

# Hawkins County Schools Local Wellness Policy

## Preamble

The Hawkins County School District recognizes that:

- Children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive.
- Good health fosters student attendance and education.
- Obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity.
- Heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States. Risk factors for those diseases include unhealthy eating habits, physical inactivity, and obesity. These risk factors are often established in childhood.
- Only two percent of children (2 – 19 years) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid/My Pyramid Dietary Guidelines.
- Nationally, the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies, and snack cakes.
- School districts/LEAs around the country are facing significant fiscal and scheduling constraints.
- Community participation is essential to the development and implementation of successful school wellness policies.

Thus, the Hawkins County School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Hawkins County School District that:

- The school district will engage students, parents, teachers, school nutrition professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical education policies.

- Opportunities for nutrition education will be provided and promoted.
- Opportunities for physical activity will be supported and encouraged as a daily component of the school day as well as outside the perimeters of the school day.
- Foods and beverages sold or served at school will meet the recommendations of the U.S. Dietary Guidelines for Americans and the Nutritional Standards set forth by the Tennessee State Board of Education.
- Qualified child nutrition professionals will provide students with the access to a variety of affordable, nutritious, and appealing foods that will meet the health and nutrition needs of students; and will provide clean, safe, and pleasant settings with adequate time for students to eat.
- All schools in the district will participate in the available federal school meal programs including the School Breakfast Program and National School Lunch Program, and such programs will comply with the federal, state, and local requirements.

### To Achieve These Policy Goals:

The school district and/or individual schools within the district will establish a team consisting of a group of individuals representing the school and community, and should include parents, students, and representatives of the school food authority, members of the school board, school administrators, teachers, health professionals, and members of the public. The team will work to develop, implement, monitor, review, and revise school wellness policies and will serve as a resource to school sites for implementing those policies.

These policies will address seven components:

1. Health Education
2. Physical Activity
3. Nutrition Standards
4. Other School – Based Activities
5. Health Services
6. Healthy School Environment
7. Coordinated School Health

### COMPONENT 1 – HEALTH EDUCATION

- Students in grades K – 8 will be offered health education that is part of a sequential, comprehensive, standards – based program designed to provide students with the knowledge and skills necessary to promote and protect their

health. Health Education will be integrated into the core curriculum, including math, science, and language arts, as well as guidance classes.

- Current health educational materials will be prominently displayed in the cafeteria/dining area that promote fruits, vegetables, whole grain products, low – fat and fat – free dairy products, and health – enhancing nutrition practices.
- To promote family and community involvement in supporting and reinforcing health education, schools will provide community outreach through use of the district website, parent menus, school newsletters, and other available media.
- The school district will provide opportunities for on-going professional training and development for foodservice staff and teachers in the area of health.

## COMPONENT 2 – PHYSICAL ACTIVITY

- Physical activity should be incorporated into each schools daily education program for grades K – 8. The program should include regular instructional physical education, co – curricular activities, and recess. Substituting any of these components for the other is not appropriate. It is strongly suggested that physical activity will not be used (laps or push – ups) or withheld (recess or physical education) as punishment for misconduct or lack of academic performance.
- Ideally, and where possible, all K – 12 students should have daily physical education all year. Tennessee state law TCA §49-6-1021 requires the implementation of 90 minutes of physical activity per week into the instructional day for K-12 grades. It is required that each school in our district follow these guidelines.
- All classroom teachers will provide short activity breaks between lessons or classes, as appropriate. Classroom teachers will also complement physical education classes by reinforcing knowledge and self management skills needed to maintain a physically active lifestyle.
- All elementary school students will have at least 20 minutes per day for recess. At least one – third of recess time should be spent in supervised, moderate to vigorous physical activity.
- All school personnel will encourage students to participate in extracurricular programs that provide physical activity (i.e. physical activity clubs, interscholastic sports, and recreation programs).
- The Hawkins County School System will provide opportunities for on-going professional training for teachers in the area of Physical Education.

## COMPONENT 3 – NUTRITION STANDARDS

Meals served through the National School Lunch and Breakfast Programs will continue to:

- Be appealing to students;
- Be served in clean and pleasant surroundings;
- Meet nutrition guidelines established by state and federal regulations;
- Offer a variety of fruits and vegetables daily;
- Offer a variety of milk, including fat – free, low fat, flavored and unflavored;
- Offer whole grain foods in both breakfast and lunch at all grade levels.

School menus are followed and analyzed using USDA – approved guidelines.

The school district shall have procedures in place for providing to families, on request, information about the ingredients and nutritional value of foods served.

Minimum Nutritional Standards – food and beverages sold individually:

- The school district will follow the standards established by the State Board of Education (Chapter 0520 – 1 – 6.04) Child Nutrition Programs – Minimum Nutrition Standards for Individual Food Items Sold or Offered for Sale to Pupils in Grades Pre – Kindergarten through Eight) for foods and beverages sold in a la carte sales, vending machines, snack bars, school stores, fund raising, and concession stands on school campuses during the school day.
- Schools will engage students through taste tests of new entrees and surveys, in selecting foods sold through the school meal programs in order to identify acceptable new, healthful, and appealing food choices.
- To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn:
  - Schools will operate the School Breakfast Program
  - Schools will notify parents and students of the availability of the School Breakfast Program
  - Schools will encourage students to eat a healthy breakfast daily
  - Schools will encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home material, or other means.

## COMPONENT 4 – OTHER SCHOOL – BASED ACTIVITIES

- Schools will ensure that the required safety practices are followed in receiving, storage, preparation, and service of all foods at school or school sponsored events.

- School dining areas are clean, safe, and pleasant environments and reflect the value of the social aspects of eating.

### Meal Times and Scheduling

#### School:

1. Will ensure an adequate time (at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch) for students to enjoy eating meals.
2. Will schedule lunch time as near the middle of the day as possible.
3. The school district will encourage all students to participate in the school meals program and protects the identity of students who eat free and reduced meals.
4. Should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.

### Fundraising Activities

1. To support children's health and school-nutrition efforts, schools will be strongly encouraged to support fundraising activities that do not involve food or that only include foods that meet the nutrition and portion size standards for foods and beverages sold individually.
2. Schools will support fundraising activities that promote physical activity.
3. The school district will provide a list of ideas for available fundraising activities.
4. Fundraising bake sales may be held at the principal's discretion.

### Snacks

1. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations.
2. The district will disseminate a list of healthful snack items to teachers and parents.
3. School snacks offered should be nutritious.

### Reward and/or Punishment

1. Schools will be strongly encouraged not to use foods or beverages, especially those that do not meet nutrition standards for foods or beverages sold individually, as rewards for academic performance or good behavior, and will not withhold food or beverages as punishment.
2. Schools will not deny student participation in recess or other physical activities as a form of discipline or for classroom make-up time.
3. Schools will not use physical activity as punishment.

### Celebrations

1. Schools will be strongly encouraged to limit school wide celebrations to 2 times yearly.
2. The district will disseminate a list of healthy party ideas to parents and teachers.
3. When celebrations occur, the use of non-homemade, pre-packaged, unopened items that are nutritious and safe is required.
4. Food oriented cultural celebrations may take place in class provided that foods are pre-packaged or recipes are prepared in class.
5. Teachers and school staff will be permitted to bring fresh fruits and vegetables to be served to the class at school celebrations or as part of educational cultural lessons.

### Communication with Parents

The district/schools will support parents' efforts to provide a healthy diet and daily physical activity for their children by:

1. Sending home nutrition education.
2. Posting nutrition tips on school websites.
3. Providing parents with a list of foods that meet the district's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities.
4. Providing information about physical education and other school based physical activity opportunities before, during, and after the school day.
5. Supporting parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information about physical activity through a website, newsletter, or other take-home materials, special events, or other physical education homework.

## COMPONENT 5- HEALTH SERVICES

### Medications

Medications should be limited to those required during school hours and necessary to maintain the student's enrollment and attendance in school.

A written request shall be obtained from the parent or guardian for all prescription and non-prescription drugs. Written requests will include the following:

- Child's name
- Name and address of parent/guardian
- Name of medication, dosage, route, time of administration
- Discontinuation date
- Reason medication is needed
- Current parent's/guardian's phone number in case of emergency

- Parent/guardian signature

A responsible adult (parent/guardian) must bring the medication to the school. Student possession of any form of medication or substance purported to be a medication that has not been checked into the principal's office is strictly forbidden and may be subject to disciplinary action.

All **prescription** medications require written authorization from a licensed prescriber. Prescription medication must be brought to school in the **original, pharmacy-labeled container**. In the event that it is necessary for the student to carry prescription medication with him/her, **parent authorization** is required.

All **non-prescription** medication given in school for a student must be brought in an **un-opened, original** container and must be **labeled** with the student's name.

A parent/guardian must pick up remaining or unused medication. Medication that is not picked up will be destroyed.

A parent/guardian must notify the school of any **behavior or appearance altering medication given to a student prior to arriving to school. Possible side effects documentation may be requested.**

## Immunizations

All students must have a TN School Immunization Certificate on file with the school verifying that these requirements have been met before they will be allowed to enroll (exemption: Title 10, Part C, No Child Left Behind). Medical exemptions require a healthcare provider's signature. Religious exemptions require a signed statement by the parent/guardian that vaccination conflicts with their religious beliefs. Failure to comply with this state and local policy could result in temporary suspension.

### **IMMUNIZATIONS**

DPT/Td

Polio

MMR

Hepatitis B

Varicella

### **REQUIRED DOSES**

4 doses (7<sup>th</sup> grade – additional booster)

4 doses

2 doses

3 doses

2 doses or history of disease

## No Nit/Lice Policy

- The infested child should be sent home with written recommendations for treatment procedures.
- The student will be re-admitted to school when no nits or lice are present.
- **No more than two (2) days absence** will be excused for treatment. If nits or

lice are discovered on Friday, the weekend will count as the two (2) days. Further absences must be physician approved.

**If a child is sent home with nits/lice, a parent/guardian must accompany the student upon return to school.** Written documentation will be needed (from the Health Department, School Health Services, or Doctor) stating that the child is nit/lice free, or a designated checker at the school will evaluate the student. If the child is determined to be nit/louse free, he/she may return to class. If the child is not nit/louse free, the child will return home with the parent/guardian.

**Students who have repeated occurrences of lice/nits may be reported to the proper agencies for Dependent Neglect.**

## COMPONENT 6- HEALTHY SCHOOL ENVIRONMENT

### Discrimination/ Harrassment of Students

- Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature.
- The following guidelines are set forth to protect students from discrimination/harassment.  
Student discrimination/harassment will not be tolerated.  
Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious which:
  1. Unreasonably interfere with the student's work or educational opportunities; or
  2. Create an intimidating, hostile, or offensive learning environment; or
  3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
  4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

### Bullying/Intimidation

- Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. This policy addresses con-duct taking place on school grounds, at any school sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following de-boarding.

- Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. 27 All allegations shall be fully investigated by a complaint manager as set forth in *Student Concerns, Complaints and Grievances 6.305*.
- The privacy and anonymity of all parties and witnesses to complaints will be respected; however, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation, or to take necessary action to resolve a complaint, the identify of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.
- A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.
- There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee/student who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.
- An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the System Supervisor of Policies, Procedures and Manuals. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.
- This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for education and training their respective staff and students as to the definition and recognition of discrimination/harassment.

#### School Wide Positive Behavior Support

- School Wide Positive Behavior is a nationally recognized, research-based system designed to enhance the ability of school to educate ALL children by developing school-wide, non-classroom, classroom, and individual systems. SWPBS focuses on prevention and teaching appropriate student behavior in order to provide a predictable, safe, positive and consistent environment.
- Students are able to earn —rewards for various positive behaviors, including perfect attendance and taking pride in school appearance. Rewards are given to students when they are seen following one of the school rules.
- Rather than focus on inappropriate behavior, the provisions of SWPBS allow the staff at each school to recognize appropriate behavior from students. The process focuses on improving a school's ability to teach and support positive behavior for ALL students and staff.
- Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making problem behavior less effective, efficient, and relevant, and desired behavior more functional.

- All schools in Hawkins County have 3-5 school wide rules and all county buses have 3 rules in place (Be responsible, Use respect, and Stay safe); these rules encompass all expected behaviors for the students.
- The school wide rules have been translated into behavioral expectations for each school location. The expectations will be posted in each school and all students are expected to meet these expectations. Classroom teachers will also translate each of the rules into behavioral expectations for his/her classroom. Specific lesson plans have been developed to address how the rules will be taught in each location. The first week of school a large portion of time will be devoted to allowing students to visit various locations in the school building as they are taught the rules for each location. New students will also re-view the lessons when they enter a Hawkins County School.
- When students exhibit minor behaviors, they will be addressed in the classroom according to the flow chart (individual schools are responsible for a discipline flow chart). Minor behaviors will be addressed in the classroom via the teacher's classroom discipline plan. If the consequence plan proves to be ineffective, the behavior will then become a Major and will be treated as such with a referral to the office. All Major behaviors will warrant an automatic office referral by which the student will be sent to the office with the completed office discipline referral form. **See the Hawkins County Discipline Referral form and the Behavior Definitions on the Hawkins County website ([www.hck12.net](http://www.hck12.net)).**

#### Alcohol, Tobacco, and Drug-Free Schools

- We believe that it is both wrong and harmful for students to use alcohol, tobacco, and/or illicit drugs. Students found to be in violation of the county's policy shall be disciplined accordingly. Information about drug and alcohol counseling, rehabilitation, and re-entry programs is available through the school guidance counselor.
  1. Alcohol– No students shall use, knowingly possess or be under the influence of an alcoholic beverage of any kind on school property, before, during, or after school hours at any time. First offense will result in out-of-school suspension for 10 days; second offense will result in expulsion from school for the remainder of the school year.
  2. Hawkins County Schools are all tobacco-free facilities.

## COMPONENT 8 – COORDINATED SCHOOL HEALTH

- The mission the Tennessee Coordinated School Health Program is to improve student health outcomes as well as support the connection between good health practices, academic achievement, and lifetime wellness.
- Education reforms have not succeeded in improving the performance of all students, particularly those who do not arrive at school ready to learn. Coordinated School Health encourages healthy lifestyles, provides needed

supports to at-risk students, and helps to reduce the prevalence of health problems that impair academic success.

- **Coordinated School Health**(CSH) is an effective system designed to connect health (physical, emotional and social) with education. This coordinated approach improves students' health and their capacity to learn through the support of families, communities and schools working together. The CSH approach consists of eight major components. By definition, all CSH components work together to improve the lives of students and their families. Although these components are listed separately, it is their composite that allows CSH to have significant impact. The eight components include: health education, physical education/physical activity, health services, nutrition services, health promotion for staff, counseling and psychological services, healthy school environment and student/parent/community involvement.

In 2007, all 17 schools in Hawkins County adopted the Coordinated School Health program. Hawkins County Schools has agreed to meet all CSH standards and guidelines, in addition to adhering to the CSH Scope of Services:

The LEA/consortium will meet the following requirements during this and subsequent grant periods:

- Ensure compliance with state *CSH Standards and Guidelines*;
- Employ a qualified, experienced individual (*one full-time employee*) to serve as Coordinator of Coordinated School Health, ensure the Coordinator's participation in state professional development/meetings (Annual CSH Institute and annual CSH Regional Professional Development Workshops), and guarantee the CSH Coordinator **works only on school health issues** and reports to someone in the Central Office;
- Collect and report baseline data on identified evaluation items, participate in the Middle School and High School *Youth Risk Behavior Survey (YRBS)* and report results to the state;
- Work with a Registered Dietitian to improve meal planning and preparation for students;
- Utilize CDC's *School Health Index* as the LEA's CSH assessment and planning tool. (Modules # 1 - 8);
- Maintain a local system and process for evaluation by developing and implementing an Action Plan;
- Submit program progress reports as requested by the Tennessee Department of Education;
- Maintain base expenditures in the eight school health components;
- Develop, support and sustain an active advisory council on school health, a staff coordinating council on school health, and individual healthy school teams;
- Orient and train administrators, teachers, and other school personnel on the CSH model at least annually;

- Ensure CSH participation by all schools in your LEA/consortium by the 2012-2013 school year;
- Engage in partnerships with the county health council and other community organizations/agencies concerned with the health and wellness of students and staff; and
- Seek additional external funding/in-kind support for CSH.