	Annually, fall	Superintendent	Complete
7.3	Immunizations	NM State Statute 6.12.2.8 NMAC makes it unlawful for any student to enroll in school unless the student is properly immunized in the process of being properly immunized and can provide satisfactory evidence of such immunization, unless the child is properly exempted (7.5.3 NMAC). Homeless students are exempt from this rule.	Shot records or a state form for exemption are required for each student. If a parent provides the exemption, this form must be completed each year to avoid student disenrollment. In the case of homeless students, the guidelines provided in the McKinney-Vento Homeless Assistance Act will be followed.	Nurse	100% of students will have current immunizations or provide an exemption.	Ongoing	Annually in fall, ongoing as new students register.	Superintendent	Complete

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7.4	Self-administer Medications	House Municipal School's Wellness Policy includes the provision for any student in K-12, providing authorization to carry and self-administer health care practitioner prescribed asthma treatment and anaphylaxis emergency treatment medications, as well as the right to self-manage diabetes in school setting (6.12.2.9; 6.12.8 NMIAC).	House Municipal School's Student Handbook details procedures for students who need to take medicine (self administered under supervision by staff) at school.	Nurse	Ensure procedures are in place and followed for self administration of medicine.	Ongoing	Annually in fall, ongoing as new students register.	Superintendent	Complete
7.5	Vision Screening	At a minimum, vision screenings are administered to student enrolled in pre-K - grade 3 (7.30.11 NMIAC: Vision Screening Test Standards for Students).	A contracted nurse administers vision and hearing screenings for K-12 students.	Nurse	Students enrolled will complete a vision screening.	Ongoing	Annually, fall	Superintendent	Complete

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SECTION 8									
STAFF WELLNESS									
8.1	Employee HIV Right to Privacy	House Municipal School's may implement a policy to ensure the right to privacy of employees infected with HIV.	Privacy rights of employees infected with HIV are protected.	Superintendent	Develop a policy statement that ensures right to privacy for employees with HIV/AIDS.	Add to Board policy manual, Spring 2020	Annually	Superintendent	In progress
8.2	Staff Wellness	House Municipal School's has a plan to address staff wellness, insures equitable work environment and meets Americans with Disabilities Act, Title III (6.12.6.8.D.9 NMAC).	Staff will be encouraged to participate in exercise, nutrition and stress management in order to maintain a healthy lifestyle.	Nurse	Increase the number of staff who participate.	Ongoing	Ongoing	Assistant Principal	In progress
8.3	Health Activities Advertising	House Municipal School's provides staff with information on activities related to personal health promotion and with the opportunity for every staff member to participate as feasible.	Encourage staff to make personal decisions about health-enhancing daily habits.	Nurse	Increase the number of staff who participate.	Ongoing	Ongoing	Assistant Principal	In progress
8.4	SHAC Participation	House Municipal School's staff are allowed to participate in the SHAC pursuant to 6.12.6.8 NMAC Section E.	Each year, staff are given the opportunity to participate on the SHAC Team.	Assistant Principal	Ensure SHAC has balanced participation	Bi-annually	Ongoing	Superintendent	In progress