

HAST Wellness Policy

School Meals Program

Hammond Academy of Science & Technology participates in the National School Breakfast and National School Lunch Programs. This year the school also qualifies for school wide free meals under the CEP program. Students will receive one nutritious school breakfast and one school lunch free of charge. In addition to free breakfast and lunch, healthy snacks and a la carte items are available to purchase.

Meals and snacks are planned to be consistent with the 2025 Dietary Guidelines for Americans. Menus are planned to include age appropriate serving sizes of:

- Low-fat protein
- Vegetable
- Whole grains
- Fat-free
- Low fat milk and fruits

Menus must also meet weekly standards for:

- Calories
- Saturated fat
- Sodium
- Sugar
- Contains non-trans fat

All hot food that is served in our cafeteria is served at a temperature of not less than 140 degrees as mandated by local and state health codes. Please caution your children about this requirement.

Information

Information about daily school meal programs may be found in the Student Tab under Lunch Menus at www.hammondacademy.org.

Textbook Assistance and Other Benefits received with Free and or Reduced Meal Qualification

Even though students do not need to complete a Meal Application to qualify for free meals, an application should still be completed to qualify for many other benefits by qualifying as free or reduced.

A child may qualify by three different methods for either:

- **Free**

- **Reduced-price**

Qualifying Methods

- Directly Certified by the state as receiving Supplemental Nutrition Program Assistance (SNAP/food stamps)
- Temporary Assistance for Needy Families (TANF)
- Court -appointed foster child
- Directly Certified by HAST liaison who confirms that they are in the HeadStart program
- Homeless
- Runaway
- Migrant
- Submission of a signed paper application from a household whose income is at or below guidelines established annually (July 1) by the federal government
- Provide a SNAP or TANF case number

If your student is not directly certified, an adult household member may apply for benefits by using an original copy of a paper application. Meal Applications may be obtained from the main office or printed from the school's website. The completed Meal Application form should be submitted to the Business office for review and approval.

Parents will be notified by mail if the children in the household are directly certified for meals benefits. If you have received a letter that you have children who are directly certified for meal benefits and have additional children living in your household who were not listed or from whom you have not received a letter, contact the Department of Food and Nutrition Services so that they may be added into the computer as directly certified.

A NEW MEAL/ALTERNATE INCOME APPLICATION MUST BE FILED EVERY SCHOOL YEAR TO CONTINUE BENEFITS OF FREE OR REDUCED STATUS.

Applications for the upcoming school year will be made available on our website by August 1st each year. A determination by the Food Service DirectorBusiness Office will be made within ten (10) days upon receipt of the application and a letter will be sent to parents. The meal status (paid, free, or reduced) from the 2024-2025 school year will be used until September 1, 2025 or until a new application is processed for the 2025-2026 school year. ***Parents are encouraged to submit an application before school begins.***

At any point during the school year, if there is a decrease in your family's income due to reasons such as unemployment, or if there is an increase in your family size and you wish to be reconsidered for free or reduced benefits , please contact:

Food Service Director
Kari Nimon
(219) 852-0500 x144
knimon@hammondacademy.org

All children are treated the same regardless of ability to pay. In the operation of child-feeding programs, no child will be discriminated against because of race,sex, national origin, color, religion, handicap, or age.

If you do not agree with the decision regarding free or reduced benefit status, please contact:

Food Service Director
Kari Nimon
(219) 852-0500 x144
knimon@hammondacademy.org

If you do not agree with the decision, you have the right to ask for a review of your application and a fair hearing. A request for a hearing should be in writing.

Special Diets

Students with a medical need for meal modifications will be accommodated once a Written Licensed Physician's Note is completed and returned to the Business Office at 33 Muenich Ct. For the students with a special diet, this form will be shared with the school nurse, lunch vendor and the special education department. Please contact the Food Service Director with any questions.

Once the note is received, the diet information will be entered into Powerschool, our student management system to alert kitchen staff about diet restrictions.

Meal Payments

HAST is currently researching a point of sale system to take payments for a la carte and snack items. This information will be available to families as we choose a system and develop a process.

Outside Food Service

Days with School Lunch being served, selling and/or serving outside the food service program during the school day will need to be approved by Superintendent, CFO and/or Food Service Director 2 weeks prior to the event.

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This includes:

- Classroom Parties
- Incentives
- Other events

This will exclude:

- Half days
- Days lunch not being served

HEALTH SERVICES

Immunizations

All children must be completely immunized against (unless there is written documentation of disease or a medical contraindication verified by a physician):

- Diphtheria
- Tetanus
- Pertussis
- Polio
- Measles
- Rubella
- Mumps
- Hepatitis B
- Chicken pox
- Hepatitis A
- Meningitis

If an immunization record is incomplete, the school requires that a physician or health department submit a written schedule of future immunizations. Students who are out of compliance will be excluded from school until such time as immunizations are brought up-to-date. Immunizations are available at no cost to any student with parental permission from the Lake County Health Department.

Physical Examinations

A physical examination is required for all students entering HAST at 6th grade and all new enrollees. Annual physical examinations may be required if students have acute or chronic medical conditions that require treatment or assessment in the health office. Additionally, sports

physicals are required yearly for all sports and must take place after April 1st for the upcoming school year.

Medications

Students bringing any type of medication to school must adhere to the following specific procedures:

- No medication, whether that be over-the-counter or prescription, can be in the possession of a student or ingested by a student at school, or at school-sponsored activities without the proper paperwork on file in the Health office and direct school supervision.
- All medication must be brought to the school office with a signed medication form from an authorized prescriber that includes parental permission, medication name, dose, frequency and route.
- The school nurse, a school administrator or appropriately trained staff member will dispense medication.

Prescribed medications are kept under lock and key in the original container, bearing the original:

- Pharmacy label
- Prescription number
- Date
- Physician's name
- Directions for use
- Expiration date
- Student's name

For protection of the student, any person violating these regulations is subject to disciplinary actions including, but not limited to,

- Suspension
- Expulsion
- Prosecution by civil authorities

Medicine will be destroyed on the last day of school unless picked up by a parent, guardian or designated adult (must be in writing). Signature of the designated person is required at the time the medication is picked up.

Over-The-Counter (OTC) Medications

The school has a supply of certain over-the-counter medications that can be offered to students for minor health needs. In order for a student to receive these medications, an Authorization for Administration of Non-Prescription/ Over-The-Counter Medications form must be completed by the guardian and on file annually. It is understood that the medication (if available) is

administered solely as an accommodation. The school is not able to supply medication for frequent or daily use. Potential adverse effects for over the counter medications are very rare but can happen. The school cannot be held responsible for side effects. The following are the over-the-counter medications that HAST may have on hand to administer to your student should your student have a need.

- Acetaminophen – Tylenol or Generic Brand- for Headache, menstrual cramps or minor aches and pains (650mg maximum dose).
- Ibuprofen- Motrin or generic brand (400mg maximum dose).
- Antacid-TUMS or generic brand for stomach ache/heartburn(2 tabs maximum dose)
- Cough drops- Throat Lozenges- for lubrication and soothe irritated throat tissues.
- Hydrocortisone cream- to reduce swelling, itching, and redness due to a variety of skin conditions (insect bites, poison oak/ivy, eczema, dermatitis, allergies, rash)
- First aid & burn cream-to treat minor burns, scalds, and prevent infection.

A student with a chronic disease or medical condition may possess and self administer prescribed medication for the disease or condition if the student's parent has provided written authorization from an authorized prescriber to the school nurse or principal. The written authorization must be filed annually. The written authorization must also include the following information from a physician:

- That student has an acute or chronic disease or medical condition for which the physician has prescribed medication
- The nature of the disease or medical condition requires self-administration of the prescribed
- The student has been instructed on how to self- administer the prescribed medication.
- The student is authorized by the parent(s) to process and self-administer the prescribed medication.

Section 504

Students whom teachers or parents have good reason to believe have a substantial impairment with learning or functioning in the school setting may be eligible under Section 504 for modifications or specialized instruction within their general education program. Students should be referred to the school Section 504 conference committee for review and evaluation to determine eligibility under Section 504 Federal Regulations. Potential eligibility is for those students who are not suspected to be in need of special education, but whose health, physical, behavioral, 27 mental, or communication conditions substantially impair their functioning within the school setting. Students who meet eligibility criteria will have a Section 504 instructional plan developed by a case conference committee to define strategies to accommodate their unique needs. Section 504 policies provide for rights and protections to ensure that eligible students

receive the necessary attention and appropriate instructional accommodations. A copy of Section 504 rights and procedures may be obtained through your building Social Worker or the Special Education Department. Parents with concerns or questions are urged to discuss them with their child's teacher or administrator, and, as necessary, with Director of Special Education.

Health Problems/ Injuries/Hospitalizations

The school nurse is available to assist with any health problems or concerns. Please notify the school nurse if your child has any medical problems, injuries or hospitalizations. Medical documentation is required and must be signed by your healthcare provider. Any hospitalization requires a medical release prior to the student's return to school. Illness of more than three (3) days requires a medical release by your healthcare provider to return to school. Student injuries that require a medical evaluation must provide a release to return to school. Students returning with cast, crutches or any type of immobility device must provide the school with a medical release that indicates any physical restrictions and that the student can safely return to school with the immobility device.

Emergency Calls

If an ambulance is called for a student a release to return to school will be required.

Head Injuries/Concussions

Concussions are a major health concern. If a student sustains a head injury, please observe for the possibility of a more serious head injury for the next 24-48 hours. Signs and symptoms you should observe for: sleepiness/drowsiness, headaches, confusion, restlessness, nausea or vomiting, blurred vision, loss of consciousness. If any of these symptoms occur, you should immediately seek medical attention. Students that sustain a head injury in school may be sent home for closer observation. A medical referral for evaluation will also be provided to the parent. Students that show no signs or symptoms of a concussion may return to school, but should be reevaluated by the Health Services staff prior to returning to class.

Exemption from Regular Physical Activity

In the interest and welfare of all students at HAST, the following procedures are to be observed for exempting students from normal physical activity during physical education

- A. Parents may request a temporary or short-term exemption for a period not to exceed three (3) consecutive days by presenting a written request stating the reasons for the request.
- B. A second consecutive request may be honored. The combined total exemption may NOT exceed five (5) consecutive days.
- C. School administrators, teachers, and school health staff shall have the authority to exempt students from physical activity for a period NOT to exceed one (1) day.

D. Any student who needs to be excused for an extended period (more than five [5] consecutive days) from any part of the regular required school activity for reasons of health shall present to the school a written order from a physician.

- 1) The medical order shall give both the reasons for the request and the inclusive dates for the exemption.
- 2) A parental request cannot terminate a medical order.
- 3) Students who have been excused by virtue of a medical order must present a medical release from the physician before being allowed to rejoin the program.
- 4) A yearly, written order shall be dated, signed, and presented should the need to be excused continue.

Screenings

Indiana Department of Education requires that vision and hearing screening be completed at the following grade levels:

Vision Screening:

- Students in 8th grade
- Any student suspected of having a visual defect
- New students to HAST

Hearing Test:

- Students in grade 7 and grade 10
- Any student suspected of having a hearing defect
- New students to HAST