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Lowell Community Charter Public School Wellness Policy

The mission of Lowell community charter public school is to graduate creative, confident and independent thinkers, global citizens and leaders who give back to their community. We will provide a comprehensive education giving students the knowledge, skills and ways of thinking that ensure their success in high school and preparation for the opportunity to go on to college. We expect our students to strive for excellence in academic achievement and personal conduct within a joyful, supportive culture. The diversity within our students, staff, families and community and the many nations from which we come is a source of strength and an opportunity for learning.

In order to meet this mission, we believe that our school must be a place that supports an environment of wellness. Physical, emotional and social wellness of students and staff are important elements of our program. This includes a focus on culturally responsive issues and concerns in order to develop an enriching and safe environment for all students and staff.

Our wellness program incorporates nine elements that will be considered, acted upon and reviewed regularly. While various offices have responsibility for articulating policy and implementing it, all staff are considered responsible for supporting the policy and enforcing it to help keep the school a place that is seen as safe, secure and emotionally supportive of students, staff and parents alike.

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Wellness Policy Elements and Departments of Review

Element	Department Responsible for Review
School health & safety policies, and school environment.	Operations
Physical education and other physical activity programs, including our commitment to recess and outdoor activity every day	PE Teachers, Principals
Nutrition Services	Food Director/ Operations Director
School Health Services	School Nurse/ Director of Student Support Services
Health Education	Principals, PE Teachers, Nurse
School Counseling, Psychological and Social Services	Director of Student Support Services
Health and Wellness for Staff	Human Resources
Family and Community Involvement	Coordinator for Student & Family Support
Anti-Bias and Culturally Responsive Initiatives	Diversity Committee/Leadership Team

Safety and Security

Written Emergency Evacuation Plan to assist LCCPS to respond effectively to critical situations.

LCCPS schedules a Practice of Drills and Evacuations to Prepare for Any Event twice a year.

We train our staff on the use of Soft Lockdowns and Hard Lockdowns.

During a soft lockdown, heightened safety and/or security measures may be needed in response to a nearby hazard, weather emergency, student crisis, or medical emergency involving a student or staff. Certain areas within or outside the school building may not be accessible, but normal operations should continue within the classroom unless directed by administration.

A hard lockdown is activated mainly in the event of a violent threat with armed intruder(s) in the building or on school grounds who refuses to cooperate or appears to be a potential threat. The Head of School (or designee) will announce the alert of a hard lockdown. Teachers will lock the classroom doors and move the students to a safe area in the room until the All Clear announcement is made.

Training of Staff

The staff is given a written emergency evacuation plan at the beginning of each school year. The plan is reviewed at the beginning of the school year and any new staff hired during the year receives the plan.

Care of Hazards

An administrator calls 911 immediately. Stop all entrance and exits.

LCCPS works with the police and fire department to report anything suspicious in the area as well as at the school.

The Lowell Fire department conducts regular fire evacuations and inspections.

LCCPS has cameras positioned inside and outside of the school and the monitor is on at the front desk. The front desk continually Monitor of who goes in and out of the school building.

All visitors must be buzzed in and sign in at the front desk. They are given visitor passes upon arrival and must return the pass and sign out with a date and time.

Student Behavior Management

LCCPS has adopted a policy on bullying which is followed by all members of the school community. Our zero tolerance for “Meanness” sets the tone for our students and how they treat each other. This policy helps in avoiding serious “Bullying” incidents. If and when we do get any “Meanness” and/or “Bullying” incidents we have Conflict Resolution Meetings with all students involved as appropriate and move into an investigation if necessary These meetings are very helpful in brining closure to the incident(s) in a proactive manner which helps avoid retaliation and/or re-occurrence of the incident(s). Our Conflict Resolution Meetings also are very helpful in making sure our students develop self confidence and the ability to self advocate and find their voice. We want them to feel safe as a student at LCCPS.

Proactive Discipline Model

The Lowell Community Charter Public School’s Pro-Active Discipline Model is a school-wide success standard focused on maximizing the academic, social, emotional, and behavioral development and potential of all students. Our school’s code of conduct has progressive levels of intervention to meet the needs of students and faculty. This also provides for student reflection and responsibility as we strive to guide our students on a pathway of personal accountability and ownership of behavior and learning.

Therapeutic Crisis Intervention

This training is given to all staff who are first responders to a child who is losing control physically or emotionally. It is an approach designed to reduce physical interventions and develop language and coping skills for the staff and students. The behavior specialist, Assistant Head of School and Director of Student Support are all trained in the process. *Objective:* To reduce or eliminate the need for physical interventions and to provide staff with the skills and knowledge to become the catalyst through which the young person changes old habits, destructive responses, and maladaptive behavior patterns.

School Counseling Services

The school counselors provide individual counseling and group counseling to the diverse student population at LCCPS. Counseling is conducted based on specific, realistic, and individualized goals that can be included in a student’s Individualized Education Plan goals when appropriate. The counselors work as part of a multidisciplinary team which includes the parents, student, teachers, and community based professionals involved with the family, along with other school faculty members. Counseling is a support to ensure the social emotional well being of students as well as assist in the highest academic achievement for each student. Crisis intervention, peer conflict resolution, and providing community resource information to families are also among the services provided by the school counselors. We strongly support collaborative problem solving with the belief that working together will ensure greater success for reaching goals.

Fitness and Health Education and Opportunities

As students mature, their bodies go through many changes that have the students asking questions. The nurse’s office along with the physical education department work together to design a Health Education lesson for our students in grade 5 and higher that teach the students about the changes their bodies are experiencing. The lessons allow boys and girls, separately, to learn the basics about the reproductive organs, proper hygiene, and

puberty. Students are informed that questions can be asked during the lesson or confidentially after the lesson. Parental consent is obtained prior to the presentation of the lesson.

Fitness, health education and opportunities for physical activity are essential elements of our school's instructional program. Currently our physical education classes are offering health classes designed by the teachers, including nutrition. The program shall provide the opportunity for all students to develop the skills, knowledge and attitudes necessary to participate in a lifetime of healthy physical activity.

Recess

All classrooms have a scheduled 15 minute block for outdoor recess once a day. Classroom activities and/or use of the gymnasium is planned if classes have to have indoor recess.

Physical Education

Students at LCCPS meet two times a week for Physical Education. These blocks run for 50 minutes.

The Physical Education Department at LCCPS strongly believes that the lifestyle choices we make early in our lives have a dramatic impact on future health. With that in mind we take every opportunity to educate our students about the positive steps you can take to improve your lifestyle, and therefore your overall health. This year we have introduced a 'Fit for Life' section in our gymnasium that provides information and questions that students can take home and share with their families. This information is also tailored to appeal to other members of our community who want to work toward improving their lifestyle choices.

Wellness Unit

This unit covers the wellness components flexibility, muscular strength, muscular endurance, cardio-vascular fitness, and nutrition. During the unit we will use a combination of fitness circuits, relays, and long distance runs to promote a healthy lifestyle. Also during this unit we shall introduce the Presidential Lifestyle Award. This program incorporates information and a fitness test that enables students to track their lifestyle choices. We have the students complete a pre-test and then provide feedback and assist them in setting individualized fitness goals. Toward the end of the year we than test the students again and have them chart their achievement against their goals.

For more information about the President's Lifestyle Award please see the following website:

<https://www.presidentschallenge.org/>

There is aerobic equipment that is available to staff as well as use of the gymnasium to walk and/or exercise daily throughout the week. Please see schedule below:

Monday: 11:00am-12:25pm

Tuesday: 11:55am-12:25pm

Wednesday: 8:15am-9:05 and 11:55am-1:20pm

Thursday: 11:55am-12:25pm

Friday: 11:55am-12:25pm

Family and Community Involvement

Wellness for parents and community at LCCPS is based on the school's partnerships with our parents and with community organizations. LCCPS communicates with our parents in many ways to ensure that parents are getting the appropriate information and their voices are heard as well. For example; we communicate with our parents via automated phone messages, traditional phone calls, email, post office, face to face meetings, and student backpacks. To ensure clarity and comprehension of our messaging, we translate written communication in three languages; English, Spanish and Khmer, and our oral languages are translated in Spanish, Portuguese,

and Khmer. LCCPS staff receives communication from parents via phone calls, emails, notes and face to face meetings.

Throughout the school year, LCCPS offers workshops for parents on various topics, such as Anti-Bullying, Stress Management, and Cyber Safety. LCCPS also collaborates with community organizations to provide health screenings and counseling. The Department of External Programs has also constructed a resource for parents for community services such as housing, immigrant services and food banks.

Anti-Bias and Culturally Responsive Initiatives

Let's look at the diversity statement in the school's mission, I will write this up.

LCCPS celebrates the many diverse backgrounds of our students and staff. The school proactively seeks to reinforce the respect and dignity of every member of the community. We do this through a Leader in Me program which encourages students to take leadership roles in the school. We also promote respect for each person through:

- Embedded curriculum experiences which focus on immigrant issues, issues of persevering through difficulty, through moving to a new place, issues of social justice and fighting for equality.
- Cultural celebrations throughout the year, which promote culture, music, arts and traditions of many countries
- Positive beliefs about bilingualism and the value of multi lingualism
- Professional development to build cultural competence in our staff and faculty

Parent meetings are held in languages which promote accessibility to parents and families; translators are available for communication with families about issues of concern, upcoming events and issues.

The school actively fights bullying and addresses any issues of bias or harassment quickly. There is a zero tolerance for behaviors, actions or language which does not build the culturally inclusive environment we are seeking. Students are given an annual bullying survey and the school responds to the information found in that survey promptly.

Nutrition

At LCCPS, we acknowledge the important role that a healthy diet plays with our minds and bodies. We encourage our students to eat healthy at both meal and snack time. Our school works with City Fresh to design a breakfast and lunch menu that is in accordance with the USDA and Healthy, Hunger-Free Kids Act of 2010 guidelines for meeting all general and specific nutrient standards for food; thus, providing meals that feed our students' bodies with the vitamins and nutrients it needs and omitting unnecessary intake of sugar and useless calories.

Healthy meals alone are not enough to keep our bodies running healthy and efficiently. Morning and afternoon snacks and beverages should also offer the body healthy calories, vitamins, and nutrients. Through education and example, the teachers and staff at LCCPS encourage students and families to only bring healthy snacks to school. A letter is sent home to families with a list of snacks approved by the USDA's *Smart Snacks in School* that students should consume during the day (copy of letter attached). Students are not allowed to access vending machines in staff areas to obtain food or beverages at any time. There is no availability of the vending machines to students for snack or meal time.

Bake sales and other fundraising events that involve food are allowed throughout the year, but are limited to only one celebration per classroom per month and are not held at the same time that meals are served. Each

party should include food and beverage items that meet the nutritional standards set forth by the HSA (Healthy Schools Act).

No third party vendor will be permitted to sell food or beverages of any type to students on school property from 90 minutes before the school day begins until 90 minutes after the school day ends.

All meals provided to students by the school are peanut free. When holding celebrations in the classroom, precautions are taken to decrease the risk of food allergy exposure and reactions. Families are encouraged to speak with teachers prior to bringing any celebration foods into the classrooms in order to allow for proper arrangements to be made for those students with food allergies.

Educating our students on proper nutrition and healthy foods is part of the foundation of their success to healthy eating and living. Our physical education teachers prepare and implement a 4-5 week lesson during their class that includes building and maintaining health muscles and bones through exercise and healthy eating. Students are taught how to identify healthy foods, and making good diet decisions. All information and material provided to students correlates with the USDA's standards and *MyPlate* guidelines.

Birthday Parties

At LCCPS, we recognize that for many urban students it is important for them to celebrate their birthdays at school. They may not have space or family with whom they can celebrate. We are cognizant of the amount of time lost if each child celebrates with a party and food individually. We have adopted a once a month party at the end of the school day with healthy snacks and a cake if parents donate it. On the child's own birthday they will be recognized in a non-food manner, i.e. a birthday hat for younger children.

http://www.cpsd.us/UserFiles/Servers/Server_3042785/File/Migration/Wellness_Policy.pdf?rev=0

Food Service As part of the 2010 Healthy and Hunger-Free Kids Act, Lowell Community Charter Public Schools offers free breakfast and lunch to all students. For schools that means no more lunch forms or asking parents to pay for balances. For parents, that means no more forms to fill out, no online meal account to remember, no last minute scrambling for change before the bus and no more lunchboxes to pack. All students can eat for free!

What Parents Need to Know For those schools that are providing breakfast directly in the classroom, your child can simply take the breakfast items that are offered. For other schools, the child can simply go to the cafeteria in the morning and eat breakfast. For lunch, the student can simply enter the lunch line and take a meal. All students will still need to have their meals recorded at the register.

What is served at breakfast and lunch? What are my child's choices? During breakfast, we offer two grains (or one grain and one protein), two fruits and a milk. All your child needs to do is take at least 3 menu items (with one being a fruit) to be considered a free meal. During lunch, we serve a grain, protein, vegetable, fruit and milk. All your child needs to do is take at least 3 different items offered (one being a fruit or a vegetable) to be considered a free meal. Check LCCPS homepage to view menus.

http://www.lccps.org/school_menus

What if my child only wants a milk or a single item? We are only reimbursed by the USDA for complete meals. If your child only wants a milk or a single menu item then those items are available for cash purchase on an individual basis; for example, milk costs 35 cents. In order to be free, your child must take a complete meal consisting of three different items (one being a fruit or vegetable). Any Questions -

Your food and nutrition team is here to answer all your questions. Contact the Lowell Community Charter Public Schools Food Service Office at 978-323-0800.

Students may continue to bring a lunch from home.

Microwaves are NOT available for student use.

What is served at breakfast and lunch?

What are my child's choices? During breakfast, we offer two grains (or one grain and one protein), two fruits and a milk. All your child needs to do is take at least 3 menu items (with one being a fruit) to be considered a free meal. During lunch, we serve a grain, protein, vegetable, fruit and milk. All your child needs to do is take at least 3 different items offered (one being a fruit or a vegetable) to be considered a free meal. Check the LCCPS homepage to view menus.

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Sharing of Foods and Beverages

The sharing of food and beverages with one another during meal or snack times is discouraged due to students with food allergies and dietary restrictions.

Food Safety

All foods made available through the food services department will comply with state and local food safety and sanitation regulations. Food Allergies / Dietary Restrictions Student information regarding food allergies and dietary restrictions will be entered into the student database with parental permission. This will serve as another stop-gap precaution for protecting students with food allergies and dietary restrictions. LCCPS does not sell any competitive food at point of sale or in vending machines to students.

Water will be made available to all students through the school day.

Questions?

Your food and nutrition team is here to answer all your questions. Contact the Lowell Community Charter Public Schools Nutrition Office at 978-323-0800 ext. 107.

Student Health Services

Mandated Screenings

LCCPS students are screened yearly in accordance with Massachusetts Department of Health standards and regulations. Such screenings include the following:

- Hearing
- Vision
- Postural Screenings for scoliosis
- BMI

Students who do not pass any of the screens, except BMI, are referred to their primary care physicians for further evaluations and treatment. These screenings aid in the early detection of impairments that may affect a student's learning and/or ability to participate in physical activities. LCCPS works closely with local and national organizations that aid families with free or low costs eyeglasses and hearing aids.

Mobile Dentist

Good dental health is essential in staying healthy. LCCPS invites a mobile dentist team to our school twice a year to offer dental care to our students. A licensed dentist, along with certified dental hygienists and dental assistants, perform thorough dental examinations and cleanings with x-rays, as well as any reparative care needed such as fillings, fluoride treatments, tooth extractions, etc. We strongly encourage our families to take advantage of this offered service.

Communicable Diseases

In the event that a student or staff member is diagnosed with a communicable disease, viral or bacterial, LCCPS follows the recommended guidelines written by the CDC. Any student attending LCCPS is required to provide adequate documentation that all of the mandated vaccines as outlined by the Massachusetts Department of Public Health were received, with only the exception of religious exemption. Students/staff diagnosed with a communicable disease will not be allowed to return to the school until deemed cured or not contagious by a physician. Families and staff members will be notified in writing and by a robot call should a student/staff member's diagnosis of a disease pose a risk of contamination to other students or staff.

Policies are in effect for students/staff members who are ill with common illnesses such as influenza, strep throat, conjunctivitis, contagious rash, etc. Students/staff members are not allowed to return to school until fever free for 24 hours, and are deemed not contagious by a physician. Proper hygiene and hand washing is strongly enforced throughout the day to help eliminate the spread of germs and diseases. Disinfecting and cleaning of the school regularly, and as needed in the event of exposure to a specific disease, is done in accordance with the written recommendations of the CDC.

Lice Policy

Purpose

To contain infestation of head lice among the school age population while maximizing students' academic performance and minimizing absences due to unnecessary exclusion of students using nursing/medical best practices. The American Academy of Pediatrics and the National Association of School Nurses no longer endorse a "No Nits" policy in schools. Exclusion is not an effective tool in reducing lice outbreaks (CDC, 2010; Frankowski & Bocchini, 2010; Frankowski & Weiner, 2002). In cases that involve head lice, as in all school health issues, it is vital that the school nurse prevent stigmatizing and maintain the student's privacy as well as the family's right to confidentiality (Gordon, 2007).

Standard

The school nurse will examine the head of any child suspected of having a live lice infestation and notify the parent/guardian. Head lice are not a health hazard or a sign of uncleanliness and are not responsible for the spread of disease (Frankowski & Weiner, 2002). Lice are not a public health emergency. Lice cannot hop or fly; they crawl. Transmission in most cases occurs by direct contact with the head of another infested individual (Frankowski & Bocchini, 2010). Children returning to school after treatment for head lice will be examined by the school nurse to verify absence of live lice prior to entering the classroom. Presence of nits does not indicate active infestation and no evidence is found that the presence of nits correlates with any disease process (Scott, Gilmer, Johannessen, 2004). Other studies show that lice are not highly transferable in the school setting (Hootman, 2002) and no outbreaks of lice resulted when allowing children with nits to remain in class (Scott, Gilmer & Johannessen, 2004). Nurses will perform targeted pediculosis screenings based on the affected

student's known close contacts and family members. Whole class screenings for nits alone have not been proven to be effective and will only be performed based on multiple live lice infestations found in a single class (CDC, 2010; Andresen & McCarthy, 2009).

Procedure

Upon notification of suspected cases of head lice, the school nurse will examine the student.

- ✓ An infestation will be determined by looking closely through the hair and scalp for viable nits or live lice. Lice and nits (dirty-white to gray colored eggs attached to the hair shaft) are visible to the naked eye. Nits which are farther than ¼ inch from the scalp are not considered viable because eggs are laid at the scalp and the life cycle is short, therefore, any remaining nits beyond 1/4 inch (hair growth takes time) are either empty or dead.
- ✓ The nurse will determine the severity of the infestation (live lice or just nits) and the parent/guardian will be notified via phone, email, and/or a note sent home with the student (see “Head Lice Screen Information for Parents”). Based on the infestation, the nurse will determine if the child is so uncomfortable that they should go home or if the child can remain in school. The parent/guardian will be provided with information on biology of head lice, methods to eliminate infestation, and directions to examine household contacts for lice and nits and that the student must check in first with the school nurse upon returning to school the next day.
- ✓ If only nits are detected the student will remain in his/her classroom for the remainder of the school day.
- ✓ The school nurse will perform a targeted screening of the students most likely to have had direct head to head contact with the affected student (especially recent sleepovers). Parents/guardians will be referred to their health care provider for follow up if there are positive findings, or lice are resistant to treatment. If 3 or 4 students in one class are affected, all classmates will be checked and at that time a class wide letter will be sent home (see “Notes from the Nurse” classroom letter).

Upon Student Return to School

- ✓ An examination of the student's hair for presence of lice upon arrival to school accompanied by a parent will be performed. Student is required to be live lice free in order to return to school the next day.
- ✓ Student will be allowed to remain in school if no presence of live lice. A student may remain in school if only nits are found.

Additional Information Regarding Head Lice

- ✓ Parents/guardians will be encouraged to verify treatment as soon as possible after notification. Parents will be encouraged to check their child's head daily for at least 2-3 weeks after discovery. Removing nits EVERY day for 3 weeks is the most effective treatment.
- ✓ Students will be discouraged from direct head to head contact with other students. The school nurse will provide in-service education to staff regarding how to handle nits and/or live lice in the classroom.
- ✓ The most common means of transmission is through physical/direct (head to head) contact. Indirect transmission is uncommon but may occur from shared combs, brushes, hats, and hair accessories that have been in contact with an infested person. Schools are not a common source of transmission. Lice prefer clean hair because it is easier to attach to the hair shaft to lay their eggs.
- ✓ **Staff will maintain the privacy of students** identified as being infected with head lice.

- ✓ The school nurse is the key health professional to provide education and anticipatory guidance to the school community regarding best practice guidance in the management of pediculosis. The school nurse's goals are to facilitate an accurate assessment of the problem, contain infestation, provide appropriate health information for treatment and prevention, prevent overexposure to potentially hazardous chemicals, and minimize school absence.

Asthma/Allergies

LCCPS offers educational and informational sessions with students and families in regards to Asthma. Our nurse is a certified facilitator of the *Open Airways for Schools* program offered through the American Lung Association. Students are educated to properly recognize when they are having asthma symptoms, and how to properly administer and manage their medications. Support is offered to families to help manage their child's asthma by initiating in-school management plans, open communication with physicians, and resources to outside services. All LCCPS staff members are trained how to properly recognize asthmatic symptoms, administer medication, and recognize an asthma emergency.

Life threatening food allergies are taken very seriously at LCCPS. A written Food Allergy Policy is in place, and is reviewed and updated yearly. LCCPS recognizes that awareness plays an important role in helping prevent allergy exposure leading to anaphylactic reactions. The school is an "Allergy Aware" school, using proper precautions when planning meals and snacks provided by the school and outside food is brought into the classrooms or lunch area. Students with high risk food allergies are placed at a designated "Allergy Aware" table in the lunch room where he/she can be joined by classmates whose food does not include the known allergen. All of LCCPS's staff is trained on when and how to administer an EpiPen in the event of an allergic reaction. EpiPens are in the nurse's office readily available to use in an emergency situation.

CPR, AED & First Aid Training

LCCPS offers their staff CPR, AED, and First Aid training taught by American Heart Association Certified Trainers. The participants learn how to do rescue CPR with the use of an AED, how to perform first aid treatment in an emergency situation, and how to rescue a choking victim. Having staff trained in aiding with these rescue maneuvers, we create a team that could be crucially beneficial to LCCPS students, staff, and visitors in the event of an emergency.