

# **New Albany Elementary School Wellness Policy 2015-2016**



## **Office of Healthy Schools**



# Local School Wellness Policy Guidelines

(originally developed May 2005)

To support the relationship between student health and academic achievement, the 2014 Mississippi Public School Accountability Standards (Standard 17.5.1) and the **Healthy Hunger-Free Kids Act of 2010 (HHFKA)** requires each local school to establish a local school wellness policy. Mississippi Code of 1972, Annotated Section 37-13-134 requires the recommendations made by a school health council to be based on a coordinated approach to school health. This guide has been revised, as of June 2015, to support local schools in their development to meet state and federal requirements. The Office of Healthy Schools is committed to supporting academic achievement through school health programs that ensure every child has the opportunity to be fit, healthy and ready to succeed.

The following minimum requirements are established by the federal legislation. This law places responsibility of developing a school wellness policy at the local level, so individual needs of each school can be addressed most effectively. States and schools may choose to require or add additional components. Specifically, the federal legislation requires:

- **Goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness in a manner that the local education agency determines is appropriate;**
- **Nutrition guidelines selected by the local educational agency for all foods available on each school campus under the local educational agency during the school day with the objectives of promoting student health and reducing childhood obesity;**
- **Assurances that guidelines for reimbursable school meals are not less restrictive than the regulations issued by the USDA;**
- **Ways of measuring how well the school wellness policy is being implemented, including designation of one or more persons at each school with operational responsibility for ensuring that the school is meeting the policy;**
- **Involvement of parents, students, representatives of the school food authority, the school board and school administrators, and the public, in developing the wellness policy.**

To assist Mississippi schools in complying with these state and federal requirements, the Mississippi Department of Education (MDE) has identified a three-step approach to developing an effective local school wellness policy, along with sample language for a policy. This Local School Wellness Policy Guide for Development includes all the minimum requirements necessary to comply with the federal law, as well as existing Mississippi statutes and standards. It also offers additional policy options that schools are encouraged to utilize in developing their specific goals.

## **Three Steps to an Effective School Wellness Policy**

This three-step process is designed to meet the state and federal requirements for a school wellness policy – and to support student health and academic achievement in Mississippi schools.

### **Step 1: Gather input and assess current situation.**

At a minimum, the state and federal legislation requires that parents, students, representatives of the school food authority, the school board and school administrators, and the public, be involved in developing a local wellness policy.

Mississippi Code of 1972, Annotated Section 37-13-134 requires the establishment of School Health Councils (SHC). The SHC is one of the most efficient and effective ways to gather the necessary local input for a school wellness policy, as well as to address the overall health concerns within a local school. The SHC can also play a leadership role in determining the goals for a school wellness policy and in the successful implementation of the policy once it is developed.

Before establishing the required goals and guidelines, schools are encouraged to gather baseline information and determine what changes are appropriate for their local situation. This assessment can be done using the CDC School Health Index tool or the Mississippi Healthy School Self-Assessment.

- **CDC's School Health Index** - <http://apps.nccd.cdc.gov/shi/>
- **Mississippi Healthy School Self-Assessment** – <http://www.mde.k12.ms.us/ohs/Resources>

### **Guidelines for Mississippi School Health Councils**

1. School Health Councils must meet a minimum of three times per year.
2. School Health Councils must maintain minutes for each meeting for documentation.
3. A minimum of one presentation per year must be made to the local school board for approval of all school wellness policies.

### **Step 2: Develop and approve a School Wellness Policy.**

Once local input has been gathered, schools can develop or revise goals and guidelines to address their specific situation. Goals and guidelines can be developed to best fit the needs and concerns of each local school – and they should be adapted over time. As the initial goals are met, new coordinated school health goals can be chosen by the School Health Council with community input.

Once a local school wellness policy has been developed/revise, school board approval must be obtained using all appropriate and legal timelines and procedures. The federal Child Nutrition legislation does require that any local educational agency participating in USDA school meals programs must have established a local wellness policy beginning the school year 2006-2007 and each year thereafter.

### **Step 3: Implement and evaluate a School Wellness Policy.**

Approving a School Wellness Policy is the first step toward creating an environment that supports student health and academic achievement. The federal legislation also requires a plan for measuring the implementation and evaluation of the policy, including the designation of one or more persons with the responsibility for ensuring the school meets minimum guidelines.

A School Health Council (SHC) can also be useful in the implementation and evaluation process. In order to insure a smooth and consistent implementation of a locally approved policy, the SHC can help to educate the school and community about the requirements for a policy – and its importance

for children in Mississippi schools. It can also be involved in measuring progress towards local goals related to nutrition, physical activity, and student wellness.

### **Local School Wellness Policy Requirements**

Wellness policy goals based on existing state requirements and USDA guidance as of June 2013, and on the experiences of successful schools in Mississippi and around the United States.

**The minimum requirements, based on federal and state legislation and standards, must be included in any School Wellness Policy adopted by Mississippi schools.** Schools are encouraged to review the optional policy statements (additional goals), based on the best practices from other schools, and to adopt those that meet the goals of their schools and communities.

As of the 2015-2016 school year, the school wellness policy utilizes the “new” ten-component model developed by the Centers for Disease Control and Prevention, – **Whole School, Whole Community, Whole Child**. This model provides school health councils the opportunity to focus on health issues and to successfully implement quality school health programs that provide opportunities for all children to be fit, healthy, and ready to succeed.

## WHOLE SCHOOL, WHOLE COMMUNITY, WHOLE CHILD



## New Albany Elementary School Wellness Policy

### **Rationale:**

The link between health of students and learning is well documented. If children are to be successful in school they cannot be tired, hungry, sick, suffering from drug abuse, or worried that school is an unsafe environment in which they could become a victim of a violent act. It has become apparent that problems such as poor nutrition, lack of physical activity, substance abuse, depression, teen pregnancy, obesity, bullying, and more – can adversely affect not only a child’s health, but also his or her *ability to learn!* And that is precisely why a coordinated approach to school health can make a difference! A coordinated approach to school health improves kids’ health and their capacity to learn through the support of families, schools, and communities working together. At its very core, a coordinated approach to school health is about keeping students healthy over time, reinforcing

positive healthy behaviors throughout the school day, and making it clear that *good health and learning go hand in hand*.

### **Goal:**

All students in New Albany Elementary School shall possess the knowledge and skills necessary to make healthy choices that promote healthy lifestyles. All staff members in New Albany Elementary School are encouraged to model a lifestyle of healthy eating patterns and moderate physical activity as a valuable part of their daily lives.

To meet this goal, the New Albany Elementary School adopts this school wellness policy with the following commitments to implementing a coordinated approach to school health. This policy is designed to effectively utilize school and community resources and to equitably serve the needs and interests of all students and staff, taking into consideration differences in culture.

## **Nutrition Environment and Services**

### ***Minimum requirements:***

The New Albany Elementary School will:

- **Offer a school lunch program with menus that meet the meal patterns and nutrition standards established by the U.S. Department of Agriculture (USDA) and the Mississippi Department of Education, Office of Child Nutrition Programs.** (NAES Cafeteria received the Healthier US Challenge Silver Award; 2013-2014 was the final year of the four-year award. However, the newly required dietary standards are the same as the Healthier US Challenge standards.)
- **Offer school breakfast and snack programs (where approved and applicable) with menus that meet the meal patterns and nutrition standards established by the USDA and the Mississippi Department of Education, Office of Child Nutrition Programs.** (NAES maintains a large breakfast participation percentage. Healthy snacks are provided by NAES cafeteria for the after-school 21<sup>st</sup> Century Tutoring Program.)
- **Promote participation in school meal programs to families and staff.** (Accomplished through daily menu announcements, weekly newspaper publications, monthly menus home with students, monthly school website postings of menus and nutritional content of foods.)
- **Operate all Child Nutrition Programs with school foodservice staff who are properly qualified according to current professional standards (Mississippi Board of Education Policy, Code 2001).**
- **Follow State Board of Education policies on competitive foods and extra food sales (Mississippi Board of Education Policy, Code 2002).**
- **Include goals for nutrition promotion, nutrition education, physical activity and other school-based activities to promote student wellness.** (This is mostly accomplished through our rotation schedule.)
- **Implement Nutrition Standards as adopted by the State Board of Education in accordance with the Mississippi Healthy Students Act (State Board of Education Policy 4011),**

- ❑ Healthy food and beverage choices;
- ❑ Healthy food preparation;
- ❑ Marketing of healthy food choices to students, staff and parents;
- ❑ Food preparation ingredients and products;
- ❑ Minimum/maximum time allotted for students and staff lunch and breakfast;
- ❑ Availability of food items during the lunch and breakfast periods of the Child Nutrition Breakfast and Lunch Programs;
- ❑ Methods to increase participation in the Child Nutrition School Breakfast and Lunch Programs. Ex: National Breakfast Week
- **USDA Smart Snacks in Schools Guide**
  - ❑ Follow USDA Smart Snacks in Schools guide for all foods available on the school campus during the school day and foods sold as fundraisers with the objective of promoting student health and reducing childhood obesity. See “Nutrition Environment and Services” section of the *Tools That Work – Your Guide to Success for Building a Healthy School* Toolkit that is found on the Office of Healthy Schools website at [www.mde.k12.ms.us/ohs/home](http://www.mde.k12.ms.us/ohs/home) .
  - ❑ Current lists of approved Foods and Beverages can be found at <http://www.mde.k12.ms.us/OCN/resources/vending-regulations>
  - ❑ Use Smart Snacks Resources to educate the school community about the importance of offering healthy snacks for students and staff members. <http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks>
  - ❑ **Smart Snacks Product Calculator:**

The Alliance for a Healthier Generation Smart Snacks Product Calculator is an effective online instrument that has been determined by the USDA, Food and Nutrition Service to be accurate in assessing product compliance with the federal requirements for Smart Snacks in Schools. The calculator can be used for food and beverage products. [https://www.healthiergeneration.org/take\\_action/schools/snacks\\_and\\_beverages/smart\\_snacks/alliance\\_product\\_calculator/](https://www.healthiergeneration.org/take_action/schools/snacks_and_beverages/smart_snacks/alliance_product_calculator/)

### **\*Food Safe Schools**

- Implement a food safety program based on HACCP principles for all school meals, as required by the USDA and the Mississippi Department of Education, Office of Child Nutrition Programs and ensure that the food service permit is current for the school sites. HACCP Principles for K-12 schools can be downloaded at: <http://www.nfsmi.org/ResourcesOverview.aspx?ID=151>
- Develop a food safety education plan for all staff and students, consistent with Fight Bac® ([www.fightbac.org](http://www.fightbac.org)) and other national standards for safe food handling at home and in schools.
- Ensure that all staff has received instructions to support food safety on the school campus. Food Safety resources have been developed by the Office of Child Nutrition to assist with the training of school staff members. These resources which include a training power-point presentation, food Safety Post Test and Food Safety Post Test Answer Key can be found on the Office of Healthy Schools website at [www.mde.k12.ms.us/ohs/home](http://www.mde.k12.ms.us/ohs/home) .

- **All school personnel (school board members, administrators, teachers, school nurses, instructional and health services paraprofessionals, foodservice staff, custodians and facilities managers, and administrative support staff) will receive copies of the Local School Wellness Policy that includes food safety policies and procedures and provides for relevant professional development.**
- **Adequate access to hand-washing facilities and supplies will be available whenever and wherever students, staff, and families prepare, handle, or consume food.**
- **The food safety assurance plan must address strategies that minimize risks for students and staff who have food allergies and intolerances.** (This is accomplished at New Albany Schools through the cafeteria computer system where all student information is on file and accessible. This pertinent information is gathered from parents, physician notes, and the Student Health Information Sheets that are to be completed by a parent/guardian for each student annually.)

### ***Additional Goals:***

- Encourage students to make food choices based on the **Healthy Hunger-Free Kids Act of 2010 (HHFKA)** and the **ChooseMyPlate** resources, by emphasizing menu options that feature baked (rather than fried foods), whole grains, fresh fruits and vegetables, and reduced-fat dairy products. Read more about HHFKA at <http://www.gpo.gov/fdsys/pkg/FR-2013-06-28/pdf/2013-15249.pdf> and **ChooseMyPlate** at <http://www.choosemyplate.gov/>
- Establish a cafeteria environment conducive to a positive dining experience, with socializing among students and between students and adults; with supervision of eating areas by adults who model proper conduct and voice level; and with adults who model healthy habits by eating with the students.
- Replace deep fat fryers with combination oven steamers. (Completed)
- Schedule recess before lunch, in order to increase meal consumption and nutrient intake at meals and to improve behavior in the dining area.
- Provide nutrition information for parents, including nutrition analysis of school meals and resources to help parents improve food that they serve at home.
- Add nutritious and appealing options (such as fruits, vegetables, reduced-fat milk, reduced fat-yogurt, reduced-fat cheese, 100% juice, and water) whenever foods/beverages are sold.
- Reduce, with the efforts increasing to eliminate use of foods as rewards for student accomplishment and the withholding of food as punishment (e.g., restricting a child's selection of flavored milk at mealtime due to behavior problems). Non-food reward ideas can be downloaded at [www.healthyschools.org/ohs\\_main/initiatives/school\\_wellness\\_policy.htm](http://www.healthyschools.org/ohs_main/initiatives/school_wellness_policy.htm).
- Decrease and work toward the elimination of concentrated sweets such as cup cakes, candy, and sugary drinks from school holiday parties as well as birthday snacks that are brought by parents throughout the year. Encourage alternative creative healthy snacks for parties and more class games to increase activity. No home-baked goods from outside the school. Foods for students brought in for classroom parties/activities must be prepared in the school cafeteria or packaged in a sealed container with a food ingredient label. This is a preventative safety measure for students with food allergies.
- Encourage all school-based organizations to use services, contests, non-food items, and/or healthy foods for fundraising programs. The sale of candy and other foods and beverages that do not meet the Smart Snacks Standards are prohibited from being sold as fundraisers during the school day.

Alternative fundraising ideas can be downloaded at [www.healthyschoolsms.org/ohs\\_main/initiatives/school\\_wellness\\_policy.htm](http://www.healthyschoolsms.org/ohs_main/initiatives/school_wellness_policy.htm).

## **Physical Education/Physical Activity**

### ***Minimum requirements:***

The New Albany Elementary School will:

- Provide 150 minutes per week of activity-based instruction for all students in grades K-8 (in accordance with Section 37-13-134, Mississippi Code of 1972, ann., reference -2014 Mississippi Public Schools Accountability Standards 27.1.
- Kindergarten students will participate in physical activity for a minimum of 40 minutes per school day. The 40 minutes does not have to take place continuously. This time should be used to help the child increase the skills involved in physical coordination (Kindergarten Guidelines).
- Provide Physical Education/Activity in accordance with the Physical Education Rules and Regulations as approved by the State Board of Education in compliance with the Mississippi Healthy Students Act (State Board of Education Policy 4012).
- Require fitness testing for all 5<sup>th</sup> grade students.
- Offer a planned sequential program of physical education instruction incorporating individual and group activities, which are student centered and taught in a positive environment.
- Instruction must be based on 2013-2014 Mississippi Physical Education Frameworks.
- Implement the requirements of the Mississippi Healthy Students Act of 2007 (Senate Bill 2369).

### ***Additional Goals:***

- Schedule recess (or physical education) before lunch times to whatever extent possible in order to increase food consumed, decrease plate waste, and improve cafeteria behavior.
- Incorporate 5 to 10 minute physical activity sessions in classrooms to teach subject areas and to make transitions between different lessons (Examples can be found at [www.movetolearnms.org](http://www.movetolearnms.org) and [www.ncpe4me.com/energizers.html](http://www.ncpe4me.com/energizers.html) and [www.opi.mt.gov/pdf/health/Mind&Body.pdf](http://www.opi.mt.gov/pdf/health/Mind&Body.pdf)).
- Establish or enhance physical activity opportunities (like walking clubs or fitness challenges) for staff and/or parents district-wide.
- Provide staff-monitored recreational activities that promote moderate physical activity during all outdoor and indoor recess times.
- Collaborate with local recreational departments and youth fitness programs to promote participation in lifelong physical activities. (Example: Sportsplex team sports and Upward basketball)

## **Health Education**

### ***Minimum requirements:***

**The New Albany Elementary School will:**

- **Implement the requirements of the Mississippi Healthy Students Act of 2007, which requires 45 minutes per week of health education instruction as defined by the State Board of Education for grades K through 8.**
- **Instruction must be based on the Mississippi Contemporary Health for grades K-8.**

### ***Additional Goals:***

- Emphasize the disease prevention strand in the 2012 Mississippi Contemporary Health Education Curriculum.
- Participate in USDA nutrition programs such as *Team Nutrition Schools* and the *Healthier U.S. School Challenge*. (NAES received the Healthier US Challenge Silver Award in 2010.) The school will conduct nutrition education activities and promotions that involve students, parents, and the community. The school team responsible for planning nutrition activities will include school foodservice staff, school nurses, health and PE teachers, coaches, and additional staff, as appropriate.
- Integrate Health Education into other subject areas (<http://www.mde.k12.ms.us/ohs/home>) Click on Health in Action).
- Provide Universal Precautions training and Universal Precautions Kits for all teachers, administration, and staff.
- Research, select, and purchase disease prevention materials for grades K-8 and provide training for teachers on the use of the materials.
- Provide students with quality disease prevention instruction based on the Contemporary Health Education Framework and other selected materials approved by the district.
- Continue collaboration with Baptist Memorial Hospital-Union County in the annual Back-to-School Health Fair for students ages infant through grade 6.

## **Physical Environment**

### ***Minimum requirements:***

**The New Albany Elementary School will:**

- **Ensure that there are no pad locks or chains on exit doors; exits should never be obstructed (in accordance with Mississippi State Fire Code). Ensure that all exit signs are illuminated and clearly visible.**
- **Ensure that all chemicals are stored properly (in accordance with the Material Safety Data Sheet [www.msdssearch.com](http://www.msdssearch.com)).**
- **Refer to the U.S. Consumer Product Safety Commission's Handbook for Public Playground Safety ([www.epsc.gov](http://www.epsc.gov)); for federal guidelines for playground safety.**
- **Ensure that fire extinguishers are inspected each year and properly tagged.**
- **Complete yearly maintenance of the heating and cooling system in your school; check coils, filters, belts, etc. in order to maintain safe operation and healthy air quality.**
- **Conduct at least one emergency evacuation drill per month.**
- **Every school will have an anti-bullying policy that outlines procedures for dealing with bullying situations in the school.**

- Ensure that two means of egress are available in each classroom in case of an emergency; if there is only one door, designate a window (properly sized) as a means of egress. . (All rooms in the NAES meet this requirement except Room #1033 and Room #1504.)
- Never use extension cords as a permanent source of electricity anywhere on a school campus.
- Comply with the applicable rules and regulations of the State Board of Education in the operation of its transportation program (in accordance with the MS Code 37-41-53; State Board of Education Policies 7903, 7904, and 7909; and Accreditation Standard #29).
- Inspect all buses on a quarterly basis and ensure that they are well maintained and clean.
- Require that all bus drivers have a valid bus driver certificate and a commercial driver's license and operates the bus according to all specified safety procedures. Maintain a record of yearly motor vehicle reports on each bus driver and evidence that each driver has received two hours of in-service training per semester. (SB Policy 7903)
- Ensure arrival of all buses at their designated school sites prior to the start of the instructional day.
- Conduct bus evacuation drills at least two times each year. (SB Policy 7904)

Provide facilities that meet the criteria of: (MS Code 37-7-301 (c) (d) (j); 37-11-5, 49 and 45-11-101; and Accreditation Standard #29).

- Provide facilities that are clean.
- Provide facilities that are safe.
- Provide proper signage that explains tobacco, weapons, and drugs are prohibited on the school campus and at school functions.
- Provide operational facilities that are equipped and functional to meet the instructional needs of students and staff (in accordance with the Mississippi School Design Guidelines at <http://www.edi.msstate.edu/guidelines/design.php>)
- Provide air conditioning in all classrooms, Code §37-17-6(2) (2000).

Comply with the requirements for Safe and Healthy Schools:

- Maintain a comprehensive School Safety Plan on file that has been approved annually by the local school board. (MS Code 37-3-81 and 37-3-82(2); and Accreditation Standard #37.1); see the School Safety Manual and the MDE School Occupational Safety and Crisis Response Plan at: <http://www.mde.k12.ms.us/safe-and-orderly-schools/school-safety>
- State Board Policy EBB (1990) prohibits the possession of pistols, firearms or weapons by any person on school premises or at school functions. Code §37-11-18 (1996) requires any student who possesses a knife, a handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commit a violent act on educational property be subject to automatic expulsion for one calendar year. The superintendent of the school is authorized to modify the period of time for expulsion on a case-by-case basis.
  - Prohibits students from possessing tobacco on any educational property, Criminal Code §97-32-9 (2000). Code §97-32-29 (2000) further prohibits the use of tobacco on any educational property for adults who, if in violation, would be subject to a fine and issued a citation by a law enforcement officer. Educational property is defined as any public school building or bus, campus, grounds, athletic field, or other property used or operated during a school-related activity.

*Additional Goals:*

- Maintain locks on classroom doors in order to create security from the inside and furnish key to all teachers and/or in the Intruder Kit in each classroom.
  - Eliminate unnecessary school bus idling that causes pollution and creates health risk for children such as; asthma, allergies, and other respiratory problems ([www.epa.gov/cleanschoolbus](http://www.epa.gov/cleanschoolbus)).
- Maintain a School Resource Officer.
- Utilize regularly scheduled meetings with the School Health Council, school board members, etc. to determine and discuss the current strengths, weaknesses, opportunities, and challenges associated with implementing and maintaining your school's healthy and safe environment.
  - Utilize EPA resources at <http://www.epa.gov/schools/healthyseat/index.html>

## Health Services

### *Minimum requirements:*

The New Albany Elementary School will:

- **Ensure all school nurses are working under the guidelines of the 2013 *Mississippi School Nurse Procedures and Standards of Care*.**
- **Provide for teachers and staff training regarding signs and symptoms of asthma. (MS Code Sections 37-11-71 and 73-25-37)**
- **Every child who has been diagnosed with asthma must have an asthma action plan on file in the school office.**
- **Know the district anaphylaxis policy. Providing training by a healthcare professional, preferably a school nurse, for the individuals that will be responsible for implementing the policy at the school site. (MS Code Sections 37-11-71 and 73-25-37)**

### *Additional Goals:*

- The school nurse should attend at least one MDE sponsored training each school year.
- The school nurse should submit health services data on the 10<sup>th</sup> of each month for the previous month.
- Offer comprehensive health services for students in grades PreK-5, through the employment of school nurses, as a means to academic success.
- Optimize the provision of health services with a school nurse-to-student ratio of 1:750 for students in the general population.
- Collaborate with other school staff to provide health services as part of a Coordinated School Health Program.
- Work with students, parents, and local healthcare providers to effectively manage and treat chronic diseases.
- Promote healthy lifestyles through school and community events (PTO meetings, open houses, health fairs, teacher in-services, Relay for Life Field Day, and other events).
- Participate in administrative claiming for reimbursement of administrative cost associated with health and medical outreach. (Central Office)
- Schools may maintain auto-injector epinephrine to stock for emergency medication needs.

## **Counseling, Psychological and Social Services/Social and Emotional Climate**

### ***Minimum requirements:***

The New Albany Elementary School will:

- Adhere to the details outlined in the Licensure Guidelines (436 or 451) when hiring guidance counselors and psychologists. The state does not have a policy specifically outlining the requirements for a school social worker. For licensure as a social worker in the state of Mississippi, a candidate must: provide verification of a baccalaureate degree in social work from a college or university accredited by the Council on Social Work Education (CSWE) or Southern Association of Colleges and Schools (SACS) and scores a minimum of 70 on the ASWB basic exam.
- Abide by Mississippi Code 37-9-79 (Amended 2014) as the school provides for counseling and guidance for students.
- Hire school guidance counselors with a minimum of a Master's Degree in Guidance and Counseling, or in an emergency situation, an appropriate certification as determined by the Commission on Teacher and Administrator Education, Certification and Licensure and Development. MS Code 37-9-79 – (Amended 2014-Senate Bill 2423)
- Hire school counselors who agree to abide by the American School Counselor Association Code of Ethics.
- Ensure that all school guidance counselors provide comprehensive counseling services such as:
  - Academic and personal/social counseling.
  - Student assessment and assessment counseling.
  - Career and educational counseling.
  - Individual and group counseling.
  - Crisis intervention and preventive counseling.
  - Provide all licensed teachers and principals with in-service suicide prevention training as directed by MS Code 37-3-101.
  - Referrals to community agencies.
  - Educational consultations and collaborations with teachers, administrators, parents and community leaders.
  - Education and career placement services.
  - Follow-up counseling services.
  - Conflict resolution.
  - Professional school counselors must spend a minimum of eighty percent (80%) of their contractual time to the delivery of services to students as outlined by the American School Counselor Association

### ***Additional Goals:***

- Provide additional services to improve students' mental, emotional, and social health. (Ex: Referrals to Life Core Mental Health therapists who are housed in our building.)
- Offer counseling, group assessments, interventions and other mental health services, as well as referrals to community health professionals.
- Hire qualified counselors who will address the mental health, academic, and career needs of students in

the school setting.

- Participate in administrative claiming for reimbursement of administrative cost associated with health and medical outreach. (Central Office)

## **Family Engagement and Community Involvement**

### ***Minimum requirements:***

**The New Albany Elementary School will:**

- **Invite parents and community members to participate in school health planning by serving on the local School Health Council.**

### ***Additional Goals:***

- Invite family or community members to eat a meal at school.
- Invite family members to tour school and physical education facilities through “Meet the Teacher” night just before school begins and “Open House” toward the end of the first semester.
- Provide resources and training to parents on health-related topics, parenting skills, child development, and family relationships.
- Maintain Shared Use Agreements with New Haven School to use our physical education facility and with Boys’ and Girls’ Club to utilize supplies and equipment placed for use at the Boys’ and Girls’ Club.
- Involve families as volunteers by taking advantage of their time, experience, and resources.
- Involve families and students in health education learning activities at home, including homework for health instruction, personal goal setting for healthy behaviors, and other health education-related activities.
- Develop homework assignments for students that involve family discussions about health topics and age-related health issues.
- Encourage family mealtimes that include healthy choices at home to enhance both nutrient intake of children and their successful performance at school.
- Plan Healthy Fundraisers and Healthy School Celebrations.
- Plan Healthy Rewards for students and encourage parents to do the same.

## **Employee Wellness**

**The New Albany School District will:**

**Ensure that all staff are aware of the Mississippi State and School Employees’ Health Insurance Plan that has been enhanced to include Active Health, a wellness and health promotion program designed to help individuals live a healthy lifestyle and increase their overall wellness benefit. [www.MyActiveHealth.com/Mississippi](http://www.MyActiveHealth.com/Mississippi)**

### ***Additional Goals:***

- Promote health and reduce risk factors through professional and staff development programs, providing information flyers and newsletters, introducing incentives for participating in healthy

practices and activities, and offering an employee assistance program.

- Provide health promotion programs for school staff to include opportunities for physical activity, health screenings, nutrition education, weight management, smoking cessation, and stress reduction and management.
- Maintain a Staff Fitness Center on the school site.
- Encourage after school health and fitness sessions for school staff.
- Develop relationships with community health providers (e.g., local health departments, hospitals, neighborhood clinics, health professionals), recreational facilities, voluntary health organizations (e.g., American Cancer Society, American Lung Association, American Heart Association), and other community members who can provide resources for or support school employee wellness activities.
- Coordinate Staff Wellness events and activities with state and national health observances throughout the year. Ex: Breast Cancer Awareness in October, Healthy Heart Awareness in February, etc.
- Offer a vaccination program to include Hepatitis A, Hepatitis B, Tdap, and Flu to all employees and their family members who are 18 years old and older and are covered through the state health insurance plan. The district provides Flu vaccines free of charge for those employees who are not covered by the health insurance.
- No full calorie, sugared carbonated drinks will be in vending machines located in teacher's work rooms. Water, diet carbonated drinks, low-fat or non-fat milk, and 100% fruit juice may be offered to staff members according to current lists of approved Foods and Beverages found at <http://www.mde.k12.ms.us/OCN/resources/vending-regulations>

## **Marketing a Healthy School Environment**

### ***Goals:***

The New Albany Elementary School will:

- Provide positive, consistent, motivating messages, both verbal and non-verbal, about healthy lifestyle practices throughout the school setting. All school personnel will help reinforce these positive messages.
- Promote healthful eating, physical activity, and healthy lifestyles to students, parents, teachers, administrators, and the community at school events (e.g., school registration, parent-teacher conferences, PTO meetings, open houses, health fairs, teacher in-services, and other events).
- Eliminate advertising or promoting unhealthy food choices on the school campus.
- Work with the local newspaper, TV and radio to promote healthy lifestyles and to highlight the benefits and successes of school health initiatives.
- Create awareness of the link between the health of students and academic performance.
- Use school announcement systems, internal TV channels, school website, Facebook, text messaging and other social media to promote health messages to students and families.
- Use traditional marketing materials such as posters, flyers, T-shirts, wrist bands, buttons, etc. to promote health messages to students and families.

## **Implementation**

***Minimum requirements:***

**The New Albany Elementary School will:**

- **Establish a plan for implementation of the school wellness policy.**
- **Designate one or more persons to insure that the school wellness policy is implemented as written.**
- **Establish and support a School Health Council (SHC) that addresses all aspects of a coordinated school health program, including a school wellness policy (Mississippi Code of 1972 Annotated, Section 37-13-134).**
- **Conduct a review of the progress toward school wellness policy goals each year to identify areas for improvement.**
- **Prepare and submit a yearly report to the school board regarding the progress toward implementation of the school wellness policy and recommendations for any revisions to the policy as necessary.**

***Additional Resource:***

- Use monitoring instruments, developed by the Office of Healthy Schools, to conduct a self assessment that identifies strengths and weaknesses toward implementation of the minimum requirements. Monitoring instruments can be downloaded at <http://www.mde.k12.ms.us/ohs/home> - Click on Resources

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# **MS Smart Snacks Standards for ALL Foods Sold in Schools Guide**

## **MS Department of Education**

### **Office of Child Nutrition**

Beginning July 1, 2014, USDA “**SMART SNACKS**” regulations must be implemented for **ALL** foods and beverages sold in schools, as required by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). Students will be able to buy snacks that meet common-sense standards for fat, saturated fat, sugar and sodium, while promoting products that are whole grain-rich, low fat dairy, fruits, vegetables or protein foods as their main ingredients.

#### **Overview**

Smart Snacks guidelines closely resemble existing State Board of Education Policies (4003 & 4004) regarding beverages and vending. Smart Snacks and SBE Policies apply to **all foods and beverages** available to students through:

- Vending machines
- Student stores
- Snack bars
- Fundraisers
- Any other sales

In addition, SBE Policy 2002 states: **no food items** will be sold on the school campus for one (1) hour before the start of any meal services period, including breakfast if offered.

Smart Snacks guidelines apply to all foods sold on campus during the school day. The school day is defined as the period from the midnight before, to 30 minutes after the end of the official school day or 4:00 p.m., whichever is later.

#### **Evaluating Foods**

All foods sold on campus must meet calorie, sodium, fat, sugar and other nutrient guidelines. Due to the variety of items available, we recommend the use of the Healthier Generation Product Calculator (link below) to determine if foods meet the Smart Snacks requirement. Also, schools may submit a product evaluation form and a complete product label to the Office of Child Nutrition for evaluation. A list of approved products will be maintained on the OCN website. The form and list may be found on the Resources section of the OCN website under Vending Regulations. Complete nutrition guidelines are attached to this guide.

#### **Nutrition Standards for Beverages**

**All schools may sell:**

- Plain water (with or without carbonation)
- Unflavored low fat milk
- Unflavored or flavored fat free milk and milk alternatives permitted by NSLP/SBP
- 100% fruit or vegetable juice and
- 100% fruit or vegetable juice diluted with water (with or without carbonation), and no added sweeteners.

**Elementary schools may sell:**

Up to 8-ounce portions, while middle and high schools may sell up to 12-ounce portions of milk and juice. There is no portion size limit for plain water.

**Beyond this, the standards allow additional:**

- “no calorie” and “lower calorie” beverage options for high school students.
- No more than 20-ounce portions of calorie-free, flavored water (with or without carbonation); and other flavored and/or carbonated beverages that are labeled to contain <5 calories per 8 fluid ounces or  $\leq 10$  calories per 20 fluid ounces
- No more than 12-ounce portions of beverages with  $\leq 40$  calories per 8 fluid ounces, or  $\leq 60$  calories per 12 fluid ounces.

**Nutrition Standards for Foods****Any food sold in schools must:**

- Be a “*whole grain-rich*” grain product; or
- Have as the first ingredient a *fruit, a vegetable, a dairy product, or a protein food*; or
- Be a combination food that contains at least  $\frac{1}{4}$  cup of fruit and/or vegetable; or
- Contain 10% of the Daily Value (DV) of one of the nutrients of public health concern in the 2010 Dietary Guidelines for Americans (calcium, potassium, vitamin D or dietary fiber)

**Foods must also meet several nutrient requirements:****Calorie Limits**

- *Snack Items*: no more than 200 calories
- *Entrée Items*: no more than 350 calories

**Sodium Limits**

- *Snack Items*: no more than 230 mg
- *Entrée Items*: no more than 480 mg

**Fat Limits:**

- *Total Fat*: no more than 35% of calories
- *Saturated Fat*: less than 10% of calories
- *Trans Fat*: Zero Grams

**Sugar Limit:**

- No more than 35% from total sugars in foods

**Accompaniments:**

- Accompaniments such as cream cheese, salad dressing and butter must be included in the nutrient analysis as part of the food item sold.
- This helps control the amount of calories, fat, sugar and sodium added to foods.

**Additional Resources:**

[https://www.healthiergeneration.org/take\\_action/schools/snacks\\_and\\_beverages/smart\\_snacks/alliance\\_product\\_calculator/](https://www.healthiergeneration.org/take_action/schools/snacks_and_beverages/smart_snacks/alliance_product_calculator/)

<http://www.mde.k12.ms.us/child-nutrition/resources/vending-regulations>

<http://www.fns.usda.gov/school-meals/smart-snacks-school>