

26-27 PAPA WELLNESS POLICY AND PLAN

NUMBER	TOPIC	POLICY ITEM	ACTION STEPS	PERSON RESPONSIBLE	OUTCOMES	TIMELINE	MONITOR/EVALUATION	RESULTS REPORTED TO WHOM	Complete/In Progress
	Purpose	PAPA shall utilize a coordinated school health approach to join 6 - 12 education and health to promote the success and health of students and staff. Eight components are addressed in the Wellness Plan.							
SECTION 1									
WELLNESS POLICY									
1.1	Wellness Policy Requirements	PAPA's Wellness Policy and Plan meets the requirements outlined in NMAC 6.12.6.8, Federal 7 C.F.R. 210 and 220 (National School Lunch and Breakfast Programs, respectively). Note: PAPA does have a breakfast program.	Annually review guidelines, adjust program as necessary.	Assistant Director	Ensure compliance with federal and state statute	Annually, fall	Triannually, PED	Assistant Director	In progress
1.2	School Health Advisory Council	PAPA will establish a School Health Advisory Council (SHAC) which: is comprised of administration, health staff, food service staff, parents, students, and community members; meets regularly (at least twice each year) to develop, revise, implement and evaluate the wellness plan; and, make wellness policy recommendations to the Governing Council.	Recruit members yearly in August (current list of members on sheet 3 labeled SHAC members)	Assistant Director	Ensure SHAC has balanced participation	Annually, fall	Ongoing	Assistant Director	Complete
1.3	Point of Contact	PAPA's Assistant Director is the point of contact for the Wellness Policy and Plan.	Review plan, meet with health and wellness team, SAC/SHAC team to make updates	Assistant Director	n/a	n/a	n/a	n/a	Complete
1.4	Publication	PAPA's Wellness Policy and Plan is available for review on PAPA's website (www.paparts.org)	Post plan to website	Assistant Director	Post on website	Annually, fall	Ongoing	Assistant Director	In progress

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1.5	Review	PAPA will review the Wellness Policy and Plan annually to determine effectiveness of programs, ensure compliance federal and state guidelines, and determine need for change.	Create and review policy and plan	Assistant Director	Revise/ complete annual wellness plan	Tri-annually, beginning 2023	Ongoing	SHAC/GC	In progress
SECTION 2									
NUTRITION									
2.1	Meals and fundraisers Guidelines	PAPA's meals and fundraisers follow standards and guidelines pursuant to Federal guidelines and NMAC 6.12.5.8	Create menus according to federal food guidelines. Publish PAPA guidelines for fundraisers that meet Smart Snack regulations. Salad bar is available to students daily. Menus are communicated via daily announcements and PAPA website.	Food Service Coordinator	Create and publish menus, create and publish fundraising guidelines	Monthly - menus, annually -fundraising guidelines	Ongoing, spot checks for fundraisers	Food Service Coordinator, Director	Complete
2.2	Compliance Guidelines	PAPA complies with standards for all foods and beverages provided, but not sold, to students during the school day.	PTSO and PAPA parents most often provide food during the school day. Parents are encouraged to bring healthy foods, limit sugary sodas and snacks, and in grades where food allergies are a concern, parents have been notified not to bring snacks with	Food Service Coordinator	Create and send email, announcement to parents regarding healthy snacks in classrooms	Annually, fall	Spot checks in classrooms	Food Service Coord., Director	Complete
2.3	Fundraisers Guidelines	PAPA has procedures in place to document fundraisers and ensure there are no more than allowed if they do not meet competitive food standards (no more than 2x/semester, not during lunch or in cafe). All fundraisers must be approved by Director.	Fundraiser form completed by sponsor and submitted for approval by Director	Director	Running document of fundraisers and monitor those that violate regulations	Ongoing	Form	Director	Complete
2.4	Marketing and Advertising Guidelines	PAPA allows marketing or advertising of only those foods or beverages that meet the Smart Snacks nutrition standards.	Remove vending machines that violate Smart Snack guidelines.	Health Assistant	Vending machines modified	Annually, fall	Ongoing	Food Service Coord., Director	Complete
2.5	Requirements/ Guidelines	PAPA meets or exceeds local, state and federal nutrition requirements and/or USDA nutrition standards.	PAPA's menus exceed nutritional standards and PAPA offers a salad bar daily to students and staff.	Food Service Coordinator	Continue to offer high quality meals	Ongoing	Ongoing	Food Service Coord., Director	Complete

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2.6	Water Guidelines	Free drinking water is available to students in the PAPA Café and served during meals.	PAPA's Café has water fountains, each wing of the building has water fountains, and students are encouraged to bring water bottles during the day.	Director	Continue to provide water during meals, in Café and in halls.	Ongoing	Ongoing	Director	Complete
2.7	Nutrition Education Guidelines	PAPA will provide nutrition education activities that align with the New Mexico Health Education Content Standards and Benchmarks and Performance Standards as set forth in 6.29.6 NMAC.	PAPA requires high school students to take and pass a Health class in order to graduate. Nutrition is a required component of this course.	Health Teacher	Continue to require a nutrition component in the mandatory Health class.	Ongoing	Ongoing	Director	Complete
2.8	Nutrition Promotion Guidelines	PAPA establishes specific goals for nutrition promotion and education that promotes student wellness and consider evidence-based strategies in determining these goals.	PAPA is a performing arts school and is dedicated to the physical and emotional health of students. Dance teachers regularly discuss the importance of nutrition and activity to improve health.	Director	Continue to promote health and wellness in Dance classes.	Ongoing	Ongoing	Director	Complete
2.9	Assurance	Assurance that PAPA adheres to requirements possible food allergies in schools.	PAPA's 504 Coordinator, Health Assistant and Food Service Coordinator collaborate to meet needs of individual students with food allergies.	Director	Assurances sent to PED	Annually, fall	N/A	Director	Complete
SECTION 3									
QUALITY PHYSICAL ACTIVITY									
3.1	Physical Activity Guidelines	PAPA has guidelines created to provide physical activity opportunities before, during and after school (6.12.6.8.D3 NMAC)	PAPA offers 22 dance classes during the day and one after traditional school hours. Students are encouraged to participate in independent dance companies and athletics at other schools. Students are permitted and encouraged to use the soccer field, basketball courts, and grassy areas for physical activity before school, after school and during lunch. Middle school students are encouraged to take a dance class and high school students must take a dance class (counts as PE requirement) in order to graduate. There is a 4 minute passing period that serves as a break for students.	Director	Continue to offer a variety of dance classes and support physical activity outside of school hours.	Ongoing	Ongoing	Director	Complete

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3.2	Health Education	Physical activity is included as a health education topic (6.29.9 NMAC) in PAPA's high school Health class.	Persuant to NM Content Standards and Benchmarks, physical activity is a component of the required health course.	Health Teacher	Ensure physical activity is a component in health class.	Annually, fall	Annually, fall	Assistant Director	Complete
3.3	Recess	Elementary schools provide daily recess for all students.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3.4	Assurance	Assurance that PAPA is restricted from withholding physical activity from students as a form of punishment.	Restorative justice is most often used when disciplining a student. If students are punished with lunch detention, they are given community beautification.	Director	Assurances sent to PED	Annually, fall	N/A	Director	Complete
3.5	Active Transport	PAPA encourages walking, biking, and skating (skateboarding) as transportation modes to and from school.	PAPA is a commuter school where the vast majority of students are driven to and from school. Check the number and condition of bike rack and identify students who live within 2 miles of the school.	Assistant Director	Increase the number of students who walk or bike to school if they live within 2 miles of PAPA.	Annually, fall	Twice annually, fall and spring	Director	Complete
3.5	Goals for physical activity	PAPA-specific goals for physical activity that promote student wellness and consider evidence-based strategies in determining these goals.	PAPA offers 20 dance classes during the day and one after traditional school hours. Students are encouraged to participate in independent dance companies and athletics at other schools. Students are permitted and encouraged to use the soccer field, basketball courts, and grassy areas for physical activity before, after and during lunch. Middle school students are encouraged to take a dance class and high school students must take a dance class (counts as PE requirement) in order to graduate. There is a 4 minute passing period that serves as a break for students.	Assistant Director	Continue to offer a variety of dance classes to meet the interests and needs of students to fulfill PE requirements at middle school and high school levels.	Annually, fall	Ongoing	Director	Complete
SECTION 4									
HEALTH EDUCATION CONTENT STANDARDS AND BENCHMARKS									
4.1	Health Education	PAPA follows the Health Education content standards with benchmarks and performance standards (6.29.1 NMAC)	PAPA requires high school students to take and pass a Health class in order to graduate. Nutrition is a required component of this course.	Health Teacher	Continue to require a nutrition component in the mandatory Health class.	Ongoing	Ongoing	Assistant Director	Complete

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4.2	Required Health Course	PAPA requires student to earn 1/2 credit of Health Education in high school as a graduation requirement.	PAPA requires high school students to take and pass a Health class in order to graduate. Nutrition is a required component of this course.	Health Teacher	Continue to require a nutrition component in the mandatory Health class.	Ongoing	Ongoing	Assistant Director	Complete
4.3	Sexuality opt out	Schools apply PED's "opt out" policy, regarding sexuality component of health education curriculum.	PAPA currently has a parent permission form that allows students to opt out of the sexuality components of health class.	Health Teacher	Continue to offer opt out as an option.	Ongoing	Ongoing	Assistant Director	Complete
4.4	HIV Assurance	PAPA provided assurance that HIV instruction is provided (6.12.2.10 NMAC)	HIV prevention is part of the NMPED standards for Health Education and is taught in Health class.	Health Teacher	Continue to require a HIV prevention component in the mandatory Health class.	Ongoing	Ongoing	Assistant Director	Complete
4.5	Lifesaving Skills	Lifesaving skills including psychomotor CPR, Automated External Defibrillator (AED) and Heimlich maneuver is included in PAPA's Health Education courses.	PAPA uses the American Heart Association's "CPR in Schools" Training Kit. It has a video for students to follow along for hands-only CPR, mannequins for practice, and use of AED. Life saving is addressed in the textbook and in classroom activities/assignments.	Health Teacher	Continue to require a life saving skills component in the mandatory Health class.	Ongoing	Ongoing	Assistant Director	Complete
SECTION 5									
PHYSICAL EDUCATION REQUIREMENT									
5.1	Sequential Curriculum	PAPA's Wellness Policy includes a planned, sequential and developmentally appropriate K-12 physical education curriculum (6.29.1 NMAC Primary and Secondary education standards for Excellence General Provision) aligned to the Content Standards with Benchmarks and Performance Standards.	PAPA's dance classes count toward a PE credit. Each type of dance has beginning, intermediate and advanced sections to meet student needs.	Assistant Director	Continue to offer sequential dance classes that satisfy PE credit/requirement.	Ongoing	Ongoing	Director	Complete
5.2	Adapted PE	Adapted PE	PAPA accommodates instruction as necessary for students who have disabilities.	504 Coordinator Special Education Coordinator	Provide accommodations as necessary.	Ongoing	Ongoing	Director	Complete
5.3	PE Graduation Requirement	PAPA requires students to earn 1 credit of PE in order to graduate.	Students must enroll in and pass 1 credit of dance in order to graduate.	Assistant Director	Continue to require dance as a high school PE credit.	Ongoing	Ongoing	Director	Complete
SECTION 6									

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SOCIAL AND EMOTIONAL WELL-BEING									
6.1	Wellness Policy Behavior	PAPA's Wellness policy includes a plan to address behavioral needs of all students in the educational process by focusing on students' social and emotional wellbeing (6.12.6.8.D.6 NMAC)	PAPA has a monthly social and emotional wellbeing focus and offers monthly SEL direct instruction in alignment with the monthly goals provided by a school counselor to every grade level. There are shared behavioral expectations in all classrooms and common areas. Parent/Family Advisory Councils' and students' input is considered in developing the expectations. Positive behavioral interventions and supports are included in the school's wellness policy. School-wide behavior data are analyzed and used to modify adult behavior. Positive feedback ratio is above 5:1. The school leadership team is included in the development of the PBIS expectations.	Social Worker	Increase the social and emotional competence and well-being of PAPA students in grades 6 - 12.	Ongoing	Ongoing	Special Education Coordinator	Complete
6.2	Support Services	Support Services are available to all students.	PAPA employs a full time Social Worker and has a part-time licensed School Counselor on staff.	Director	Employ social worker and/or counselor so that students are served at a ratio equal to or better than that recommended by NMPED.	Ongoing	Ongoing	Director	Complete
6.3	Child Abuse and Neglect Training	School staff members are trained in child abuse and neglect detection and reporting, per Section 22-10A-32, NMSA	PAPA staff are required to participate in annual child abuse training.	Business Assistant	100% of staff participate in training.	Annually, fall	End of Q1	Director	Complete
6.4	Substance Abuse	Schools adhere to substance abuse reporting per Section 22-5-4.4 NMSA 1978.	PAPA staff are trained to report when they suspect students under the influence or in possession of alcohol or drugs.	Assistant Director	100% of students suspected of using or possessing illegal substances will be referred to the office.	Annually, fall	Ongoing	Director	Complete
SECTION 7									
OTHER WELLNESS POLICY COMPONENTS									

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7.1	Individual Health Care Plans	PAPA students with healthcare needs that may affect their school attendance and/or performance have Individualized Health Plan (IHP), which are separated from IEP but attached to the IEP or 504 based on need.	PAPA's Health Assistant, 504 Coordinator and Special Education Coordinator ensure all students with health concerns have a health plan or 504 as necessary. See Parent Student Handbook (attached).	Director	100% of students with special health needs will have a plan to address those needs.	Ongoing	Annually, fall and upon registration	Director	Complete
7.2	HIV/AIDS	PAPA complies with 6.12.2.10 NMAC in reference to students who may be diagnosed with HIV/AIDS.	PAPA ensures students who are infected with HIV/AIDS have access to education and their rights to privacy are protected.	Director	Ensure privacy for HIV infected students and staff as required by law.	Ongoing	Annually, fall	Director	Complete
7.3	Immunizations	Statement regarding statute 6.12.2.8 NMAC which makes it unlawful for any student to enroll in school unless the student is properly immunized or in the process of being properly immunized and can provide satisfactory evidence of such immunization, unless the child is properly exempted (7.5.3 NMAC). Homeless students are exempt from this rule.	PAPA's Parent Student Handbook states: "Shot records or a state form for exemption are required for each student. If a parent provides the exemption, this form must be completed each year to avoid student disenrollment."	Director	100% of students will have current immunizations or provide an exemption.	Ongoing	Annually in fall, ongoing as new students register.	Director	Complete
7.4	Self-administer Medications	PAPA's Wellness Policy includes the provision for any student in K-12, providing authorization to carry and self-administer health care practitioner prescribed asthma treatment and anaphylaxis emergency treatment medications, as well as the right to self-manage diabetes in school setting (6.12.2.9; 6.12.8 NMAC).	PAPA's Parent Student Handbook details procedures for students who are need to take medicine (self administered under supervision by staff) at school. See attached handbook.	Director	Ensure procedures are in place and followed for self administration of medicine.	Ongoing	Annually in fall, ongoing as new students register.	Director	Complete
7.5	Vision Screening	At a minimum, vision screenings are administered to student enrolled in pre-K - grade 3 (7.30.11 NMAC: Vision Screening Test Standards for Students).	A contracted nurse administers vision and hearing screenings during New Student Orientation.	Health Assistant	New students enrolling in August complete a vision screening.	Ongoing	Annually, fall	Director	Complete
SECTION 8									
STAFF WELLNESS									

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8.1	Employee HIV Right to Privacy	PAPA implements a policy to ensure the right to privacy of employees infected with HIV.	Privacy rights of employees infected with HIV are protected.	Director	Develop a policy statement that ensures right to privacy for employees with HIV/AIDS.	This is why only the HR department has full access to the employees' medical information. Here is what the Employee Handbook says: 2. Separate File. The following records will be maintained in a separate file, apart from the personnel file, for each employee: a. Employment medical records; b. INS (Immigration and Naturalization) I-9 Form; c. Workers' compensation records; d. Health records; e. Drug testing records.	Annually	Director	In progress
8.2	Staff Wellness	PAPA has a plan to address staff wellness, insures equitable work environment and meets Americans with Disabilities Act, Title III (6.12.6.8.D.9 NMAC).	PAPA has bought weights and has a small track behind the school. Staff is welcomed to use equipment or track before or after school.	Assistant Director	Increase the number of staff who participate in weights and/or walking.	Ongoing	Ongoing	Assistant Director	Complete

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8.3	Health Activities Advertising	PAPA provides staff with information on activities related to personal health promotion and with the opportunity for every staff member to participate.	PAPA has bought weights and has a small track behind the school. Staff is welcomed to use equipment or track before or after school. Insurance providers shares a wellness information and activities bulletin.	Assistant Director	Increase the number of staff who participate in weights and/or walking. A monthly newsletter will be emailed to all staff relating to health concerns and ideas.	Ongoing	Ongoing	Assistant Director	In progress
8.4	SHAC Participation	PAPA staff are allowed to participate in the SHAC pursuant to 6.12.6.8 NMAC Section E.	Each year in August, staff are given the opportunity to participate on the SHAC Team.	Assistant Director	Ensure SHAC has balanced participation	Annually, fall	Ongoing	Assistant Director	Complete