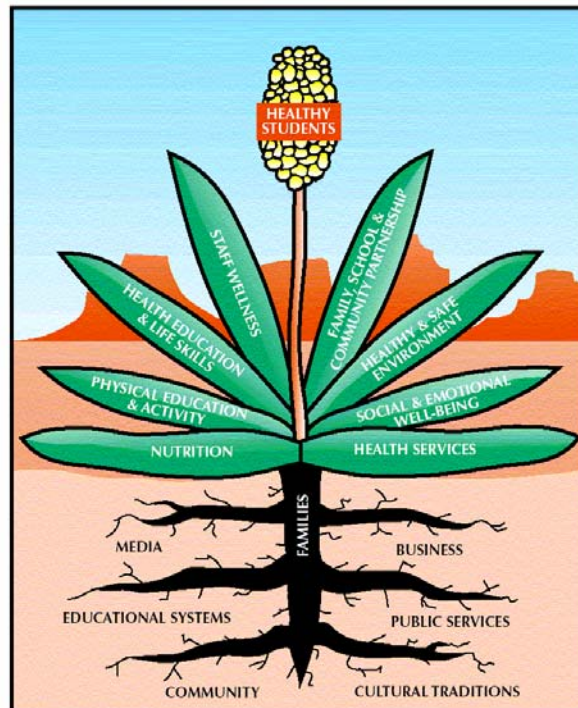


# New Mexico Public Education Department



## School District Wellness Policy Guidance Document

HEALTHIER SCHOOLS - NEW MEXICO



*Healthy Kids Make Better Students, Better Students Make Healthy Communities*

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# School District Wellness Policy

## Guidance Document

### Introduction:

Developing a comprehensive school district wellness policy is essential to the academic success and lifelong well-being of students in New Mexico. This school district wellness policy guidance document is intended to assist school districts in developing and implementing wellness policies that create a learning environment that allows students to achieve their full academic potential and enjoy lifelong health, while meeting the Public Education Department Wellness Policy rule 6.12.6.6 NMAC and the requirements of Section 204 of Public Law 108-265–June 30, 2004–Child Nutrition and WIC Reauthorization Act of 2004.

The school district wellness policy rule adopted in New Mexico establishes that school districts create a wellness policy that includes areas related to the components of a coordinated school health approach to student health and well-being (see Appendix C School District Wellness Policy 6.12.6 NMAC). The school district wellness policy has two deadlines:

- By August 30, 2006 school districts are required to:
  - Establish school health advisory councils;
  - Develop guidelines for physical activity and nutrition; and
  - Develop a plan for measuring the implementation and evaluation of the wellness policy.
- By January 30, 2007 school districts are required to:
  - Develop guidelines for health education, physical education, behavioral health, school safety, health services, and staff wellness.

Appendix A provides a worksheet to assist School Health Advisory Councils in the development of each of the components within the wellness policy. The school district wellness policy will be monitored during the 2006-2007 school year by utilizing Healthy Kids Report Card being developed by the Public Education Department and other partners.

### Wellness Policy Process

**Step 1:** The local board of education will establish a district school health advisory council (SHAC) that consist of parent(s), school food authority personnel, school board member(s), school administrator(s), school staff; student(s); and community member(s).

Additionally, the school health advisory council will be given the responsibility to make recommendations to the local school board in the development or revision, implementation, and evaluation of the wellness policy. The committee shall meet a minimum of two times annually for this purpose.

Finally, the school health advisory council should work with the school district to designate one or more persons within the school district, or at each school, as appropriate, charged with operational responsibility for ensuring that each school fulfills the district's wellness policy.

**Step 2:** The school health advisory council creates a draft wellness policy that addresses the following areas:

1. Physical activity guidelines for before, during and/or after school.
2. Family, school and community involvement guidelines.
3. Nutrition guidelines for a la carte offerings minimally meeting guidelines set forth in subsection B of 6.12.5.8 NMAC.
4. Nutrition guidelines for school sponsored fund raisers during normal school hours minimally meeting guidelines set forth in paragraph (1) of subsection C of 6.12.5.8 NMAC.
5. Nutrition guidelines for school sponsored fund raisers before and after school hours ensuring that at least fifty percent of the offerings shall be healthy choices in accordance with the requirements set forth in paragraph (2) of subsection C of 6.12.5.8 NMAC.



6. A plan for measuring the implementation and evaluation of physical activity guidelines; family, school and community guidelines; nutrition guidelines for school sponsored fundraisers during school hours; and nutrition guidelines for school sponsored fundraisers before and after school. School districts are asked to use the Evaluation Template (Attachment F) when creating the plan for measuring implementation and evaluation.

**Step 3:** The local school board adopts the school district wellness policy with the guidelines for physical activity, nutrition, school health advisory council and a measurement plan no later than August 30, 2006.

**Step 4:** The district submits, electronically, the following documents for the physical activity and nutrition sections of the Wellness Policy, no later than **August 30, 2006** to the Public Education Department:

**Send to District Wellness Policy electronically to:**  
**Kristine M. Meurer, Ph.D., Director**  
**School and Family Support Bureau**  
**New Mexico Public Education Department**  
[Kristine.meurer@state.nm.us](mailto:Kristine.meurer@state.nm.us)

1. The local school board adopted school district wellness policy that contains guidelines for physical activity; nutrition; and family, school and community involvement.
2. The SHAC members list (Appendix B).
3. An evaluation plan for the guidelines of physical activity; nutrition; and family, school and community involvement (Attachment F).

**Step 5:** The school health advisory council creates a draft wellness policy that addresses the following areas:

1. Guidelines for a planned, sequential, K-12 **health education** curriculum that addresses the physical, mental, emotional, and social dimensions of health and is aligned to the health education content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.
2. Guidelines for a planned, sequential K-12 **physical education** curriculum that provides the optimal opportunity for all students to learn and develop skills, knowledge and attitudes necessary to personally decide to participate in lifetime healthful physical activity and is aligned to the physical education content standards with benchmarks and performance standards as set forth in 6.30.2.20 NMAC.
3. A plan addressing the **behavioral health** needs of all students in the educational process by focusing on students' social and emotional well-being.
4. A **school safety plan** at each school building focused on supporting health and safe environments and including but not necessarily limited to prevention, policies and procedures and emergency response.
5. A plan addressing the **health services** needs of students in the educational process.
6. A plan addressing the **staff wellness** needs of all staff that minimally ensures an equitable work environment and meets the American with Disabilities Act Part III.

**Step 6:** The local school board adopts the policy with guidelines for health education, physical education, behavioral health, school safety, health services and staff wellness no later than January 30, 2007.



**Step 7:** The district submits the following sections of the wellness policy electronically for health education, physical education, behavioral health, school safety, health services and staff wellness sections of the Wellness Policy, no later than **January 30, 2007** to the Public Education Department:

**Send to District Wellness Policy electronically to:**  
**Kristine M. Meurer, Ph.D., Director**  
**School and Family Support Bureau**  
**New Mexico Public Education Department**  
**Kristine.meurer@state.nm.us**

1. Guidelines for health education, physical education, behavioral health, school safety, health services and staff wellness.
2. A plan measuring the implementation and evaluation of health education, physical education, social and emotional well-being, the school safety plan, health services and staff wellness. School districts are asked to use the Evaluation Template (Attachment F) when creating the plan for measuring implementation and evaluation.

**Step 8:** Each school will be required to monitor their school district wellness policy by completing the annual Healthy Kids Report Card.



# School District Wellness Policy

## Family, School and Community Involvement

### Template

#### **Definition:**

Family, school and community involvement means an integrated family, school and community approach for enhancing the health and well-being of students by establishing a district school health advisory council that has the responsibility to make recommendations to the local school board in the development or revision, implementation and evaluation of the wellness policy.

The family, school and community involvement component promotes long-term effective partnerships between families, schools, and communities in the planning and implementation of health promotion projects and events both within the school and throughout the community. The partnership can encourage and sustain environmental changes that support healthy lifestyles for children and their families.

#### **Requirement:**

Each local board of education shall establish a district school health advisory council that consists of parent(s), school food authority personnel, school board member(s), school administrator(s), school staff, student(s), and community member(s).

The school health advisory council shall have the responsibility to make recommendations to the local school board in the development or revision, implementation, and evaluation of the school district wellness policy.

The school health advisory council shall meet for this purpose a minimum of two times annually.

#### **Goal:**

The goal of family, school and community involvement within a coordinated school health approach is to create a total school environment that is conducive to student health and academic achievement. This inclusive atmosphere features a shared responsibility that supports healthy children and families. Effective partnerships between families, schools and communities support the development and the maintenance of this comprehensive learning environment.

#### **Activities:**

The activities below are broken up into two components. Component one (I) includes the Public Education Department (PED) requirements that are outlined in the school district wellness policy rule (6.12.6.6 NMAC). The PED required activities are expected to be included in every wellness policy submitted to the PED. Component two (II) includes other activities each school health advisory council can create in addition to the requirements that are specific to the needs of the local school district.

##### **I. PED required activities:**

- Assign responsibilities to School Health Advisory Council members (SHAC) to develop, implement, monitor and evaluate the district wellness policy.
- Create guidelines to provide physical activity opportunities to students before, during and/or after school.
- Create nutrition guidelines for a la carte offerings minimally meeting guidelines as stated in the competitive food sales rule.
- Create guidelines for school sponsored fund raisers during normal school hours minimally meeting guidelines as stated in the competitive food sales rule.



- ❑ Create guidelines for school sponsored fund raisers before and after school hours ensuring that at least 50% of the offerings shall be healthy choices as stated in the competitive food sales rule.
- ❑ Create guidelines for a planned, sequential, K-12 health education curriculum that addresses the physical, mental, emotional, and social dimensions of health and is aligned to the health education content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.
- ❑ Create guidelines for a planned, sequential K-12 physical education curriculum that provides the optimal opportunity for all students to learn and develop skills, knowledge and attitudes necessary to personally decide to participate in lifetime healthful physical activity and is aligned to the physical education content standards with benchmarks and performance standards as set forth in 6.30.2.20 NMAC.
- ❑ Create a plan addressing the behavioral health needs of all students in the educational process by focusing on students' social and emotional well-being.
- ❑ Create a school safety plan at each school building focused on supporting health and safe environments and including but not necessarily limited to prevention, policies and procedures, and emergency response.
- ❑ Create a plan addressing the health services needs of students in the educational process.
- ❑ Create a plan addressing the staff wellness needs of all staff that minimally ensures an equitable work environment and meets the American with Disabilities Act Part III.
- ❑ Create a plan for measuring implementation and evaluation of the wellness policy.
- ❑ Designate one or more persons within the school district, or at each school, as appropriate, charged with operational responsibility for ensuring that each school fulfills the district's wellness policy.

## **II. Other activities:**

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

## **Evaluation**

See Appendix F.

## **Resources:**

1. New Mexico Public Education Department, School and Family Support Bureau – online <http://www.ped.state.nm.us> or phone: 505-827-1804.
2. Youth Risk and Resiliency Survey – online at <http://www.health.state.nm.us/pdf/YRRS2003FinalReport.pdf> or <http://hsc.unm.edu/chpdp/projects/pyrrs.htm>.
3. School District Wellness Policy rule 6.12.6.6 NMAC.
4. Nutrition: Competitive Food Sales Rule 6.12.5.6 NMAC.
5. Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265): [http://www.fns.usda.gov/cnd/Governance/Legislation/PL\\_108-265.pdf](http://www.fns.usda.gov/cnd/Governance/Legislation/PL_108-265.pdf).
6. The Centers for Disease Control and Prevention, Division of Adolescent and School Health. <http://www.cdc.gov/HealthyYouth/healthtopics/wellness.htm>.
7. *Improving School Health: A Guide to School Health Councils*, American Cancer Society, Inc., 1999: [http://actionforhealthykids.org/filelib/resources/Ntl\\_Guide\\_to\\_SHAC.pdf](http://actionforhealthykids.org/filelib/resources/Ntl_Guide_to_SHAC.pdf).
8. *Promoting Healthy Youth, Schools and Communities: A Guide to Community-School Health Advisory Councils*, Iowa Department of Public Health, 2000: [http://www.idph.state.ia.us/hpcdp/promoting\\_healthy\\_youth.asp](http://www.idph.state.ia.us/hpcdp/promoting_healthy_youth.asp).



9. Team Nutrition: Local Wellness Policy. A team of community members must be involved in the development of each local wellness policy. Parents, students, representatives of the school food authority, the school board, school administrators and the public must be a part of the development process: [www.fns.usda.gov/tn/Healthy/wellnesspolicy.html](http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html).
10. Fit, Healthy and Ready to Learn, National Association of State Boards of Education, provides detailed guidance for development of school health policy following the Coordinated School Health Program model: [www.nasbe.org/HealthySchools/fithealthy.html](http://www.nasbe.org/HealthySchools/fithealthy.html).
11. Changing the Scene: Improving the School Nutrition Environment, a joint publication released by USDA's Team Nutrition and CDC, provides a roadmap for assessing and improving school policies, in order to provide students with a healthy school nutrition environment. In the classroom students are taught to eat healthfully and to be active, but they also need the opportunity to practice those behaviors. Wellness policies combine education with practice to create healthful school environments and encourage healthy behavior: [teammnutrition.usda.gov/Resources/changing.html](http://teammnutrition.usda.gov/Resources/changing.html).
12. Coordinated Approach to Child Health (CATCH), an intervention based on a trial funded by National Heart, Lung and Blood Institute, supports the need for involvement by school food service and family reinforcement to create an environment that allows children to make necessary changes in health behaviors: [www.sph.uth.tmc.edu/catch/](http://www.sph.uth.tmc.edu/catch/).



# School District Wellness Policy

## Physical Activity

### Template

#### **Definition:**

Physical activity means body movement of any type which includes recreational, fitness and sport activities.

*Note: physical activity is a component of, but is not a substitute for, quality physical education. Physical education is an instructional program taught by a certified physical educator and focuses on developing skills, knowledge, and attitudes necessary to personally decide to participate in a lifetime of healthful physical activity.*

*Physical education is one source, but should not be the only source of physical activity before, during and/or after school.*

#### **Requirement:**

The wellness policy shall include guidelines to provide physical activity opportunities to students before, during and/or after school.

#### **Goal:**

The goal of physical activity within the coordinated school health approach provides students with increased opportunities to engage in moderate to vigorous physical activity before, during and/or after school.

#### **Activities:**

The activities below are broken up into two components. Component one (I) includes the Public Education Department (PED) requirements that are outlined in the school district wellness policy rule (6.12.6.6 NMAC). The PED required activities are expected to be included in every wellness policy submitted to the PED. Component two (II) includes other activities each school health advisory council can create in addition to the requirements that are specific to the needs of the local school district.

##### **I. PED required activities:**

- Create guidelines to provide physical activity opportunities to students before, during and/or after school.
- All schools will provide education on the health benefits of physical activity that align with the New Mexico health education content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.

##### **II. Other Activities:**

- Elementary schools in the district will provide daily recess for all students.
- All schools in the district prohibit withholding physical activity (i.e. physical education class, recess, etc.) as a means/method of punishment.
- All schools in the district will provide physical activity opportunities before and after school (i.e. intramurals, club activities, interscholastic sports, etc.).
- All schools in the district encourage basic physical activities of walking, biking and skating as transportation modes to and from school.
- All schools in the district will encourage the use of school facilities outside of school hours.
- All schools will create a plan to incorporate physical activity into the academic curriculum (i.e. brain breaks, etc.).
- All schools plan to promote community-based physical activities (i.e. sports clubs, bike club, hiking club).
- All schools plan for school-wide physical activities (i.e. fun days, family fitness nights, field days).
- Implement the Coordinated Approach to Child's Health (CATCH) program.



## **Evaluation**

See Appendix F.

## **Resources:**

1. New Mexico Public Education Department, School and Family Support Bureau – online <http://www.ped.state.nm.us> or phone: 505-827-1804.
2. Youth Risk and Resiliency Survey – online at <http://www.health.state.nm.us/pdf/YRRS2003FinalReport.pdf> or <http://hsc.unm.edu/chpdp/projects/pyrrs.htm>.
3. School District Wellness Policy rule 6.12.6.6 NMAC.
4. Nutrition: Competitive Food Sales Rule 6.12.5.6 NMAC.
5. Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265): [http://www.fns.usda.gov/cnd/Governance/Legislation/PL\\_108-265.pdf](http://www.fns.usda.gov/cnd/Governance/Legislation/PL_108-265.pdf).
6. The Centers for Disease Control and Prevention, Division of Adolescent and School Health. <http://www.cdc.gov/HealthyYouth/healthtopics/wellness.htm>.
7. Team Nutrition: Local Wellness Policy. A team of community members must be involved in the development of each local wellness policy. Parents, students, representatives of the school food authority, the school board, school administrators and the public must be a part of the development process: [www.fns.usda.gov/tn/Healthy/wellnesspolicy.html](http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html).
8. Fit, Healthy and Ready to Learn: National Association of State Boards of Education, provides detailed guidance for development of school health policy following the Coordinated School Health Program model: [www.nasbe.org/HealthySchools/fithealthy.html](http://www.nasbe.org/HealthySchools/fithealthy.html).
9. CDC and Prevention: [www.cdc.gov/nccdphp/dnpa/physical/index.htm](http://www.cdc.gov/nccdphp/dnpa/physical/index.htm).
10. Action for Healthy Kids: [www.actionforhealthykids.org/resources.php](http://www.actionforhealthykids.org/resources.php) Select Topics.
11. American Alliance for Health, Physical Education, Recreation, and Dance: [www.aahperd.org/naspe](http://www.aahperd.org/naspe) , click on: Media and Advocacy and/or Publications.
12. National Association of State Boards of Education: [www.nasbe.org](http://www.nasbe.org).



# School District Wellness Policy

## Nutrition Template

### **Definitions:**

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

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

### **Requirement:**

The wellness policy shall include nutrition guidelines for a la carte offerings minimally meeting guidelines set forth in Subsection B of 6.12.5.8 NMAC.

The wellness policy shall include guidelines for school sponsored fund raisers during the normal school hours minimally meeting guidelines set forth in Paragraph (1) of Subsection C of 6.12.5.8 NMAC.

The wellness policy shall include guidelines for school sponsored fund raisers before and after school hours ensuring that at least 50% of the offerings shall be healthy choices in accordance with the requirements set forth in Paragraph (2) of Subsection C of 6.12.5.8 NMAC.

### **Goal:**

The goal of nutrition is to promote the role of nutrition in academic performance and quality of life, and to ensure the adoption of school policies which provide adequate nutrition opportunities.

### **Activities:**

The activities below are broken up into two components. Component one (I) includes the Public Education Department (PED) requirements that are outlined in the school district wellness policy rule (6.12.6.6 NMAC). The PED required activities are expected to be included in every wellness policy submitted to the PED. Component two (II) includes other activities each school health advisory council can create in addition to the requirements that are specific to the needs of the local school district.

#### **I. PED required activities:**

- Create nutrition guidelines for a la carte offerings minimally meeting guidelines set forth in Subsection B of 6.12.5.8 NMAC.
- Create guidelines for school sponsored fund raisers during the normal school hours minimally meeting guidelines set forth in Paragraph (1) of Subsection C of 6.12.5.8 NMAC.
- Create guidelines for school sponsored fund raisers before and after school hours ensuring that at least 50% of the offerings shall be healthy choices in accordance with the requirements set forth in Paragraph (2) of Subsection C of 6.12.5.8 NMAC.
- All schools will provide nutrition education activities that align with the New Mexico health education content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.



## **II. Other Activities:**

- ❑ Ensure that students receive consistent nutrition messages throughout schools, classrooms, cafeterias, homes, community and media.
- ❑ All schools in the district will support the school breakfast program.
- ❑ All schools will create a plan to provide collaboration between the cafeteria and the classroom to provide healthy selections and reinforce nutrition education.
- ❑ All schools will consider scheduling recess before lunch so that children are less distracted and ready to eat a healthy diet.
- ❑ Implement the Coordinated Approach to Child's Health (CATCH) program.

## **Evaluation**

See Appendix F.

## **Resources:**

1. New Mexico Public Education Department, School and Family Support Bureau – online <http://www.ped.state.nm.us> or phone: 505-827-1804.
2. Youth Risk and Resiliency Survey – online at <http://www.health.state.nm.us/pdf/YRRS2003FinalReport.pdf> or <http://hsc.unm.edu/chpdp/projects/pyrrs.htm>.
3. School District Wellness Policy rule 6.12.6.6 NMAC.
4. Nutrition: Competitive Food Sales Rule 6.12.5.6 NMAC.
5. Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265): [http://www.fns.usda.gov/cnd/Governance/Legislation/PL\\_108-265.pdf](http://www.fns.usda.gov/cnd/Governance/Legislation/PL_108-265.pdf).
6. The Centers for Disease Control and Prevention, Division of Adolescent and School Health. <http://www.cdc.gov/HealthyYouth/healthtopics/wellness.htm>.
7. Team Nutrition: Local Wellness Policy: A team of community members must be involved in the development of each local wellness policy. Parents, students, representatives of the school food authority, the school board, school administrators and the public must be a part of the development process: [www.fns.usda.gov/tn/Healthy/wellnesspolicy.html](http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html).
8. Fit, Healthy and Ready to Learn: National Association of State Boards of Education, provides detailed guidance for development of school health policy following the Coordinated School Health Program model: [www.nasbe.org/HealthySchools/fithealthy.html](http://www.nasbe.org/HealthySchools/fithealthy.html).
9. Team Nutrition Website: [www.fns.usda.gov/tn](http://www.fns.usda.gov/tn).
10. Dietary Guidelines for Americans 2005: [www.fns.usda.gov](http://www.fns.usda.gov).
11. My Pyramid Food Guidance System: [www.fns.usda.gov](http://www.fns.usda.gov).



# School District Wellness Policy

## Health Education

### Template

#### **Definition:**

Health Education means the instructional program that provides the opportunity to motivate and assist all students to maintain and improve their health, prevent disease and reduce health-related risk behaviors. It allows students to develop and demonstrate increasingly sophisticated health-related knowledge, attitudes, skills, and practices. It meets the content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.

#### **Requirement:**

The wellness policy shall include a planned, sequential, K-12 health education curriculum that addresses the physical, mental, emotional and social dimensions of health and is aligned to the health education content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.

*Note: Districts should align health education curriculum to the health education content standards with benchmarks and performance standards for implementation in the 2006-07 school year.*

#### **Goal:**

The goal of a comprehensive health education curriculum within a coordinated school health approach is to acquire life skills in order to attain personal, family, community, consumer and environmental health.

#### **Activities:**

The activities below are broken up into two components. Component one (I) includes the Public Education Department (PED) requirements that are outlined in the school district wellness policy rule (6.12.6.6 NMAC). The PED required activities are expected to be included in every wellness policy submitted to the PED. Component two (II) includes other activities each school health advisory council can create in addition to the requirements that are specific to the needs of the local school district.

#### **I. PED required activities:**

- ❑ The wellness policy shall include a planned, sequential, K-12 health education curriculum that addresses the physical, mental, emotional and social dimensions of health.
- ❑ The health education curriculum will be aligned to the health education content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.
- ❑ All schools will provide activities in comprehensive health education that align with the New Mexico health education content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.
- ❑ All school district shall implement a policy that will insure that parents have the ability to request that their child be exempted from the parts of the health education curriculum that addresses the sexuality performance standards. The policy includes but is not limited to:
  - the process for parents to request an exemption from the parts of the health education curriculum that addresses the sexuality performance standards and
  - how alternative lessons are established for the exempted parts of the curriculum.
- ❑ All school district shall provide instruction about HIV and related issues in the curriculum of the required health education content area to all students in the elementary grades, in the middle/junior high school grades, and in the senior high school grades as set forth in 6.12.2.10.C NMAC.



## **II. Other Activities:**

- ❑ Health education lessons will be taught in a manner that is culturally sensitive.
- ❑ Health education lessons are taught using a variety of instructional strategies (i.e. role playing, projects, media literacy, etc.).
- ❑ Health education is integrated into the core curriculum.
- ❑ Teachers, staff and administrators are made aware of coordinated school health professional development opportunities (School Health Institute, Head to Toe, NM Association for Health, Physical Education, Recreation and Dance).

## **Evaluation**

See Appendix F.

## **Resources:**

1. New Mexico Public Education Department, School and Family Support Bureau – online <http://www.ped.state.nm.us> or phone: 505-827-1804.
2. Youth Risk and Resiliency Survey – online at <http://www.health.state.nm.us/pdf/YRRS2003FinalReport.pdf> or <http://hsc.unm.edu/chpdp/projects/pyrrs.htm>.
3. School District Wellness Policy rule 6.12.6.6 NMAC.
4. Nutrition: Competitive Food Sales Rule 6.12.5.6 NMAC.
5. Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265): [http://www.fns.usda.gov/cnd/Governance/Legislation/PL\\_108-265.pdf](http://www.fns.usda.gov/cnd/Governance/Legislation/PL_108-265.pdf).
6. The Centers for Disease Control and Prevention, Division of Adolescent and School Health. <http://www.cdc.gov/HealthyYouth/healthtopics/wellness.htm>.
7. Team Nutrition: Local Wellness Policy. A team of community members must be involved in the development of each local wellness policy. Parents, students, representatives of the school food authority, the school board, school administrators and the public must be a part of the development process: [www.fns.usda.gov/tn/Healthy/wellnesspolicy.html](http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html)
8. Fit, Healthy and Ready to Learn, National Association of State Boards of Education, provides detailed guidance for development of school health policy following the Coordinated School Health Program model: [www.nasbe.org/HealthySchools/fithealthy.html](http://www.nasbe.org/HealthySchools/fithealthy.html).
9. American Association for Health Education. Online at [www.aahperd.org/aahe/](http://www.aahperd.org/aahe/).
10. American Alliance for Health, Physical Education, Recreation and Dance. Online at [www.aahperd.org/](http://www.aahperd.org/).
11. *Coordinated School Health Program Infrastructure Development Process Evaluation Manual*. Atlanta: CDC, 1997. Available at [www.cdc.gov/nccdphp/dash/publications/index.htm](http://www.cdc.gov/nccdphp/dash/publications/index.htm).
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15. U.S. Department of Health and Human Services. *The Surgeon General's call to action to prevent and decrease overweight and obesity*. Rockville, MD.: U.S. Department of Health and Human Services, Public Health Service, Office of the Surgeon General, 2001. Online at [www.surgeongeneral.gov/topics/obesity/](http://www.surgeongeneral.gov/topics/obesity/).



16. U.S. Department of Health and Human Services. *The Surgeon General's call to promote sexual health and responsible sexual behavior*. Rockville, MD.: U.S. Department of Health and Human Services, Public Health Service, Office of the Surgeon General, 2001. Online at [www.surgeongeneral.gov/library/sexualhealth/default.htm](http://www.surgeongeneral.gov/library/sexualhealth/default.htm).
17. U.S. Department of Health and Human Services. *The Surgeon General's call to action to prevent suicide*. Rockville, MD.: U.S. Department of Health and Human Services, Public Health Service, Office of the Surgeon General, 1999. Online at [www.surgeongeneral.gov/library/calltoaction/default.htm](http://www.surgeongeneral.gov/library/calltoaction/default.htm).
18. Health is Academic: [www.edc.org/HealthIsAcademic](http://www.edc.org/HealthIsAcademic).
19. The American School Health Association (ASHA): <http://www.ashaweb.org>.



# School District Wellness Policy

## Physical Education

### Template

#### **Definition:**

Physical education means the instructional program that provides cognitive content and learning experiences in a variety of activity areas. It provides the opportunity for all students to learn and develop the skills, knowledge and attitudes necessary to personally decide to participate in a lifetime of healthy physical activity. It meets the content standards with benchmarks and performance standards as set forth in Section 6.30.2.20 NMAC.

*Note: Physical activity is a component of, but is not a substitute for, quality physical education. Physical education is an instructional program taught by a certified physical educator and focuses on developing skills, knowledge, and attitudes necessary to personally decide to participate in a lifetime of healthful physical activity.*

*Districts should align health education curriculum to the health education content standards with benchmarks and performance standards for implementation in the 2006-07 school year.*

#### **Requirement:**

A planned, sequential, K-12 physical education curriculum that provides the optimal opportunity for all students to learn and develop skills, knowledge and attitudes necessary to personally decide to participate in lifetime healthful physical activity and is aligned to the physical education content standards with benchmarks and performance standards as per 6.30.2.20 NMAC.

#### **Goal:**

To provide every student with daily physical education during which a certified physical educator uses appropriate practices to teach the skills, knowledge, and attitudes needed to be physically fit and active for a lifetime. Activities are based on goals and objectives which are appropriate for all children, and are planned after referring to a curriculum which has an obvious scope and sequence which aligns with the content standards with benchmarks and performance standards.

#### **Activities:**

The activities below are broken up into two components. Component one (I) includes the Public Education Department (PED) requirements that are outlined in the school district wellness policy rule (6.12.6.6 NMAC). The PED required activities are expected to be included in every wellness policy submitted to the PED. Component two (II) includes other activities each school health advisory council can create in addition to the requirements that are specific to the needs of the local school district.

##### **I. PED required activities:**

- ❑ The wellness policy shall include a planned, sequential, K-12 physical education curriculum that provides the optimal opportunity for all students to learn and develop skills, knowledge and attitudes necessary to personally decide to participate in lifetime healthful physical activity.
- ❑ The physical education curriculum will be aligned to the physical education content standards with benchmarks and performance standards as per 6.30.2.20 NMAC.



## **II. Other Activities:**

- ❑ Schools hire certified physical educators to teach physical education and plan additional opportunities for physical activity.
- ❑ Schools limit physical education class sizes so they are consistent with those of other subject areas and/or self-contained classes. Classes of similar grade levels are scheduled back-to-back to maximize teaching efficiency.
- ❑ Physical educators promote academic achievement by helping classroom teachers incorporate physical education concepts in classroom activities.
- ❑ Physical educators are provided professional development opportunities such as workshops, conventions, and collaboration for the purpose of receiving the latest information, innovations, and ideas in their field and implementing them in their physical education classes.

## **Evaluation**

See Appendix F.

## **Resources:**

1. New Mexico Public Education Department, School and Family Support Bureau – online <http://www.ped.state.nm.us> or phone: 505-827-1804.
2. Youth Risk and Resiliency Survey – online at <http://www.health.state.nm.us/pdf/YRRS2003FinalReport.pdf> or <http://hsc.unm.edu/chpdp/projects/pyrrs.htm>.
3. School District Wellness Policy rule 6.12.6.6 NMAC.
4. Nutrition: Competitive Food Sales Rule 6.12.5.6 NMAC.
5. Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265): [http://www.fns.usda.gov/cnd/Governance/Legislation/PL\\_108-265.pdf](http://www.fns.usda.gov/cnd/Governance/Legislation/PL_108-265.pdf).
6. The Centers for Disease Control and Prevention, Division of Adolescent and School Health. <http://www.cdc.gov/HealthyYouth/healthtopics/wellness.htm>.
7. Team Nutrition: Local Wellness Policy: A team of community members must be involved in the development of each local wellness policy. Parents, students, representatives of the school food authority, the school board, school administrators and the public must be a part of the development process; [www.fns.usda.gov/tn/Healthy/wellnesspolicy.html](http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html).
8. Fit, Healthy and Ready to Learn: National Association of State Boards of Education, provides detailed guidance for development of school health policy following the Coordinated School Health Program model: [www.nasbe.org/HealthySchools/fithealthy.html](http://www.nasbe.org/HealthySchools/fithealthy.html).
9. Action for Healthy Kids: [www.actionforhealthykids.org/resources.php](http://www.actionforhealthykids.org/resources.php).
10. American Alliance for Health, Physical Education, Recreation, and Dance: [www.aahperd.org/naspe](http://www.aahperd.org/naspe), click on: Media and Advocacy and/or Publications.
11. PE Central: [www.pecentral.org](http://www.pecentral.org).
12. National Association of State Boards of Education: [www.nasbe.org](http://www.nasbe.org).



# School District Wellness Policy Healthy and Safe Environment Template

## **Definition:**

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

## **Requirement:**

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

## **Goal:**

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

## **Activities:**

The activities below are broken up into two components. Component one (I) includes the Public Education Department (PED) requirements that are outlined in the school district wellness policy rule (6.12.6.6 NMAC). The PED required activities are expected to be included in every wellness policy submitted to the PED. Component two (II) includes other activities each school health advisory council can create in addition to the requirements that are specific to the needs of the local school district.

### **I. PED Required Activities:**

- ❑ Create school safety plans at each school building focused on supporting healthy and safe environments and including, but not necessarily limited to, prevention, policies and procedures and emergency response plans.
- ❑ Perform 12 emergency drills in each public school in New Mexico. Emergency drills shall consist of 9 fire drills, 2 shelter in place drills and one evacuation drill at the intervals set forth in subsection M of 6.30.2.10 NMAC.

### **II. Other Activities:**

- ❑ All schools will research recovery strategies and consider adding this to the safe school plans.
- ❑ All schools will consider providing safety procedures and appropriate training for students, teachers and staff that support personal safety and a violence/harassment-free environment.
- ❑ All school buildings and grounds, structures, buses and equipment will strive to meet current safety standards and are kept inviting, clean, safe and in good repair.
- ❑ All schools will abide by district policies which create an environment free of tobacco, alcohol and other drugs.



## **Evaluation**

See Appendix F.

## **Resources:**

1. New Mexico Public Education Department, School and Family Support Bureau – online <http://www.ped.state.nm.us> or phone: 505-827-1804.
2. Youth Risk and Resiliency Survey – online at <http://www.health.state.nm.us/pdf/YRRS2003FinalReport.pdf> or <http://hsc.unm.edu/chpdp/projects/pyrrs.htm>.
3. School District Wellness Policy rule 6.12.6.6 NMAC.
4. Nutrition: Competitive Food Sales Rule 6.12.5.6 NMAC.
5. Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265): [http://www.fns.usda.gov/cnd/Governance/Legislation/PL\\_108-265.pdf](http://www.fns.usda.gov/cnd/Governance/Legislation/PL_108-265.pdf).
6. The Centers for Disease Control and Prevention, Division of Adolescent and School Health. <http://www.cdc.gov/HealthyYouth/healthtopics/wellness.htm>.
7. Team Nutrition: Local Wellness Policy. A team of community members must be involved in the development of each local wellness policy. Parents, students, representatives of the school food authority, the school board, school administrators and the public must be a part of the development process: [www.fns.usda.gov/tn/Healthy/wellnesspolicy.html](http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html).
8. Fit, Healthy and Ready to Learn: National Association of State Boards of Education, provides detailed guidance for development of school health policy following the Coordinated School Health Program model: [www.nasbe.org/HealthySchools/fithealthy.html](http://www.nasbe.org/HealthySchools/fithealthy.html).
9. U.S. Department of Education: Safe and Drug Free Schools Office: [www.ed.gov/offices/OESE/SDFS/index.html](http://www.ed.gov/offices/OESE/SDFS/index.html).
10. Federal Emergency Management Agency: [www.fema.gov](http://www.fema.gov).
11. American Red Cross: [www.redcross.org](http://www.redcross.org).
12. American School Counselors Association: [www.schoolcounselor.org](http://www.schoolcounselor.org).
13. New Mexico Homeland Security Office: [www.governor.state.nm.us/homeland.php?mm=4](http://www.governor.state.nm.us/homeland.php?mm=4).
14. National School Safety and Security Services: [www.schoolsecurity.org](http://www.schoolsecurity.org).
15. U.S. Department of Homeland Security: [www.ready.gov](http://www.ready.gov).



# School District Wellness Policy Social and Emotional Well-Being Template

## **Definition:**

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

## **Requirement:**

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

## **Goal:**

The goal of social and emotional well-being is to collaborate with students, parents, staff and community to influence student success by building awareness and promoting strategies to maintain and/or improve student mental health.

## **Activities:**

The activities below are broken up into two components. Component one (I) includes the Public Education Department (PED) requirements that are outlined in the school district wellness policy rule (6.12.6.6 NMAC). The PED required activities are expected to be included in every wellness policy submitted to the PED. Component two (II) includes other activities each school health advisory council can create in addition to the requirements that are specific to the needs of the local school district.

### **I. PED Required Activities:**

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

### **II. Other Activities:**

- Provide an environment in which students are able to request assistance when needed.
- Provide a supportive school environment that links to community resources.

## **Evaluation**

See Appendix F.

## **Resources:**

1. New Mexico Public Education Department, School and Family Support Bureau – online <http://www.ped.state.nm.us> or phone: 505-827-1804.
2. Youth Risk and Resiliency Survey – online at <http://www.health.state.nm.us/pdf/YRRS2003FinalReport.pdf> or <http://hsc.unm.edu/chpdp/projects/pyrrs.htm>.
3. School District Wellness Policy rule 6.12.6.6 NMAC.
4. Nutrition: Competitive Food Sales Rule 6.12.5.6 NMAC.
5. Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265): [http://www.fns.usda.gov/cnd/Governance/Legislation/PL\\_108-265.pdf](http://www.fns.usda.gov/cnd/Governance/Legislation/PL_108-265.pdf).



6. The Centers for Disease Control and Prevention, Division of Adolescent and School Health:  
<http://www.cdc.gov/HealthyYouth/healthtopics/wellness.htm>.
7. Team Nutrition: Local Wellness Policy. A team of community members must be involved in the development of each local wellness policy. Parents, students, representatives of the school food authority, the school board, school administrators and the public must be a part of the development process:  
[www.fns.usda.gov/tn/Healthy/wellnesspolicy.html](http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html).
8. Fit, Healthy and Ready to Learn: National Association of State Boards of Education, provides detailed guidance for development of school health policy following the Coordinated School Health Program model:  
[www.nasbe.org/HealthySchools/fithealthy.html](http://www.nasbe.org/HealthySchools/fithealthy.html).



# School District Wellness Policy

## Health Services

### Template

#### **Definition:**

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

#### **Requirement:**

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

#### **Goal:**

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

#### **Activities:**

The activities below are broken up into two components. Component one (I) includes the Public Education Department (PED) requirements that are outlined in the school district wellness policy rule (6.12.6.6 NMAC). The PED required activities are expected to be included in every wellness policy submitted to the PED. Component two (II) includes other activities each school health advisory council can create in addition to the requirements that are specific to the needs of the local school district.

##### **I. PED Required Activities:**

- Create a plan addressing the health services needs of students in the educational process.

##### **II. Other Activities:**

- Services provide a linkage to school and community health resources (e.g., primary care, public health, community health agencies and faith based groups, school-based health centers).
- Services include but are not limited to preventive services, behavioral health services, screenings and referrals; evaluations and assessments; first aid and emergency care; follow-up care; school safety; health education and ancillary services (e.g., speech therapy or physical therapy and or occupational therapy).
- Services are provided in partnership with students, parents, staff and community.
- Health service professionals are provided professional development opportunities such as workshops, conventions and collaboration for the purpose of receiving the latest information, innovations and ideas in their field and implementing them in their areas of expertise.
- Health service programs shall strive to meet all reporting, record-keeping and confidentiality requirements

#### **Evaluation**

See Appendix F.



## **Resources:**

1. New Mexico Public Education Department, School and Family Support Bureau – online <http://www.ped.state.nm.us> or phone: 505-827-1804.
2. Youth Risk and Resiliency Survey – online at [www.health.state.nm.us/pdf/YRRS2003FinalReport.pdf](http://www.health.state.nm.us/pdf/YRRS2003FinalReport.pdf) or <http://hsc.unm.edu/chpdp/projects/pyrrs.htm>.
3. School District Wellness Policy rule 6.12.6.6 NMAC.
4. Nutrition: Competitive Food Sales Rule 6.12.5.6 NMAC.
5. Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265): [http://www.fns.usda.gov/cnd/Governance/Legislation/PL\\_108-265.pdf](http://www.fns.usda.gov/cnd/Governance/Legislation/PL_108-265.pdf).
6. The Centers for Disease Control and Prevention, Division of Adolescent and School Health. <http://www.cdc.gov/HealthyYouth/healthtopics/wellness.htm>.
7. Team Nutrition: Local Wellness Policy: A team of community members must be involved in the development of each local wellness policy. Parents, students, representatives of the school food authority, the school board, school administrators and the public must be a part of the development process: [www.fns.usda.gov/tn/Healthy/wellnesspolicy.html](http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html).
8. Fit, Healthy and Ready to Learn: National Association of State Boards of Education, provides detailed guidance for development of school health policy following the Coordinated School Health Program model: [www.nasbe.org/HealthySchools/fithealthy.html](http://www.nasbe.org/HealthySchools/fithealthy.html).
9. American School Counselors Association: [www.schoolcounselor.org](http://www.schoolcounselor.org).
10. National Mental Health Association: [www.nmha.org](http://www.nmha.org).
11. National Association of School Psychologists: [www.nasponline.org/index2.html](http://www.nasponline.org/index2.html).
12. National Association of School Nurses: <http://nasn.org/positions/positions.htm>
13. Crisis Response Team: [www.healthinschools.org/sh/CrisisResponse.pdf](http://www.healthinschools.org/sh/CrisisResponse.pdf) or [www.healthinschools.org/sh/schoolresponse.asp](http://www.healthinschools.org/sh/schoolresponse.asp).



# School District Wellness Policy

## Staff Wellness

### Template

#### **Definition:**

Staff wellness means opportunities for school staff to improve their health status through activities such as health assessments, health education and health-related fitness activities. These opportunities encourage school staff to pursue a healthy lifestyle that contributes to their improved health status, improved morale and a greater personal commitment to the school's overall coordinated school health approach.

A staff wellness program allows the staff to learn and practice skills to make personal decisions about health-enhancing daily habits.

#### **Requirement:**

The wellness policy shall include a plan addressing the staff wellness needs of all school staff that minimally insures an equitable work environment and meets the Americans with Disabilities Act, Part III.

#### **Goal:**

The goal of staff wellness is to promote activities for staff that are designed to promote the physical, emotional and mental health of school employees as well as to prevent disease and disability.

#### **Activities:**

The activities below are broken up into two components. Component one (I) includes the Public Education Department (PED) requirements that are outlined in the school district wellness policy rule (6.12.6.6 NMAC). The PED required activities are expected to be included in every wellness policy submitted to the PED. Component two (II) includes other activities each school health advisory council can create in addition to the requirements that are specific to the needs of the local school district.

##### **I. PED Required Activities:**

- ❑ Create a plan addressing the staff wellness needs of all school staff that minimally insures an equitable work environment and meets the Americans with Disabilities Act, Part III.

##### **II. Other Activities:**

- ❑ All schools will provide staff and faculty the opportunity to participate in a health promotion program focusing on exercise, stress management and nutrition (i.e. health fairs, fun runs, walks etc).
- ❑ All schools will provide staff and faculty with accurate, evidence based information or activities related to exercise, stress management and nutrition (i.e. newsletters, yoga, pilates, menopause information, weight lifting, cardio improvement classes, etc).

#### **Evaluation**

See Appendix F.



## **Resources:**

1. New Mexico Public Education Department, School and Family Support Bureau – online <http://www.ped.state.nm.us> or phone: 505-827-1804.
2. Youth Risk and Resiliency Survey – online at <http://www.health.state.nm.us/pdf/YRRS2003FinalReport.pdf> or <http://hsc.unm.edu/chpdp/projects/pyrrs.htm>.
3. School District Wellness Policy rule 6.12.6.6 NMAC.
4. Nutrition: Competitive Food Sales Rule 6.12.5.6 NMAC.
5. Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265): [http://www.fns.usda.gov/cnd/Governance/Legislation/PL\\_108-265.pdf](http://www.fns.usda.gov/cnd/Governance/Legislation/PL_108-265.pdf).
6. The Centers for Disease Control and Prevention, Division of Adolescent and School Health. <http://www.cdc.gov/HealthyYouth/healthtopics/wellness.htm>.
7. Team Nutrition: Local Wellness Policy. A team of community members must be involved in the development of each local wellness policy. Parents, students, representatives of the school food authority, the school board, school administrators and the public must be a part of the development process: [www.fns.usda.gov/tn/Healthy/wellnesspolicy.html](http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html).
8. Fit, Healthy and Ready to Learn: National Association of State Boards of Education, provides detailed guidance for development of school health policy following the Coordinated School Health Program model: [www.nasbe.org/HealthySchools/fithealthy.html](http://www.nasbe.org/HealthySchools/fithealthy.html).
9. The National Wellness Institute: [www.wellnesswi.org](http://www.wellnesswi.org).



**Appendix A**  
**School District Wellness Policy**  
**Component Work Sheet**

**District:** \_\_\_\_\_

**Component:** (health education; physical education; physical activity; nutrition; social and emotional well-being; healthy and safe environment, health services; staff wellness; family, school and community involvement)

**Definition:** (note: Take from rule—additional information if needed)

**Requirement:** (note: Take from rule—additional district level requirement as appropriate)

**Goal:** (note: can use suggested language from Guidance Document)

**Activities:** (note: see PED required and other activities in Guidance Document)

**Resources:**

1. New Mexico Public Education Department, School and Family Support Bureau – online <http://www.ped.state.nm.us> or phone: 505-827-1804.
2. School District Wellness Policy rule 6.12.6.6 NMAC.
3. Nutrition: Competitive Food Sales Rule 6.12.5.6 NMAC.
4. Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265): [http://www.fns.usda.gov/cnd/Governance/Legislation/PL\\_108-265.pdf](http://www.fns.usda.gov/cnd/Governance/Legislation/PL_108-265.pdf).
5. The Centers for Disease Control and Prevention, Division of Adolescent and School Health. <http://www.cdc.gov/HealthyYouth/healthtopics/wellness.htm>.
6. Team Nutrition: Local Wellness Policy. A team of community members must be involved in the development of each local wellness policy. Parents, students, representatives of the school food authority, the school board, school administrators and the public must be a part of the development process: [www.fns.usda.gov/tn/Healthy/wellnesspolicy.html](http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html).
7. Fit, Healthy and Ready to Learn: National Association of State Boards of Education, provides detailed guidance for development of school health policy following the Coordinated School Health Program model: [www.nasbe.org/HealthySchools/fithealthy.html](http://www.nasbe.org/HealthySchools/fithealthy.html).
8. Youth Risk and Resiliency Survey – online at <http://www.health.state.nm.us/pdf/YRRS2003FinalReport.pdf> or <http://hsc.unm.edu/chpdp/projects/pyrrs.htm>.



**Appendix B**

**SCHOOL HEALTH ADVISORY COUNCIL (SHAC)  
MEMBERS**

As per the Public Education Department Wellness Policy rule 6.12.6.1 NMAC, all New Mexico local boards of education shall establish a district School Health Advisory Council (SHAC) that consists of parent(s), school food authority personnel, school board member(s), school administrator(s), school staff, student(s), and community member(s).

Identify below the members of your SHAC, their roles and contact information. Please note that you are not limited to only one person representing each category.

Each school district is to identify a wellness policy champion(s) within the school district, or at each school, as appropriate, charged with the operational responsibility for ensuring that each school fulfills the school district’s wellness policy.

NAME	ROLE	PHONE NUMBER	E-MAIL
	Wellness Policy lead		
	School administrator		
	School board member		
	School staff		
	School food authority personnel		
	Parent		
	Student		
	Community member		
	Other (indicate)		
	Other (indicate)		
	Other (indicate)		
	Other (indicate)		
	Other (indicate)		
	Other (indicate)		
	Other (indicate)		



## Appendix C

**TITLE 6            PRIMARY AND SECONDARY EDUCATION**  
**CHAPTER 12       PUBLIC SCHOOL ADMINISTRATION - HEALTH AND SAFETY**  
**PART 6             SCHOOL DISTRICT WELLNESS POLICY**

**6.12.6.1            ISSUING AGENCY:** Public Education Department  
[6.12.6.1 NMAC - N, 02-28-06]

**6.12.6.2            SCOPE:** This regulation applies to public schools in New Mexico unless otherwise expressly limited.  
[6.12.6.2 NMAC - N, 02-28-06]

**6.12.6.3            STATUTORY AUTHORITY:** This regulation is adopted pursuant to Sections 22-2-1 and 9-24-8 NMSA 1978.  
[6.12.6.3 NMAC - N, 02-28-06]

**6.12.6.4            DURATION:** Permanent  
[6.12.6.4 NMAC - N, 02-28-06]

**6.12.6.5            EFFECTIVE DATE:** February 28, 2006, unless a later date is cited at the end of a section.  
[6.12.6.5 NMAC - N, 02-28-06]

**6.12.6.6            OBJECTIVE:** This rule requires the adoption of local school district wellness policies.  
[6.12.6.6 NMAC - N, 02-28-06]

**6.12.6.7            DEFINITIONS:**

A.        “Coordinated school health approach” means the framework for linking health and education. The focus is healthy and successful students. There are eight interactive components of coordinated school health: health education; physical education and activity; nutrition; social and emotional well-being; healthy and safe environment; health services; staff wellness; and family, school and community involvement.

B.        “Family, school and community involvement” means an integrated family, school and community approach for enhancing the health and well-being of students by establishing a district school health advisory council that has the responsibility to make recommendations to the local school board in the development or revision, implementation, and evaluation of the wellness policy.

C.        “Health education” means the instructional program that provides the opportunity to motivate and assist all students to maintain and improve their health, prevent disease, and reduce health-related risk behaviors. It allows students to develop and demonstrate increasingly sophisticated health-related knowledge, attitudes, skills, and practices. It meets the content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.

D.        “Health services” means services provided for students to appraise, protect, and promote health. These services are designed to ensure access or referral to primary health care or behavioral health services or both, foster appropriate use of primary health care services, behavioral health services, prevent and control communicable diseases and other health problems, provide emergency care for illness or injury, promote and provide optimum sanitary conditions for a safe school facility and school environment, and provide educational and counseling opportunities for promoting and maintaining individual, family, and community health.

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

F.        “Nutrition” means programs that provide access to a variety of nutritious and appealing meals and snacks that accommodate the health and nutrition needs of all students.

G.        “Physical activity” means body movement of any type which include recreational, fitness, and sport activities.

H.        “Physical education” means the instructional program that provides cognitive content and learning experiences in a variety of activity areas. It provides the opportunity for all students to learn and develop the skills, knowledge and attitudes necessary to personally decide to participate in a lifetime of healthful physical activity. It meets the content standards with benchmarks and performance standards as set forth in Section 6.30.2.20 NMAC.

I.        “Social and emotional well-being” means services provided to maintain and/or improve students’ mental, emotional, behavioral, and social health.

J.        “Staff wellness” means opportunities for school staff to improve their health status through activities such as health assessments, health education and health-related fitness activities. These opportunities encourage school staff to pursue a healthy



lifestyle that contributes to their improved health status, improved morale, and a greater personal commitment to the school's overall coordinated school health approach.

[6.12.6.7 NMAC - N, 02-28-06]

**6.12.6.8 REQUIREMENTS:**

A. This section applies to local school boards, local school districts, and charter schools and governs policies to be implemented by local school districts with regards to student and school employee wellness.

B. Each school district and charter school shall develop and implement a policy that addresses student and school employee wellness through a coordinated school health approach.

C. Each school district and charter school shall submit the wellness policy to the public education department for approval.

(1) Sections of the wellness policy that meet the requirements set forth in Paragraphs (3), (4), (5), (6) and (11) of Subsection D and the requirements set forth in Subsection E of this section shall be submitted to the public education department on or before August 30, 2006.

(2) Sections of the wellness policy that meet the requirements set forth in Paragraphs (1), (2), (7), (8), (9) and (10) of Subsection D of this section shall be submitted to the public education department on or before January 30, 2007.

D. The wellness policy shall include, but shall not be limited to:

(1) a planned, sequential, K-12 health education curriculum that addresses the physical, mental, emotional, and social dimensions of health and is aligned to the health education content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC;

(2) a planned, sequential, K-12 physical education curriculum that provides the optimal opportunity for all students to learn and develop skills, knowledge and attitudes necessary to personally decide to participate in lifetime healthful physical activity and is aligned to the physical education content standards with benchmarks and performance standards as set forth in 6.30.2.20 NMAC;

(3) guidelines to provide physical activity opportunities to students before, during and/or after school;

(4) nutrition guidelines for a la carte offerings minimally meeting guidelines set forth in Subsection B of 6.12.5.8 NMAC;

(5) guidelines for school sponsored fund raisers during the normal school hours minimally meeting guidelines set forth in Paragraph (1) of Subsection C of 6.12.5.8 NMAC;

(6) guidelines for school sponsored fund raisers before and after schools hours ensuring that at least fifty percent of the offerings shall be healthy choices in accordance with the requirements set forth in Paragraph (2) of Subsection C of 6.12.5.8 NMAC;

(7) a plan addressing the behavioral health needs of all students in the educational process by focusing on students' social and emotional well-being;

(8) school safety plans at each school building focused on supporting healthy and safe environments and including but not necessarily limited to prevention, policies and procedures, and emergency response;

(9) a plan addressing the health services needs of students in the educational process;

(10) a plan addressing the staff wellness needs of all school staff that minimally ensures an equitable work environment and meets the American with Disabilities Act, Part III;

(11) a plan for measuring implementation and evaluation of the wellness policy, including the designation of one or more persons within the school district, or at each school, as appropriate, charged with operational responsibility for ensuring that each school fulfills the district's wellness policy.

E. Family, school and community involvement. Each local board of education shall establish a district school health advisory council that consists of parent(s), school food authority personnel, school board member(s), school administrator(s), school staff; student(s); and community member(s). The school health advisory council shall have the responsibility to make recommendations to the local school board in the development or revision, implementation, and evaluation of the wellness policy consistent with this rule. The school health advisory council shall meet for this purpose a minimum of two times annually.

[6.12.6.8 NMAC - N, 02-28-06]

**History of 6.12.6 NMAC:** [Reserved]



## Appendix D

**TITLE 6 PRIMARY AND SECONDARY EDUCATION**  
**CHAPTER 12 PUBLIC SCHOOL ADMINISTRATION - HEALTH AND SAFETY**  
**PART 5 NUTRITION: COMPETITIVE FOOD SALES**

**6.12.5.1 ISSUING AGENCY:** Public Education Department  
[6.12.5.1 NMAC - N, 02-28-06]

**6.12.5.2 SCOPE:** This rule applies to public schools in New Mexico unless otherwise expressly limited.  
[6.12.5.2 NMAC - N, 02-28-06]

**6.12.5.3 STATUTORY AUTHORITY:** This rule is adopted pursuant to Sections 22-2-1 and 9-24-8, NMSA 1978.  
[6.12.5.3 NMAC - N, 02-28-06]

**6.12.5.4 DURATION:** Permanent  
[6.12.5.4 NMAC - N, 02-28-06]

**6.12.5.5 EFFECTIVE DATE:** February 28, 2006, unless a later date is cited at the end of a section.  
[6.12.5.5 NMAC - N, 02-28-06]

**6.12.5.6 OBJECTIVE:** This rule addresses the sale of competitive food sold to children attending public schools in New Mexico.  
[6.12.5.6 NMAC - N, 02-28-06]

**6.12.5.7 DEFINITIONS:**

- A. "A la carte" means a beverage or food product sold in schools to students during the lunch period that is not part of the United States department of agriculture school meal program.
  - B. "Competitive food" means a food or beverage sold at school other than one served as part of the United States department of agriculture school meal program. The term includes any item sold in vending machines, a la carte or through other school fundraising efforts.
  - C. "Fund raisers" means beverage or food products sold to raise money that are not sold in vending machines, a la carte sales or as part of the United States department of agriculture school meal program.
  - D. "Vended beverages and foods" means a beverage or food product sold in vending machines to students in schools.
- [6.12.5.7 NMAC - N, 02-28-06]

**6.12.5.8 REQUIREMENTS FOR COMPETITIVE FOODS SOLD TO STUDENTS:**

- A. Vended foods and beverages:
  - (1) Elementary schools:
    - (a) Beverages sold in vending machines to students in elementary schools shall only be sold after the last lunch period is completed and shall only include:
      - (i) milk with a fat content of 2 percent or less;
      - (ii) soy milk; and
      - (iii) water.
    - (b) Carbonated beverages shall not be sold in vending machines to students in elementary schools.
    - (c) Food products shall not be sold in vending machines to students in elementary schools.
  - (2) Middle schools:
    - (a) Beverages sold in vending machines to students in middle schools shall only include:
      - (i) milk with a fat content of two percent or less;
      - (ii) soy milk;
      - (iii) water; and
      - (iv) 100 percent fruit juice that has no added sweeteners and no more than 125 calories per container and a serving size not to exceed 20 ounces.
    - (b) Carbonated beverages shall not be sold in vending machines to students in middle schools.
    - (c) Food products sold in vending machines to students in middle schools are subject to the following requirements:
      - (i) Nuts, seeds, cheese, yogurt, and fruit may be sold in vending machines in middle schools at any time and are not subject to the restrictions in item (ii) of this subparagraph.



(ii) Food products other than those listed in item (i) of this subparagraph shall only be sold after the last lunch period is completed and are subject to the following restrictions: shall contain no more than 200 calories per container or per package or amount served and shall contain no more than 8 grams of fat per container or per package or amount served with no more than 2 grams of fat from saturated and trans-fats and shall contain no more than 15 grams of sugar per package or amount served.

(3) High schools:

(a) Beverages sold in vending machines to students in high schools at any time shall only include:

- (i) milk with a fat content of 2 percent or less;
- (ii) soy milk;
- (iii) water; and
- (iv) juice that is at least 50 percent fruit and that has no added sweeteners and a serving size not to exceed

20 ounces.

(b) Beverages sold in vending machines to students in high schools after the last lunch period is completed shall only include the items in subparagraph (a) and:

- (i) carbonated soft drinks that are both sugar free and caffeine free;
- (ii) non-carbonated flavored water with no added sweeteners; and
- (iii) sports drinks.

(c) Food products sold in vending machines to students in high schools may be sold at any time subject to the following requirements:

(i) Nuts, seeds, cheese, yogurt, and fruit may be sold in vending machines in high schools at any time and are not subject to the restrictions in item (ii) of this subparagraph.

(ii) Food products other than those listed in item (i) of this subparagraph are subject to the following restrictions: shall contain no more than 200 calories per container or per package or amount served and shall contain no more than 8 grams of fat per container or per package or amount served with no more than 2 grams of fat from saturated and trans-fats and shall contain no more than 15 grams of sugar per container or per package or amount served.

B. A la carte offerings must meet the following requirements:

(1) Beverages sold in a la carte offerings may only be sold during lunch period and shall only include:

(a) Elementary schools:

- (i) milk with a fat content of 2 percent or less;
- (ii) soy milk; and
- (iii) water.

(b) Middle schools:

- (i) milk with a fat content of two percent or less;
- (ii) soy milk;
- (iii) water; and
- (iv) 100 percent fruit juice that has no added sweeteners and no more that 125 calories per container and a

serving size not to exceed 20 ounces.

(c) High schools:

- (i) milk with a fat content of 2 percent or less;
- (ii) soy milk;
- (iii) water; and
- (iv) juice that is at least 50 percent fruit and that has no added sweeteners and a serving size not to exceed

20 ounces.

(2) Carbonated beverages or soft drinks, non-carbonated flavored water and sports drinks shall not be sold in a la carte offerings.

(3) Food products sold in a la carte offerings may only be sold during lunch and are subject to the following requirements:

(a) Nuts, seeds, cheese, yogurt, and fruit are not subject to the restrictions in subparagraph (b) of this paragraph.

(b) Food products other than those listed in subparagraph (a) of this paragraph are subject to the following

restrictions:

- (i) shall contain no more than 400 calories per container or per package or amount served; and
- (ii) shall contain no more than 16 grams of fat per container or per package or amount served, of which no more than 2 grams come from saturated and trans fats combined; and
- (iii) shall contain no more than 30 grams of total sugar per package or amount served.

C. Fund raisers:

(1) Beverages and food products may be sold as fund raisers at any time during normal school hours except during the lunch period and are subject to the following requirements and limitations:

(a) Elementary schools:

- (i) Beverages sold shall only include: milk with a fat content of 2 percent or less; soy milk; and water.

Carbonated beverages shall not be sold.



(ii) Food products shall not be sold as fund raisers to students in elementary schools.

(b) Middle schools:

(i) Beverages sold shall only include: milk with a fat content of 2 percent or less; soy milk; water; and one hundred percent fruit juice that has no added sweeteners and no more than 125 calories per container and a serving size not to exceed 20 ounces. Carbonated beverages shall not be sold.

(ii) Food products sold are subject to the following requirements: nuts, seeds, cheese, yogurt, and fruit may be sold and are not subject to restrictions; food products other than nuts, seeds, cheese, yogurt and fruit shall contain no more than 200 calories per container or per package or amount served and shall contain no more than 8 grams of fat per container or per package or amount served with no more than 2 grams of fat from saturated and trans-fats and shall contain no more than 15 grams of sugar per container or per package or amount served.

(c) High schools:

(i) Beverages sold shall only include: milk with a fat content of 2 percent or less, soy milk, water and juice that is at least 50 percent fruit and that has no added sweeteners and a serving size not to exceed 20 ounces.

(ii) Food products sold are subject to the following requirements: nuts, seeds, cheese, yogurt, and fruit may be sold and are not subject to restrictions; food products other than nuts, seeds, cheese, yogurt and fruit shall contain no more than 200 calories per container or per package or amount served and shall contain no more than 8 grams of fat per container or per package or amount served with no more than 2 grams of fat from saturated and trans-fats and shall contain no more than 15 grams of sugar per container or per package or amount served.

(2) Beverages and food products may be sold as fund raisers outside of normal school hours provided that at least 50 per cent of the offerings meet the following requirements:

(a) Beverages: milk with a fat content of 2 percent or less; soy milk, water and juice that is at least 50 percent fruit and that has no added sweeteners and a serving size not to exceed 20 ounces.

(b) Food products: nuts, seeds, cheese, yogurt, and fruit may be sold and are not subject to restrictions; food products other than nuts, seeds, cheese, yogurt and fruit shall contain no more than 200 calories per container or per package or amount served and shall contain no more than 8 grams of fat per container or per package or amount served with no more than 2 grams of fat from saturated and trans-fats, and shall contain no more than 15 grams of sugar per container or per package or amount served.

[6.12.5.8 NMAC - N, 02-28-06]

History of 6.12.5 NMAC: [Reserved]



Appendix E

COMPETITIVE FOOD SALES GRID

“Competitive Food” means a food or beverage sold at school other than one served as part of the United States Department of Agriculture school meal program. The term includes any item sold in vending machines, a la carte or through other school fundraising efforts during normal school hours.

<b>Vended Beverages and Foods</b> <i>“Vended beverages and foods” means a beverage or food product sold in vending machines to student in schools..</i>			
<b>Vended</b>	<b>Elementary</b>	<b>Middle</b>	<b>High</b>
<b><u>Beverages</u></b>	<b><u>Allowed after the last lunch period:</u></b>	<b><u>Allowed any time:</u></b>	<b><u>Allow any time:</u></b>
	<ul style="list-style-type: none"> <li>• Milk 2% or less</li> <li>• Soy milk</li> <li>• Water</li> </ul>	<ul style="list-style-type: none"> <li>• Milk 2% or less</li> <li>• Soy milk</li> <li>• Water</li> <li>• 100% fruit juice that has:               <ul style="list-style-type: none"> <li>• no added sweeteners</li> <li>• no more that 125 calories/container and</li> <li>• a serving size not to exceed 20 oz.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Milk 2% or less</li> <li>• Soy milk</li> <li>• Water</li> <li>• At least 50% fruit juice that has:               <ul style="list-style-type: none"> <li>• no added sweetenersr and</li> <li>• a serving size not to exceed 20 oz.</li> </ul> </li> </ul>
	<b><u>**No Carbonated Drinks</u></b>	<b><u>**No Carbonated Drinks</u></b>	<b><u>Allowed after the last lunch period:</u></b>
			<ul style="list-style-type: none"> <li>• Sugar free/Caffeine free soft drinks (must be both)</li> <li>• Non-carbonated flavored water with no added sweeteners</li> <li>• Sports drinks</li> </ul>



Vended	Elementary	Middle	High
<b><u>Foods</u></b>	<b>NONE</b>	<p><b><u>Allowed after the last lunch period.</u></b></p> <p>Foods meeting the following guidelines</p> <p><b><u>**with the exception of nuts, seeds, cheese, yogurt, and fruit:</u></b></p> <ul style="list-style-type: none"> <li>• No more than 200 calories per container or per package or amount served, and</li> <li>• No more than 8 grams fats per serving with no more than 2 grams from saturated and trans fats per container or per package or amount served and</li> <li>• No more than 15 grams of sugar per container or per package or amount served</li> </ul>	<p><b><u>Allowed any time.</u></b></p> <p>Foods meeting the following guidelines</p> <p><b><u>**with the exception of nuts, seeds, cheese, yogurt, and fruit:</u></b></p> <ul style="list-style-type: none"> <li>• No more than 200 calories per container or per package or amount served, and</li> <li>• No more than 8 grams fats per serving with no more than 2 grams from saturated and trans fats per container or per package or amount served and</li> <li>• No more than 15 grams of sugar per container or per package or amount served</li> </ul>



**A La Carte** (only during lunch period)

“A la carte” means a beverage or food product sold in schools to students during the lunch period that is not part of the United States Department of Agriculture school meal program.

<p><b>A La Carte</b></p> <p><b><u>Beverages</u></b></p>	<p style="text-align: center;"><b>Elementary</b></p> <p><b><u>Allowed only during lunch period:</u></b></p> <ul style="list-style-type: none"> <li>• Milk 2% or less</li> <li>• Soy milk</li> <li>• Water</li> </ul> <p style="text-align: center;"><b><u>**No Carbonated Drinks</u></b></p>	<p style="text-align: center;"><b>Middle</b></p> <p><b><u>Allowed only during lunch period:</u></b></p> <ul style="list-style-type: none"> <li>• Milk 2% or less</li> <li>• Soy milk</li> <li>• Water</li> <li>• 100% fruit juice that has:             <ul style="list-style-type: none"> <li>• no added sweeteners</li> <li>• no more that 125 calories/container and</li> <li>• a serving size not to exceed 20 oz.</li> </ul> </li> </ul> <p style="text-align: center;"><b><u>**No Carbonated Drinks</u></b></p>	<p style="text-align: center;"><b>High</b></p> <p><b><u>Allowed only during lunch period:</u></b></p> <ul style="list-style-type: none"> <li>• Milk 2% or less</li> <li>• Soy milk</li> <li>• Water</li> <li>• At least 50% fruit juice that has:             <ul style="list-style-type: none"> <li>• no added sweeteners nd</li> <li>• a serving size not to exceed 20 oz.</li> </ul> </li> </ul> <p style="text-align: center;"><b><u>**No Carbonated Drinks</u></b></p>
<p><b>A La Carte</b></p> <p><b><u>Foods</u></b></p>	<p><b>Foods products sold in Elementary, Middle and High School only during the lunch period as a la carte sales must meet the following guidelines</b></p> <p><b><u>**with the exception of nuts, seeds, cheese, yogurt, and fruit:</u></b></p> <ul style="list-style-type: none"> <li>• No more than 400 calories per container or per package or amount served; and</li> <li>• No more than 16 grams of fat (no more than 2 grams from saturated and trans fats combined) per container or per package or amount served and</li> <li>• No more than 30 grams of total sugar per container or per package or amount served.</li> </ul>		



## Fund Raisers (Beverages/Food)

“Fund Raisers” means beverage or food products sold to raise money that are not sold in vending machines, a la carte sales or part of the United States Department of Agriculture school meal program.

Fund Raisers	Elementary	Middle	High
<p><u>During Normal School Hours</u></p> <p><u>Beverages</u></p>	<p><u>Beverages Allowed as fund raiser except during lunch period</u></p> <ul style="list-style-type: none"> <li>• Milk 2% or less</li> <li>• Soy milk</li> <li>• Water</li> </ul> <p><u>**No Carbonated Drinks</u></p>	<p><u>Beverages Allowed as fund raiser except during lunch period</u></p> <ul style="list-style-type: none"> <li>• Milk 2% or less</li> <li>• Soy milk</li> <li>• Water</li> <li>• 100% fruit juice that has:               <ul style="list-style-type: none"> <li>• no added sweeteners</li> <li>• no more that 125 calories/container and</li> <li>• a serving size not to exceed 20 oz.</li> </ul> </li> </ul> <p><u>**No Carbonated Drinks</u></p>	<p><u>Beverages Allowed as fund raiser except during lunch period</u></p> <ul style="list-style-type: none"> <li>• Milk 2% or less</li> <li>• Soy milk</li> <li>• Water</li> <li>• At least 50% fruit juice that has:               <ul style="list-style-type: none"> <li>• no added sweeteners and</li> <li>• a serving size not to exceed 20 oz.</li> </ul> </li> </ul> <p><u>**No Carbonated Drinks</u></p>



Fund Raisers	Elementary	Middle	High
<p><b><u>During Normal School Hours</u></b></p> <p><b><u>Foods</u></b></p>	<p><b>NONE</b></p>	<p><b><u>Allowed as fund raiser except during lunch period</u></b></p> <p>Foods meeting the following guidelines</p> <p><b><u>**with the exception of nuts, seeds, cheese, yogurt, and fruit:</u></b></p> <ul style="list-style-type: none"> <li>• No more than 200 calories per container or per package or amount served, and</li> <li>• No more than 8 grams fats per serving with no more than 2 grams from saturated and trans fats per container or per package or amount served and</li> <li>• No more than 15 grams of sugar per container or per package or amount served</li> </ul>	<p><b><u>Allowed as fund raiser except during lunch period</u></b></p> <p>Foods meeting the following guidelines</p> <p><b><u>**with the exception of nuts, seeds, cheese, yogurt, and fruit:</u></b></p> <ul style="list-style-type: none"> <li>• No more than 200 calories per container or per package or amount served, and</li> <li>• No more than 8 grams fats per serving with no more than 2 grams from saturated and trans fats per container or per package or amount served and</li> <li>• No more than 15 grams of sugar per container or per package or amount served</li> </ul>

<p><b>Fund Raisers</b></p> <p><b><u>Outside of Normal School Hours</u></b></p>	<p><b>Beverages and food products may be sold as fund raisers outside of normal school hours for Elementary, Middle and High Schools provided that at least 50 per cent of the offerings meet the following requirements:</b></p>	
	<p><b><u>Beverages:</u></b></p> <ul style="list-style-type: none"> <li>• Milk 2% or less</li> <li>• Soy milk</li> <li>• Water</li> <li>• At least 50% fruit juice that has: <ul style="list-style-type: none"> <li>• no added sweeteners</li> <li>• no more that 125 calories/container and</li> <li>• a serving size not to exceed 20 oz.</li> </ul> </li> </ul>	<p><b><u>Foods:</u></b></p> <p><b><u>**with the exception of nuts, seeds, cheese, yogurt, and fruit:</u></b></p> <ul style="list-style-type: none"> <li>• No more than 200 calories per container or per package or amount served, and</li> <li>• No more than 8 grams fats per serving with no more than 2 grams from saturated and trans fats per container or per package or amount served and</li> <li>• No more than 15 grams of sugar per container or per package or amount served</li> </ul>



## Appendix F

### EVALUATION

As per the school district wellness policy rule 6.12.6.6 NMAC each school district must develop and submit a plan for measuring implementation and evaluation of the wellness policy, including the designation of one or more persons within the school district, or at each school, as appropriate, charged with operational responsibility for ensuring that each school fulfills the district's wellness policy by August 30, 2006.

### \*SAMPLE EVALUATION PLAN

#### Process Evaluation: Measuring implementation of Wellness Policy

Component/Activity	In Planning	In Process	In Place
School Board established a School Health Advisory Council.			
School Health Advisory Council contain all required members: parent(s), school food authority personnel, school board member(s), school administrator(s), school staff; student(s); and community member(s).			
The School Health Advisory Council reports to the local school board recommendations for development/revision, implementation and evaluation of the wellness policy at least annually.			
The School Health Advisory Council has met at least twice this year for the purpose of development or revision, implementation, and evaluation of the wellness policy.			
The School Health Advisory council designated one or more persons within the school district, or at each school, as appropriate, charged with operational responsibility for ensuring that each school fulfills the district's wellness policy.			
The school board has adopted physical activity guidelines for before, during and/or after school.			
Nutrition guidelines for a la carte offerings minimally meeting guidelines set forth in subsection B of 6.12.5.8 NMAC.			
Nutrition guidelines for school sponsored fund raisers during normal school hours minimally meeting guidelines set forth in paragraph (1) of subsection C of 6.12.5.8 NMAC.			
Nutrition guidelines for school sponsored fund raisers before and after school hours ensuring that at least fifty percent of the offerings shall be healthy choices in accordance with the requirements set forth in paragraph (2) of subsection C of 6.12.5.8 NMAC.			
Guidelines for a planned, sequential, K-12 health education curriculum that addresses the physical, mental, emotional and social dimensions of health and is aligned to the health education content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.			
Guidelines for a planned, sequential K-12 physical education curriculum that provides the optimal opportunity for all students to learn and develop skills, knowledge and attitudes necessary to personally decide to participate in lifetime healthful physical activity and is aligned to the physical education content standards with benchmarks and performance standards as set forth in 6.30.2.20 NMAC.			
A plan addressing the behavioral health needs of all students in the educational process by focusing on students' social and emotional well-being.			
A school safety plan at each school building focused on supporting health and safe environments and including but not necessarily limited to prevention, policies and procedures and emergency response.			
A plan addressing the health services needs of students in the educational process.			
A plan addressing the staff wellness needs of all staff that minimally ensures an equitable work environment and meets the American with Disabilities Act Part III.			



## Outcome Evaluation: Measuring impact of Wellness Policy

Component/Activity	Outcome Measures
School Health Advisory Council.	The local school board adopts ____% of the recommendation from the School Health Advisory Council
Physical Activity.	____% of students participated in physical activity offerings.
Nutrition	<p>100% of the offerings in al la carte meet the guidelines set forth in subsection B of 6.12.5.8 NMAC.</p> <p>100% of the clubs/sports/etc are following the guidelines for school sponsored fund raisers during normal school hours minimally meeting guidelines set forth in paragraph (1) of subsection C of 6.12.5.8 NMAC.</p> <p>100% of the clubs/sports/etc are following the guidelines for school sponsored fund raisers before and after school hours ensuring that at least fifty percent of the offerings shall be healthy choices in accordance with the requirements set forth in paragraph (2) of subsection C of 6.12.5.8 NMAC.</p>
Health Education	____% of students meet the health education content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.
Physical Education	____% of students meet the physical education content standards with benchmarks and performance standards as set forth in 6.30.2.20 NMAC.
Behavior Health	____% reduction in discipline referrals due to behavioral health problems.
School Safety	100% of teachers and other school staff are aware of and know how to implement the school level safety plans.
Health Services	<p>____% reduction in student absenteeism.</p> <p>____% of students who have been screened for vision/hearing</p>
Staff Wellness	____% reduction in staff absenteeism.

*\*Note this template is a **sample evaluation plan**. Districts may take this template and adjust to fit individual district situations/needs. The “\_\_\_\_%” are intended for districts to determine an appropriate percentage for outcome measures within the district and should be adjusted on an annual basis to document on-going improvement.*

