

Committee Members
Laura Clancey, Chair
Molly McCullough, Vice-Chair
Jermaine Johnson

Administrative Representative
Brian Allen

OFFICE OF THE
CLERK OF THE SCHOOL COMMITTEE
WORCESTER PUBLIC SCHOOLS
20 IRVING STREET
WORCESTER, MA 01609

AGENDA #12

The Standing Committee on GOVERNANCE AND EMPLOYEE ISSUES will hold a hybrid meeting:

on: December 20, 2023
at: 4:00 p.m.
in: Room 410, Durkin Administration Building, 20 Irving St.
virtually: <https://worcesterschools.zoom.us/j/88949059993?pwd=YjMvWGZEdDRnTkJ3Z1VkSmFGRUVqdz09> Passcode: 116224 Telephone:
US: +1 929 205 6099 or +1 301 715 8592 Webinar ID: 835 4552
2201

ORDER OF BUSINESS

I. CALL TO ORDER

II. ROLL CALL

III. GENERAL BUSINESS

gb 0-288.2 - Administration/O'Connell Novick/Clancey/McCullough
(September 22, 2020)

Response of the Administration to the request to outline in writing under what circumstances the Department of Children and Families is called regarding a family or child, particularly with regard to student attendance.

gb 3-156.2 Clancey
(June 1, 2023)

Response from Administration on:
To consider renaming St. Casimir's to The Dr. Michael O'Neil Program at the Alternative School.

gb 3-157.2 Clancey
(June 1, 2023)

To consider creating a policy regarding graduation ceremonies and student participation.

gb 3-237.1 Administration

(October 11, 2023)

To consider dedicating the auditorium at the Durkin Administration Building in honor. of Dr. Helen Friel who dedicated her professional life to the Worcester Public Schools.

gb 3-108.1 Administration

(April 5, 2023)

Revised Wellness Policy.

V. ADJOURNMENT

STANDING COMMITTEE: **GOVERNANCE AND EMPLOYEE ISSUES**

DATE OF MEETING: 12-20-23

ITEM: Administration/Ms. Novick/Mrs. Clancey/Ms. McCullough (September 22, 2020)

Response of the Administration to the request to outline in writing under what circumstances the Department of Children and Families is called regarding a family or child, particularly with regard to student attendance.

PRIOR ACTION:

- 9-17-20 - On a roll call of 7-0, the item was referred to the Administration for a report back on October 1, 2020.
- 10-1-20 - Ms. Novick made the following motion:
Request that the item be held for a more detailed report outlining under what circumstances the Department of Children and Families is called regarding a family or child, particularly with regard to student attendance.
On a roll call of 7-0, the motion was approved.
Ms. Mahoney indicated that the same guidelines are being followed during remote learning which is that a staff member will make every effort possible to connect with a student and family if the student has not been participating in remote learning before a 51A is filed.
Mayor Petty stated that he would like to forward the item to the Standing Committee on Governance and Employee Issues for a written policy to be developed.
Ms. Novick made the following motion:
Request that the item be referred to the Standing Committee on Governance and Employee Issues.
On a roll call of 7-0, the motion was approved.
Superintendent Binienda stated that there has been an increase in mental health challenges.
- 8-30-22 - **STANDING COMMITTEE ON GOVERNANCE AND EMPLOYEE ISSUES**
Ms. Mahoney stated that every attendance situation is looked at individually and if a student is absent due to a serious illness, the Department of Children and Families is not called. If a parent decides not to send their child/ren to school and has been contacted by the district, then DCF would be contacted.
Chair Clancey made the following motion:
Request that the item be held for further input from the Administration.
On a roll call of 3-0, the motion was approved.
- 9-15-22 **SCHOOL COMMITTEE MEETING**
The School Committee approved the action of the Standing Committee as stated.

BACKUP:

Annex A (1 page) contains the rationale from the Administration.

RECOMMENDATION OF ADMINISTRATION:

Approve and file



WORCESTER PUBLIC SCHOOLS

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Dr. John E. Durkin
Administration Building
20 Irving Street
Worcester, MA 01609-2493

Date: December 18, 2023
Item Number: gb 0-288.2
Item: Response of the Administration to the request to outline in writing under what circumstances the Department of Children and Families is called regarding a family or child, particularly with regard to student attendance.
Recommendation: Approve and file

Rationale:

Worcester Public School personnel are required to report abuse or neglect cases if in their “professional capacity, they have reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse inflicted upon him/her, including sexual abuse, or from neglect, including malnutrition”. M.G.L. C. 119, S. 51A

Contacting DCF as it relates to attendance for Educational Neglect for students under the age of 16 is viewed as a last resort after Multi Tiered Systems of Support have been attempted without improved attendance. Each situation has unique circumstances that are considered prior to contacting DCF and therefore, it is not a one size fits all approach.

O. General Business
Clancey
(June 1, 2023)

ITEM: gb 3-156.2
S.C. MEETING: 12-20-23

ITEM:

To consider renaming St. Casimir's to The Dr. Michael O'Neil Program at the Alternative School.

PRIOR ACTION:

6-15-23: Member Clancey introduced the item to approve a name change of the program at the St. Casimir's Alternative School after Dr. Michael O'Neil to honor his 40 years of service there. Member Kamara acknowledged the work that Dr. Michael O'Neil has done for this district, but raised the question of equity in the district. She expressed that naming schools should occur through a collaboration with the community, parents, and students. Member O'Connell Novick stated that there is a policy in place for the naming process that requires community involvement.

On a voice vote, the item was referred to the Administration.

BACKUP:

Annex A (1 page) contains the response from Administration.
Annex B (1 page) contains the naming policy.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:

Refer to Governance and Employee Issues



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Date: November 28, 2023
Item Number: 3-156
Item: Rename Worcester Alternative School to The Dr. Michael O'Neil School
Attachment: WPS Policy on Renaming New Facilities
Recommendation: Refer to Governance

Laura Clancey has asked that WPS consider changing the name of the Worcester Alternative School to The Dr. Michael O'Neil School. Following are steps that must be taken pursuant to the Worcester Public Schools Renaming New Facilities Policy, attached hereto.

1. The Superintendent or a Worcester resident can submit a written request to the School Committee and the written request should specify the intent of the requestor and the reasons why this particular name would fit the facility. It should offer appropriate background information on the person or organization after which the facility will be named. Wishes of the community, including parents and students, should be considered in naming a school.
2. Names and/or wording associated with school names shall be consistent with school district policies and promote alignment of the mission, vision, and goals of the school district.
3. The School Committee Chair will specify a consideration period that allows for public comment, following which the committee will deliberate and vote on the matter during a School Committee meeting.

Member Laura Clancey provided background information on her intent for renaming the Worcester Alternative School to the Dr. Michael O'Neil School pursuant to number 1 above in the WPS Renaming New Facilities Policy, and following is that summary:

Dr. Michael O'Neil dedicated his career to the Worcester Public Schools. He spent the vast majority of those 47 years working with students in the alternative setting. Many of these students would not have had the opportunities in their lives that they received had it not been for Dr. Michael O'Neil and his leadership in the Worcester Alternative School.

We request to refer this item to Governance for further discussion.

Worcester - Online Policy Manual

SCHOOL COMMITTEE POLICY M  **File: FF - NAMING NEW FACILITIES**

- ▶ SECTION A - FOUNDATIONS AND POLITICAL PRESSURE
- ▶ SECTION B - BOARD GOVERNANCE
- ▶ SECTION C - GENERAL SCHOOL STUDENTS
- ▶ SECTION D - FISCAL MANAGEMENT
- ▶ SECTION E - SUPPORT SERVICES
- ▶ SECTION F - FACILITIES DEVELOPMENT
 - File: FA - FACILITIES DEVELOPMENT
 - File: FCB - RETIREMENT OF FACILITIES
 - File: FF - NAMING NEW FACILITIES**
 - File: FFA - MEMORIALS
- ▶ SECTION G - PERSONNEL
- ▶ SECTION H - NEGOTIATIONS
- ▶ SECTION I - INSTRUCTION
- ▶ SECTION J - STUDENTS
- ▶ SECTION K - COMMUNITY RELATIONS
- ▶ SECTION L - EDUCATION AGENCIES

Naming a school facility is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a name for a school, a portion of a school, or a portion of school grounds. Whenever possible, the wishes of the community, including parents and students, should be considered in naming school facilities.

The School Committee has the authority to approve the naming and renaming of buildings, structures, and facilities located on school property. The School Committee also has the authority to name subsections of existing structures or facilities, such as classrooms, auditoriums, and gymnasiums.

Names and/or wording associated with school facilities shall be consistent with school district policies and promote messages aligned with the mission, vision and goals of the school district. To the extent possible, names and/or wording should be designed not to restrict the use of a space or inhibit changing the function of the space should that become necessary in the future.

When the opportunity to name or dedicate a new school or school related property, structure or facility is forthcoming, an orderly procedure will be communicated at a School Committee meeting. The Committee's agendas should clearly reflect the intent to consider, review, and vote on naming opportunities.

Submission of a name for a school space may be made by any resident or by the Superintendent, in writing, and should be made to the School Committee. If a name is being initiated at the local school level, the Principal must take reasonable steps to include the School Council in the nomination of the name before submission to the School Committee.

The written request should specify the intent of the requestor and the reasons why this particular name would fit the facility. It should offer appropriate background information on the person or organization after which the facility will be named. An offer of a financial contribution to the School District may accompany the naming request, but the School Committee is not obligated to accept or reject a name based upon financial considerations alone. Philanthropic contributions in support of the School District are encouraged by the School Committee. The School Committee may acknowledge generous donors by designating appropriate spaces within the School District's facilities consistent with the level of financial commitment.

Following the submission of a naming request, the School Committee Chair will specify a consideration period that allows for public comment, following which the Committee will deliberate and vote on the name.



Administrator: Dr. Marie Morse
Department: Teaching and Learning
Date: 8/2/2023
Updated: 12/7
Item Number: gb 3-157
Item: To consider creating a policy regarding graduation ceremonies and student participation
Attachment:
Recommendation: Refer to governance

Rationale: High School graduation ceremonies are milestone events for our students and our families. It is the aim of the Worcester Public Schools to ensure that all students have the opportunity to participate in their graduation ceremonies provided that they successfully fulfill the Worcester Public Schools graduation requirements that are articulated in the Worcester Public Schools Student Handbook. While we realize that there are a multitude of obstacles that impact the ability of students to attain the stipulated graduation requirements, we must also make certain that we are holding our school district accountable for the graduation requirements. To this end, we will engage our high school principals in meaningful discussion around this topic and collaborate with stakeholders to develop a fair and equitable process that will guide the expectations for the participation in high school graduation ceremonies.

Why: During the 22-23 school year, numerous students and families contacted the quadrant office with concerns about participation in high school graduation ceremonies. It became apparent that there was not much consistency around the expectations for participation in the ceremonies. As a result, it is imperative that we engage stakeholders in meaningful discussion about the expectations for high school graduation with the goal of developing clear and consistent guidelines across our district.

Recommendation: The Worcester Public Schools understands the importance of High School graduation ceremonies to students and families. Historically, Worcester Public School students were only allowed to participate in the graduation ceremony if they had successfully met the requirements set forth in the Worcester Public Schools Student Handbook. We are recommending that we modify the policy to provide students who have yet to fully meet the graduation requirements with the opportunity to participate in the ceremony. This modification would allow students who are within 2 credits of achieving the graduation requirements to actively participate in the graduation ceremony.



While students would be able to participate in the ceremony, they would not be granted a diploma/certificate until they have fulfilled all of the graduation requirements. The Worcester Public School acknowledges that there may be students who are more than 2 credits deficient, which would make them ineligible for participation in the graduation ceremony. The Worcester Public Schools will hold a graduation ceremony in the summer (August) to provide our students with the opportunity to participate in a graduation ceremony once they have fully met the graduation requirements.

O. General Business
Clancey
(June 1, 2023)

ITEM: gb 3-157.2
S.C. MEETING: 12-20-23

ITEM:

To consider creating a policy regarding graduation ceremonies and student participation.

PRIOR ACTION:

6-15-23: On a voice vote, the item was referred to Governance & Employee Issues.

BACKUP:

Annex A (2 pages) contains the rationale from the Administration.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:

Refer to Governance and Employee Issues

- O. General Business
Administration
(October 11, 2023)

ITEM: gb 3-237.1
S.C. MEETING: 12-20-23

ITEM:

To consider dedicating the auditorium at the Durkin Administration Building in honor of Dr. Helen Friel who dedicated her professional life to the Worcester Public Schools.

PRIOR ACTION:

BACKUP:

Annex A (1 page) contains background information about Dr. Helen Friel.

RECOMMENDATION OF MAKER:

Hold for a period of public comment.

RECOMMENDATION OF THE ADMINISTRATION:



Helen Friel
Foreign Language

Born and raised in Worcester, MA Helen A. Friel graduated from North High School in 1961. From there, Dr. Friel attended Emmanuel College graduating in 1965 with a major in French and minors in Spanish and Education. In 1966 Dr. Friel received a Master's of Arts Degree in French from Emmanuel College and Sorbonne University in Paris, France.

In September of 1966 Dr. Friel began her career with the Worcester Public Schools which would go on to span nearly 57 years!



Dr. Friel was hired to teach Spanish and French to the students of Doherty Memorial High School. In 1981 she was promoted to Department Head of the Foreign Language Department and she completed her Master of Arts in Spanish from Assumption College that same year. Additionally, she received her Doctorate in Education from Clark University in 1982. In 1983 Helen was once again promoted at Doherty High, this time to Coordinator of Foreign Language.

In 1985 then-Superintendent Dr. John Durkin extended an offer to Dr. Friel to become the first female administrator in the Worcester Public Schools as the Administrative Assistant to the Superintendent & Clerk of the School Committee, a position she held until her retirement in July 2023.

Please consider dedicating the auditorium at the Durkin Administration Building in honor of this trailblazing educator who devoted her professional life to the Worcester Public Schools.

O. General Business
Administration
(April 5, 2023)

ITEM: gb 3-108.1
S.C. MEETING: 12-20-23

ITEM:

To consider approval of the revised Wellness Policy.

PRIOR ACTION:

BACKUP:

Annex A (1 pages) contains the rationale from the Administration.
Annex B (8 pages) contains the revised Wellness Policy.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:

Approve and file.



WORCESTER

PUBLIC SCHOOLS

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Date: December 18, 2023
Item Number: gb 3-108.1
Item: Revised Wellness Policy
Recommendation: Approve and file

Rationale:

Please see the attached revised Wellness Policy

WORCESTER PUBLIC SCHOOLS DEPARTMENT OF NURSING

WELLNESS POLICY

MISSION

It is the mission of the Worcester Public Schools (WPS) Wellness Policy to enable students to become independent and self-directed learners, responsible for meeting their own health needs as developmentally appropriate. It is the goal of the Wellness Policy to promote **all students' physical, emotional and social well-being**. This is accomplished through the coordinated efforts of all departments and services offered in the WPS and within our community; because healthy students are better learners. The WPS Nursing Department utilizes the Center for Disease Control Model: *The Whole Child, The Whole School, The Whole Community (WSCC)* to promote health and wellness: <https://www.cdc.gov/healthyyouth/wsc>. This model uses a school-wide approach, which is centered on the child in the context of his/ her local community. Specifically seeking to integrate the collaboration between education and health to improve each child's cognitive, physical, social, and emotional development.

BACKGROUND

The WPS serves more than 25,000 students in 45 schools and 7 programs. Among our students, 11% are overweight and 17% are obese. There are over 2,400 students with asthma, 76 with diabetes, 280 with seizures, and 821 with life threatening allergies (LTA). In addition, our schools serve increasing numbers of students with developmental and emotional conditions, such as autism, ADHD, anxiety and depression.

The WPS is committed to providing school environments and supports that promote students' physical and emotional health and well-being that keep students in school and ready to learn. Therefore, it is the policy of the WPS that:

- The school district will continue to engage students, parents, teachers, food service professionals and other interested community members in developing, implementing, monitoring and reviewing district-wide nutrition and physical activity policies.
- Students in grades K-12 will have opportunities, support and encouragement to be physically active on a regular basis.
- Foods and beverages sold at school to students in the cafeteria, will meet the nutrition requirements of *USDA's Smart Snacks in School* and the *Massachusetts Nutrition Standards for Competitive Foods and Beverages in Public Schools*.
- Qualified child nutrition professionals will assist school administrators to provide students with access to a variety of affordable, nutritious and appealing foods that meet their health and nutritional needs. They will take into account the religious, ethnic and cultural diversity of the student body in meal planning.
- Meals will be provided in clean, safe and pleasant settings with adequate time for students to eat.

- Schools will provide nutrition education and physical education to promote lifelong habits of healthy eating and physical activity and will establish linkages^{Annex B} between health education, school meal programs and related community services.
- Students and staff will benefit from a coordinated program of accessible health and counseling services.

The WPS will work with our existing School Health Advisory Committee (SHAC) to develop, implement, monitor, review, and as necessary, revise school health, nutrition and physical activity policies. The Committee will also serve as a resource to school sites for implementing these policies.

I. School Health Advisory Committee

The School Health Advisory Committee (SHAC) recognizes the relationship between student wellness and student attendance and achievement. The purpose of the committee is to recommend, review and help implement school district policies addressing school nutrition, nutrition education, physical activity and related issues that affect student health (105 CMR 215.000). The WPS SHAC is led by the Director of Nursing and Health Services and School Physician Consultant and comprises key stakeholders from within the WPS and the Worcester community. Members include representatives from Health and Physical Education, Special Education, Nutrition, Social-emotional Learning, School Committee, School Based Health Centers, Worcester Department of Public Health (WDPH), several Schools of Nursing, various community organizations, as well as parents and students. The SHAC meets quarterly to advocate, develop, implement, monitor, review, and revise school health policies as needed and/or mandated.

II. School Nutrition

School Meals

Meals served through the *National School Lunch and Breakfast Programs* (NSLBP) will meet federal meal requirements and dietary specifications for calories, sodium and saturated fat. School principals will consult with the School Nutrition Office concerning lunch scheduling in order to cooperatively establish the required number of serving outlets ensuring all students have comfortable access to school meals. The school cafeteria serving space(s) will focus on marketing the reimbursable meal and other “whole-food” commodities such as milk, fresh fruit, and vegetables. The School Nutrition Program will purchase locally grown fruits and vegetables in season and continue to work with the Department of Agriculture to secure and develop availability. In accordance with USDA’s Community Eligibility Provision, all WPS students are eligible for free breakfast and lunch in school. In addition, water is available during meal service free of charge in the place where meals are served. The schools will also provide families with information and referral to local food pantries and summer feeding programs as needed.

Nutrition Education and Promotion

The WPS District aims to teach, encourage, and support its students to develop healthy eating habits. Schools will provide nutrition education and engage in nutrition promotion that:

- is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;

- is part of, not only health education classes, but also classroom instruction in subjects such as science, language arts, and family and consumer science;
- includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
- promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and energy expenditure (physical activity/ exercise);
- links with school meal programs, other school foods, and nutrition-related community services;
- teaches media literacy with an emphasis on food marketing; and
- includes training for teachers and nutrition staff.

Food Marketing in Schools

School-based advertising will be consistent with nutrition education and health policy. In-school advertising of brands promoting predominantly low-nutrition foods and beverages is prohibited. The promotion of healthy foods, including water, fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

Competitive Foods

Consistent with local, state and federal guidelines, unauthorized food sales will not occur in the cafeteria and/ or in competition with reimbursable meals offered through the NSLBP. In compliance with the MA *“2010 Act Relative to School Nutrition,”* signed into law, competitive foods refer to all foods or beverages sold or provided in a la carte lines in school cafeterias, school stores, school snack bars, vending machines, or any other locations in public schools. The nutritional standards shall not apply to competitive foods or beverages sold on school grounds beyond 30 minutes after the end of the school day, with the exception of food and beverages sold through vending machines, in which case the nutritional standards shall apply at all times.

School Celebrations/ Fundraising

The WPS encourages cultural food celebrations and sharing of food traditions amongst students, families, teachers and staff. We recognize that food is a central component to our various cultures, and we encourage celebrations to have a “healthy food” focus. Any food brought to school for sharing must have a label attached or if homemade, a list of ingredients should be provided to the school nurse. Schools should limit parties/celebrations that involve low-nutrition foods and should explore fun non-food alternatives for celebrations as well. Fundraisers that don’t meet Federal and/or State regulations are not allowed. Creative non-food fundraisers should be explored (examples include walk-a-thons, car washes, raffles for lunch with the principal).

III. Physical Activity

Physical Education

MGL Chapter 71, Section 3 states that Physical Education shall be taught as a required subject in all grades for all students in the public schools to promote the physical well-being of students. Therefore:

- The WPS will teach physical education to all students K-12, including students with disabilities, special health care needs, and in alternative educational settings. Annex B
- Students will receive regularly scheduled physical education instruction, which meets the Massachusetts state guidelines.
- All students in grades 7-12 will receive instruction in physical education classes in hands-only cardiopulmonary resuscitation (CPR) and on the use of the external automated defibrillator (AED).
- Certified physical education teachers will teach physical education classes.

Recess

- Elementary school students will have supervised recess, preferably out-doors, one or more times daily where moderate to vigorous physical activity will be encouraged.
- Wide variation in WPS facilities both indoors and outdoors presents challenges in providing active recess; sedentary activities shall not be substituted. Individual schools must explore solutions that overcome their limitations to provide students active recess time. Solutions may be found in best practices locally and around the country and may include access to nearby indoor and out- door recreation facilities.

Physical activity before and after school

- Students are given opportunities for physical activity through a range of before and/or after-school programs including, but not limited to, intramurals, inter-scholastic athletics, and physical activity clubs (i.e. Fit Math, Walking clubs, etc.).
- After-school enrichment programs and childcare programs will be encouraged to provide appropriate space, equipment, and activities that support daily periods of moderate to vigorous physical activity for all participants.

Active Transportation to and from School

The WPS supports active transport to and from school, such as walking or biking. The District will encourage this behavior by engaging in activities such as: designation of safe or preferred routes to school, promotional activities such as participation in *International Walk to School Week*, *National Walk and Bike to School Week*, secure location for storage of bicycles and helmets, instruction on walking/biking safety provided to students, promotion of safe routes program to students, staff and parents, and documentation of the number of children walking and/or biking to and from school.

IV. School Health/ Nursing Services

A coordinated program of **accessible health services** will be provided to students and staff through the leadership of the WPS Nursing Department, in collaboration with the school physician consultant, various departments within the school system, and outside agencies, as applicable. The program will include communicable disease prevention, immunizations, health assessments and screenings, chronic condition management, counseling, community health referrals, immunizations, first aid and emergency care.

All school staff throughout the district are trained by school nurses (SN) yearly on LTA awareness education, Epi-Pen administration and basic first-aid. Many school staff members are trained by the Nursing Department in CPR and AED use. Every school and outside athletic area has at minimum one AED available and at least one person trained to use it.

School nurses provide **mandated screenings** for students at various grade levels ^{Annex B} in accordance with MA State laws and the DPH requirements. Screenings include vision and hearing (grades K-5, 8, 10), scoliosis (grades 5-9) height, weight and BMI (grades 1, 4, 7, 10) and Screening Brief Intervention and Referral to Treatment [SBIRT] (grades 7 and 9). Students with screenings needing follow-up will have a letter sent to parents to be shared with the student's primary care provider (PCP)/medical home. School nurses will try to contact the PCP/medical home in cases where the family has not followed-up.

The **Nursing Administration** coordinates and supports other health services available to students including oral health screenings and preventive care such as fluoride and sealant application with referral to a dentist as needed. All high-schools, Burncoat, Worcester East, and Sullivan Middle Schools, as well as Elm Park Community, Goddard School of Science and Technology, and Woodland Academy elementary schools have **School-Based Health Centers** (SBHC) staffed with Nurse Practitioners who can provide more advanced health assessments, diagnoses, and treatment as indicated. Students can also receive physical examinations and immunizations if registered. The Edward Kennedy Health Center (EKHC) and the Family Health Center (FHC) of Worcester operate the SBHCs in the WPSs. Parents/guardians who are interested in this additional health service must register your child/children at the start of every school year, providing consent for treatment.

Chronic Health Conditions

For those students who have chronic health conditions, the SN will collaborate and coordinate with parents and other health care providers to create an Individual Health Care Plan (IHCP), so we can provide the best possible evidence-based care for all students. The SN will act as the resource person for school staff, providing education and training on a 'Need to Know' basis to keep the student safe and healthy at school and will work collaboratively with the family and the student's PCP. The Clinical Care Coordination (CCC) Program provides youth with special healthcare needs exceptional specialized medical care during their academic school days. The health, safety and wellbeing of all students is a priority to the staff that care for these children. Specialized medical care includes Licensed Practical Nurses (LPN) and Certified Nursing and Medical Assistants (CNA/MNA) who work closely with students, families, teachers, school nurses, community agencies and medical providers to provide high quality care and support for these students' medical, social and emotional conditions.

Life Threatening Allergies

The WPS nurses will provide LTA awareness education and Epi-pen training as needed for WPS employees based on the DPH and Department of Elementary and Secondary Education (DESE) recommendations including but not limited to:

- The significance of LTA and a discussion on the most common types of LTA (food, stinging insect, latex, and medication allergies);
- Creating a safe environment for students with LTA's;
- Designation, when necessary, of a table in the cafeteria or a student's classroom as a peanut-free or a food specific-free zone;
- Implementation of a "NO FOOD OR UTENSIL" sharing practice among students, as needed, with focus on the elementary level;

- Training of cafeteria employees about the precautions necessary to ensure the safety of student/staff from the cross contamination of food or utensils;^{Annex B}
- Parent guidelines regarding snacks;
- The signs and symptoms of anaphylaxis;
- Use of an Epi-pen;
- Activation of the Emergency Response System, i.e. nurse and 911 EMS, to deal with an **actual, suspected, or potential** anaphylactic reaction.

Asthma

Asthma is one of the most common chronic health conditions in children, and affects over 2000 students in the WPS. Poor asthma control can result in emergency room visits and hospitalizations, and school absences. WPS nurses work in coordination with primary care providers and specialists to maximize asthma control and minimize absences through:

- Promotion of asthma friendly health offices and schools
- Education and training of all school nurses on asthma at least annually
- An Asthma Action Plan (AAP) will be created for all persistent asthmatics. It should be updated annually as well as with any change in the plan. The SN will work collaboratively with the family and student's PCP, to assist in asthma management, and will educate and reinforce teaching of students on the use of their AAP.
- Administration of controller medications in school on a case-by-case basis with a physician order.
- Maintenance of standard emergency protocols for asthma emergencies as well as undiagnosed students with respiratory distress.
- The SN will provide education and instruction to all staff involved with students, on a 'Need to Know' basis including:
 - Guidelines established for students to self-carry and administer their own inhaler, with parent/physician permission, and cleared by the SN.
 - Recognition of the signs and symptoms of asthma; use of rescue medications.
 - Activation of the Emergency Response System when a student is still having difficulty breathing after using his/her inhaler or nebulizer treatment.
- The WPS will work to reduce asthma trigger exposure by promoting a safe and healthy school environment.

Diabetes

The SN will provide education and instruction to all staff on a 'Need to Know' basis, to keep the student safe in the school setting through:

- Guidelines established for students to carry, test and administer their own insulin with parent/ physician permission and cleared by the SN. A Medication Plan will be created for the student;
- The signs and symptoms of low blood sugar and the necessary treatment established by the student's physician;
- The dietary and carbohydrate needs of a student in consultation with School Nutrition;
- Activation of the Emergency Response System when the student is still not responding to treatment.

The SN will work collaboratively with the student, family, PCP and specialist to assist in diabetes management and will educate and reinforce teaching of students for self-

Attention Deficit Hyperactivity Disorder (ADHD)/Attention Deficit Disorder (ADD)

ADHD is one of the most common chronic health conditions for school-aged children. Collaboration amongst medical providers, families, and schools is essential for proper diagnosis and successful management. School nurses will provide medication administration for students with ADHD when necessary, and will act as a resource for teachers and staff regarding medication use/side effects. School nurses will assist with communication between families, PCPs and school regarding ADHD/ADD evaluation and management.

Other emotional health conditions:

VI. Counseling Services

Mental health and positive social and behavioral skills are integral to the wellness of our students. In both elementary and secondary schools, our Counseling and Psychological Services staff members provide supportive services to address identified social, emotional and adjustment needs of students in cooperation with their parents/guardians, as well as our teachers and administrators. With regard to this policy, on the elementary level, School Adjustment Counselors (SAC) and School Psychologists work closely with administrators, teachers and SNs when children develop adjustment or behavioral difficulties that may be related to their emotional health and may compromise their abilities to be successful learners. In our middle and high schools, every student is assigned to a guidance counselor who is knowledgeable about the developmental needs of adolescents regarding issues that result from unmet emotional needs. The guidance counselors will refer parents and students to the SAC or School Psychologist for assistance in determining an appropriate course of action when needs are identified. This support staff may assist families to access community-based services through a SBHC or through our referral protocol with local providers of behavioral health services when such ongoing support appears necessary. If a student is functionally disabled by the condition of their mental health, referrals to the Student Support Process are made so that additional necessary services or supports in school can be accessed.

VII. School Environment

Air Quality

WPS has tobacco-free school policy that is 24-hours per day, 7 days a week, on all school property, in any form of school transportation, and at all school-sponsored events both on and off school property. The WPS works to prevent indoor and outdoor air quality problems by implementing best practice policies for common issues such as: preventative maintenance on heating/ cooling systems; construction and remodeling projects; bus idling and retrofitting; integrated pest management techniques and pesticide application notification; cleaning practices that address fumes, dust mites, and molds; chemicals and solutions storage; and the presence of warm-blooded animals in the classroom.

Water Intake

Water intake should be encouraged for all students and students should have access to drinking water throughout the school day. Adequate water intake is not only key to prevention of obesity, but also essential for maintaining hydration. Inadequate hydration can be related to headaches, constipation, and may interfere with cognitive functioning.

Bathroom Access

Students should readily have access to bathrooms as needed. Restriction of access to bathrooms (e.g. locking bathrooms for a certain time period) poses health risks to students (such as increased urinary tract infections), and results in discomfort, poor hygiene, and may impede learning due to an inability to maintain attention. Furthermore, since hand washing is key to prevention of spread of germs and illness such as influenza, ready access to bathrooms (which are clean and have adequate supplies of soap and towels) is essential.

Staff Wellness

All staff are members of the Employee Assistance Company, which has nurses available to coach and educate individuals regarding wellness and prevention. School staff are encouraged to share personal chronic health condition information with the SN in case of emergency. This information will be maintained in a confidential file.

Communication

The Wellness Policy will be made available publicly on the WPS website and shared with the community. The WPS will distribute the Wellness Policy to PTOs and engage families in the goal of a health-supporting environment at school. The WPS will also utilize school newsletters, the school health website, and community partners to inform parents/ guardians and highlight promising practices. The Wellness Policy will be distributed system-wide to include all principals, who will share it with their staff and site councils.

Monitoring

The Superintendent will meet annually, each spring, with the SHAC to review and recommend revisions to the Wellness Policy as needed. In each school the principal, or his/her designee, will monitor, implement and assure compliance with the policy. New policy changes will be submitted to the School Committee for final approval (at least every two years).

USDA regulations under the Healthy, Hunger-Free Kids Act of 2010 require Local Education Agencies (LEAs) to assess the Local School Wellness Policy (LSWP) at least once every three years to determine compliance with the LSWP, how the LSWP compares to model wellness policies, and progress made in attaining the goals of the LSWP. LEAs must update or modify the LSWP as appropriate.