

## **PORTALES MUNICIPAL SCHOOL DISTRICT WELLNESS POLICY 2016-2017**

### **District Wellness Statement**

The Portales Municipal School District is committed to providing:

- 1) a school environment that establishes a coordinated approach to student and staff wellness,
- 2) a learning environment that fosters the development and practice of lifelong wellness behaviors that support student achievement, and
- 3) a wellness policy which will be evaluated annually.

Therefore, the Portales Municipal School District will follow and meet all requirements set forth by the Public Education Department in NMAC 6.12.6.8 & NMAC 6.12.5.8.

A Coordinated School Health approach means:

- Building a framework for linking health and education.
- Establishing and maintaining healthy and successful lifestyles in our students.

The School Health Advisory Council (SHAC) will

- Ensure all goals set in the wellness policy are carried out during the year.
- Meet twice a year to revise and monitor the district wellness plan and goals.
- Take the wellness plan before the school board to be approved each year.
- PMSD will make current wellness policy available to anyone through district website.

SHAC Membership Will Include:

The assistant superintendent is responsible to lead the SHAC. SHAC members include all school nurses, all school counselors, all PE and health teachers, the director of food services, parents, the coordinator from Healthy Kids New Mexico, and the health promotion educator from DOH. (See chart in appendix A for list of members)

The Components of a Coordinated School Health Program are:

Family, school and community involvement means an integrated family, school and community approach for enhancing the health and well-being of all students.

#### ***Goal***

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

**Health Education** is the instructional program that provides the opportunity to motivate and assist all students to maintain and improve their health, prevent disease, and reduce health-related risk behaviors. It allows students to develop and demonstrate increasing sophisticated health-related knowledge, attitudes, and practices. Curriculum will align to the New Mexico Content Standards and Benchmarks as set forth in Section 6.30.2.19 NMAC.

### **Goal**

*The goal of health education is to educate all student about the importance of health issues facing students in various grades. Students will possess a practical knowledge of health issues that affect them and our society.*

### **Health Education will provide:**

- 1) *All students will be required to complete 0.5 hours of Health education. Health class will cover sex education, first aide.*
- 2) *Abuse prevention is taught in grades K-12. Health Education is taught at PHS. HIV education is being provided at PHS. PE teachers are working to add HIV education for grades 6, 7, & 8.*
- 3) *School personnel do provide "opt out" opportunities to parents in regards to the health curriculum. As an example, parent letters are sent out before the Abuse Prevention telling exactly what will be taught and the opportunity to respond as to whether or not they want their son or daughter to participate. Alternate learning time is given to those students who opt out.*

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

### **Goal**

*The goal of health services is to promote an optimal health status of the school community by providing coordinated, accessible health and mental health services for students, families and staff.*

### **Health Services Provides:**

- 1) *Participate (State Medicaid) dental screening*
  - *Educare Dental provides dental exams and cleanings twice every school year to Medicaid eligible students*

2) *Vaccine for Children (VFC) provider*

- *Flu vaccinations provided free of charge annually through the School Kids Influenza Immunization Project (SKIIP).*
- *Tdap, Meningococcal, and HPV vaccines are offered to age appropriate students annually free of charge through the VFC program*
- *Students not in compliance with changing immunization requirements set forth the New Mexico Public Health Department will have the opportunity to be immunized free of charge during school hours through the VFC program*

3) *Proper hand washing training taught annually*

*Hand washing and cough etiquette is provided annually utilizing grade appropriate materials.*

4) *Individualized Health Plans*

*Individualized Health Plans are developed for any student enrolled in Portales Municipal Schools with health care needs (i.e. Food/environmental allergies, asthma, diabetes, cardiac and seizures, etc. diagnoses) to ensure that all necessary information, needs and plans are considered to maximize the student's participation and performance in school.*

5) *IEP Participation*

*In accordance with IDEA, the school nurse is an active participant in any IEP meeting for students with documented medical conditions or health concerns.*

6) *SAT/504 Participation*

*In accordance with IDEA, the school nurse coordinates with school personnel to develop and implement health-related SAT and 504 plans*

7) *Screening for Vision and hearing as required and requested*

*In accordance with Section 22-13-30 NMSA, all students in pre-kindergarten, kindergarten, first, and third grades will be screened for Distance Visual Acuity, Ocular Alignment, and Color Vision. Referral will be made in accordance to the referral criteria set forth by the NM vision standards. Students with financial difficulties will be referred to the appropriate agencies.*

8) *Heart Start and AED training*

*Heartstart Compression Only CPR along with AED training is provided bi-annually to grades 5th-12th by the school nurse during PE/Health class.*

9) *Puberty and Hygiene education*

*Puberty and Hygiene education taught annually to all 5th graders. Parents will have the opportunity to preview the curriculum prior to the class being taught, and will have the option to opt-out of the class.*

10) *HIV privacy*

*In accordance with 6.12.2.10 NMAC, all students enrolled in Portales Municipal Schools who have a diagnosis of HIV/AIDS will have appropriate access to public education with their rights to privacy protected in accordance with HIPPA and FERPA.*

#### *11) Immunization Compliance*

*All students enrolling in Portales Municipal Schools will be screened for compliance with the current NM immunization requirement schedules. For students who have no immunization record but were formerly enrolled in a school in the United States, a formal request for immunization records will be made by the school nurse to the previous school attended, and the student will be considered in process.*

- Students who are not in compliance with the current NM immunization requirement schedules upon enrollment will have the opportunity to be immunized by the school nurse during school hours, and free of charge through the Vaccine for Children program. Consent for immunization will be obtained from parents by the school nurse prior to immunization.*
- In accordance with the New Mexico Immunization Exemption Statute (24-5-3) the following immunization exemptions will be accepted by Portales Municipal Schools:*
  - A. Any minor child through his parent or guardian may file with the health authority charged with the duty of enforcing the immunization laws:*
    - (1) A certificate of a duly licensed physician stating that the physical condition of the child is such that immunization would seriously endanger the life or health of the child; or*
    - (2) Affidavits or written affirmation from an officer of a recognized religious denomination that such child's parents or guardians are bona fide members of a denomination whose religious teaching requires reliance upon prayer or spiritual means alone for healing; or*
    - (3) Affidavits or written affirmation from his parent or legal guardian that his religious beliefs, held either individually or jointly with others, do not permit the administration of vaccine or other immunizing agent.*
  - B. Upon filing and approval of such certificate, affidavits or affirmation, the child is exempt from the legal requirement of immunization for a period not to exceed nine months on the basis of any one certificate, affidavits or affirmation.*
- In accordance with the McKinney-Vento Homeless Assistance Act, any student identified as homeless or displaced will be allowed to attend Portales Municipal Schools while their immunization status is ascertained, and will not be required to produce satisfactory evidence of immunization upon enrollment.*
- All Portales Municipal Schools nursing staff will be trained in the use of the New Mexico Statewide Immunization Information System to assist with screening of immunization compliance.*

#### *12) Student Right to Self-Carry Emergency Medications*

- In accordance with New Mexico law (6.12.2.9) any student enrolled in Portales Municipal Schools will be authorized to carry and self-administer provider prescribed asthma*

*treatment medication, anaphylaxis emergency treatment medication, and diabetes treatment medication under specific conditions.*

*Those specific conditions include:*

- *appropriate instruction has been given by the provider to the student in the correct and responsible use of the medication*
- *the student has demonstrated adequate skill level to the school nurse to carry and self-administer identified medication*
- *there is a written treatment plan on file with the school nurse*
- *the school liability policy and the extent and duration of the authorization has been discussed with the parent/guardian.*

### *13) Medication Administration*

- *Parents provide all medication administered at school, and are responsible for ensuring that an adequate amount is supplied to the school nurse.*
- *The school nurse will administer provider prescribed medications as needed during school hours provided that certain guidelines are met.*
  - *Those specific guidelines include but are not limited to:*
    - *Physician Order form must be provided and must include the name and signature of prescribing health provider and the parent/guardian*
    - *All medications administered at school should be made available to the school nurse in a pharmacy-labeled container that provides the following information:*
      - *Name of student*
      - *Name of medication*
      - *Drug strength and prescribed dosage*
      - *Route of administration*
      - *Time schedule of administration*

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

#### **Goal**

*The goal of a healthy and safe environment is to promote a climate and culture for students, teachers, staff, parents and community members that support academic achievement.*

*Learning opportunities provided for staff and/or students:*

- 1) *Anti-bullying awareness/training*
- 2) *Sexual abuse prevention*
- 3) *Blood borne pathogen prevention training*
- 4) *Dangers of social media and cyberbullying*

*PMSD ensures:*

- 1) *Each school will keep a current Safe School Plan*
- 2) *All schools conduct, document, and report all safety drills to the Superintendent*
- 3) *Maintenance and Custodians conduct regular safety inspections and repairs*

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

**Goal**

*The goal of the Student Nutrition Department is to implement all USDA guidelines as required for the school breakfast and lunch programs and prepare nutritious, appealing student friendly meals, thus enhancing academic performance and encouraging students to develop a lifetime of healthy eating habits.*

**Nutrition department provides:**

- 1) *Portales Municipal School District offers free breakfast to all students and breakfast after the bell in all elementary schools.*
- 2) *All schools within PMSD will serve Health meals. All schools will also participate and meet all guidelines in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP) and Breakfast after the Bell (BAB).*
- 3) *Salad Bars and individual chef salads have been added into the PMSD cafeterias.*
- 4) *School Menus and Nutrition Nuggets (Nutrition Education Handout) are posted on the district website, sent home with the student individually and sent to the local radio stations.*
- 5) *Students will be provided with an eating environment that is pleasant, comfortable and welcoming.*
- 6) *All cafeteria staff will participate in professional development to assist in the understanding of quality meal planning, serving, preparation, and food safety as well as promoting healthy food choices.*
- 7) *To promote healthy hydration, all schools provide free, safe, unflavored drinking water throughout the school day.*
- 8) *All schools that participate in classroom celebrations or class rewards are encouraged to offer at least 50% of their choices be healthy options. Staff will model good nutrition by encouraging healthy choices.*
- 9) *Educational materials are posted throughout the kitchen and cafeteria encouraging healthy eating choices.*
- 10) *The State of NM Environmental Department conducts two annual kitchen inspections per USDA Regulations and State Rules. These inspection results are posted in each kitchen and are available to the public upon request.*

**Learning Opportunities provided by HKNM:**

- 1) *Fruit and Vegetable Tastings for all Kindergarten students*
- 2) *Walk Around the School Days promoting physical activity for all first and second grade students*
- 3) *Re-Think your Drink promoting H2O instead of high sugar drinks for all second grade students*
- 4) *5.2.1.0 Challenge promoting healthy eating and physical activity for all third grade students*
- 5) *Implementing a School/Community Garden in 2017*
- 6) *Conduct BMI measurements for all Kindergarten and 3rd Grade Students for yearly NM Childhood Obesity Update Reports locally and statewide*

Other district activities as recommended by School Health Advisory Council (SHAC).

- 1) SHAC encourages food and/or beverage products for student parties and celebrations to follow the “fund raiser – during normal school hours” nutritional guidelines.
- 2) All schools will discourage using food and/or beverage as a reward.
- 3) Nutritional information will be sent to families monthly promoting healthy eating.
- 4) The SHAC will provide principals with Federal guidelines for food and snacks each year, and encourage them to follow federal guidelines.

**Physical activity** refers to body movements of any type, which include recreational, fitness, and sport activities.

**Goal**

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

**PMSD will encourage physical activities through:**

- 1) The PMSD will keep a memorandum of understanding between themselves and the Portales Rec Center. This memorandum will describe what actions the Portales Rec Center will need to take in order to be eligible to use some of PMSD’s facilities to play soccer, football, volleyball, and basketball.
- 2) Grades K-8 provides students with at least 20 minutes of activity time during lunch.
- 3) Students who arrive early to elementary school will be give activity time during good weather.
- 4) Provide Valencia students with the opportunity to participate in 5210.
- 5) Encourage fun runs as a fund raiser.
- 6) Encourage students to walk or ride their bikes to school.

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

**Goal**

*The goal of physical education is to provide every student with a certified physical education teacher who uses appropriate practices to teach the skills, knowledge, and attitudes needed to be physically fit and active for a lifetime. Activities are based on goals and objectives which are appropriate for all children, and link directly to New Mexico content standards.*

## **Physical Education Department provides**

- 1) NMAC Standards for Excellence for Health and Physical Education have been disseminated to each school so that the staff can ensure a sequential education to each student in the district in the areas of Health and Physical Education.
- 2) Life saving skills such as CPR, Automated External Defibrillator and Heimlich maneuver are taught at the Elementary, Jr. High and High School levels through P.E. and Health classes. This information is taught by the school nurses.
- 3) K-8 grades provide at least 20 minutes of activity time to students each day during the lunch recess time. The schools also work closely with the city league to provide after school sports opportunities in the various sports throughout the year.
- 4) Grades K-8 provide supervised morning physical activity time. Students have the opportunity to play physically when weather permits.
- 5) Each P.E. teacher at the elementary schools provide letters home informing parents and guardians about the P.E. program and nutrition education encouraging healthy choices concerning food and physical activity.
- 6) Adapted P.E. is available at each school in the district in which students with disabilities are included and supported by the staff and students. Each student with a disability has the opportunity to participate in Physical Education when appropriate for their particular disability.
- 7) One unit of Physical Education, or allowable alternative, is included as a district graduation requirement. For example, marching band is an allowable alternative to the P.E. requirement offered by our high school.
- 8) Each school in the district has licensed Physical Education teachers to implement a sequential and developmentally appropriate K-12 Physical Education curriculum. Each of the staff at the school follows the curriculum mapping for Physical Education which was created using the guidelines of the NMAC Standards and Benchmarks.
- 9) K-8 Physical Education instructors interchangeably teach age appropriate Physical Education and Health. Each grade incorporates information concerning nutrition, physical activity, healthy choices concerning drugs and alcohol, abuse prevention and sitting diseases into their curriculum. The Physical Education staff at each elementary and Jr. High work with the nursing staff, counselors and community members to provide the following programs to enhance the health and well-being of our students:
  - Anti-bullying awareness and training
  - Abuse prevention including, but not limited to, sexual abuse
  - Dangers of social media and cyberbullying
  - Drug and alcohol abuse prevention



- Hygiene
- The importance of physical activity in preventing “sitting diseases”
- Project Heart Start, AED and Heimlich maneuver training
- Rethink Your Drink Presentations promoting drinking more water as a healthy alternative to high sugar drinks at the elementary levels.
- Fruit and vegetable tastings
- Walk Around the School days promoting physical activity for all first and second graders. Other schools want to add Walk Around to their campus as well!

- 10) The Portales schools have certified Physical Educators at each of the schools. The administrators at each school are in charge of the frequency and time of the P.E. classes.
- Kindergarten – Each class has P.E. three times a week for 30 minutes.
  - First and Second Grade – Each class has P.E. one time per week for 45 minutes.
  - Third and Fourth Grade – Each class has P. E. one time per week for 50 minutes.
  - Fifth and Sixth Grade – The P.E. classes are part of an elective schedule. Some students have guitar or band every day all year long. These students do not get P.E. at all. The students who do not have guitar or band switch between P.E. and computers. Students will have P.E. every day, for 45 minutes, for 4 ½ weeks. They will then switch to computers for 4 ½ weeks.

**Social and emotional wellbeing** means services provided to maintain and/or improve all students’ mental, emotional, behavioral, and social health.

**Goal**

*The goal of social and emotional well-being is to collaborate with students, parents, staff and community to influence student success by building awareness and promoting strategies.*

1. District Wellness Policy includes a plan to address the behavioral needs of students:
  - A. Portales Schools addresses behavioral needs of students by providing highly qualified school counselors. School Counselors help students attain an optimum level of personal and social adjustment.
 

Examples:

    - Academic counseling.
    - Bullying classes and counseling
    - Grief management and counseling
    - Self-harm procedures and counseling
    - Social Counseling
    - Anger management
    - Promote problem solving skills
    - Teach students healthy and effective coping skills

- Emotional/social support
  - Conflict Resolution/Mediation
  - Solution-focused collaboration with student/parent/counselor/staff member(s)/administrator
- B. Health Education addressing 7 standards (as implemented by health/physical education teacher)
- Students will comprehend concepts related to health promotion and disease prevention
  - Students will demonstrate the ability to access valid health information and health-promoting products and services
  - Students will demonstrate the ability to practice health-enhancing behaviors and reduce health risks
  - Students will analyze the influence of culture, media, technology and other factors on health
  - Students will demonstrate the ability to use interpersonal communication skills to enhance health
  - Students will demonstrate the ability to use goal-setting and decisions to enhance health
  - Students will demonstrate the ability to advocate for personal, family, peer and community health
- C. Portales Schools addresses behavioral needs of students by providing required yearly mandatory staff trainings on the following courses:
- Child Abuse: Mandatory Reporting
  - Online Safety: Cyberbullying
  - Bullying: Recognition and Response
  - Youth Suicide: Awareness and Prevention

2. Support services are available to all students, including a referral system that is clearly conveyed to all members of the school community

*Counselors:*

*Grades K-2 - full time counselor*

*Grades 3 & 4 full time counselor*

*Grades 5 & 6 full time counselor:* The counselor goes into every classroom and explains services that are offered thru school counseling and the referral process to all students and teachers. Counseling services are shared with parents within the student planners that are given to every student. Teachers include counseling services as an intervention in the SAT process

and encourage parents to have their students participate in school counseling as needed.

*Grades 7 & 8 full time counselor*

*Grades 9 – 12 three full time counselors*

Students can access school counselors by staff referral, parent referral, or self-referral.

A mental health community provider list is available for parent(s)/student if additional support/services are needed.

*Nurses*

All schools have a full time Nurse and Nurses are available as students have needs. Nurses monitor 504 plans, medical plans, medical records and all medical services at the schools.

3. Students' behavioral health needs are assessed as part of the education plan process for student success:

Counselors' provide academic counseling, which includes checking attendance, whether or not the student is completing and returning homework, and checking grades. Students with poor attendance are placed on an attendance contract and parents and students meet with the assistant principal. If students are not returning homework, the teacher contacts parents/guardians and students may participate in tutoring. Tutoring is provided at the high school for 9th - 12th grade students needing assistance with any subject during and after school through ENMU and ENLACE.

4. Schools provide licensed staff to develop and supervise the behavioral health program:

All schools have access to highly qualified school counselors. School Counselors help students attain an optimum level of personal and social adjustment.

Examples:

- a. Academic counseling.
- b. Bullying classes and counseling
- c. Grief management and counseling
- d. Self-harm procedures and counseling
- e. Social Counseling
- f. Anger management
- g. Promote problem solving skills

- h. Teach students healthy and effective coping skills
  - i. Health Education addressing 7 Content Standards (listed above)
5. School staff members are trained in child abuse and neglect detection and reporting:
- All Portales staff is trained each year on recognizing the sign of child abuse and knowing how to report cases. After this course staff must take a pass a test with at least 80% correct or be repeat training. Training is done through Safe Schools and supports regulation 32 A-4-3.
6. Schools adhere to substance abuse reporting for staff and students:  
Any reports of substance abuse are reported to the school principal and the school resource officer. The resource officer and administrator investigate and follow thru according to the law and board policy.

**Staff wellness** means opportunities for school staff to improve their health status through a variety of activities that lead to a healthy lifestyle, improved health status, improved morale, and a greater commitment to the school's overall coordinated school health approach.

**Goal**

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

**Opportunities include:**

- 1) *Health assessments through health fairs at the beginning of each school year*
- 2) *Health related fitness activities such as The Biggest Loser*
- 3) *Flu shots*
- 4) *CPR and AED training*
- 5) *Employees have the opportunity to donate blood through United Blood Services 2 times each year*
- 6) *The district ensures the right to privacy of all school employees infected with HIV*
- 7) *The district ensures that all staff will have equitable access to Staff wellness resources in compliance with 6.12.6 NMAC.*
- 8) *The district will provide all staff with access to information on activities related to personal health promotion.*

- 9) The SHAC will consist of a broad variety of Staff members across the district.
- 10) Mandated yearly training: sexual harassment (to protect staff), sexual misconduct (to protect students), blood-borne pathogen exposure prevention, Child Abuse, Youth suicide, Cyberbullying, Bullying, and de-escalation strategies. All staff completes an on-line course and must pass an assessment for each class.

The **Portales Municipal School District's** health education curriculum, aligned to the New Mexico Health Education Content Standards with Benchmarks and Performance Standards, will provide the opportunity for a life skills approach to health education at **Portales Municipal School District**.

## 2016-17: SHAC Members and their roles

Name	Email Address	Role
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# Portales Municipal School District

## Wellness Policy 2016-2017

### Wellness Building Leaders

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