

# Wellness Plan



**Floyd Municipal School District**

January 4, 2020

## Wellness Plan Advisory Panel

Damon Terry – Superintendent  
Kyla Gray – District Office  
Adam Terry – School Principal  
Jorie Watson – District Nurse  
Dawn Kutcha – Health Educator  
Linda Fine – MS/HS Teacher  
Rebecca Gossett – District Counselor  
Jenny Essary - Parent  
Margie Plummer – Independent Business Consultant  
Leon Nall – Board President  
Jeff Essary – Board Vice President  
Vicki Banister – Board Secretary  
Clovis Gray – Board Member  
Ryan Bollema – Board Member

**All changes to the Wellness Plan will be issued by the Superintendent to all employees, and maintained by the Superintendent. School Board Policy supersedes any conflicts in this Plan. The Wellness Plan will be maintained on the [www.floydbroncos.com](http://www.floydbroncos.com) webpage.**

## **DISTRICT MISSION AND BELIEF STATEMENT**

The Floyd Municipal Schools are dedicated to learning and teaching. The purpose of Floyd Schools is to provide the best possible educational opportunities for all students to learn and succeed in school. The district strives to:

- Promote positive self-concepts in students as learners and individuals.
- Aid in academic, social, career, and physical growth.
- Provide democratic experiences through cooperative learning.
- Deliver a solid foundation for self-direction, maturity, and life-long learning.
- Develop problem solving, decision making, and critical thinking skills.
- Encourage effective communication skills.
- Provide varied learning experiences to meet individual needs and learning styles.
- Encourage student involvement and responsibility.

Floyd Schools believes that learning and education occur both within and outside the regular or special classroom and that curricular as well as interscholastic, co-curricular and extra-curricular activities contribute to student development. Each class, student organization, and athletic team is just as important as any other. An academic/student activities balance will be stressed.

## **COMMUNITY INVOLVEMENT IN EDUCATION**

The Board recognizes that the public has substantial resources of training and experience that could be useful to schools. The strength of the local District is in large measure determined by the manner and degree to which these resources are utilized in an advisory capacity and to the degree that these resources are involved in supporting the improvement of the local educational program. The advice of the public will be given careful consideration. In the evaluation of such contributions, the first concern will be for the educational program as it affects the students. The final decision may depart from this advice when in the judgment of the staff and the Board such advice is not consistent with goals adopted by the Board, consistent with current educational practice, or within the reach of the financial resources available.

## **PARENTAL INVOLVEMENT**

Based on the philosophy of the District, it is the intent of the Board that parental involvement in the District, at both the District and site levels, be defined in the broadest possible terms. Further, it is the intent of the Board, under such a definition, that the Superintendent will, within the capabilities of the District staff and the financial limitations of the District, at both the District and site levels, incorporate to the maximum extent possible, a variety of activities, strategies, and mechanisms into the District and site structures that provide for the:

- active involvement of,
- active support to,
- effective interaction with, and
- development of parents as active partners in a student support team effort that will enhance the capacity of all students to reach their optimum potential.
- Changes in policies and plans will be advertised for review through postings, website and monthly calendars.

## **FOOD SERVICES**

The District may operate a school breakfast or lunch program for each school. Food services will include lunches, and may include breakfasts, through participation in the National School Lunch Program. The Board will approve the prices set for school meals. As required for participation in the National School Lunch Program, the Board prescribes:

- That a school lunch be made available to students.
- That free and reduced-price lunches be provided students who qualify under federal guidelines. Students will also be permitted to bring their lunches from home and to purchase beverages. The Superintendent shall develop and implement procedures as necessary, which are designed to meet the necessary requirements for participation in the National School Lunch Program and for control of students using the cafeteria.
- The Floyd Municipal School District values and encourages local produce and the involvement with the NM Grown Fresh Fruits and Vegetables Program.
- The HACCP Food Safety Checklist will be used as a tool to identify areas of concern.

## **FOOD SERVICES REGULATION**

The District food service program will comply with the following:

- Any student may eat in a school cafeteria.
- A student may bring a sack lunch; milk may be purchased.
- Meal prices for students and adults will be recommended by the food service supervisor, with approval by the Board, at the beginning of each school year.
- Meal prices will be posted in the cafeteria.
- Under federal law, a school that operates on a commodity program is prohibited from serving free meals to adults or employees of the District from the commodity products. All meals for adults where federal commodities are used must be paid for when served.
- A guest must be check in through the office to be eligible to eat in the cafeteria. The guest must make arrangements to pay the full price of the meal.
- Food service employees have the right to refuse to serve anyone who is not either employed by the District or not checked in through the office.
- The cafeteria laundry facilities will be used only for school-sanctioned purposes.

- Facilities used by outside organizations or individuals must have approval from the Superintendent.
- If outside organizations or individuals use the food service facilities, a staff member must be on duty.
- The food service supervisor will develop in-service training programs, approved by the Superintendent, for the food service staff.
- Free drinking water is made available to students in the place where lunch meals are served during the meal service

## **FOOD SERVICES CODE OF STANDARDS**

The duties of any officer, employee, or agent of the District who has occasion to handle school food or monies shall be performed in a manner consistent with good business practices. This shall include prohibition of:

- Solicitation or acceptance of gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub agreements.
- Participation in awards or administration of contracts to firms in which the employee, or any member of the employee's immediate family, has a financial or other interest. If financial interest is not substantial, or the gift is unsolicited and of nominal intrinsic value, the officer, employee, or agent of the District shall conform to the requirements of Policies BCB, DJ, or GBEAA. Penalties or other disciplinary actions for infractions will be based on the seriousness of the violations. Disciplinary actions may include, but are not limited to:
  - A written disciplinary report filed in the individual's personnel file.
  - Suspension of duties.
  - Termination of employment.
  - Prosecution by legal authorities.

### **Distribution Instructions**

These standards are incorporated into the general operation policy manual of the District and are reviewed regularly by the Superintendent or the Board. Copies of these standards are to be distributed to all personnel who have occasion to handle school food, monies, or supplies, together with their supervisors and program directors.

## **FREE AND REDUCED - PRICE FOOD SERVICES**

A program of free and reduced-price meals shall be established through Board approval and participation in the National School Lunch and School Breakfast Programs to provide meals for students who qualify. All parents, including those of students entering during the year, shall be informed of the program by letter. Applications shall be reviewed and maintained by the supervisor of food services. The income poverty

guidelines prescribed on July 1 of each year must be used for the ensuing fiscal year. Each state agency has special responsibilities for informing schools and service institutions of their obligation to provide free or reduced-price lunches and breakfasts to students who qualify. Furthermore, the Board will submit to the Food and Nutrition Office a policy and criteria that will be followed in determining the eligibility of all students for free or reduced-price meals. The District will serve meals free or at a reduced price to any student who is a member of a family that has an annual income not above the applicable income level for the student's family size. The adopted income guidelines must meet the income poverty guidelines prescribed by the federal Office of Management and Budget.

## **COLLECTION OF MONEY / FOOD TICKETS**

### **Meal Charges**

Parents or Guardians shall ultimately be responsible for any allowed meal charges when students are unable to pay for the meal. The Board shall permit students to incur reasonable charges, without payment, after which parents/guardians shall be contacted for payment. Continued charges must be approved by the principal. Meals shall be provided to students until Parents or Guardians are able to pay for meals or provide verification for Free/Reduced Status.

### **Assurance of Adherence to requirements (possible food allergies in school)**

CDC in consultation with the U.S. Department of Education has developed guidelines to provide practical information and recommendations for each of the five priority areas that are address by Floyd Municipal Schools:

#### **1. Ensure the daily management of food allergies in individual children.**

To protect the health and safety of an individual child with food allergies, school program staff will identify children with a history of food allergies and develop or obtain plans to manage their allergies.

- Identify children with food allergies.
- Develop a plan to manage and reduce the risk of food allergy reactions in individual children.
- Help students manage their own food allergies.

#### **2. Prepare for food allergy emergencies.**

Floyd Schools will prepare for food allergy emergencies in the same ways they approach emergency preparedness for other hazards by:

- Set up communication systems that are easy to use.
- Make sure staff can get to epinephrine auto-injectors quickly and easily.

- Make sure that epinephrine is used when needed and someone immediately contacts emergency medical services.
  - Identify the role of each staff member in an emergency.
  - Prepare for food allergy reactions in children without a prior history of food allergies.
  - Document the response to a food allergy emergency.
3. **Provide professional development on food allergies for staff members.**  
Floyd will provide training to all staff members to increase their knowledge about food allergies and how to respond to food allergy emergencies.
  4. **Educate children and family members about food allergies.**
  5. **Create and maintain a healthy and safe educational environment.**
    - Develop food-handling policies and procedures to prevent food allergens from unintentionally contacting another food.

## **COMPETITIVE FOOD SALES / VENDING MACHINES**

### **Vending Machines**

Vending machines will only dispense foods that meet nutrition standard guidelines as set forth by the U.S. Department of Agriculture requirements for foods and beverages that are sold individually and the New Mexico. Requirements for Competitive Foods Sold to Students. The requirements for vending machine sales in New Mexico schools are listed by designated school location of the sale.

The District strives to teach students how to make informed choices about nutrition, health, and physical activity. Only marketing or advertising of those foods and beverages that meet the Smart Snacks in School nutrition standards will be allowed.

In school sponsored fund-raisers, before, during and after school, healthy choices conforming to the requirements for high schools in food and beverage sales found in 6.12.5.8 NMAC shall be followed. Any school sponsored fundraisers that do not meet the competitive food standards will be limited to twice per semester for one day and will not take place in the cafeteria or food service area.

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards, including through:

1. Celebrations and parties. The district will provide a list of healthy party ideas to teachers, including non-food celebration ideas.
2. Classroom snacks brought by parents. The District will provide lists of foods and beverages that meet Smart Snacks nutrition standards.

Rewards and incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

## **Celebrations**

- Promote non-food celebrations and make available a list of ideas to parents and teachers, such as those from the Alliance for a Healthier Generation and from the USDA.
- Encourage parents to bring foods that meet the district's nutrition standards to school celebrations.
- Inform parents in advance of when a celebration with food is taking place and what is to be served.

## **Marketing and Promotion**

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health, and physical activity. Only marketing or advertising of those foods and beverages that meet the Smart Snacks in School nutrition standards will be allowed.

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet the USDA Smart Snacks in School nutrition standards.

- Encourage school-based marketing consistent with nutrition education and health promotion.
- Promote healthy foods and beverages using posters, signage, and/or displays throughout the school setting.
- Discourage advertising that promotes less nutritious food and beverage choices on school campuses.

## **Fundraising**

- When in-school fundraising involves food, items must meet Smart Snack standards (Smart Snack).



- Encourage the use of non-food fundraisers, and encourage those promoting physical activity, such as walk-a-thons, jump rope for heart, fun runs, etc.).
- Avoid fund raising activities that promote branded products (for example, Domino's Dough Raising Program, branded candy sales, etc.).

## **FOOD SERVICE SANITATION PROGRAM**

School food service programs must meet all sanitary regulations recommended by the State Department of Health for food-handling establishments and the respective county or federal inspection agency. Cleanliness and sanitation should be an integral part of food production, and shall receive the proper emphasis to ensure that standards are high.

## **FOOD SERVICES RECORDS AND REPORTS**

The Secretary of Public Education prescribes regulations for keeping food services records and making reports. The accounts and records shall be available at all times for inspection and audit by authorized officials and shall be preserved for a period not to exceed five (5) years. The school lunch programs will be administered according to appropriate state and federal provisions and the regulations made by the Secretary of Public Education. The Secretary of Public Education conducts or causes to be conducted audits, inspections, and administrative reviews of accounts, records, and operations.

### **(Bloodborne Pathogen Requirements) Exposure Control Plan**

Employee(s) with occupational exposure to human blood, human blood components, products made from human blood, or pathogenic microorganisms, including but not limited to Hepatitis B virus or HIV, shall comply with this Exposure Control Plan designed to eliminate or minimize employee exposure. This Exposure Control Plan contains the following elements:

- The exposure determination outlined below.
- The schedule and method of implementation.
- The procedure for the evaluation of circumstances surrounding exposure.

A copy of this Exposure Control Plan shall be accessible to employees. This Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures that affect occupational exposure, and to reflect new or revised employee positions with occupational exposure. This Exposure Control Plan shall be made available to the Assistant Secretary of Labor and

the Director of the Occupational Safety and Health Administration upon request for examination and copying.

### **Exposure Determination**

The District has determined that employee positions may involve the following levels of exposure to bloodborne pathogens as a collateral function to the primary job description:

- High risk - Coaches, physical education instructors, custodians, certain special education program personnel, playground duty personnel, health services personnel, and security personnel.
- Moderate risk - Regular instructional program personnel, other special education program personnel, school level office personnel, maintenance personnel, food services personnel, and special assignment personnel (e.g., counselors, librarians).
- Low risk - District level office personnel.

### **Methods of Compliance**

**General.** Universal precautions shall be observed by all District employees to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

### ***Personal protective equipment:***

- *Provision.* When occupational exposure occurs, the District shall provide, at no cost to the employee, appropriate personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time that the protective equipment will be used.
- *Use.* The District requires that all exposed employees use appropriate personal protective equipment unless the District documents that a specific employee temporarily and briefly declined to use personal protective equipment when, under rare and extraordinary circumstances, it was such employee's professional judgment that in the specific instance its use would have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the worker or co-worker. When the employee makes this judgment, the circumstances shall be reported by the employee and investigated and documented by the District in order to determine whether changes can be instituted to prevent such occurrences in the future.
- *Accessibility.* Appropriate personal protective equipment in the appropriate sizes must be readily accessible at the work site or issued to employees. Hypoallergenic gloves,

glove liners, powderless gloves, or other similar alternatives shall be readily accessible to employees who are allergic to the gloves normally provided.

- *Cleaning, laundering, and disposal.* The District shall clean, launder, and dispose of *personal protective equipment required* in this standard, at no cost to the employee.
- *Repair and replacement.* The District shall repair or replace personal protective equipment as needed to maintain its effectiveness, at no cost to the employee.
- Any garment(s) penetrated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible.
- All personal protective equipment shall be removed prior to leaving the work area.
- When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.
- *Gloves.* Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes, and no intact skin; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.
  - Disposable (single-use) gloves, such as surgical or examination gloves, shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or their ability to function as a barrier is compromised.
  - Disposable (single-use) gloves shall not be washed or decontaminated for reuse.
  - Utility gloves may be decontaminated for reuse if the integrity of the gloves is not compromised. However, they must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

### ***Housekeeping***

- *General.* The work site must be maintained in a clean and sanitary condition. The District shall establish, attach hereto, and implement an appropriate written schedule for cleaning and the method of decontamination based upon the location within the facility, type of surface to be cleaned, type of soil present, and tasks or procedures being performed in the area.

- All school activity areas are cleaned daily.
- In cleaning operations involving human blood, a cleaning solution consisting of ten to one (10:1) ratio of water and bleach will be used.
- All equipment and environmental and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.
  - Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures, immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials, and at the end of the work shift if the surface may have become contaminated since the last cleaning.
  - Protective coverings - such as plastic wrap, aluminum foil, or imperviously backed absorbent paper used to cover equipment and environmental surfaces - shall be

removed and replaced as soon as feasible when they become overtly contaminated or at the end of the work shift if they may have become contaminated during the shift.

### **Training records:**

- Training records shall include the following information:
  - The dates of the training sessions.
  - The contents or a summary of the training sessions.
  - The names and qualifications of persons conducting the training.
  - The names and job titles of all persons attending the training sessions.
  
- Training records shall be maintained for three (3) years from the date on which the training occurred.

### **WELLNESS PROGRAMS (Communicable Diseases)**

The Board believes that the health and safety of the students and employees of the District are primary concerns, and that it is necessary, therefore, to adopt a policy governing the manner in which the Board and the administration address such concern when a current or potential employee is infected with a communicable disease. While designed to protect students and employees, this policy also protects the legitimate interests and rights of employees or potential employees having a communicable disease or are carriers of a communicable disease. Employees with a communicable disease or being a carrier of a communicable disease will be permitted to retain their positions, whenever, after reasonable accommodations and without undue hardship, there is no risk of transmission of the disease to others, provided an employee is able to continue to perform the essential functions of the position. Any decision affecting the employment, continued employment, or suspension from duty will be based upon competent medical advice and will balance the rights of the infected individual against the legitimate interest of the District in protecting the health and safety of the students and remaining employees. Such decisions shall be made in accordance with the provisions of this policy and District administrative procedures. Applicants for employment who are carriers of or who have a communicable disease are obligated to disclose that fact before being employed. Current employees who are carriers of or who have a communicable disease are obligated to disclose that fact to their immediate supervisor as soon as the employee is aware of the condition. The District will not require mandatory testing or screening of individuals for communicable diseases as a condition of employment, either initially or annually, however, if District authorities have reasonable cause to believe that an employee has or is a carrier of a communicable disease, such individual may be required to submit to an appropriate medical examination at the expense of the District. Employees may voluntarily choose to absent themselves from their position using the Board's other employment policies including sick leave or any other appropriate leaves for any period during which the employee's

condition is infectious and/or communicable, provided that such absence is supported by a competent medical professional. Employees who have or are carriers of communicable diseases and who have not voluntarily absented themselves from their duties, will have their employment situation reviewed by a Review Team consisting of:

- the employee's physician;
- a physician selected by the District;
- the employee;
- the employee's immediate supervisor; and
- the Superintendent or the Superintendent's designee.

The Review Team will make a recommendation to the Superintendent for employment or placement action. The Superintendent shall develop and implement administrative procedures for administering this policy.

***Medical Examinations.*** If at any time there is a question as to the ability of a District employee to perform essential job-related functions, the District may require a complete medical examination by a District appointed physician at the expense of the District. Such action may be taken to protect the health and safety of the employee, other employees or the students while at the same time protecting the legitimate rights and interests of the employee. Such a medical examination will be considered job-related and consistent with business necessity, and therefore permissible, in the following situations:

- When an employee wishes to return to work following an absence due to illness or injury. An examination may be conducted to determine if the employee, with reasonable accommodation, can safely and effectively perform the essential functions of the job.
- When an employee requests an accommodation. If an employee requests an accommodation on the basis of a claimed disability, an examination may be conducted to determine if the employee is an "individual with a disability" to whom a duty of accommodation is owed and, if so, to help identify potential accommodations.
- When an employee is having difficulty performing the assigned job effectively, the District may require the employee to undergo a medical examination to determine if the performance problems are a result of an underlying medical condition.
- When the examination is required by law, medical examinations or monitoring are required under certain circumstances by regulations issued by the Department of Transportation and the Occupational Safety and Health Administration. The District may conduct voluntary medical examinations as part of an employee health or wellness program. All information obtained through medical inquiries or examinations must be treated as confidential. Thus, medical information must be kept in a confidential file, separate from other personnel information about the employee. The Superintendent shall develop and implement administrative procedures necessary to administer this policy.

## **Universal Precautions**

The District shall follow the "Universal Precautions Standard" to protect employees who are at risk of being exposed to blood and body fluids in the course of their work.

## **Food Service Workers**

The District shall follow the guidance of the U.S. Department of Health and Human Services concerning infectious and communicable diseases transmitted through the handling of food, and special precautions required for food services workers.

## **HIV/AIDS**

Current medical information indicates that HIV can be transmitted by sexual intercourse with an infected partner, by injection of infected blood products, and by transmission from an infected mother to her child *in utero* or during the birth process. None of the identified cases of HIV infection in the United States are known to have been transmitted in a school setting or through any other casual person-to-person contact. There is no evidence that HIV is spread by sneezing, coughing, shaking hands, hugging, or sharing toilets, food, water, or utensils. According to best medical knowledge and judgments, the use of the "universal precautions" and other procedures that implement this policy are sufficient to protect staff members and students from transmission of HIV at school.

## **WELLNESS PROGRAMS (Communicable Diseases) Handling Body Fluids in Schools**

The following guidelines are meant to provide simple and effective precautions against transmission of disease for all people potentially exposed to the blood or body fluids of any person (student and/or school employee). No distinction is made between body fluids from persons with a known disease or those from persons without symptoms or with an undiagnosed disease. The body fluids of all people should be considered to contain potentially infectious agents. The term *body fluids* includes blood, semen, drainage from scrapes and cuts, feces, urine, vomit, respiratory secretions (such as nasal discharge), and saliva.

- Whenever possible, avoid direct skin contact with body fluids. Disposable gloves are recommended when direct hand contact with body fluids is anticipated. If extensive contact is made with body fluids, hands must be washed afterwards. Gloves used for this purpose should be put in a plastic bag, secured, and disposed of daily.
- If direct skin contact does occur, hands and other affected skin areas of all exposed people shall be routinely washed with soap and water.
- Proper handwashing requires the use of soap and water and vigorous washing under a stream of running water for approximately ten (10) seconds.
- Clothing and other non-disposable items that are soaked through with body fluids should be rinsed and placed in plastic bags. If presoaking is required to remove stains, rinse or soak the item in cold water prior to bagging. Clothing should be sent home with

the student for washing, with appropriate directions to parents and teachers (see *laundry instructions* below). Always wear gloves when handling items that have come in contact with body fluids.

- Contaminated disposable items shall be handled with disposable gloves, put in a plastic bag, secured, and disposed of daily.
- Body fluid spills on hard surfaces (i.e., floors, countertops, books, etc.) shall be disinfected with bleach (diluted to ten [10] parts water and one [1] part bleach). Gloves shall always be worn during cleanup.
- Cleaning equipment:
  - Non-disposable cleaning equipment (such as dust pans, brooms, and buckets) shall be disinfected by thoroughly rinsing in diluted bleach (ten [10] parts water and one [1] part bleach). Mops shall be soaked in the disinfectant after use and then rinsed with hot water. The disinfectant solution shall be promptly disposed of down a drain pipe.
  - Disposable cleaning equipment (such as paper towels, the vacuum bag, or sweepings) shall be placed in plastic bags, secured, and disposed of daily. No special handling is required for vacuuming equipment. Gloves shall always be used during cleanup.
- Laundry instructions:
  - Clothing soaked with body fluids shall be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material can be bleached, add one-half (1/2) cup of household bleach to the wash cycle. If the material is not colorfast, add one-half (1/2) cup of all-fabric bleach to the wash cycle.

## **STUDENT WELLNESS**

The School District strives to make a significant contribution to the general well-being, mental and physical capacity and learning ability of each student while affording them the opportunity to fully participate in the educational process. The District is committed to providing school environments that promote and protect children's health, safety, wellbeing, and ability to learn by supporting healthy eating and physical activity in a safe environment. Healthy eating is demonstrably linked to reduced risk for mortality and development of many chronic diseases as adults. To ensure the health and well-being of all students, the Board shall promote and monitor student wellness in a manner that the Board determines is appropriate in the following areas:

- *Nutrition Guidelines*: All foods available in each school during the day will have as a primary goal the promotion of student health and the reduction of childhood obesity. All guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture, as those regulations and guidance apply to schools.
- *Nutrition Education*: The goal is to influence students' eating behaviors by providing nutrition education that is appropriate for students' ages; reflects students' cultures; is integrated into health education or core curricula; and provides opportunities for students to practice skills and have fun.

- *Physical Activity*: The goals for physical activity are to provide opportunities for every student to develop the knowledge and skills for specific physical activities, to maintain students' physical fitness, to ensure students' regular participation in physical activity, and to teach students the short- and long-term benefits of a physically active and healthful lifestyle.
  - *Other School-Based Activities*: The goal is to create a total school environment that is conducive to healthy eating and physical activity.
  - *Evaluation*: A primary goal will be to regularly evaluate the effectiveness of this policy in promoting healthy eating and changing the program as appropriate to increase its effectiveness.
  - *Parent, Community and Staff Involvement*: A primary goal will be to engage family members, students, and representatives of the school food authority, the Governing Board, school administrators, and the public in development and regular review of this school policy. This School Board shall meet a minimum of twice a year (January and June or July) for the purpose of making recommendations on the implementation, revision and evaluation of the wellness program.
- A written, specific statement of the purpose.
  - The dates on which reports of the School Board are to be rendered.
  - Recommendations on replacements required upon a School Board members unavailability or resignation.
  - The extent to which facilities, supplies, equipment, and clerical support will be provided.
  - Posting of all notices and agendas of meetings of the School Board.

The Superintendent is directed to seek the input of the School Board in the development of recommendations and administrative regulations to implement this policy, including such provisions as may be necessary to address all food and beverages sold and/or served to students at school (i.e., competitive foods, snacks and beverages sold from vending machines, school stores, and funding-raising activities and refreshments that are made available at school parties, celebrations and meetings), including provisions for staff development, family and community involvement and program evaluation. Regulations and exhibits created for the purpose of implementing this policy shall be considered, in effect, to be an extension of this policy.

### **Physical Activity Goals**

The primary goal for the District's physical activity component is to provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short- and long-term benefits of a physically active and healthy lifestyle. A comprehensive physical activity program encompasses a variety of opportunities for students to be physically active, including physical education, recess, walk-to-school programs, after-school physical activity programs, health education that includes



physical activity as a main component, and physical activity breaks within regular classrooms.

***Physical education (high school graduation requirements):*** Students must, at the least, satisfy the state and District's physical education credit requirement.

***Physical activity (time, frequency, and/or intensity):*** Schools will ensure that students are moderately to vigorously active at least fifty percent (50%) of the time while participating in physical education classes.

***Physical activity outside of physical education:*** Schools may offer after-school intramural programs and/or physical activity clubs that meet the needs and interests of all students, including those who are not athletically involved or those with special health care needs.

***Recess to promote physical activity:*** Grades kindergarten (K) through six (6) will have recess or physical education classes daily.

***Prohibition of use of punishment.*** The District will discourage the use of physical activity as punishment, the withholding of participation in physical education class as punishment, or the use of physical education class time to complete assignments from other classes.

***After-school programs:*** The District shall encourage after-school programs to provide developmentally appropriate physical activity for participating children and reduce or eliminate the time spent in sedentary activities such as watching television or videos.

***Community use:*** The District shall encourage community access to, and student and community use of, the school's physical activity facilities outside the normal school day.

## **STUDENT HEALTH SERVICES AND REQUIREMENTS**

The Superintendent shall establish procedures for the student health services program in the District. Such procedures will provide for:

- Administration of patent or proprietary medications (over-the-counter [OTC] medications) in compliance with New Mexico Statutes Annotated, New Mexico Administrative Code and District policies.
- Administration of prescription medications in compliance with New Mexico Administrative Code and District policies.
- Administration of immunizations in conjunction with the Health Department and in compliance with New Mexico Administrative Code.
- Providing preventive health information.
- The treatment of school-related injuries/illnesses, and recommendation for follow-up care.
- Screening clinics for selected physical impairments.

**The 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-management of diabetes in school settings (6.12.2.9, 6.12.8 NMAC)**

The Superintendent shall establish procedures for the student health services program in the District. Such procedures will provide for:

- Administration of patent or proprietary medications (over-the-counter [OTC] medications) in compliance with New Mexico Statutes Annotated, New Mexico Administrative Code and District policies.
- Administration of prescription medications in compliance with New Mexico Administrative Code and District policies.
- Administration of immunizations in conjunction with the Health Department and in compliance with New Mexico Administrative Code.
- Providing preventive health information.
- The treatment of school-related injuries/illnesses, and recommendation for follow-up care.
- Screening clinics for selected physical impairments.

District policy acknowledges all public and nonpublic schools must grant to any student in grades kindergarten through 12 authorizations to carry and self-administer health care practitioner prescribed asthma treatment medications and anaphylaxis emergency treatment medication as well as the right to self-manage their diabetes care in the school setting and to develop mechanisms that support safe diabetes self-management in the school environment as long as certain conditions are met. Such rules are established in 6.12.2.9 NMAC Students Rights to Self-Administer Certain Medications and 6.12.8 NMAC Diabetes Self-Management by Students in the school setting.

### **VISION SCREENING OF STUDENTS**

A person trained to administer vision screening in accordance with the standards of the department of health shall administer a vision screening test to students in pre-kindergarten (Pre-K), kindergarten (K), first (1st) grade, third (3rd) grade and all new or transfer students in those grades unless a parent affirmatively prohibits the screening. Such affirmation shall be accepted in writing and kept as a part of the student's health record. If the parent affirmatively prohibits the vision screen verbally, the action shall be put in writing, witnessed and placed in the student's health record. Should the vision screening of a student indicate the need for further evaluation, the parent of the student shall be notified of that need and be provided with information on the availability of funds from the Save Our Children's Sight Fund.

## IMMUNIZATIONS OF STUDENTS

Subject to the exemptions as provided by law, no student shall be enrolled unless the student can present satisfactory evidence of commencement and completion of immunization in accordance with the immunization schedule and rules and regulations of the Public Health Division, except that a homeless student shall not be prevented from attendance until the fifth (5th) calendar day after enrollment. "Satisfactory evidence of commencement and completion of immunization" means satisfactory evidence of a person having begun the process of immunizations in a statement, certificate or record signed by a duly licensed physician, certified nurse practitioner, or other recognized public or private health facility stating that the person has received at least the first in the series of required immunizations and is proceeding with the immunizations according to the prescribed schedule. Persons enrolling in schools who have begun the process of immunization shall have one month following the date of enrollment to complete the required immunizations and submit satisfactory evidence of completing the required immunizations or having continued the process of the required series. Any minor child, through his parent or guardian, may file a request for exemption from required immunization with the director of the public health division. The original request for approval of any exemptions from immunization must be mailed to the Department of Health, Public Health Division, immunization program. The address is P.O. Box 26110, Suite S-1250, Santa Fe, NM, 87502. Request forms can be found at the immunization program offices 1190 St. Francis Drive, Suite South 1250 or on the program's website. The student is exempt from immunization pursuant to Section 6.12.2.8 NMAC upon filing with the governing authority:

- a statement or certificate signed by a licensed physician or certified nurse practitioner stating that the physical condition of the person seeking enrollment is such that immunization would seriously endanger the life or health of the person;
- an exemption granted by the Public Health Division on the basis of: A notarized affidavits or written affirmation from an officer of a recognized religious denomination that such student's parents or guardians are bona fide members of a denomination whose religious teaching requires reliance upon prayer or spiritual means alone for healing; or
- notarized affidavits or written affirmation from the student's parent or legal guardian that the student's religious beliefs, held either individually or jointly with others, do not permit the administration of vaccine or other immunizing agent. Exemption from obtaining the required immunizations, when approved, is valid for a period not to exceed nine (9) months and will not extend beyond the end of the school year in which the student is currently enrolled. Any student with serologic confirmation of the presence of specific antibodies against a vaccine-preventable disease shall not be subject to immunization against that disease as a condition for attending school. The District will cooperate with Public Health Division in programs of immunization. Parents' permission must be secured before a student may participate in such immunization projects.

Immunizations required as indicated below shall be administered in accordance with guidelines established by the Advisory Committee on Immunization Practices of the

United States Department of Health and Human Services (ACIP) and the American Academy of Pediatrics.

- Diphtheria.
- Pertussis.
- Tetanus.
- Poliomyelitis.
- Rubeola (measles).
- Mumps.
- Rubella (German measles).
- Haemophilus influenzae b (Hib) (for facilities regulated by CYFD as described in 8.16.2 NMAC or other pre-school or school-age populations as determined by the secretary of the department of health).
- Hepatitis B
- Varicella
- Hepatitis A (for facilities regulated by CYFD as described in NMAC 8.16.2 or other pre-school populations as determined by the secretary of the department of health).
- Pneumococcal Disease.
- Other vaccines for preventable diseases as determined by the secretary of the department of health and within those recommended by the ACIP, A child shall be non-compliant with these regulations if the child is eligible to receive and has not received any of the remaining required immunization doses within the recommended intervals between doses published by the ACIP. No child shall be enrolled in a school in New Mexico unless satisfactory evidence of immunization requirements has been provided. The admitting official shall deem the student to be in compliance with the requirements of this regulation if:
  - A statement, certificate or record signed by a duly licensed physician or other recognized licensed health facility stating that the required immunizations have been given to the person is provided; or
  - An exemption from immunization is submitted in accordance with the procedures set forth in 6.12.2.9 NMAC. Immunization records shall be kept current and available to the Public Health Division. All schools and facilities under these regulations shall be required to participate in an annual immunization records audit at the request of the department. All schools required to comply with these regulations shall notify the local Public Health Division District Health Officer if a child about to be enrolled or while enrolled has been held out of school for more than five (5) consecutive school days for noncompliance with these regulations.

## **Homeless Students**

The school district shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. Floyd District has a Homeless Education Program Liaison who will assist Homeless students/families in making enrollment and placement decisions, obtaining needed resources, and completing all appropriate forms. The liaison person will follow the following procedures:

- **Immediate school enrollment:** A school must immediately enroll students even though they lack health, immunizations or school records, proof of guardianship, or proof of residency.
- **Remain** enrolled in his/her selected school. For as long as he/she remains homeless or, if the student becomes permanently housed, until the end of the academic year.
- **Transportation services:** A homeless student attending his/her school of origin has a right to transportation to go to and from the school of origin as long as (s) he is homeless or, if the student becomes permanently housed, until the end of the academic year.

**Students with healthcare needs that may affect their school attendance and/or performance have Individualized Health Plans (IHP), which are separated from IEP plan but attached to the IEP or 504 plan based on a student's needs.**

Individual Health Care plans are developed by trained school nurses in conjunction with student, family, and health care providers as part of the IEP or 504 process for students with healthcare needs that affect school performance, attendance, and/or safety. An IHP is based upon each individual child's health care. The IHP is reviewed, at minimum, annually, and revised as needed. The IHP is a document that is attached to the student's IEP or 504 plan.

## **COMMUNICABLE / INFECTIOUS DISEASES**

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is passed or until a physician recommends a return. Parents will be requested to provide a history of the communicable diseases for each student, and such records will be kept and maintained by the District. A student suffering from a communicable disease shall be excluded from school to protect the student's own welfare and also to protect other students from illness. Early recognition of a communicable disease is of prime importance. A principal or person in charge of a public school having knowledge of any person having or suspected of having a notifiable condition, shall immediately report the instance to the office of public health in accordance with New Mexico Administrative Code 7.4.3.8.

### **Pediculosis (Lice Infestation)**

Students with pediculosis shall be excluded from school until treatment specific for pediculosis has been initiated and the student is symptom free.

## ENVIRONMENTAL AND SAFETY PROGRAM

### ***Responsibilities of the maintenance supervisor:***

- Maintain an overall safety program in maintenance and operation of buildings and grounds.
- Provide specialized assistance as requested by school principal.

### ***Responsibilities of the school principals:***

- Schedule regular inspections.
- Post required state and federal safety regulations and maintain appropriate safety records.
- Arrange for the correction of defects reported to them by employees in the building by requesting assistance from the maintenance department.
- Cooperate in the correction of defects reported by the maintenance department or other school administrators.

### ***Responsibilities of the transportation supervisor:***

- Maintain standards for certification of school bus drivers.
- Maintain standards for periodic inspection and maintenance of school buses.
- Maintain standards for school bus operation.
- Maintain standards for personnel operating and using school vehicles.

### ***Responsibilities of other employees:***

- Report promptly to the principal of the school or immediate supervisor any defects in buildings, grounds, or equipment that might prove injurious to the safety, health, or comfort of students, employees, or other persons.
- Take reasonable precaution for the safe use of buildings, grounds, and equipment by students.

### ***Responsibilities of students:***

- Avoid the following behaviors:
  - Setting off a false fire alarm.
  - Misusing the fire alarm system, fire extinguishers, or other fire protection and safety equipment.
  - Setting a fire in the building or on the school grounds.
- Report promptly to the principal of the school or other appropriate school employee any defects in buildings, grounds, or equipment that might prove injurious to the safety, health, or comfort of employees, students, or other persons.

### ***Responsibilities of other individuals utilizing school buildings:***

- Refrain from abusing safety equipment, such as fire extinguishers, alarm systems, et cetera.
- Report promptly to the Superintendent or another school employee any defects in buildings, grounds, or equipment that might prove injurious to the safety, health, or comfort of students, employees, or other persons.

## **HAZARDOUS MATERIALS**

The Superintendent shall develop and implement an effective Hazard Communication Program (HCP) as required by law. The HCP shall at all times meet the requirements of the federally-approved State Plan. The program shall be reduced to writing, including all associated documents and will be maintained in the Superintendent's office and each school site for review by employees and the public. The program will ensure:

- The development and distribution of a list of toxic substances used by District employees accompanied by procedures for their proper and safe containment and use.
- The development and provision of procedures and training regarding the purchase, storage, use, transportation and disposal of hazardous materials. Emergency response and evacuation plans will be part of the procedures.
- That whenever possible, District staff shall substitute non-hazardous materials for hazardous substances and minimize the quantity of hazardous substances stored in school facilities.
- That before any staff member begins a position requiring work with hazardous materials on a regular basis, the staff member attends an approved training course.

## **ACCIDENT PREVENTION AND SAFETY PROCEDURES**

Accidents are undesirable, unplanned occurrences which may result in tragic consequences; bodily harm; loss of school time; property damage; legal action and even fatality. To guard against such occurrences, the Board intends for the District to take every precaution to protect the safety of all students, employees, visitors and others while on District property or at school-sponsored events. The Superintendent shall develop administrative procedures to meet the intent of this policy in areas that include, but are not limited to:

- Plant inspection.
- Fire prevention.
- Traffic and parking safety.
- Accident record keeping.
- Inclement weather conditions.
- First aid and emergency care.
- Bicycle and scooter use.
- Safety patrol program.
- Student supervision.

## **ACCIDENT REPORTS**

Adequate and prompt accident reporting is essential if similar accidents are to be prevented. If there are injuries or property damage, prompt reports are also vital in assuring the District of insurance coverage. Reports will be filed on accidents that take place on school property or that involve school vehicles, students, or staff members on school-sponsored trips, including staff members on authorized school business trips.

Such reports are required whether or not there are any immediately evident injuries or damage to property. Injury accidents should be promptly reported to the District's liability carrier. The meaning of *promptly* is defined in the District's insurance policy with the carrier.

The administration shall establish procedures for filing accident reports, and shall make sure reports include details that (1) might be helpful in preventing similar accidents in the future, (2) are needed for filing insurance claims, and (3) might be important in case of litigation.

## **EMERGENCIES**

Disaster can strike at any time and cause wide-spread damage and injury. Such disasters can be created by humans or the result of natural causes and can occur with little, if any, warning. Thus, it is the intent of the Board to create a systematic means to minimize the negative impact of any disaster on students, employees, visitors and others while on District property or at school-sponsored events. To this end, the Superintendent, with staff and community input, shall develop a tactical emergency response plan which will include, but not be limited to the threat of:

- Chemical, biological and nuclear incidents.
- Bomb threats.
- Building collapse.
- Hostage situations.
- Conditions of nature.
- Arson.
- Civil disturbances.
- Explosions.
- Vehicular accidents.

A tactical emergency response plan is a safe school plan that details risk assessments and establishes the plans or procedures to manage an emergency event after it has occurred and includes, but is not limited to, emergency routes and staff assignments as they relate to immediate actions, delayed actions, mitigation actions, facility evacuations and facility reentry. The plan shall clearly outline the requirements and discretion afforded each school with regard to the administration of the plan. The plans will also designate specific emergency drills to be conducted. The plan shall be presented to the Board for approval but shall not be released to the public due to the student wellness and safety issues related to the information

### **Emergency Drills**

New school emergency drill requirements have been established per Senate Bill 147 (SB147)-School Safety Drill Requirements, which passed the Legislature and go into effect July 1, 2019.

The new school emergency drill requirements are as follows:



An emergency drill shall be conducted in each public and private school once a week during the first four weeks of the school year. Of these:

- One (1) shall be shelter-in-place that includes preparation to respond to an active shooter;
- One (1) shall be an evacuation drill;
- Two (2) shall be fire drills.

During the rest of the school year, each school shall conduct at least four (4) additional emergency drills, at least two (2) of which shall be fire drills.

- Evacuation routes will be posted in each room. These routes will indicate the primary and alternate exits and the evacuation area to which the student should proceed upon leaving the building. During the first week of the school year, rules for emergency evacuation will be discussed with each class using the room.
- A distinct alarm signal will be used for emergency drills only; another signal will be established by the principal for return to class.
- No student or staff member is to remain in the building during emergency drills.
- All persons should exit according to their posted evacuation routes and proceed to assigned locations a safe distance away from the building.
- It is each student's responsibility to move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area.
- The teacher will be responsible for:
  - Maintaining order during the evacuation.
  - Taking the grade book and checking roll when the class is in the assigned evacuation area. The name of any student not accounted for will be reported immediately to the principal, who shall promptly notify the Superintendent.
- A report stating the date and time that the drill was conducted, and the time required to complete the evacuation will be made. The fire department is maintained within the District boundaries and shall be welcomed to attend for instruction and constructive criticism.

### **First Aid**

If a student is injured or becomes ill during the school day or while attending a school-sponsored activity, it is the responsibility of any staff member present to render assistance and to summon aid. First aid procedures shall be based on the following fundamental concepts:

- The school is responsible for the emergency handling of accidents and sudden illness occurring at school or on school property. The school is not responsible for subsequent treatment.
- At the time of an emergency, the school has the responsibility for:
  - Caring for the student.
  - Notifying the student's parents or guardian, or, if these cannot be reached, following directions given on the student's enrollment card.
  - In extreme cases, getting the student under professional care with or without family permission.

- In the absence of family transportation or ambulance service, an authorized District employee may have to take the sick or injured student home, to the physician's office, or to the hospital. A sick or injured student should be accompanied from the school by an adult. If the destination is the student's home, the adult shall have ascertained that a responsible person is at home to assume responsibility.
- In case of any serious injury or illness, the parent or responsible person should always be notified as soon as possible. Emergency care of the student has priority.
- A written report of an accident shall be made by the school principal to the Superintendent not later than noon of the school day following the incident.

## **FAMILY LIFE EDUCATION**

The District shall implement the State mandated health education performance standards including age-appropriate sexual abuse and assault awareness and prevention training in all health education classes. Parents may request that their child not participate in the parts of the curriculum that address the sexuality performance standards by completing a request for exemption on the forms provided by the school. Alternative lessons to the sexuality performance part of the health education curriculum shall be extensions of the health education curriculum at the grade level of the student whose parents request the exemption. The Superintendent shall develop and implement regulations as needed that conform to New Mexico law.

### **Health Education content standards with benchmarks and performance standards (6.29.1 NMAC Standards for Excellence)**

Health Education Curriculum aligns with the Public Education Department (PED) Health Education Content Standards with Benchmarks and Performance Standards (6.30.2.19 NMAC) including abstinence education 9-12 and comprehensive sexuality education 9-12.

### **.5 credit of Health Education is offered in either middle or high school as a graduation requirement**

All Freshman take the following class:

**Health Education - Recommended for Students Grades 9 - 12** - Course that provides knowledge and skills practice in a variety of health topics including the six CDC health risk behaviors, and must be aligned with the 9-12 PED Health Education content standards with benchmarks and performance standards. This course will meet the graduation requirement for Health Education

The Health Education class is an instructional program taught by a certified health educator and is taught to all sophomores in the spring semester. Juniors and seniors transferring into the district will take the online health education class through Edgenuity.

In the mandatory high school Health Education Class, lifesaving skills are addressed as follows:

1. Safety and Injury Prevention
2. First Aid Emergencies
3. Community and Environmental Health

The Health teacher provides hands-on CPR, AED, and the Heimlich maneuver training.

### **Schools apply PED's "opt out" policy, regarding sexuality component of health education curriculum**

The District shall implement the State mandated health education performance standards including age-appropriate sexual abuse and assault awareness and prevention training in all health education classes. Parents may request that their child not participate in the parts of the curriculum that address the sexuality performance standards by completing a request for exemption on the forms provided by the school. Alternative lessons to the sexuality performance part of the health education curriculum shall be extensions of the health education curriculum at the grade level of the student whose parents request the exemption. The Superintendent shall develop and implement regulations as needed that conform to New Mexico law.

### **Assurance that HIV instruction is provided (6.12.2.10 NMAC)**

In the mandatory high school Health Education Class, chapters covering diseases and disorders are addressed as follows:

1. Communicable Diseases
2. Sexually Transmitted Diseases and HIV/AIDS
3. Non-communicable Disease and Disabilities

### **Schools are compliant with 6.12.2.10 NMAC in reference to students who may be diagnosed with HIV/AIDS**

Floyd School District shall implement a policy that will ensure that all students infected with HIV have appropriate access to public education and that their rights to privacy are protected.

**The 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**

Floyd Municipal School District offers the following classes to K-12 students and follows the 6.29.1 NMAC Primary and Secondary Education standards for Excellence General Provision:

- 2301 Physical Education - Recommended for Students Grades K - 6** - Course that provides instruction and development of skills in human movement, physical activities, and physical fitness. This course must include all of the physical education content standards with appropriate benchmarks.
- 2304 Physical Education - Recommended for Students Grades 7 - 8** - Course that provides instruction and development of skills in human movement, physical activities, and physical fitness. This course must include all of the physical education content standards with 8th grade benchmarks and must be taken to meet the 7th grade physical education requirement.
- 2305 Physical Education - Recommended for Students Grades 9 - 12** - Course that provides instruction and development of skills in human movement, physical activities and physical fitness. This course must be aligned with the 9-12 PED Physical Education content standards with benchmarks and performance standards. This course will meet the graduation requirement for Physical Education.

**Adapted PE is available to all students where appropriate**

Floyd Municipal School District provides instruction that adapts or modifies the physical education curriculum and/or instruction to address the individualized abilities of each child. Adaptations are made to ensure that each student will experience success in a safe environment. Placement is outlined in the IEP and may include one or more of the following options:

- The general physical education setting;
- The general physical education setting with a teaching assistant or peers;
- A separate class setting with peers;
- A separate class setting with assistants; and/or
- A one-to-one setting between students and the instructor.

## **One unit of PE, or allowable alternative, is included as a district graduation requirement**

As taken from the 2019-2020 Floyd Student Handbook:

### **Graduation Requirements:**

All seniors must complete their high school credits in order to receive a diploma. Seniors who have not met the criteria for a diploma will receive a certificate of completion. Students will need 24 credits to graduate (Approved by Floyd School Board). They will be distributed in the following manner:

- A. 4 credit in English
- B. 4 credits in Math (must have Geometry, Algebra I and II or higher)
- C. 3 credits in Science - Two will be lab classes
- D. 4 credits in Social Science (3.5 to include .5 NM, 1 World, 1 Gov/Econ, 1 US History)
- E. 1/2 credit in Health (for 9<sup>th</sup> - 11<sup>th</sup> graders only)
- F. 1 credit in P.E.**
- G. 1 credit in Career Cluster/Language (Ag I, Spanish I, Home Ec)
- H. 1 credit of Dual Credit (College Class) or Online Course

Balance of credits needed to be selected through the elective subjects

### **PROGRAMS FOR PREGNANT / PARENTING STUDENTS**

Pregnant students 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 safeguards are maintained both for the school's and the student's best interests. 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 this 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 area of the school campus.

## ANIMALS IN SCHOOLS

Animals may be brought into the classroom for educational purposes. However, they must be appropriately and humanely cared for, and properly handled. Any person who wishes to bring an animal into the classroom must receive prior permission from the principal. The following guidelines shall apply to animals in the schools:

- Prior to granting permission, teachers should check with the school nurse regarding any known allergies among students in the classroom. If allergies exist, parents must be contacted for further direction.
- Animals shall not be transported on school buses.
- Teachers must assume primary responsibility for the humane and proper treatment of any animals in the classroom.
- Only the teacher or students designated by the teacher are to handle the animals.
- If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their care and safety.
- Staff members or students who have been bitten by an animal shall report such incident to the principal and the nurse immediately. The principal should notify the public health authorities if the injury merits medical follow-up. Public health authorities should determine the appropriate action and period of confinement for an animal if an injury results. Any animal involved in a serious injury must be impounded until authorization for release is granted by health authorities.

### **District and its governing boards and schools, implement policy to ensure the right to privacy of all school employees infected with HIV, keeping these safe and confidential**

The Board believes that the health and safety of the students and employees of the District are primary concerns, and that it is necessary, therefore, to adopt a policy governing the manner in which the Board and the administration address such concern when a current or potential employee is infected with a communicable disease. While designed to protect students and employees, this policy also protects the legitimate interests and rights of employees or potential employees having a communicable disease or are carriers of a communicable disease. Employees with a communicable disease or being a carrier of a communicable disease will be permitted to retain their positions, whenever, after reasonable accommodations and without undue hardship, there is no risk of transmission of the disease to others, provided an employee is able to continue to perform the essential functions of the position. Any decision affecting the employment, continued employment, or suspension from duty will be based upon competent medical advice and will balance the rights of the infected individual against the legitimate interest of the District in protecting the health and safety of the students and remaining employees. Such decisions shall be made in accordance with the provisions of this policy and District administrative procedures.

Applicants for employment who are carriers of or who have a communicable disease are obligated to disclose that fact before being employed. Current employees who are carriers of or who have a communicable disease are obligated to disclose that fact to their

immediate supervisor as soon as the employee is aware of the condition. The District will not require mandatory testing or screening of individuals for communicable diseases as a condition of employment, either initially or annually, however, if District authorities have reasonable cause to believe that an employee has or is a carrier of a communicable disease, such individual may be required to submit to an appropriate medical examination at the expense of the District. Employees may voluntarily choose to absent themselves from their position using the Board's other employment policies including sick leave or any other appropriate leaves for any period during which the employee's condition is infectious and/or communicable, provided that such absence is supported by a competent medical professional. Employees who have or are carriers of communicable diseases and who have not voluntarily absented themselves from their duties, will have their employment situation reviewed by a Review Team consisting of:

- the employee's physician;
- a physician selected by the District;
- the employee;
- the employee's immediate supervisor; and
- the Superintendent or the Superintendent's designee.

The District strives to be ADA compliant ensuring an equitable work environment that meets with the Americans with Disabilities Act, Title III (6.12.6.8.D.9 NMAC)

**District Wellness policy includes a plan to address the behavioral needs of all students in the educational process by focusing on students' social and emotional wellbeing (6.12.6.8.D.6 NMAC)**

**Support services are available to all students**

Floyd School District provides school counseling to students via a self-referral or staff referral system.

- In addition, school counselors are trained in suicide and threat assessments. Floyd School District has procedures and forms in place to assess the level of threat to others and/or self-harm; school counselors are involved in the assessment as well as school administration. As part of the process, parents are contacted and involved in the assessment process. Law enforcement are involved as necessary. Based upon level of severity, outside counseling referrals are made to community agencies.

- Licensed School Counselor, grades PreK-12, provides guidance counseling, small group counseling, and individual counseling services to students in need of support.
- A list of outside agencies will be made available upon request. In addition, the school counselor makes referrals to Student Assistance Team as needed.

## **REPORTING CHILD ABUSE / CHILD PROTECTION**

All licensed school employees shall be required to complete training in the detection and reporting of child abuse and neglect, including sexual abuse and assault, and substance abuse. This requirement shall be completed by all licensed school employee's during the 2019-2020 school year and all licensed employees hired thereafter during the first year of employment by a school district. Every person, including a schoolteacher or a school official who has information that is not privileged as a matter of law, who *knows or has a reasonable suspicion* that a child is an abused or a neglected child shall report the matter immediately to:

- New Mexico Child Abuse Hotline (1-800-797-3260);
- a local law enforcement agency;
- the department office in the county where the child resides; or

A school administrator and/or their designee may permit a member of a law enforcement agency or an employee of the Human Services Department to interview the child with respect to a report without the permission of the child's parent, guardian or custodian. A person who fails to report abuse as provided in 30-6-4 NMSA 1978 is guilty of a misdemeanor.