

Winona Elementary School Wellness Policy

Rationale:

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases such as Type 2 diabetes. Our K-6 schools have a critical responsibility to educate students in the establishment and maintenance of lifelong, healthy eating and physical activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health, as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment. A healthy school staff is a productive school staff. Furthermore, school staff can serve as daily role models for healthy behaviors.

Goals:

- All students at Winona Elementary School (WES) shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for healthy living.
- All staff at WES will be strongly encouraged to model healthful eating and physical activity as a valuable part of daily life.

In order to accomplish the above goal, WES proposes a district wellness policy with commitments to nutrition, physical activity, comprehensive health education, marketing and implementation. This policy is designed to effectively utilize school and community resources and to equitably serve the needs and interest of all students and staff, while giving full consideration to cultural differences.

Commitment to Nutrition

The Winona Separate School District/WES will:

- Offer a school lunch program with menus that meet the meal patterns and nutrition standards established by the U.S. Department of Agriculture and the Mississippi Department of Education, Office of Child Nutrition Program's.
- Offer school breakfast and after school tutoring snacks (where approved and applicable) with menus that meet the meal patterns and nutrition standards established by the U.S. Department of Agriculture and the Mississippi Department of Education, Office of Child Nutrition Program.
- Encourage school staff and families to participate in school meal programs.
- Operate all Child Nutrition Programs with school food service staff who are properly qualified according to current professional standards (Mississippi Board of Education Policy, Code 2001).
- Establish food safety as a critical component of all school food operations and ensure that food service permit is current for the Food Service school sites.
- All outside/fast food (example: KFC, McDonalds, Sonic, etc.) has to be in a non-advertised container. Brown paper bags will be made available in the front office to put this food in.
- Follow State Board of Education policies on competitive foods and extra foods sales (example: baked chips and ice cream) (Mississippi Board of Education Policy, Code 2002).
- Include goals for nutrition promotion, nutrition education, physical activity and other school-based activities to promote student wellness.
- Implement Nutrition Standards as adopted by the State Board of Education in accordance with the Mississippi Healthy Students Act (State Board of Education Policy 4011), www.healthyschoolsms.org/MSHealthyStudentsAct.htm.
 - ❑ Healthy food and beverage choices;
 - ❑ Healthy food preparation;
 - ❑ Marketing of healthy food choices to students, staff and parents;
 - ❑ Food preparation ingredients and products;
 - ❑ Minimum/maximum time allotted for students and staff lunch and breakfast;
 - ❑ Availability of food items during the lunch and breakfast periods of the Child Nutrition Breakfast and Lunch Programs;
 - ❑ Methods to increase participation in the Child Nutrition School Breakfast and Lunch Programs.

- Establish guidelines in accordance with USDA Smart Snacks in Schools for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity. (*Encourage no soft drinks and healthy foods for school parties.)
- Provide adequate time for students to eat and enjoy school meals (a minimum of 15-20 minutes at breakfast and at least 24 minutes for lunch).
- Encourage the use of Smart Snacks Resources to educate the school community about the importance of offering healthy snacks for students and staff members. <http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks>. Smart Snacks Product Calculator: The Alliance for a Healthier Generation Smart Snacks Product Calculator is an effective online instrument that has been determined by the USDA, Food and Nutrition Service to be accurate in assessing product compliance with the federal requirements for Smart Snacks in Schools. The calculator can be used for food and beverage products. https://www.healthiergeneration.org/take_action/schools/snacks_and_beverages/smart_snacks/alliance_product_calculator/
- Encourage students to make food choices based on the 2012 Dietary Guidelines for Americans, by emphasizing menu options that feature baked (rather than fried foods), whole grains, fresh fruits and vegetables, and reduced-fat dairy products.
- Establish a cafeteria environment conducive to a positive dining experience, with socializing among students and between students and adults; with supervision of eating areas by adults who model proper conduct and voice level; and with adults who model healthy habits by eating with the students.
- Add nutritious and appealing options (such as fruits, vegetables, nuts, trail mix, beef jerky, reduced-fat milk, reduced fat-yogurt, reduced-fat cheese, 100% juice, and water) whenever foods/beverages are sold or otherwise offered at school, including vending machines, school stores, concessions stands at sporting and academic events, parties, celebrations, social events, and other school functions (A.R. Parties, Classroom Parties, Spring Fling, etc.).
- Encourage all school-based organizations to use services, contests, non-food items, and/or healthful foods for fundraising programs. The sale of candy as a fund-raiser will be strongly discouraged.
- Provide nutrition information for parents, including nutrition analysis of school meals and resources to help parents to improve food that they service at home. (e. g. Give out nutritious and health materials at report card pick-up days.)

Commitment to Food Safe Schools

The Winona Separate School District/WES will:

- Implement a food safety program based on HACCP principles for all school meals, as required by the U.S. Department of Agriculture and the Mississippi Department of Education, Office of Child Nutrition Programs and ensure that the food service permit is current for the school site. HACCP Principles for K-12 schools can be downloaded at: <http://www.nfsmi.org/ResourcesOverview.aspx?ID=151>
- Ensure that all nutrition staff has viewed the video developed by the Office of Healthy Schools to support food safety on the school campus. For compliance with the Nutrition Standards all staff must complete and sign pre-and posttest developed by the Office of Healthy Schools and maintain documentation of completion. The video, Pre/Post Test and answer guide can be found at the following links:
http://origin.k12.ms.us/Everyone/Food_Safety/Food_Safety_files/Default.htm,
http://healthyschoolsms.org/ohs_main/documents/PreandPostFoodSafetyTest_000.doc,
http://healthyschoolsms.org/ohs_main/documents/PreandPostTestAnswerGuide_000.doc
- All school personnel (school board members, administrators, teachers, school nurses, instructional and health services paraprofessionals, foodservice staff, custodians and facilities managers, and administrative support staff) will receive copies of the Local School Wellness Policy to include food safety policies and procedures and relevant professional development.
- Adequate access to hand-washing facilities and supplies will be available whenever and wherever students, staff, and families prepare, handle, or consume food.
- The food safety assurance plan must address strategies that minimize risks for students and staff who have food allergies and intolerances.
- Develop a food safety education plan for all staff and students, consistent with Fight Bac® (www.fightbac.org) and other national standards for safe food handling at home and in schools.

Commitment to Physical Activity /Physical Education

The Winona Separate School District/WES will:

- Provide 150 minutes per week of activity-based instruction for all students in grades K-8 (in accordance with Section 37-13-134, Mississippi Code of 1972, ann., reference -2014 Mississippi Public Schools Accountability Standards 27.1).
- Provide Physical Education/Activity in accordance with the Physical Education Rules and Regulations as approved by the State Board of Education in compliance with the Mississippi Healthy Students Act (State Board of Education Policy 4012).
- Implement the 2013-2014 Mississippi Physical Education Framework.

- Implement the requirements of the Mississippi Healthy Schools Act of 2007 (Senate Bill 2369).
- Perform fitness testing for all 5th grade students.
- Offer a planned sequential program of physical education instruction incorporating individual and group activities, which are student centered and taught in a positive environment.
- Schedule recess or physical education before lunch times in order to increase food consumed, decrease plate waste, and improve cafeteria behavior (to the degree that scheduling will allow).
- Incorporate 5 to 10 minutes of physical activity sessions in the classrooms to facilitate the teaching of subject matter and transition between subjects. Document curriculum.
- Provide staff-monitored recreational activities that promote moderate physical activity during all outdoor and indoor recess times. (e.g. playground buckets for each grade level to use at recess and other outside and indoor activity time).
- Collaborate with local recreational departments and youth fitness programs to promote participation in lifelong physical activities. (e.g. – youth soccer, football, basketball and softball)

Commitment to Comprehensive Health Education

The Winona Separate School District/WES will:

- Emphasize the requirements of the Mississippi Healthy Students Act of 2007, which requires 45 minutes per week of health education instruction as defined by the State Board of Education for grades K through 8. This instruction should be based on the Mississippi Contemporary Health for grades K-8.
- Participate in USDA nutrition programs such as Team Nutrition Schools and the Healthier US School Challenge. The school will conduct nutrition education activities and promotions that involve students, parents and the community. The school team responsible for planning nutrition activities will include school foodservice staff, school nurses, health and PE teachers, coaches, and additional staff as appropriate.

Commitment to Marketing a Healthy School Environment

The Winona Separate School District/WES will:

- Provide positive, consistent, and motivating messages, both verbal and non-verbal, about healthy lifestyle practices throughout the school setting. All school personnel will help reinforce these positive messages.
- Use school announcement systems, internal TV channels, school website, Facebook, text messaging and other social media to promote health messages to students and families.
- Create awareness of the link between the health of students and academic performance.
- Apply for recognition award through the Governor's Commission on Physical Fitness and Sports at www.presidentialyouthfitnessprogram.org.
- Promote healthful eating, physical activity, and healthy lifestyles to students, parents, teachers, administrators, and the community at school events (e.g. school registration, parent-teacher conferences, PTA meetings, open houses, health fairs, teacher-in-services, and other events)
- Eliminate advertising and other materials on the school campus that promote foods of minimal nutritional value.
- Work with local media such as newspapers and TV and radio to inform the community about the health problems facing Mississippi children and the resultant need for and benefits of healthy school environments.
- Work with the local newspaper, TV and radio to promote healthy lifestyles and to highlight the benefits and successes of school health initiatives.
- Prepare media releases that share successes to local newspapers.

- Promote school safety by encouraging the following:
 - That there are no pad locks or chains on exit doors; exits should never be obstructed (in accordance with Mississippi State Fire Code).
 - That all exit signs are illuminated and clearly visible.
 - That all chemicals are stored properly (in accordance with the Material Safety Data Sheet www.msdssearch.com).
 - Ensure the performance of an annual playground safety inspection.
 - Ensure that fire extinguishers are inspected each year and properly tagged.
 - Encourage at least one emergency evacuation drill per month.
 - Ensure the presence of an anti-bullying policy that outlines procedures for dealing with bullying situations in the school.
 - Ensure that two means of egress are available in each classroom in case of an emergency; if there is only one door, designate a window (properly sized) as a means of egress.
 - Encourage that the use extension cords is never a permanent source of electricity anywhere on a school campus.
 - Encourage compliance with the applicable rules and regulations of the State Board of Education in the operation of its transportation program (in

accordance with the MS Code 37-41-53; State Board of Education Policies 7903, 7904, and 7909; and Accreditation Standard #29).

- Encouraging that all buses are inspected on a quarterly basis and that they are well maintained and clean.
- Encourage that all buses arrive and are accounted for at their designated school sites prior to the start of the instructional day.
- Encouraging that bus evacuation drills are conducted at least two times each year. (SB Policy 7904)

Encourage school safety by promoting the provision of the following:

- Facilities that meet the criteria of: (MS Code 37-7-301 (c) (d) (j); 37-11-5, 49 and 45-11-101; and Accreditation Standard #29).
- Facilities that are clean.
- Facilities that are safe.
- Proper signage that explains tobacco, weapons, and drugs are prohibited on the school campus and at school functions.
- Facilities that have the installation of locks on classroom doors in order to create security from the inside.
- Facilities that are equipped and functional to meet the instructional needs of students and staff (in accordance with the Mississippi School Design Guidelines at <http://www.edi.msstate.edu/guidelines/design.php>)
- Air conditioning in all classrooms, Code §37-17-6(2) (2000).
- Compliance with the requirements for Safe and Healthy Schools through:
 - Maintain a comprehensive School Safety Plan on file that has been approved annually by the local school board. (MS Code 37-3-81 and 37-3-82(2); and Accreditation Standard #37.1); see the School Safety Manual and the MDE School Occupational Safety and Crisis Response Plan at: <http://www.mde.k12.ms.us/safe-and-orderly-schools/school-safety>
 - State Board Policy EBB (1990) prohibits the possession of pistols, firearms or weapons by any person on school premises or at school functions. Code §37-11-18 (1996) requires any student who possesses a knife, a handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commit a violent act on educational property be subject to automatic expulsion for one calendar year. The superintendent of the school is authorized to modify the period of time for expulsion on a case-by-case basis.
 - Prohibits students from possessing tobacco on any educational property, Criminal Code §97-32-9 (2000). Code §97-32-29 (2000) further prohibits the use of tobacco on any educational property for adults who, if in violation, would be subject to a fine and issued a citation by a law enforcement officer. Educational property is defined as any public school building or bus, campus, grounds, athletic field, or other property used or operated during a school-related activity.
- Encourage self-assessments of the school buildings, safety, and security annually prior to school opening using an assessment similar to the Bureau of Safe and Orderly Schools' Process Standard Monitoring Tool at <http://www.mde.k12.ms.us/safe-and-orderly-schools/school-buildings-and-grounds/> (**Appendix A**)

- Encouraging that locks are available on all gates to provide security.
- Encouraging the limiting of unnecessary school bus idling that causes pollution and creates health risk for children such as; asthma, allergies, and other respiratory problems – <http://www.epa.gov/cleanschoolbus>
- Encouraging installation of security cameras on the school campus.
- Utilization of regularly scheduled meetings with the School Health Council, school board members, etc. to determine and discuss the current strengths, weaknesses, opportunities, and challenges associated with implementing and maintaining your school's healthy and safe environment.

Commitment to Quality Health Services

The Winona Separate School District/WES will:

- Ensure all school nurses are working under the guidelines of the 2013 *Mississippi School Nurse Procedures and Standards of Care*.
- Ensure the provision for teachers and staff training regarding signs and symptoms of asthma. (MS Code Sections 37-11-71 and 73-25-37)
- Encourage that every child who has been diagnosed with asthma has an asthma action plan on file in the school office.
- Follow the approved district anaphylaxis policy. Providing training by a healthcare professional, preferably a school nurse, for the individuals that will be responsible for implementing the policy at the school site. (MS Code Sections 37-11-71 and 73-25-37)
- The school nurse should attend at least one MDE sponsored training each school year.
- The school nurse should submit health services data to the Office of Healthy Schools on the 10th of each month for the previous month.
- Offer comprehensive health services for students in grades K-12, through the employment of school nurses, as a means to academic success.
- Optimize the provision of health services with a school nurse-to-student ratio of 1:750 for students in the general population.
- Collaborate with other school staff to provide health services as part of a Coordinated School Health Program.
- Work with students, parents, and local healthcare providers to effectively manage and treat chronic diseases. Use appropriate teaching programs such as Open Airways for Schools, Helping the Student with Diabetes at School, and Helping Students with Seizures to assist students with chronic illnesses.
- Promote healthy lifestyles through school and community events (PTA meetings, open houses, health fairs, teacher in-services, and other events).
- Participate in administrative claiming for reimbursement of administrative cost associated with health and medical outreach.

Commitment to Providing Counseling, Psychological and Social Services

The Winona Separate School District/WES will:

- Abide by Mississippi Code 37-9-79 (Amended 2014) as the school provides for counseling and guidance for students.
- Encourage adherence to the details outlined in the Licensure Guidelines (436 or 451) when hiring guidance counselors and psychologists.
- Encourage the hiring of school counselors who agree to abide by the American School Counselor Association Code of Ethics.
- Encourage that school guidance counselors provide comprehensive counseling services such as:
 - Academic and personal/social counseling.
 - Student assessment and assessment counseling.
 - Career and educational counseling.
 - Individual and group counseling.
 - Crisis intervention and preventive counseling.
 - Provide all licensed teachers and principals with in-service suicide prevention training as directed by MS Code 37-3-101.
 - Referrals to community agencies.
 - Educational consultations and collaborations with teachers, administrators, parents and community leaders.
 - Education and career placement services.
 - Follow-up counseling services.
 - Conflict resolution.
 - Professional school counselors must spend a minimum of eighty percent (80%) of their contractual time to the delivery of services to students as outlined by the American School Counselor Association
 - Provide additional services to improve students' mental, emotional, and social health.

Commitment to Family and Community Involvement

The Winona Separate School District/WES will:

- Encourage that parents and community members participate in school health planning by serving on the local School Health Council.
- Encourage family or community members to participate in health and/or physical education classes, reading to students, or by offering any special talent.
- Encourage family or community members to eat a meal at school (Muffins with Mom, Donuts with Dad, Grandparents Breakfast).
- Use the Family and Community Involvement Packet documents to promote health and wellness among families and communities – <http://www.mde.k12.ms.us/healthy-schools/family-and-community-services> /Appendix B

- Encourage the recruitment, training and involvement of family and community members as volunteers for teaching certain health units.
- Encourage the scheduling of school health fairs, and invite parents and the public to attend.
- Encourage the use of a periodic newsletter or email to update parents on school health successes.
- Encourage the use of the school district website to update parents on school health and opportunities for parent involvement.
- Encourage the scheduling of a Family Fitness Night.
- Encourage the use of Healthy Rewards for students and encourage parents to do the same.
- Encourage family/student/community events. (examples: community basketball games, archery competition) Family Book Fair Night

Commitment to Implementing a Quality Staff Wellness Program

The Winona Separate School District/WES will:

- Encourage that all staff are aware of the Mississippi State and School Employees' Health Insurance Plan that has been enhanced to include My Active Health, a wellness and health promotion program designed to help individuals live a healthy lifestyle and increase their overall wellness benefit – <http://www.MyActiveHealth.com/Mississippi>
- Promote health and reduce risk factors through professional and staff development programs, providing information flyers, newsletters, and emails, introducing incentives for participating in healthy practices and activities, and offering an employee assistance program.
- Provide health promotion programs for school staff to include opportunities for physical activity, health screenings, nutrition education, weight management, smoking cessation, and stress reduction and management.
- Develop relationships with community health providers (e.g., local health departments, hospitals, neighborhood clinics, health professionals), recreational facilities, voluntary health organizations (e.g., American Cancer Society, American Lung Association, American Heart Association), and other community members who can provide resources for or support school employee wellness activities.
- Encourage the organization of employee walking teams or clubs.
- Use school announcement systems, internal TV channels, school website, Facebook, text messaging and other social media to promote health messages to students and families.
- Use traditional marketing materials such as posters, flyers, T-shirts, wrist bands, buttons, etc. to promote health messages to students and families.
- Encourage the inclusion of upper elementary students in the local school health council for planning and marketing school health messages throughout the school.

- Encourage the cooperation with the local newspaper, TV and radio to promote healthy lifestyles and to highlight the benefits and successes of school health initiatives.
- Encourage the creation of an awareness of the link between the health of students and academic performance.
- Provide healthy vending options for staff.

Commitment to Implementation

The Winona Separate School District/WES will:

- Establish a plan for implementation of the school wellness policy.
- Designate one or more persons to ensure that the school wellness policy is implemented as written. The Commitment to Nutrition and Commitment to Food Safe Schools will be monitored by the Child Nutrition Director and the school nurse. The Commitment to Physical Activity/Physical Education, Comprehensive Health Education, Marketing a Healthy School Environment, and Family and Community Involvement will be monitored by the principal, assistant principal, school nurse and any other designees. The Commitment to Quality Health Services and Quality Staff Wellness will be monitored by the School Nurse. The Commitment to Providing Counseling, Psychological and Social Services will be monitored by the School Counselor. The school nurse will be responsible as head of the school health council for verifying the policy with these persons each year.
- Establish and support a School Health Council (SHC) that addresses all aspects of a coordinated school health program, including school wellness policy (Mississippi Code of 1972 Annotated, Section 37-13-134).
- Conduct a review of the progress toward school wellness policy goals each year to identify areas for improvement.
- Prepare and submit a yearly report to the school board regarding the progress toward implementation of the school wellness policy and recommendations for any revisions to the policy as necessary.
- Use monitoring instruments, developed by the Office of Healthy Schools, to conduct a self-assessment that identifies strengths and weaknesses toward implementation of the minimum requirements. These may include the CDC's School Health Index and the Mississippi Healthy School Self-Assessment.

Attachment A

SCHOOL FACILITY SAFETY ASSESSMENT INSTRUMENT

School District _____ **School Superintendent** _____
School Name & Address _____
Principal(s) _____
Date of Assessment _____

Facility Assessment

Exterior Review

1. Parking

- A. Has the school designated and appropriately labeled parking for handicap individuals? _____
- B. Are visitor parking spaces marked and in close proximity to the office? _____
- C. Is there appropriate means of access to the building?
- D. Are the grounds and parking areas properly maintained? _____

2. Utilities

- A. Are main utilities shut-offs properly identified by signage outside? _____
- B. Has access to mechanical/storage areas been secured? _____

3. Maps

- A. Has a campus map been prepared and posted in the (Main Office) identifying main utility shut-off points on campus? _____
 - 1. Electricity _____
 - 2. Natural Gas or Propane _____
 - 3. Water _____

4. Sidewalks/Steps

- A. Do the walkways and steps provide adequate access to all buildings? _____
- B. Are steps in good repair? _____
- C. Are handrails provided? _____

5. Fire Prevention

- A. Are fire hydrants near the building unobstructed? _____

6. Playground area

- A. Are all playgrounds fenced? _____
- B. Are there barriers in place to separate children from vehicular traffic flow?

- C. Is the playground surface shock absorbent? _____
- D. Is playground equipment properly installed, adequately spaced and free of sharp edges? _____

- E. Does the playground comply with the Handbook for Public Playground Safety published by the U.S. Consumer Product Safety Commission? _____

Interior Review

1. Corridors

- A. Is clear egress provided? _____
- B. Does the area have emergency lighting? _____
- C. Do lighted egress signs identify each egress point? _____
- D. Are fire extinguishers provided no farther than 75 feet from any area? _____

2. Classrooms

- A. Can classroom doors be secured from the inside? _____
- B. Do classrooms have evacuation maps posted? _____
- C. Does each classroom have two means of egress? _____
- D. Is the second means of egress unobstructed and labeled? _____
- E. Does each classroom have a two-way means of communication with the office? _____
- F. Are extension cords being for a permanent power source? _____
- G. Were surge protectors plugged into wall outlets? _____
- H. Are electrical wall outlets covered? _____
- I. Were there any classrooms with more than 20% of walls covered with paper work? _____

3. Dietary/Dining Area

- A. Is there emergency lighting in dining room? _____
- B. Are evacuation maps posted in dining room? _____
- C. Are portable fire extinguishers available in dining room? _____
- D. Do lighted egress signs identify each egress point? _____
- E. Are extension cords being for a permanent power source? _____
- F. Are the kitchen ranges, and hoods free from grease or dust build-up? _____
- G. Is an automatic fire suppression system provided to protect the cooking surface? _____
- H. Is automatic fire suppression system inspected and tagged bi-annually? _____
- I. Is there at least one portable fire extinguisher with a 40B rating? _____
- J. Is there a Type K fire extinguisher in the cooking area? _____
- K. Has staff participated in fire safety training annually? _____
- L. Are temperature charts for freezers, coolers, refrigerators, maintained (current) and located in the appropriate work area? _____
- M. Is food covered and stored on shelves or pallets in freezers/coolers? _____
- N. Are food and cleaning supplies stored separately? _____
- O. Are storage materials stored less than 24 inches from the ceiling in non-sprinkled buildings and 18 inches in sprinkled buildings? _____
- P. Is the Department of Health certificate current and displayed? _____
- Q. Are there any open blanks in the electrical panel? _____

4. Gymnasium/Auditorium (Public Assembly Area)

- A. Are at least two exits provided clearly marked by illuminated exit signs?

- B. Do egress doors have functional panic hardware? _____
- C. Are exits free of obstruction? _____
- D. Is a fire extinguisher provided for each 3,000 square feet of floor space and placed in a position no farther than 75 feet from any area? _____
- E. Are occupancy loads posted? _____
- F. Does the area have emergency lighting? _____
- G. Are there at least two portable fire extinguishers on the playing surface of the gym? _____
- H. Is there a portable fire extinguisher in the stage area? _____
- I. Are there open blanks in the stage area electrical panels? _____
- J. If stage area has floor lights are they covered? _____

5. Laboratories

- A. Is there an eye wash station available? _____
- B. Does laboratory have protective eyewear for each student? _____
- C. Is there a portable fire extinguisher available? _____
- D. Are there emergency utility cutoffs near the teaching station? _____
- E. Does the laboratory have a functional vent-a-hood? _____
- F. Are workstations kept in a safe condition? _____
- G. Are there any unprotected electrical outlets on students work stations? _____
- H. Does the school have a policy and procedure, which outlines the safe use of laboratory equipment and chemicals? _____

6. Chemicals and Storage Area

- A. Is there a complete inventory of chemicals on hand? _____
- B. Are Material Safety Data Sheets (MSDS) available for each chemical? _____
- C. Are chemicals labeled and dated? _____
- D. Does the school have a central storage area for chemicals? _____
 - 1. Is the storage area vented? _____
 - 2. Are shelves in good condition? _____
 - 3. Are hazardous chemicals (such as strong acids and bases) stored separately? _____
 - 4. Is area secured? _____

7. Shops/Vocational Areas

- A. Are equipment/tools protected with covers/guards? _____
- B. Does area provide protective eyewear for each student? _____
- C. Are power tools and equipment secured properly (drill press, air compressors, etc.)? _____
- D. Are aisles/storage bins kept neatly and uncluttered? _____
- E. Do lighted egress signs identify each egress point? _____
- F. Are extension cords being used for a permanent power source? _____

- G. Are there open blanks in the electrical panels? _____
- H. Are there any unprotected electrical outlets? _____

8. Mechanical/Electrical/Custodial/Storage Areas

- A. Is storage orderly and appropriate? _____
- B. Are storage materials stored less than 24 inches from the ceiling in non-sprinkled buildings and 18 inches in sprinkled buildings? _____
- C. Is storage separated from heaters and heat-producing devices? _____
- D. Is there ventilation in the storage area? _____
- E. Are flammable liquids stored properly? _____
- F. Is lawn equipment and gasoline stored properly? _____
- G. Are custodial/storage areas kept locked? _____

9. Restrooms

- A. Do water closets, urinals, lavatories operate properly? _____
- B. Do the facilities accommodate handicap individuals? _____
- C. Are partitions in good working order? _____
- D. Does the area have proper ventilation? _____
- E. Is there evidence that area has been serviced on a routine basis? _____

10. Facility Wide

- A. Is the school protected by an automated fire alarm system? _____ (If so it must function)
- B. Did the school have an automated sprinkler system? _____
- C. Are gas/LP fired heaters/boilers properly vented to the outside? _____
- D. Have pressure vessels (hot water heaters, boilers, air compressors) above 200,000 BTU been inspected and tagged with current license? _____

11. Asbestos Management

- A. Does the school have an Asbestos Management Plan on file? _____
- B. Has the school complied with the AHERA three-year re-inspection? _____
- C. Has the school sent parents and employee notification on an annual basis? _____
- D. Have 6-month inspections been performed? _____

12. Lighting

- A. Is interior lighting adequate in all areas? _____
- B. Are interior lights working and in good repair? _____
- C. Are covers provided for all lights? _____

13. Stairs

- A. Do stairs have handrails? _____
- B. Are stairs a minimum of six feet wide and leading to major exits on the ground floor? _____
- C. Are stair treads in good condition? _____
- D. Is there a plan for handicapped egress from second floor? _____
- E. Do stairwells have emergency lighting? _____

14. Heating/AC/Ventilation

A. Is there evidence that system has been serviced on a routine basis? _____

15. Electrical System

A. Are electrical panels secured (blank spacers missing)? _____

B. Are electrical panels labeled properly? _____

16. Ingress/Egress Doors

A. Do egress doors have functional panic hardware? _____

B. Do all egress doors open outward? _____

C. Are any egress doors chained and/or padlocked? _____

D. Are exits completely unobstructed? _____

APPENDIX B

Involving parents and the community in coordinated school health:

- Encourage parents to participate in coordinated school health planning and oversight committees
- Ask community members with special skills to teach certain health units (i.e. dieticians focusing on food choices)
- Open school facilities during non-school hours for physical activity, fitness sessions, as well as family health seminars and social and recreational functions
- Schedule health fairs regularly and invite the public to participate
- Invite parents and community members to be on the school health council
- Update parents on successes relating to school health through monthly newsletter
- Encourage parents and community members to participate in the development of the local school wellness policy and ensure implementation
- Appoint parents to serve on crisis response planning committee
- Sponsor a family fitness night
- Work with local media to inform the community about health problems facing Mississippi children, as well as the need for healthy school environments
- Increase PTA/PTO Membership
- Provide resources that help families on matters that are related to parenting skills, child development, and family relationships
- Train parents to communicate with their child about relationships, safety, tobacco, alcohol, drugs, sexuality, violence and diet

“The education of young people affects everything from the economy to national security. The key is to get involved, whether or not you have children.”