

Bernalillo Public Schools  
**Wellness Policy Handbook**



Adopted by:  
Bernalillo Public Schools  
Board of Education  
March 24, 2022

Approved by:

Growing a Culture of Wellness  
2021-2024

# SCHOOL HEALTH ADVISORY COMMITTEE (SHAC)

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COMMITTEE CHAIR—Debbie Trujillo

COMMITTEE CO-CHAIR—Nina Quintana

## X. IMPLEMENTATION

The effectiveness of the Bernalillo Public School Health Education, Physical Education, Healthy and Safe Environment, Health Services, Social and Emotional Well-Being, Staff Wellness and Nutrition Policy will be evaluated quarterly. The BPS school administrators will utilize the district School Health Advisory Council (SHAC) under the supervision of the superintendent for the implementation and evaluation of this policy.

The BPS School Health Advisory Council (SHAC) will monitor the implementation of the wellness policy, evaluate progress, serve as a resource to the school sites, and recommend policy revisions as necessary.

School Health Advisory Council (SHAC) will meet in August, November, February, and May of each school year with representation from but is not limited to: Parents, Students, BPS district administrators, staff, school nurse, physical education professional, health professional, school food authority personnel, school board member, and local community member.

SHAC will be responsible for implementation of the wellness policy for the Bernalillo Public School District.

Building Administrators will be responsible for the implementation and evaluation of the wellness policy at their local schools.

Bernalillo Public Schools Wellness Policy will be available on the district's website and at each site. Policy will also be available upon request.

### LIST OF ACRONYMS

BPS - Bernalillo Public Schools  
SHAC - School Health Advisory Committee  
NM - New Mexico  
HACCP - Hazard Analysis Critical Control Point  
NSLP - National School Lunch Program  
SBP - School Breakfast Program  
SSO - Seamless Summer Option  
SFSP - Summer Food Service Program  
USDA - U.S. Department of Agriculture  
FFVP - Fresh Fruit and Vegetable Program  
NMCCS -  
NMAA - NM Activities Association  
NMAC - NM Administrative Code  
LPN - Licensed Practical Nurse  
RN - Registered Dietitian  
DOH - Department of Health  
CPR - Cardiopulmonary Resuscitation  
NMSA - New Mexico statutes Annotated  
SEL - Social and Emotional Learning  
NMPED - New Mexico Public Education Department  
CDC - Center for Disease Control and Prevention  
IPM - Integrated Pest Management

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Incorporate four professional development days to include;

- Motivational, interactive speakers
- Health and wellness activities and breakout sessions
- Screening tools, including Health Risk Assessments and clinical tests (e.g. blood pressure measurements, cholesterol checks, height, weight, hearing testing, etc.)
- Lifestyle management (e.g. smoking cessation, stress management, weight management) and disease management (e.g. diabetes management) program.
- To incorporate health promotion benefits
- Community events (marathons, health/wellness fairs, monthly employee health incentive activities, etc.)
- Services at the wellness center are available to staff.
- Gym and track usage for staff during their scheduled lunch breaks, before, and after work.
- Health management website and link activities.
- Access to Health Care Providers, via a Health Care Provider Expo
- Wellness program flyers, posters, and incentive programs.
- Wellness presentations, campaigns, and events.

The District SHAC will develop guidelines and provide resources to schools in order to assist in the implementation of staff wellness programs at work. The guidelines will include the following:

- Healthy eating (including during staff meetings and events)
- Walking or participation in physical activities during lunch/breaks
- Simple desk exercises
- Stress management tools
- First aid and CPR classes.

### ACTIVITIES:

Prevention of disability and disease among staff is addressed in a variety of ways, including encouragement of hand washing and sanitation and availability of free physical examinations and selected immunizations for staff who receive health insurance through the District.

Sick leave is provided for employees, thus reducing the spread of contagious diseases among staff and students.

When food is consumed at school, employees are urged to keep cold foods cold and hot foods hot, and refrigerators are available to staff.

In order to provide good modeling for students, any food consumed by staff in the presence of students must meet the same guidelines stated for student nutrition.

Blood-borne pathogen, child abuse, and substance abuse training will be provided annually to staff.

First aid for minor illness and injuries will be provided by health office staff and more serious injuries or work-related illnesses will be referred to employee health.

An employee assistance program is available to staff to help with a wide range of personal problems or concerns.

District Policy, Governing Boards and Schools, Policy Section G- Personnel Wellness Programs- Communicable Diseases. Ensures the right and privacy of all employees infected with HIV.

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# I. NUTRITION

## DEFINITION:

"Nutrition" means programs that provide access to all varieties of nutritious and appealing meals and snacks that accommodate the health and nutrition needs of all students.

## NUTRITION SERVICES

Studies show that good nutrition increases student achievement. However, studies have also shown that food insecurity of low-income students has increased. New Mexico ranks second in the nation with a rate of 23.8% of children facing food insecurity. Children in food-insecure households have increased absences and tardiness and demonstrated poorer cognitive functioning resulting in lower test scores. Furthermore, food insecurity may be related to overall poor diet quality and many of the leading causes of death in the United States such as diabetes, heart disease, stroke, obesity, hypertension, and cancer have a nutrition-related component.

The National School Breakfast/Lunch Program was created in 1946 as a measure to prevent malnutrition by providing nutritious breakfast, lunch, and afterschool snacks to school-aged children. USDA research shows that children that participate in the school meal program have superior nutritional intake compared to those who do not. This intake helps to improve students' wellness.

The Student Nutrition Services Department's mission is "Nourishing our Children for a Healthy Future through Scratch Cooking." District breakfast and lunch menus comply with federal, state, and local regulations and are developed utilizing student input, via survey feedback and student menu focus group meetings. Menus provide the appropriate combination of foods to promote good health associated with improved academic performance.

Meals served under the provisions of the National School Lunch (NSLP) and the School Breakfast Program (SBP), Seamless Summer Program (SSO), and After School Snack Program must comply with the nutrition standards mandated by the USDA. These standards include breakfast and lunch meals that provide the Recommended Dietary Allowances consistent with the USDA Dietary Guidelines for Americans.

The nutrient composition of the food item: food served in BPS schools is averaged using a five day period that is tracked and analyzed using the Mosaic Menu Planning computerized nutritional analysis data system that tracks calories, percent of total calories from saturated fat, and sodium target levels

The variety of all foods consumed: BPS provides meals that include foods from all food groups. The portion sizes of foods served: the serving size of entrees offered in our school cafeterias are appropriate and do not provide excess calories.

## REQUIREMENTS:

BPS shall promote the role of nutrition in academic performance and quality of life and will adhere to or exceed the nutrition guidelines set forth in 6.12.5.8. NMAC, to include:

1. Nutrition guidelines for a la carte offerings that meet or exceed the minimum guidelines set forth in Subsection B of 6.12.5.8 NMAC.
2. Guidelines for school sponsored fundraisers may be conducted only for up to one school day on two occasions per semester or trimester term in a school that participates in the United States department of agriculture school meal program.
3. Guidelines for school sponsored fundraisers must meet the Smart Snack standards. If food that is to be sold meets the Smart Snack standards, then the food may be sold during the day; however, foods that do not meet the standards cannot be sold to students on campus at any time during the school day.

sion and hearing, physical and behavioral health counseling, first aid and emergency care, as well as health prevention in the form of individual or classroom education.

Bernalillo Public Schools offers vision services for pre-k, kindergarten, 1st—3rd grade students.

## OTHER ACTIVITIES:

School Health Services shall align themselves with community resources by sharing information with the Department of Health (DOH), local health care providers, and community agencies and with the School Based Health Center as required by state and federal laws.

Health staff in all schools will provide a variety of services which include, but are not limited to, preventative services, behavioral health services, screenings and referrals, first aid and emergency care, follow-up care, school safety, and health education. An ancillary staff will provide other health-related services such as speech, physical, and occupational therapy.

All health services are provided in partnership with students, parents, staff, and community. This may be done through health fairs, newsletters or other activities.

Health staff will continue to update and improve their skills by participating in professional development opportunities and will share information garnered with other health staff. Any mandated credentialing requirements will be maintained.

*The health staff will strive to meet all state and federal reporting, record-keeping, and confidentiality requirements according to regulatory agencies or mandates, such as the New Mexico statutory authority for minors.*

# IV. STAFF WELLNESS

## DEFINITION:

Bernalillo Public School District defines staff wellness as opportunities for staff to improve health status through activities such as health assessments, health education, and health-related fitness activities. These opportunities encourage staff to pursue healthy lifestyle that contributes to their improved health status, improved morale and a greater personal commitment to the District's overall coordinated school health approach. The staff wellness program allows the staff to learn and practice skills to make personal decisions about health-enhancing daily habits.

## REQUIREMENT:

The Bernalillo Schools' wellness policy addresses the staff wellness needs of all personnel that minimally insure an equitable work environment to meet the Americans with Disabilities Act, Part III.

## GOAL:

District goals for staff wellness are to include activities for all staff that are designed to promote physical, emotional, and mental health as well as to prevent disease and disability.

The BPS District will strive to promote healthy living for staff and students. It should be recognized that in order to promote student/staff wellness must also be emphasized and that there should be a common goal for the entire educational community. The overall goal will be to improve employee wellness awareness to promote proactive preventive care. The objectives of this endeavor are to reduce health-care costs due to disability. The District will begin the process of designing a District-wide Wellness and Total Health Management Program. However, in the interim, it is the intent to provide minimal guidelines for schools and offices in promoting healthy living styles for employees.

## MEANS USED TO PROMOTE WELLNESS

Pregnant students shall notify school authorities of their status as soon as it is ascertained.

Pregnant and parenting students shall be permitted additional excused absences for such purposes in accord with policy and statute. The Superintendent will establish procedures as necessary to implement the policy.

Parenting students shall not bring their children to school during the regular school day. Student's children will only be permitted in specified classes when requested by an instructor with the approval of the building administration. They are not to be in any other of the school campuses.

Adopted: date of manual adoption

LEGAL REF.: 22-12-2 NMSA (1978)  
22-12-8 NMSA (1978)  
22-12- NMSA (1978)

CROSS REF.: AD-Educational Philosophy/School District Mission IHBF- Home-bound Instruction  
JIE- Pregnant/Parenting Student

School staff will collaborate with community agencies, organizations and individuals in the best interest of students and without regard to personal reward or remuneration.

## VII. HEALTH SERVICES

### DEFINITION:

Health Services means services provided for students to appraise, protect and promote health that are appropriate to the school setting and that meet the needs of students in the educational process. These services are designed to ensure access or referral to primary health care or behavioral health services or both, foster appropriate use of primary health care services, behavioral health services, prevent and control communicable disease and other health problems, provide emergency care for illness or injury, promote and provide optimum sanitary conditions for a safe school facility and school environment and provide educational and counseling opportunities for promoting and maintaining individual, family and community (Remove) health.

### REQUIREMENT:

The wellness policy shall include a plan addressing the health services needs of students in the educational process.

In accordance to Bernalillo Public Schools Board Policy 6.12.2.8 no student shall be enrolled in the public, nonpublic, or home schools in the state unless the student can present satisfactory evidence of commencement or completion of immunization in accordance with the immunization schedule and rules and regulations of the public health division.

BPS Board Policy also states that the district ensures that students who are identified as homeless are not prevented from entering school, based on inability to produce normally required records.

LEGAL REF.: 42 U.S.C. 11301, McKinney-Vento Homeless Assistance

### GOAL:

The goal of health services is to provide coordinated, accessible health and mental health services for students.

### ACTIVITIES:

All campuses have health offices, which are staffed by either a Registered Nurse (RN), a Licensed Practical Nurse (LPN) or a Health Assistant. These offices shall provide health care screenings, such as vi-

### INCREASE STUDENT ACCESS TO HEALTHY AND BALANCED BREAKFAST

Since studies indicate that students who participate in school meal programs are better nourished than students who do not, it is incumbent upon the District to increase access to healthy and balanced breakfast.

### INSTANT ACCESS TO MEALS

BPS offers the following opportunities to nourish children: implementing student-involved breakfast programs (Breakfast after the Bell and Breakfast in the Classroom) to ensure the consumption of healthy meals for learning; addressing food insecurity by offering after school snacks and extended summer programs at eligible locations; recommending provisions of adequate time for students to obtain and consume their meals; reasonable lunch schedules allowing students at least 20 minutes to eat after they arrive at the table with their food; nutritionally balanced field trip and classroom party meals that meet USDA compliance and BPS wellness standards.

### PROVIDING SPECIAL DIETS FOR STUDENTS WITH SEVERE ALLERGIES AND/OR DISABILITIES

The USDA's nondiscrimination regulation from the Code of Federal Regulations, 7 CFR, Part 15b, as well as the regulations governing the NSLP and SBP, require substitutions or modifications in school meals for children whose disabilities restrict their diets. BPS Student Nutrition Food Services Program modifies menus to meet the special dietary needs of the student once it receives a signed medical statement from a licensed physician verifying a student's disability and need for a special diet.

### SERVING SAFE FOOD

Serving safe food is the foundation to providing quality food service to our students. BPS Student Nutrition Food Service employees are committed to following strict sanitation standards:

- Every cafeteria has at least one person that is ServSafe Certified in food safety and sanitation and that person must be recertified every five years.
- Every cafeteria employee must obtain a current NM Food Handlers Training Certificate.
- All cafeteria staff members receive monthly food safety and sanitation training.
- In-house, certified food-safety instructors provide food safety and sanitation training on a continuous basis.
- The BPS District uses the Hazard Analysis Critical Control Point (HACCP) system in all school cafeterias and in the BPS SN Warehouse.
- For the safety and security of the food and facility, access to the food service operation is limited to child-nutrition staff and authorized personnel.
- Cafeteria sanitation and food safety inspections are conducted regularly by the following:
  - ◊ NM Environmental Health Inspection Division inspects twice a year.
  - ◊ NM Indian Health Services inspects twice a year.
  - ◊ Cafeteria Managers self-inspect on a monthly basis.
  - ◊ BPS SN Area Managers inspect on a monthly basis.
  - ◊ Pest Management visits are conducted once a month.
  - ◊ The SN Food Service Department inspects sanitation and food safety annually on vendor food-processing plants.

### GOAL

The Student Nutrition Services Program will aim to improve the health of our students by providing palatable and nutritious foods while enhancing their nutritional education.

- To offer each child an opportunity to eat a free breakfast and lunch that will add to his/her well-being.
- To provide each child the opportunity to participate in a school breakfast and lunch program coordinated with the general curriculum.
- To provide each child a breakfast and lunch meal that meet all USDA nutritional standard requirements.
- To provide attractive, well-prepared foods of high nutritional value.
- To provide meals that are culturally friendly and acceptable by our diverse student population.
- To provide a variety of fresh fruits and vegetables for students participating in the school breakfast

and lunch program.

- To provide water bottle fill stations (hydration stations) for BPS District schools that encourage students to bring their own water bottle.
- Schools will be encouraged to provide recess before lunch and at least 20 minutes seat time to eat.
- To offer local seasonal produce and participate in the NM Grown activities, such as making students aware that they are eating locally grown produce, having local growers sample produce with our students, and making sure that menus reflect the local produce that is being offered.
- To provide Nutrition Education as it relates to various subject areas and all grade levels.
- To provide activities and resources to assist in teaching students better nutritional behaviors.
- To function as an integral part of the educational system of the Bernalillo Public School District.
- To provide an annual Wellness Fair, designed to provide valuable information and screening services to employees, students, and their families.
- To provide an annual Fall Harvest Growers Event focused on celebrating a season of Harvest from our local farmers and growers.

Nutrition education aims to teach, encourage and support healthy eating by students. Nutrition Educating and healthy eating supported proper physical growth, physical activity, brain development, ability to learn, emotional balance, a sense of well-being, obesity prevention and the ability to resist disease.

#### **ACTIVITIES:**

All schools will provide nutrition education activities that align with the New Mexico health education content standards, benchmarks, and performance standards as set forth in 6.30.2.19 NMAC.

#### **OTHER ACTIVITIES:**

- Lunch periods are scheduled as near the middle of the school day as possible.
- Student right to self-administer certain medication Bernalillo Policy Manual Section J 5361-JLCD-R set forth the following guidelines. *Necessity for self-administration of an over-the-counter drug or medicine shall be determined by the student's physician and must be verified by a signed physician's statement attached to the parent or guardian permission form, indicating the specific drug or medicine.*
- Cafeterias include enough serving areas so students do not have to spend more than 10 minutes waiting in line.
- A healthy and quality school nutrition environment should be provided. This includes quality of food service and dining room atmosphere with adequate and appropriate time to eat.
- Clean drinking water fountains and/or free drinking water are available for students at and between meals.
- BPS shall provide meals made from scratch when possible while using commodity entitlement allotment for "Brown Bags" terms.
- Elementary schools are encouraged to schedule recess before lunch, without reducing eating time.
- Food should not be used as a reward. Withholding food should never be used as punishment.

#### **SCHOOL MEALS:**

Bernalillo Public School district is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; moderate in sodium, low in saturated fat, and zero grams trans-fat per serving (nutrition labels or manufacturer's specification); and to meet the nutritional needs of school children within their calorie requirement. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences.

education, conflict resolution, mediation, career counseling, drug/alcohol and violence prevention programming, etc.

- Students with health care needs that may affect their school attendance and /or performance have and Individualized Health Plans in association with IEP and 504 plans in Section I Special Instructions Program
- Support services are available for all students including the SAT process and IEP's and are clearly conveyed to staff and community as policies and procedures are in place.
- Students with healthcare needs that may affect their school attendance and/or performance have and Individualized Health Plans as outlined in Policy Manual Student Section J-0281@JC-E
- Students and Staff who may be diagnosed with HIV/AIDS. Acquired Immune Deficiency Syndrome. Policy Manual- Students section J5350@JLCD-R
- Student behavioral health needs are assessed as part of the education plan process for student success.
- As required by law, Bernalillo Public School staff members or administrators will follow the New Mexico Children's Code to report suspected child abuse and neglect. All school staff members are trained for child abuse/neglect detection and reporting, per section 22-10A-32, NMSA 1978.
- Bernalillo Public Schools adheres to substance abuse reporting per section 22-10A-32, for NMSA 1978. In the event of a concern of self-harm or attempted self-harm, school counselors, in collaboration with licensed behavioral health support staff members, will complete the BPS Protocol for Suicidal Ideation or Threat, coordinating interventions and referrals to community agencies with Administration.
- Bernalillo Public School provides licensed staff to develop and supervise the Behavioral Health District Programs. Each behavioral health professional will abide by their professional code of ethics as indicated by their licensure requirements.

#### **OTHER ACTIVITIES:**

Bernalillo Public Schools aims to make behavioral health support services for enrolled students easily accessible in the school environment. The District seeks to make school a place in which many systems of a community combine forces and work in partnership to deliver comprehensive support services and improve the quality of social-emotional health of students. Other behavioral health services will be made available pursuant to the following non-exhaustive list:

- Students may be identified for services by school staff, parents, and/or self-referral.
- Behavioral health services will be conducted in a confidential manner within an appropriate facility.
- Students and families will be provided information on community resources/agencies, as appropriate.
- School behavioral health support providers will foster working relationships with community agencies.
- School staff will work in partnerships with surrounding Pueblos and Native American Liaisons.
- Communication about students between the school and community agencies is appropriate after parents have given signed consent to release information.
- A Pregnant student should have the same educational opportunities as their peers. Such students may also need additional counseling and health services that are available through the public schools.

Pregnant students may elect to remain in the regular school program and shall not be involuntarily excluded from any part of the school program, provided, however, that reasonable safe guards are maintained both for the school's and the student's best interests.

- Community representation or coordination as appropriate, e.g., law enforcement, fire, public health, emergency management, subject-matter experts such as utilities, private industry, hospitals, and others, depending upon the exercise being planned.

The Bernalillo Public Schools will provide safety procedures and appropriate training for students, teachers and staff that support personal safety and a violence/harassment-free environment.

The Bernalillo Public School District buildings and grounds, structures, buses and equipment will meet current safety standards and will be kept inviting, clean, safe and in good repair.

The Bernalillo Public School District will abide by district policies by creating an environment free of tobacco, alcohol and other drugs.

The Bernalillo Public Schools is in the process of adopting a policy intended to limit the use of pesticides in BPS facilities. This policy supports the practice and principles of Integrated Pest Management (IPM). The goal of the IPM Program is to reduce or eliminate the use of chemicals by use of preventive measures, alternative controls and the evaluation and selection of the least disruptive alternative control strategy for the elimination of pests. In the event pesticide use is the only alternative, the District will require pesticide spraying to be done only when students and staff are not present in the buildings.

BPS will follow the guidance of NMPED as related to COVID-19. The NMPED Toolkit will be updated as needed.

## VII. SOCIAL/EMOTIONAL WELL-BEING

### DEFINITION:

"Social and emotional well-being" means services provided to maintain and/or improve student mental, emotional, behavioral and social health.

### REQUIREMENTS:

The wellness policy shall include a plan addressing the behavioral health needs of all students in the educational process by focusing on students' social and emotional well-being.

### GOAL:

The goal of social and emotional well-being is to collaborate with students, parents, staff and community to influence student success by incorporating Social Emotional Learning (SEL) strategies into the core curriculum to maintain and/or improve student mental health.

### ACTIVITIES:

Bernalillo Public Schools seeks to foster student academic success, resilience, and healthy cognitive, social, and emotional development. We aim to promote the social and emotional well-being of our students within a culturally competent, supportive, school environment.

The PED activities will include but are not limited to the following:

- School counseling and behavioral health services will be made available to students on an as-needed basis during the regular school day. Students and families will be referred to outside agencies if additional supports are needed beyond the school setting.
- School staff will be provided professional development opportunities such as through workshops and training to increase knowledge and stay up to date on innovative social and emotional learning (SEL) strategies.
- Behavioral health support staff and counselors will help students overcome barriers to learning and performance through activities such as through individual and/or group counseling, pro-social

ence and special dietary needs.

All schools within the District participate in USDA child nutrition program, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and Fresh Fruit & Vegetable Program (FFVP), Summer Food Service Program (SFSP). The District also operates additional nutrition-related programs and activities including Farm to School Program, school gardening and Breakfast in the Classroom. All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable federal child nutrition programs.

### FOOD SAFETY:

- All foods made available on campus to students and staff will comply with state and local food safety and sanitation regulations. Any group or organization selling food and/or beverages within a BPS facility at any time must meet the requirements of the State of New Mexico Environmental Health Department District I Field Office Food Sanitation Ordinance and obtain an appropriate food permit.
- Student Nutrition Services will ensure that Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented in each school food service establishment to prevent foodborne illness.
- All Student Nutrition Service employees shall regularly participate in professional development activities that address strategies for promoting healthy eating behaviors in student friendly dining environments. Staff shall also successfully complete district qualification requirements every three years concerning proper food safety and sanitation.
- All school nutrition staff will obtain a Food Handlers Certificate upon hire date and recertified every 3 years. All schools must have at least one person, preferably the kitchen manager with a ServSafe Certificate. All staff will follow the safety and sanitation regulations set forth by New Mexico Environmental Department and local HACCP Policy by the food service director of Bernalillo Schools to ensure all foods served will be safe for consumption in a clean, safe and friendly environment.

### FUNDRAISING:

All Foods and beverages sold in schools are in compliance with USDA's Smart Snacks in Schools "all Foods Sold in Schools" Standards.

Fundraising held during school hours shall sell non-food or foods that meet the USDA's Smart Snacks in Schools standards. Fundraisers held after the school day (which is defined as 12:00 am to half hour after the end of the school day) can sell food items that do not meet the Smart Snack guidelines.

No fundraisers may be conducted in competition with school meals in the food service during the breakfast, lunch, and after school meal programs per NMAC 6.12.5.8B

A fundraiser may be conducted only for up to one school day on two occasions per semester or trimester term per NMAC 6.12.5.8 B

### NUTRITION PROMOTION:

The district will promote healthy food and beverage choices for all students throughout the school campuses as well as encouraging the participation in school meal programs. Promotion of healthy choices will be done throughout the year by implementing special theme days using creative ideas to promote school meals, as well as create art to encourage kids to eat more fresh fruit and vegetables; and promote **ONLY** foods and beverages that meet the USDA Smart Snack in School Nutrition Standards.

## PROFESSIONAL STANDARDS:

New professional standards require annual training for all program staff and hiring standards for new directors. Part of the Healthy, Hunger-Free Kids Act of 2010, and these Federal standards became effective July 1, 2015. The goal of the standards is to help staff maintain or acquire the knowledge and skills needed to successfully manage and operate school meal programs.

Annual Minimum Required Training Hours for Directors, Managers, and School Staff

Position	Defined As	Annual Hours*
Director	Responsible for managing school nutrition programs for all schools under an SFA	12
Manager	In charge of the operations of a site (or several sites)	10
Staff	Works 20 or more hours weekly in direct program support	6
Part-time Staff	Works less than 20 hours per week in direct program support	

## II. PHYSICAL EDUCATION

### DEFINITION:

Physical Education is an instructional program that provides cognitive content and learning experiences in a variety of activity areas. It provides the opportunity for all students to learn and develop the skills, knowledge and positive attitudes necessary to participate in a lifetime of healthy physical activity. It meets the content standards with benchmarks and performance standards as set forth in the New Mexico Content Standards for K-12 Physical Education.

### REQUIREMENTS:

A planned, sequential K-12 physical education curriculum that provides the optimal opportunity for all students to learn and develop skills, knowledge and positive attitudes necessary for participation in a lifetime of healthy physical activity. It is aligned to the Physical Education content standards with benchmarks and performance standards as required in 4.2.1 NMCCS;PE

### GOAL:

To provide all BPS Students with a quality physical education program that aligns to the New Mexico Content Standards for K-12 Physical Education. A certified physical education Teacher provides a positive learning environment where students can obtain the knowledge, skills, and confidence to participate in a lifetime of physical activity.

Successful completion of the requirements of the New Mexico diploma of excellence shall be required for graduation for students taking one unit in physical education, as determined by Bernalillo Public Schools which meets state content and performance standards

### ACTIVITIES:

The Bernalillo Public Schools Wellness Policy will include a planned, sequential K-12 physical education curriculum. The Physical Education curriculum will provide the optimal opportunity for all students to learn and develop skills, knowledge and attitudes necessary to participate in a lifetime of healthy physical activity.

The Bernalillo Public Schools physical education curriculum will be aligned to the physical education content standards with benchmarks and performance standards as required in 6.30.2.20 NMAA.

## IV. HEALTHY AND SAFE ENVIRONMENT

### DEFINITION:

Healthy and safe environment means the physical and aesthetic surroundings and the psychosocial climate and culture of the school. It supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination. .

### REQUIREMENT:

The Bernalillo Public Schools wellness policy shall include school safety plans at each school facility focused on supporting healthy and safe environments and including, but not limited to, prevention, policies and procedures and emergency response plans.

### GOAL:

The goal of Bernalillo Public Schools is to provide a healthy and safe environment and to promote a climate and culture before, during and after school for students, teachers, staff, parents and community members that support academic achievement.

### ACTIVITIES:

Each site will review safety plans at each school facility annually with a focus on supporting healthy and safe environments and will include, but is not limited to, prevention, policies and procedures and emergency response plans.

The Bernalillo Public School District will perform 8 emergency drills and practice evacuations at each public school site. During the first four weeks of school, schools shall conduct the following:

- two fire drills
- one evacuation drill (secondary location)
- one active shooter/shelter in place drill

During the remainder of the school year, schools shall conduct:

- at least four additional emergency drills
- at least two of which shall be fire drills.
- In locations where a fire department is maintained, a member of the fire department shall be requested to be in attendance at all 8 drills for the purpose of giving instruction and constructive criticism.

\* Any drill conducted for the purpose of active shooter preparation/response should include parent/guardian notification. Emergency drill requirements are set forth in subsection M of 6.30.2.10 NMAC.

### OTHER ACTIVITIES:

Bernalillo Public Schools will create an Exercise Planning Team. This team will consist of multi-disciplinary personnel which will produce the best results and ensure both the physical and psychological safety of students and staff. This team will be responsible for creating and conducting drills and exercises in accordance with the New Mexico Public Education Department and the Department of Homeland Security. The Safety and Security Director will select and train the team. Members of an exercise planning team might include:

- Administrator
- School mental health personnel
- School Health Office Staff
- Security personnel
- Teacher(s)
- Special education teacher(s)
- Parents (as appropriate)
- School Resource Officer

## V. HEALTH EDUCATION

### DEFINITION:

Health Education means the instructional program that provides the opportunity to motivate and assist all students to maintain and improve their health, prevent disease and reduce health-related risk behaviors. It allows students to develop and demonstrate increasingly sophisticated health-related knowledge, attitudes, skills, and practices. It meets the content standards with benchmarks and performance standards as set forth in 6.30.2. 19 NMAC.

### REQUIREMENT:

The wellness policy shall include a planned, sequential, K-12 health education curriculum that addresses the physical, mental, emotional and social dimensions of health and is aligned to the health education content standards with benchmarks and performance standards as set forth in 6.30.2. 19 NMAC.

One completed hour, for the requirements of the New Mexico diploma of excellence shall be required for graduation for students taking lifesaving skills training that follows nationally recognized guidelines for hands-on psychomotor skills cardiopulmonary resuscitation training. Students shall be trained to recognize the signs of a heart attack, use and automated external defibrillator and perform the Heimlich maneuver for choking victims,

### GOAL:

The goal of a comprehensive health education curriculum within the required school health course is to acquire life skills in order to attain personal, family, community, consumer and environmental health to all ages.

### ACTIVITIES:

Bernalillo Public School (BPS) shall include a planned, sequential, K-12 health education curriculum that addresses the physical, mental, emotional and social dimensions of health.

The BPS health education curriculum will be aligned to the health education content standards and benchmarks and as set forth in NMAC.

All BPS schools will encourage activities in comprehensive health education that align with the New Mexico Health Education content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.

All BPS schools shall implement a policy that will insure that parents have the ability to request that their child be exempted from the parts of the health education curriculum that addresses human sexuality education. The BPS policy includes, but is not limited to, the process for parents to request an exemption for their child from the parts of the health education curriculum that address human sexuality and how alternative lessons are established for the exempted parts of the curriculum.

The required curriculum of the health education content area will provide instruction about HIV and health related issues. This content will be instructed to all students in the elementary, middle, and high school. As set forth in 6.12.2.10C NMAC

### OTHER ACTIVITIES:

Health education lessons are taught using a variety of instructional strategies in a manner that is culturally sensitive.

Health education is integrated into the core curriculum.

Teachers, staff and administrators are made aware of coordinated school health professional development opportunities (School Health Institute, Head to Toes, NM Association for Health, Physical Education).

### OTHER ACTIVITIES:

Schools will hire Certified Physical Education Teachers to teach physical education and plan additional opportunities for physical activity.

Schools will limit physical education class size as follows, K-2 15:1; 3-5 20:1; 6-12 24:1.so they are consistent with those of other subject areas and/or self-contained classes. Classes of similar grade levels are scheduled back-to-back to maximize teaching efficiency.

Physical educators will promote academic achievement by integrating core content into physical education lessons and concepts.

The District will provide Physical Education Teachers with opportunities for professional development opportunities such as workshops, conventions, and collaboration for the purpose of receiving the latest information, innovations, and ideas in their field and implementing them in their physical education classes.

## III. PHYSICAL ACTIVITY

Children and adolescents should participate in 60 minutes of physical activity every day (<http://www.cdc.gov/physicalactivity/basics/children/index.htm>). A substantial percentage of students' physical activity can be provided through a comprehensive, school-based physical activity program (CSPAP) that includes these components: physical education, recess, classroom-based physical activity, and out-of-school time activities, and the district is committed to providing these opportunities. Schools will offer these varied opportunities in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection).

Physical activity during the school day (including but not limited to recess, physical activity breaks, or physical education) will not be withheld as punishment for any reason. The district will encourage teachers and other school staff to use alternative ways to discipline students.

### Definition:

Physical activity means body movement of any type that includes recreational, fitness and sport activities. Note: physical activity is a component of, but is not a substitute for, quality physical education. Physical education is an instructional program taught by a licensed physical educator that focuses on developing skills, knowledge, and attitudes necessary to personally decide to participate in a lifetime of healthful physical activity. Physical education is one source, but should not be the only source of physical activity before, during and/or after school.

### Goal:

Within the CSPAP, the goal is providing more opportunities for moderate to vigorous physical activity during and/or after school.

- Schools will create guidelines to promote and encourage physical activity opportunities to students during and/or after school.
- All schools will promote and encourage education on the benefits of physical activity that align with the New Mexico Health Education Content Standards using benchmarks and performance standards as set forth in 6.29.9 NMAC.

Other Objectives: includes other activities that each SHAC can create as well as requirements, specific to the needs of the local school district.

- Elementary schools in the district will provide daily recess for all students.
- All schools in the district prohibit withholding physical activity (e.g., physical education class, recess, etc.) as a means/method of punishment.
- All schools in the district will provide physical activity opportunities during and after school (e.g., afterschool programs, intramurals, club activities, interscholastic sports, etc.).

- All schools will create and encourage a plan to incorporate physical activity into the academic curriculum (e.g., brain breaks).
- All schools should encourage community-based physical activities (e.g., sports clubs, bike club, hiking club).
- All schools should encourage school-wide physical activities (e.g., family fitness nights, field days, etc.).

#### **ENVIRONMENTAL DESIGN:**

The District will identify a plan to ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct scheduled safety checks to include regular inspections of playing fields and playgrounds, using an approved checklist. Monitoring of building and grounds procedure will also include steps to complete necessary inspections and repairs in a timely manner.

#### **DURING AND AFTER SCHOOL ACTIVITIES:**

The District offers opportunities for students to participate in physical activity either during and/or after the school day (or both) through a variety of methods. The District will encourage students to be physically active during and after school by: *[District should choose appropriate and reasonable options such as clubs, physical activity in during/after school programs, intramurals, marching band, weight lifting classes, team sports, fitness class, or varsity sports.]*

#### **RESOURCES AND REFERENCES:**

1. CDC: Comprehensive School Physical Activity Program
2. US Surgeon General's Call to Action to Prevent and Decrease Overweight and Obesity
3. Let's Move! Active Schools
4. Change Lab Solutions
5. Presidential Youth Fitness Program - Includes Fitness Program Checklist
6. Alliance for a Healthier Generation Physical Activity Resources
7. American Academy of Pediatrics: The Crucial Role of Recess in School
8. Environmental Protection Agency Resources for school environmental health program
9. Healthy Kids Make Better Students, Better Students Make Healthy Communities

## **IV. FAMILY, SCHOOL AND COMMUNITY PARTNERSHIP**

#### **GOAL:**

Bernalillo Public Schools will implement a total school environment that is conducive to student health and academic achievement. This inclusive atmosphere features a shared responsibility that supports healthy children and families. Collaborative partnership and communication between families, schools and communities will support the development and the maintenance of this comprehensive learning environment.

#### **ACTIVITIES:**

- Assigned responsibilities to school health advisory council members (SHAC) to develop, implement, monitor and evaluate the district wellness policy.
- Promote and provide guidelines to offer physical activities to students before, during and/ or after school.
- Promote and provide nutrition guidelines for a la carte offerings minimally meeting guidelines as stated in the Smart Snacks Rule.
- Promote and provide guidelines for school sponsored fundraisers during normal school hours minimally meeting guidelines as stated in the Smart Snacks sales rule.
- Promote and provide guidelines for school sponsored fundraisers before and after school hours ensuring that at least 50% of the offerings shall be healthy choices as stated in the competitive food sales rule.
- Promote and provide guidelines for a planned, sequential, K-12 health education curriculum that addresses the physical, mental, emotional, and social dimensions of health and is aligned to the health education content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.
- Promote and provide guidelines for a planned, sequential K-12 physical education curriculum that provides an optimal opportunity for all students to learn and develop skills, knowledge and attitudes necessary to personally decide to participate in lifetime healthful physical activity and is aligned to the physical education content standards with benchmarks and performance standards as set forth in 6.30.2.20 NMAC.
- Provide support/classes for families in partnership with local, state, and federal government agencies that will include a series of health and wellness, cooking, and dietary health plans to support community wellness.
- Promote and provide a plan addressing the behavioral health needs of all students in the educational process by focusing on students' social and emotional well-being.
- Promote and provide a school safety plan at each school building focused on supporting healthy and safe environments and including but not necessarily limited to prevention, policies and procedures, and emergency response.
- Promote and provide a plan addressing the health services needs of students in the educational process by conducting surveys of students needs.
- Promote and provide a plan addressing the wellness needs of all staff that minimally ensures an equitable work environment and meets the American with disabilities Act part III.
- Promote and provide a plan for implementation and evaluation of the wellness policy.
- Designate one or more persons within the school district, or at each school, as appropriate, charged with operational responsibility for ensuring that each of the schools fulfills the district's wellness policy.

#### **Other activities:**

- Review contracts with outside vendors that encourage healthful eating and reduction of school/district dependence on profits from foods of little nutritional value.
- Increase community awareness of student health needs both in-person and through virtual sessions.
- Partner with the community to support policies and programs.