

Brunswick R-II



BRUNSWICK R-II SCHOOL DISTRICT DISTRICT WELLNESS PROGRAM

The Board recognizes the relationship between student well-being and student achievement as the importance of a comprehensive district wellness program. Therefore, the district will establish a school environment that promotes students' health, well-being, and ability to learn through developmentally appropriate and sequential nutrition and physical activity. The wellness program will be implemented in a multidisciplinary fashion and will be evidence based.

Wellness Committee

The Brunswick School District has an established wellness committee. The committee consists of at least one (1): parent, student, school nurse, school food service representative, board member, school administrator, school counselor, teacher, member of the community and county nutritionist.

The Board designates Heather Sims as the wellness program coordinator. Coordinators, in consultation with the wellness committee, will be in charge of implementation and evaluation of this policy. Wellness program coordinators will be responsible for ensuring that each school in the district is in compliance with this policy.

Nutrition Guidelines

It is the policy of the Brunswick School District that all foods and beverages made available on campus during the school day are consistent with the U.S. Department of Agriculture (USDA) Healthy Meals Initiative and Missouri Eat Smart nutrition guidelines. The district has created procedures that address all foods available to students throughout the school day in the following areas unless and exemption exists:

1. National School Lunch Program and School Breakfast Program meals
2. Vending machines
3. Classroom parties, celebrations, fundraisers, rewards and intramural events
4. Snacks served in after-school programs
5. Environmental factors

Water and Milk

Students will have access to drinking water during mealtimes in the places where meals are served. Lunches served by the school district will include a variety of fluid milk options consistent with the most recent Dietary Guidelines for Americans. Food and fluid milk substitutions will be provided to students in accordance with law and Board policy.

Nutrition and Physical Education

Eating a balanced diet and being physically active are two of the most important things you can do to be and stay healthy at any age. The Brunswick School District aims to teach, model, encourage and support healthy eating for students. The district will provide objectives/goals aligned with My Pyramid and U.S. Dietary Guidelines for Americans in regard to nutritional needs and the U.S. Physical Activity Guidelines for guidance in determining the amount of physical activity recommended to improve students' quality of life. The wellness program coordinators, in consultation with the wellness committee, will take an active role in the development procedures that address nutrition and physical education.

Other School-Based Activities

The wellness program coordinators, in consultation with the wellness committee, are charged with developing procedures addressing other school-based activities to promote wellness.

Evaluation

The district's wellness committee will assess all education curricula and materials pertaining to wellness for accuracy, completeness, balance and consistency with the state and district's educational goals and standards at least once every three years or as deemed necessary. The wellness program coordinators shall be responsible for devising a plan for measuring and making available to the public an assessment on the implementation and evaluation of the local district wellness policy and is charged with operational responsibility for ensuring that schools are in compliance with the district wellness policy. An annual report will be given to the Board of Education as well as a description of the progress made in attaining goals of the policy will be made available to the public.

Brunswick R-II School District District Wellness Program

The primary goals of the Brunswick R-II School District wellness program are to promote health, reduce student overweight/obesity, facilitate student learning of lifelong healthy habits, and increase student achievement. The district supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Improved health optimizes student performance potential. The following procedures will guide the implementation of the district's wellness program.

Nutrition Guidelines

The Brunswick School District designates the following nutrition guidelines, based on the USDA Healthy Meals Initiative Guidelines and the Missouri Eat Smart Guidelines, for foods and beverages served during the school day.

School Breakfasts

- At least 50% of cereals offered contain no more than 35% from sugar per serving and at least 1 gram of fiber per serving.
- Foods containing whole grains are offered 3 days a week.
- Fresh, canned, dried or frozen fruits and vegetables are offered daily.
- Milk is offered daily; low fat white (1% or ½%) or low fat chocolate (1%).
- Menu follows nutritional needs of all students and complies with USDA regulations and policies.

School Lunches

- A main dish with total fat equal to or less than 16 grams per serving is offered daily.
- A variety of fresh fruits or dark green or orange vegetables are offered on a daily basis.
- Fresh fruits or raw vegetables are offered 4 to 5 times per week.
- A food item containing whole grains is offered at least 3 times a week.
- Milk is offered daily; low fat white (1% or ½%) or low fat chocolate (1%).
- Reduced fat and/or fat free salad dressings are offered.
- Menus are planned monthly and any menu substitutions are appropriate in nutritional value.
- Menu follows nutritional needs of all students.
- School health nurse is consulted when needed to modify special diets.

Vending Machines

- No food items are sold in vending machines on school property in areas accessible to students.
- Beverage items sold in vending machines are not accessible to students during the school day; the only exception is that the machine that

contains water and Gatorade in the cafeteria is available during lunch shifts.

- The beverage vending machines are available after school is dismissed at 3:05 P.M. to students who cannot go directly home after school.

After-School Programs

Snacks served in the after-school program will meet the following standards: not more than 35% total calories will come from fat except for cheese, nuts, seeds and nut butters, not more than 35% of calories will come from sugar except for fruit (without added sugar), 100% juice or milk, unflavored or flavored. All school snacks will comply with all applicable federal regulations and state policies.

Classroom Rewards

- Foods or beverages will not be used as rewards in the classroom nor be withheld as a form of punishment for academic performance or student behavior.
- Fundraising and intramural activities are supportive of physical activity and healthy eating.

Classroom Celebrations, Parties

- Foods and beverages offered are supportive of healthy eating.
- Limiting the frequency of events.
- Scheduled after the lunch period.

Nutrition Education

School districts have a key responsibility in affecting the eating behaviors of their students. The Child Nutrition Programs should be designed to influence students' eating habits. Connections between nutrition theory and practice should be immediately apparent to students. Teacher and student friendly materials are a critical component of a good education program. The Brunswick R-II School District's nutrition education goal is to integrate sequential nutrition education with the comprehensive health education program and, to the extent possible, the core curriculum taught at every grade level in order to provide students with the necessary knowledge and skills to make healthy nutrition decisions. In order to achieve the nutrition education goal, the district will:

- Provide students in grades pre-K through grade 12 with interactive nutrition education with adequate nutritional knowledge including, but not limited to:
 - The benefits of healthy eating
 - Essential nutrients
 - Nutritional deficiencies
 - Principles of healthy weight management

- The use and misuse of dietary supplement
- Safe food preparation, handling and storage
- Provide students with nutrition-related skills that minimally include the ability to:
 - Plan healthy meals
 - Understand and use food labels
 - Apply the principles of the USDA Dietary Guidelines and My Pyramid
 - Critically evaluate nutrition information, misinformation and commercial food advertising
 - Assess personal eating habits, nutrition goal-setting and achievement
- Provide instructional activities that stress the appealing aspect of healthy eating and have hands-on, behavior based, culturally relevant, developmentally appropriate and enjoyable. Examples of activities include, but are not limited to: food preparation, contests, promotions, taste tests, farm visits and school gardens.
- Encourage district staff to cooperate with local agencies and community groups to provide students with opportunities for volunteer work related to nutrition, such as in food banks.
- Ensure that school counselors and school health services providers consistently promote healthy eating to students and other staff and that these professionals are prepared to recognize conditions such as unhealthy weight, eating disorders and other nutrition-related health problems among students and staff as well as assure access to healthcare.
- Coordinate the food service program with nutrition instructions. Food service staff should also work closely with those responsible for other components of the school health program to achieve common goals.

Nutrition Promotion

The district will promote the importance of good nutrition in its schools and in the community through one or more of the following activities:

- Offering healthy eating workshops/conferences for parents/guardians.
- Providing nutrition information to parents/guardians through newsletters, handouts, presentations, website or other appropriate means.
- Posting nutrition tips on district's website.
- Providing opportunities for parents/guardians to share their healthy food practices with others in the school community.
- Disseminating information about community programs that offer nutrition assistance to families.

- Posting links to research and articles explaining the connections between good nutrition and academic performance.

Meal Times

Students are not permitted to leave school campus during the school day to purchase food or beverages. Meal times will comply with the following guidelines:

- School dining room will have sufficient space for students to sit and consume meals.
- School dining areas will be clean, safe and pleasant environments that reflect the value of the social aspects of eating.
- Students will be given adequate time to enjoy eating healthy meals with their friends: students will have at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch.
- Activities such as tutoring or meetings will not be held during meal times.
- Drinking water and milk will be available to students during meals.
- Students will have access to hand washing facilities before they eat meals.
- Students will be allowed to converse during meals.
- Adequate supervision will be provided during meal times.

Staff Development and Training

All staff will be provided with ongoing training and professional development related to all areas of student wellness. The pre-service and ongoing in-service training will include strategies for behavior change and will focus on giving teachers the skills they need to use non-lecture, active learning methods. Staff responsible for nutrition education will be adequately prepared and regularly participate in professional development activities to effectively deliver the nutrition education program as planned. The staff responsible for implementing the physical education program will be properly certified and regularly participates in area-specific professional development activities.

The district will provide continuing professional development for the nutrition professionals. Staff development programs will include appropriate certification and/or training programs for child nutrition directors, school nutrition managers and cafeteria workers, according to their levels of responsibility.

Staff Wellness

The Brunswick R-II School District highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. The district, in cooperation with the Chariton County Health Department, will offer staff wellness programs that include education on nutrition, healthy eating behaviors and maintaining a healthy weight for optimal health. Any programs/plans that are implemented to develop, promote, and/or oversee a multi-layered plan to

promote staff health and wellness will be documented and a copy will be provided to the wellness committee coordinators.

Sun Safety

“Sun Safety” describes a range of behaviors that include wearing appropriate clothing, applying sunscreen and limiting sun exposure. The sun safety program will focus on outdoor behavior and will be developmentally appropriate, active, engaging and taught in lessons that emphasize the positive benefits of sun safety. Sun safety education will be designed to assist students with:

- Knowledge about the harmful effects of the sun and ways to protect skin.
- Sun-safe skills, including the correct use of protective clothing, hats, sunglasses, sunscreen and lip balm as well as seeking shade and limiting sun exposure when possible and practical during the hours of peak sun intensity.
- Knowledge about how to assess personal sun safety habits, set goals for improvement and achieve these goals.

Tobacco

Tobacco use prevention education will focus on all grades with particular emphasis on upper elementary and junior high students and reinforcement in all later grades. Instructional activities will be implemented in accordance with board policy, relevant administrative procedures and law. Programs will be designed to:

- Instruct about immediate and long-term undesirable physiological, cosmetic and social consequences of tobacco use.
- Decrease the social acceptability of tobacco use.
- Address reasons why young people smoke.
- Teach students how to recognize and refute advertising and other social influences that promote tobacco use.
- Develop students’ skills for resisting social influences that promote tobacco use.
- Develop necessary assertiveness, communication, goal-setting and problem-solving skills that enable students to avoid tobacco use.

Physical Activity

Most experts agree that children who adopt an active lifestyle will continue to be physically active in adulthood. The lack of physical activity can affect school performance and even increase the risk of developing many chronic diseases. Teacher and other adults in the school environment can serve as positive role models and influence young peoples’ attitudes about physical activity behaviors. The Brunswick School District’s physical activity goal is to assist students in learning to value and enjoy physical activity as an ongoing part of a healthy lifestyle by ensuring that every student has the opportunity to develop the knowledge and skills necessary to perform a variety of physical activities,

maintain physical fitness and regularly participate in physical activity. In order to achieve the physical activity goal, the district will:

- Develop a sequential program of appropriate physical education for every student. The program will provide for at least 150 minutes of moderate physical education for students in the elementary grades during the school week; at least 225 minutes during each school week for junior high students; and at least 1 unit of physical education for students in high school prior to graduation.

All Activity Will:

- Emphasize knowledge and skills for a lifetime of regular physical activity.
- Devote at least 50 percent of physical education class time to actual physical activity in each week, with as much time as possible spent in moderate to vigorous physical activity.
- Meet the needs of all students, especially those who are not athletically gifted or who have special needs.
- Provide a variety of activity choices, feature cooperative as well as competitive activities, and account for gender and cultural differences in students' interest.
- Prohibit exemptions from physical education courses on the basis of participation in an athletic team, community recreation program, ROTC, marching band or other school or community activity.
- Be closely coordinated with the other components of the overall school health program.
- Provide time in elementary school for supervised recess. All students, grades, pre-K through 6, will have at least 25 minutes of supervised recess daily. Recess will be scheduled before lunch periods if schedule permits and held outside when possible.
- Provide opportunities and encouragement for students to voluntarily participate in before and after school activity programs, such as intramural activities, interscholastic athletics and clubs by:
 - Providing a diverse selection of competitive and noncompetitive, as well as structured activities.
 - Offering intramural physical activity programs that feature a broad range of competitive and cooperative activities for all students.
 - Encouraging partnerships between schools and businesses. Promotion of such partnerships must be appropriate and in accordance with board policy and applicable procedures.
- Strive to provide joint school and community recreational activities by:
 - Actively engaging families as partners in their children's education and collaborating with community agencies and organizations to provide opportunities for students to participate in physical activity beyond the school day.
 - Encouraging schools to work with recreation agencies and other community organizations to coordinate and enhance opportunities

available to students for physical activity during their out-of-school time.

- Encouraging district officials to work together with local emergency personnel, Chariton County Police Department, and/or other appropriate state and federal authorities in efforts to make it safer and easier for students to walk and bike to school.
- Prohibit the use of physical activity as a form of discipline or punishment and ensure that physical education and recess will not be withheld as punishment.
- Discourage periods of inactivity that exceed two (2) or more hours. When activities such as mandatory school wide testing make it necessary for students to remain indoors for long periods of time, staff should give students periodic breaks during which they are encouraged to stand and be moderately active.
- Provide and encourage, verbally and through the provision of space, equipment and activities, daily periods of moderate to vigorous physical activity for all participants in on-site afterschool childcare and enrichment programs sponsored by the district.
- Provide opportunities and encouragement for staff to be physically active by:
 - Planning, establishing and implementing activities to promote physical activity among staff and providing opportunities for staff to conveniently engage in regular physical activity.
 - Working with recreation agencies and other community organizations to coordinate and enhance opportunities available to staff for physical activity during their out-of-school time.

Other School-Based Activities

The Brunswick R-II School District's goal for other school-based activities is to ensure an integrated whole-school approach to the district's wellness program. The district will achieve this goal by addressing the areas below:

Community Involvement

School instructional staff will collaborate with agencies and groups conducting nutrition education in the community to send consistent messages to students and families. The Brunswick School District will work closely with the Chariton County Health Department, Chariton County Extension Office, child welfare agencies, and other agencies to assist in teaching nutrition to our students, staff and their families.

Family Involvement

The Brunswick School District will strive to engage families as partners in their children's education by supporting parental efforts to motivate and help their

children with maintaining and improving their health, preventing disease and avoiding health-related risk behaviors. Strategies the district may implement may include, but not limited to:

- Providing nutrition information to parents/guardians in the forms of newsletters, handout, presentations, and/or other appropriate means.
- Posting nutrition tips on the district website.
- Posting snacks for the after-school program.
- Encouraging parents/guardians to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the district's nutrition standards for individual foods and beverages.
- Designing curricular nutrition education activities and promotions to involve parent/guardians and the community.
- Supporting efforts of parents/guardians to provide their children with opportunities to be physically active outside of school.
- Sharing information about physical activity and physical education via the district's website, newsletters, other take-home materials, special events or physical education homework.
- Working with families to provide consistent sun safety information that includes an overview of the district's sun safety program, an explanation of how parent/guardians can reinforce the program at home and how they can become involved with and support the district's program.
- Disseminating information about community programs that offer nutrition, physical activity, or sun safety assistance to families.
- Encouraging parents/guardians to volunteer time in the classroom, cafeteria or at special events that promote student health.

*** If necessary, the district will provide information in a language understandable to parents/guardians.*

Marketing and Advertising

Marketing in district facilities will be consistent with the goals for the Brunswick R-II School District's wellness program and comply with Board policy. Every effort will be made to ensure all in-school advertising and marketing will send positive healthy foods and physical activity messages. The district will strive to promote the wellness program and educate students and parents how to make informed choices about nutrition, health, and physical activity.

Tobacco advertising is not permitted on district property, at district-sponsored events or in district-sponsored publications. Food and beverage marketing will be limited to the promotion of foods and beverages that meet the nutritional standards adopted by the Board of Education. Other examples of marketing and advertising the district will analyze include, but are not limited to: pricing strategies that promote healthy food choices, audiovisual programming, educational incentive programs, scoreboards, book covers and vending machine displays.

Oversight and Evaluation

The wellness program coordinators will be responsible for monitoring implementation of the district wellness program by:

- Assuming responsibility for the assessment of existing policies and procedures.
- Prioritizing wellness goals and writing work plans for each goal.
- Measuring implementation of the district wellness policy and procedures.
- Ensuring that the district meets the goals of the wellness policy.
- Reporting to the Board of Education compliance and progress annually.

Monitoring

The food service director and authorized representative will monitor food service areas for compliance with the district's nutrition guidelines and will report on this matter to the wellness program coordinators.

The program coordinators will develop an annual summary report based on input from schools within the district regarding district wide compliance with the district's wellness policies. The report will include a baseline of assessed indicators, impact of the policy and procedures change on those indicators, a report of progress, steps for moving to the next priority, work plans for the next year, and recommended policy revisions. The report will be provided to the Board of Education and made available to the community upon request.

Compliance Indicators

During initial development of the district's wellness-related policies and procedures, the school district will conduct a baseline assessment of the schools existing nutrition and physical activity programs and practices. The wellness committee will compile these results. In addition to the baseline information provided, the committee will use no fewer than four (4) of the following indicators to measure the impact of the district wellness program.

- School Health Index
- Physical fitness reports
- Physical activity levels of staff
- Weight status or body mass index (BMI) of students & staff
- Fruit and vegetable intake of students and staff
- Number of healthy food items available in vending machines
- Number of discipline problems
- Achievement levels of students
- Student absenteeism
- Number of staff who participate in training and development related to student wellness

Policy Review

The wellness program coordinators will provide revision recommendations to the Board of Education based on the analysis of the compliance indicators as part of the annual report. The Board will review/revise the wellness policy at least every three years or as deemed necessary by the coordinators. Administrative procedures will be revised accordingly.

BRUNSWICK R-II SCHOOL DISTRICT LOCAL WELLNESS POLICY

Each local educational agency that participates in the National School Lunch Program or other child nutrition programs is required by federal law to establish a local school wellness policy for all schools under its jurisdiction.

Federal Law

Congress recognized the critical role that schools play in promoting student health, preventing childhood obesity and combating problems associated with poor nutrition and physical activity health of youth. In 2004, Congress passed the Child Nutrition for Women Infants and Children Reauthorization Act (Sec. 204 of P.L. 108-265). This act required by law that all local education agencies participating in the National School Lunch Program or other child nutrition programs create local wellness policies by the beginning of the 2006-2007 school years. The legislature places the responsibility of developing a wellness policy at the local level so that the individual needs of each local education agency can be addressed. In 2010, Congress passed the Healthy, Hunger-Free Kids Act, (Public Law 111-296), and added new provisions for local wellness policies related to implementation, evaluation, and publicly reporting on progress of local wellness policies.

Requirements

Each local education agency must designate one or more local education agency officials or school officials to ensure that each school complies with the local wellness policy. As of the school year 2006-2007, all districts were required to establish a local wellness policy. Final rule requires school districts to begin developing a revised local school wellness policy during School Year 2016-2017. Districts must fully comply with the requirement by June 30, 2017. This includes, but is not limited to the following components:

1. Include goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness in a manner the district determines are appropriate.
2. Nutrition guidelines selected by the district that apply to all foods available on each school campus during the school day and that promote student health and reduce childhood overweight and obesity. *
3. Allow students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and review an update of the local wellness policy.
4. Designation of person/persons responsible for informing and updating the public about the content and implementation of local wellness policies.
5. A plan for measuring periodically on the extent to which schools are in compliance with the local wellness policy, the extent to which the local education agency's local wellness policy compares to model local school wellness policies, the progress made in attaining the goals of the local wellness policy, and make this assessment available to the public.

"Childhood overweight" is the term preferred by the Centers for Disease Control and the MO Department of Health and Senior Services, although the statutes refer to "childhood obesity."

**LOCAL WELLNESS POLICY
COMMITTEE MEMBERS
2025-2026**

Cara Engelbrecht	Superintendent
Scott Singleton	High School Principal
Heather Sims	Elementary Principal
Reggie Sims	School Board Member
Breann Jenkins	School Counselor
Kathy Naylor	School Nurse
Donna Gheens	Food Service Director
Kayla Elliott	Food Service
Shayla Buie	Secretary/Meal Records
Kristina Dye	Afterschool Educator/Elementary Para
Amy Sims	FACS Teacher/High School
Michelle Sanders	6 th Grade Teacher/Elementary
Colton Byrd	Physical Education Teacher
Kristen Butterfield	Parent
Addison Shipp	Student
Sherry Hamilton	Business Owner
Vacancy	County Nutritionist

BRUNSWICK R-II SCHOOL DISTRICT EVALUATION PLAN

As per the school district wellness policy requirement, each school district will develop a plan for measuring implementation and evaluation of the Local Wellness Policy. The following plan will be utilized.

Process Evaluation: Measuring implementation of Wellness Policy

<i>Component/Activity</i>	<i>In Planning</i>	<i>In Process</i>	<i>In Place</i>
School District has established a LWC.			
LWC contains all required members: parent(s), school food authority personnel, school board member(s), school administrator(s), school staff, student(s), and community member(s).			
The LWC reports to the local school board recommendations for development/revision, implementation and evaluation of the wellness policy at least annually.			
The LWC has met at least twice this year for the purpose of development or revision, implementation, and evaluation of the wellness policy.			
The LWC designated one or more persons within the school district, or at each school, as appropriate, charged with operational responsibility for ensuring that each school fulfills the district's wellness policy.			
The school board has adopted physical activity guidelines for before, during, and/or after school.			
Nutrition guidelines for school sponsored fund raisers during normal school hours minimally meeting guidelines set forth in paragraph (1) of subsection C of 6.12.5.8 NMAC.			
Nutrition guidelines for school sponsored fund raisers before and after school hours ensuring that at least fifty percent of the offerings shall be healthy choices in accordance with the requirements set forth in paragraph (2) of subsection C of 6.12.5.8 NMAC.			
Guidelines for a planned, sequential, K-12 health education curriculum that addresses the physical, mental, emotional and social dimensions of health and is aligned to the health education content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.			
Guidelines for a planned, sequential K-12 physical education curriculum that provides the optimal opportunity for all students to learn and develop skills, knowledge and attitudes necessary to personally decide to participate in lifetime healthful physical activity and is aligned to the physical education content standards with benchmarks and performance standards as set forth in 6.30.2.20 NMAC.			
A plan addressing the behavioral health needs of all students in the educational process by focusing on students' social and emotional well-being.			

A school safety plan at school focused on supporting health and safe environments and including but not necessarily limited to prevention, policies and procedures and emergency response.			
A plan addressing the health services needs of students in the educational process.			
A plan addressing the staff wellness needs of all staff that minimally ensures an equitable work environment and meets the American with Disabilities Act Part III.			

Outcome Evaluation: Measuring impact of Wellness Policy

Component/Activity	Outcome Measures
Local Wellness Committee (LWC)	The local school board adopts ____% of the recommendation from the LWC.
Physical Activity	____% of students participated in physical activity offerings.
Nutrition	____% of the clubs/sports/etc. are following the guidelines for school sponsored fund raisers during normal school hours minimally meeting guidelines set forth in paragraph (1) of subsection C of 6.12.5.8 NMAC. ____% of the clubs/sports/etc. are following the guidelines for school sponsored fund raisers before and after school hours ensuring that at least fifty percent of the offerings shall be healthy choices in accordance with the requirements set forth in paragraph (2) of subsection C of 6.12.5.8 NMAC.
Health Education	____% of students meet the health education content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.
Physical Education	____% of students meet the physical education content standards with benchmarks and performance standards as set forth in 6.30.2.20 NMAC.
Behavior Health	____% reduction in discipline referrals due to behavioral health problems.
School Safety	100% of teachers and other school staff are aware of and know how to implement the school level safety plans.
Health Services	____% reduction in student absenteeism. ____% of students who have been screened for vision/hearing.
Staff Wellness	____% reduction in staff absenteeism