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Administrative Regulation

1. Purpose

The purpose of the Carroll County Public Schools Comprehensive School Health and Wellness Policy and Administrative Regulation is to promote and ensure a healthy educational environment.

2. Scope

The Board of Education of Carroll County is committed to promoting student health, well-being, and ability to learn, by providing a safe, healthy, and supportive environment. The Board acknowledges that students need access to healthy foods, physical activity, a variety of student services, and the support of family and community to learn, grow, and thrive.

The Board of Education of Carroll County supports a coordinated approach to school health, understanding that many different school programs and services impact student health and well-being. The programs and services fall into ten categories, based on the whole school, whole community, and whole child model from the centers for disease control and prevention.

3. Responsibilities

Section 2.1 – Health Education – Guided and regulated by the Assistant Supervisor of Health Education

Section 2.2 – Physical Education and Physical Activity – Guided and regulated by the Supervisor of Health and Physical Education

Section 2.3 – Health Services – Directed by the Supervisor of Health Services

Section 2.4 – Nutrition Services – Directed by the Supervisor of Food Services

Section 2.4 – Nutrition Environment – Directed by individual school administrators


Section 2.5 – Counseling, Psychological and Social Services – Directed by Student Services

Section 2.7 – Healthy and Safe Physical Environment – Directed by the Supervisor of School Security and Emergency Management and Director of Facilities

4. Procedure

1. Health Education

Health education helps students acquire knowledge, personal skills, and attitudes to take increasing responsibility for their own health, practice healthy behaviors, and avoid harmful behaviors.

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The Health Education Program is conducted in accordance with Code of Maryland Regulations (COMAR) 13A.04.18.01 (<http://www.dsd.state.md.us/comar/comarhtml/13a/13a.04.18.01.htm>). Health education curricula align with national and state health education standards (<http://www.marylandpublicschools.org/msde/divisions/instruction/compheal.htm>).

Health Education Curriculum and Instruction is guided and regulated by the Assistant Supervisor of Health Education and the Supervisor of Health and Physical Education. Health education is provided in each school by Maryland State Department of Education-approved and certified health education teachers.

Units of instruction for all levels include mental and emotional health; alcohol, tobacco, and other drugs; personal and consumer health; family life; safety and injury prevention; nutrition; and disease prevention. High school-level health classes build on the knowledge base from elementary and middle school programs to encourage students to make healthy choices and understand the consequences of those choices.

The amount of instruction provided at each level of education is as follows:

Elementary schools:

- Thirty minutes of health education per week for kindergarteners; one hour per week for grades 1-5

Middle schools:

- Thirty-five to forty-five classes of health education each year of middle school

High schools:


- Health I course(0.5 credit) required for high school graduation
- Optional health II and III advanced health classes

2. Physical Education and Physical Activity

The goal of physical education and physical activity is to develop physically literate individuals who have the knowledge, skills and confidence to enjoy a lifetime of healthful physical activity.

To pursue a lifetime of healthful physical activity, a physically literate individual:

- Has learned the skills necessary to participate in a variety of physical activities
- Knows the implications and the benefits of involvement in various types of physical activities

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- Participates regularly in physical activity
- Values physical activity and its contributions to a healthful lifestyle

Physical Education

The Physical Education Program is conducted in accordance with Code of Maryland Regulations (COMAR) 13A.04.13

(<http://www.dsd.state.md.us/comar/comarhtml/13a/13a.04.13.01.htm>). Physical education curricula align with national and state physical education standards (http://www.marylandpublicschools.org/msde/divisions/instruction/physical_education.htm).

Physical Education Curriculum and Instruction is guided and regulated by the Supervisor of Health and Physical Education. Physical education is provided in each school by Maryland State Department of Education Approved and Certified Physical Education Teachers.


The amount and content of instruction provided at each level of education is as follows:

Elementary school:

- Ninety minutes of physical education to elementary students each week
- By the end of 5th grade, students will demonstrate competence in fundamental motor skills and selected combination of skills; use basic movement concepts in dance, gymnastics and small-sided practice tasks; identify health-related fitness concepts; exhibit acceptance of self and others in physical activities; and identify the benefits of physically active lifestyle.

Middle school:

- Ninety -135 minutes of physical education to middle school students each week
- Minimum of three quarters (27 weeks) of physical education per year
- By the end of 8th grade, students will apply tactics and strategies to modified game play; demonstrate fundamental movement skills in a variety of contexts; design and implement a health-enhancing fitness program; participate in self-selected physical activity; cooperate with and encourage classmates; accept individual differences and demonstrate inclusive behaviors; and engage in physical activity for enjoyment and self-expression.

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High school:

- Required 1 credit of physical education for high school graduation
- Physical education 1 is the ½ credit required course
- Elective ½ credit courses include: weight training, advanced weight training, team sports, individual/dual sports, personal fitness, barbell and cross training
- By the end of high school, students will be college/career ready as demonstrated by the ability to plan and implement different types of personal fitness programs, demonstrate competency in 2 or more lifetime activities; describe key concepts associated with successful participation in physical activity; model responsible behavior while engaged in physical activity; and engage in physical activities that meet the need for self-expression, challenge, social interaction and enjoyment.

Fitness Assessment

Students in grades 3 through high school participate in a fitness assessment. The assessment examines cardiovascular endurance (pacer), flexibility (sit and reach), muscular strength (push ups) and muscular endurance (sit ups). Students receive individual reports indicating their level of fitness according to established **Healthy Fitness Zones**. Each school's healthy fitness zone aggregate data is used yearly to assess and plan school fitness goals.

Fitness assessment data collection is completed by physical education teachers through the Carroll County Public Schools data entry system.

For more information on the Physical Education program:


<http://www.carrollk12.org/instruction/instruction/content/phyped/default.asp>

Adapted Physical Education (APE)

In compliance with the Individuals with Disabilities Education Act (IDEA), the Physical Education Curriculum will be modified for students to accommodate documented physical limitations or medical conditions. Students receive APE Services as determined by assessment and individualized education programs (IEPS). A full-time APE lead teacher oversees testing, compliance, and services.

Physical Activity Goals

Physical activity opportunities will be offered throughout the school day in each school to support health and promote student learning.

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The physical activity goals will be met through the following:

- All elementary schools will offer students at least 20 minutes of recess daily.
- All middle schools will provide eligible students with an opportunity for supervised physical activity during lunch whenever possible.
- Recess will provide an opportunity for unstructured play.
- Recess will be outdoors whenever possible.
- Recess will be monitored.
- Moderate to vigorous physical activity will be encouraged during recess.

It is recommended that all schools:

- Not withhold recess as a punishment
- Not use physical activity as a punishment
- Encourage physical activity breaks in the classroom when possible
- Promote physical activity

All county high schools will offer Interscholastic Athletic Programs under the direction of the Supervisor of Athletics.


3. Health Services

The School Health Services Program is conducted in accordance with the Code of Maryland Regulations (COMAR) 13A.05.05.05 through 13A.05.05.15. Health Services offers each student direct acute health care services, as well as assistance with prevention, screenings, and the management of chronic health conditions and special health needs.

School health services in Carroll County Public Schools provide all students with access to quality school health services. Health services are available in every school and may be provided by registered nurses or licensed practical nurses. Health services are directed by the Supervisor of Health Services.

Each school nurse will:

- Provide acute/emergency care
- Administer treatments and medications to students as dictated in health care provider orders
- Assist students in preparing a plan of care and managing chronic health conditions

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- Work with other student support services to help students manage special dietary, emotional health, and physical activity needs
- Help students and families to access health care services
- Perform or assist with state-mandated health screenings
- Implement infection control measures to decrease spread of communicable disease
- Maintain and protect confidential health records
- Ensure compliance with state school entrance health requirements
- Serve on student service team
- Serve on 504/Individualized Education Program (IEP) team as needed
- Collect, maintain, and analyze health data to help improve services
- Educate staff and students on current health issues
- Actively promote health and wellness
- Instruct students with specific health concerns individually or in groups
- Contribute to classroom instruction on topics such as CPR, handwashing, etc.

Health services will work with the Carroll County Health Department (CCHD) to provide the school community with health education and support services.

4. Nutrition Environment and Services

Nutrition Environment and Services will encourage good nutrition, foster the development of good eating habits, and provide students with a variety of healthy and appealing food choices. A healthy school nutrition environment will promote nutritionally dense foods and beverages, and provide a safe nutrition environment for all students.


Nutrition services

Food services, under the direction of the Supervisor of Food Services, will offer food choices based on my plate and the U. S. Dietary Guidelines for Americans that encourage children to practice good eating habits. Food services will also promote child growth and development by providing students with healthy food choices. These choices include grain products, vegetables and fruits, low-fat milk products or other calcium-rich foods, beans, lean meat, poultry, fish or other protein-rich foods.

School Meals Program

The Carroll County Public Schools school meals program operates under the direction of the Supervisor of Food Services.

All schools that participate in the national school lunch and school breakfast programs will meet USDA Guidelines, as defined here:

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<http://www.fns.usda.gov/school-meals/nutrition-standards-school-meals> .

School meals program menus will be made available online and in print at each school

(<http://www.carrollk12.org/admin/financeservices/foodservices/schoolmenus/>).

Nutrition information for school meals will be available online at

(<http://www.carrollk12.org/admin/financeservices/foodservices/nutritioninfo/default.asp>).

Food services will solicit student and family input through surveys and taste tests, and results will be considered when making changes to the school meals program.

Food services will participate in farm-to-school initiatives, working with area farms to bring fresh, local produce into the school meals program.

Eligible families are encouraged to apply for free or reduced-price meals. Applications are sent home at the beginning of each school year, and are available on the website.

Other Foods Sold During School Day

The following standards apply to all foods and beverages available to students during the school day. **The official school day is defined as 12:01 a.m. until 30 minutes after the end of the official instructional day.**


Food services will conduct all sale of food and beverages to students during the official school day. The sale of, or collection of money for, food and beverage items to students during the official school day by any other school system entity, profit or non-profit organization, parent or guardian is not authorized.

A la carte foods served as an alternative to the reimbursable and/or bundled meal (regular school meal) during the school day shall comply with the National School Lunch Program (NSLP) and School Breakfast Program (SBP): nutrition standards for all foods sold in schools as required by the Hunger Free Kids Act of 2010 and Maryland Nutrition Standards for all food sold in school where the NSLP and SBP are in operation.

Specific guidance is found in the Federal Administrative Regulation Register of Rules and Regulations 7 CFR parts 210 and 220 (<http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=7:4.1.1.1.3>) and MSDE policy (http://marylandpublicschools.org/msde/programs/schoolnutrition/doc/mdnutritionstandardforallfoodssold_072014.pdf). This guidance includes details on the nutrition requirements for food and beverages sold during the official school day.

Exemptions:

1. Fundraisers in which the food sold is clearly not for consumption on the school campus during the school day (i.e. catalog sales, frozen pizza).

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2. Foods prepared in the Culinary Arts Program at Carroll County Career and Technology Center (CCCTC) that are not in competition with the school breakfast and lunch programs. Sales cannot occur during the scheduled school breakfast program and from the beginning of the first lunch shift until dismissal of the last lunch shift. It is the responsibility of the CCCTC school principal to ensure that the above items meet all state and federal regulations listed above.

Vending Machines

Principals have the option to have vending machines in schools from 30 minutes after the official school day until 12:01 a.m., with all profits directed to the school.

Food services have the option to have vending machines operating in schools during the official school day, with all profits directed to the food service program. It is the responsibility of the food service program to ensure that all items meet all state and federal regulations as outlined in section b.

For more information on nutrition services, visit:

<http://www.carrollk12.org/admin/financeservices/foodservices/default.asp?nvtk=bc>


Nutrition Environment

Carroll County Public Schools also support good nutrition through the following regulations, under the guidance of individual school administrators:

- Students will have at least a 30 minute period for lunch, allowing them adequate time to purchase and eat their meal.
- Students are prohibited from leaving the school campus for lunch.
- Students will be provided access to free drinking water.
- Students are encouraged to wash their hands before eating.
- Students are not permitted to share food with others.

All Schools and School Staff:

- May not use food as a reward and are encouraged to choose healthy alternatives to food for celebrating holidays, birthdays, and student achievements, such as extra recess or physical activity
- May not withhold food or drink as a punishment
- Are encouraged to make healthy food choices when planning activities for students, staff, and the community
- Will support reasonable accommodations for students and staff with food allergies or other special needs

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- May not promote or market any food or beverage to students on the school campus during the school day that does not meet the Maryland and USDA Smart Snacks in School Nutrition Standards

Specific guidance is found in the Federal Administrative Regulation Register of Rules and Regulations 7 CFR Parts 210 and 220 ([HTTP://WWW.ECFR.GOV/CGI-BIN/TEXT- IDX?RGN=DIV5&NODE=7:4.1.1.1.3](http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=7:4.1.1.1.3)) and MSDE policy ([HTTP://MARYLANDPUBLICSCHOOLS.ORG/MSDE/PROGRAMS/SCHOOLNUTRITION/DOC/MDNUTRITIONSTANDARDFORALLFOODSSOLD_072014.PDF](http://marylandpublicschools.org/MSDE/PROGRAMS/SCHOOLNUTRITION/DOC/MDNUTRITIONSTANDARDFORALLFOODSSOLD_072014.PDF)). This guidance includes details on the nutrition requirements for food and beverages sold during the official school day

Families and Other School Visitors:

- Are only permitted to bring in or purchase on-site food for their individual student(s), for health and safety reasons

5. Counseling, Psychological, and Social Services


Counseling, Psychological, and Social Services will help all students to be successful by helping them learn, make sound choices, and work cooperatively with others. Services are provided in a collaborative manner involving the school, community resources, and the family, comes under the direction of student services. Drug, alcohol, and tobacco education and prevention services are also provided.

Counseling Services

Counseling services are available to students in elementary, middle and high schools. School counselors facilitate the personal and academic growth of all students, encourage the development of education and career decision-making of all students, and promote the development of interpersonal skills of students. Services are delivered in a comprehensive and developmentally appropriate way so that all students can be ready to learn and achieve to their potential. School counseling services are essential to the healthy development of the “whole child.”

The School Counseling Program promotes and supports healthy lifestyles by helping students:

1. Demonstrate attitudes and behaviors essential to life-long Learning.
2. Learn from their mistakes and make appropriate changes to enhance learning.

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3. Use communication skills and social skills appropriately in various settings.
4. Identify and access resources and opportunities in the school environment.
5. Advocate for their rights and demonstrate responsibilities in the school community.
6. Demonstrate positive character traits.
7. Use problem-solving and decision-making skills in a broad range of settings.
8. Establish challenging goals for the future.
9. Respect diversity and differences in others.
10. Effectively demonstrate interpersonal skills.
11. Practice personal safety skills.
12. Apply conflict resolutions skills.
13. Understand the effect of their behavior on others.

Direct services are provided to students through classroom counseling core curriculum, group counseling and individual counseling. In addition, counselors work in collaboration with other school staff, parents and community agencies to develop and provide appropriate programs and services for students.


Drug and Alcohol Prevention

Services and programs for drug and alcohol prevention are funded by the Board of Education and Community Partnerships. Programs are implemented at the school level and coordinated centrally by the Assistant Supervisor of Health Education. The comprehensive strategies for drug and violence prevention focus on the following program components:

- Policy
- K-12 Prevention Curriculum (in Health Education)
- Early identification and intervention
- Peer leadership and support
- Community and family connections
- Comprehensive youth strategies plans.

These components are addressed by:

1. Providing annual training and technical assistance to students helping others and understanding themselves (shout) groups at all middle schools. School-wide activities and community projects are conducted throughout each school year.

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2. Providing training and technical assistance to all secondary schools. School-based teams (Student Assistance Program) accept staff, parent and student referrals of students whose behavior, attendance, or academic performance indicate that they may be at risk for a possible substance-related problem. The team works with parents to refer the student for help.
3. Providing parents with information on substance abuse prevention ideas and skills through articles from credible sources, which may be printed in school newsletters and placed in parent resource folders.
4. Collaborating with staff and community partners in Carroll County to investigate, create and implement additional comprehensive prevention services as needed, such as the youth intervention officer program.

Tobacco Use Prevention


Carroll County Public Schools consider the use of tobacco and tobacco-related products a serious threat to health. In addition to the Health Education Curriculum, activities to inform students of this health threat include:

- Sources of clinical and counseling assistance within the community
- Orientation programs, activities, and communications, which will be developed by school personnel to assure advisement and understanding
- Tobacco and tobacco-related product education programs, which can be used with student violators

6. Social and Emotional Climate

Social and emotional school climate refers to the psychosocial aspects of students' educational experience that influence their social and emotional development. The social and emotional climate of a school can impact student engagement in school activities; relationships with other students, staff, family, and community; and academic performance. A positive social and emotional school climate is conducive to effective teaching and learning. Such climates promote health, growth, and development by providing a safe and supportive learning environment.

The social and emotional climate of each school is shaped and enhanced by the school's administrators, who in turn incorporate the contributions of staff, students, and parents, to create schools that foster healthy student development.

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All Carroll County Public Schools provide and promote a stable social and emotional environment by participating and implementing programs such as Character Education and Development, Positive Behavioral Interventions and Supports (PBIS), and other positive culture initiatives.

7. Healthy and Safe Physical Environment


The physical environment of each Carroll County school building and campus will be safe and designed to promote the maximum health and safety of all students, under the leadership of the supervisor of school security and emergency management and director of facilities.

Carroll County Public Schools will create and maintain a safe, inviting, and respectful learning environment by:

- Addressing asbestos abatement by identifying funding sources and including abatement in renovation and modernization projects.
- Reducing indoor air quality issues by proactively identifying concerns utilizing the school based EPA tools for schools program, performing IAQ testing as necessary, and performing corrective action when needed.
- Implementing the combined indoor and outdoor integrated pest management program to comply with state mandates and proactively address associated issues.
- Coordinating with insurance-based inspectors to identify and correct potential hazards.
- Maintaining focus on capital renewal projects in the educational facilities master plan to address aging systems and infrastructure.
- Adhering to state and local requirements for water quality testing and reporting for facilities not on public water systems.
- Increasing priority on preventive maintenance program to maximize the useful life of systems and equipment while reducing work order requests.

8. Employee Wellness

Employee wellness helps teachers, administrators, and all school staff to be healthier, more productive, and less likely to be absent. It also allows them to be healthy role models for students. Carroll County Public Schools aims to create work environments that support healthy eating, active lifestyles, tobacco-free living, stress management, reduced injuries, and other positive health outcomes for all staff.

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Employee wellness is structured to allow an individual school approach that meets the needs of each school's employees. The supervisor of health and physical education will offer support and opportunities for employee wellness system-wide when available.

9. Family Engagement

Family engagement is a critical component of creating a supportive and healthy school environment and will be promoted in the following ways:


- The Board of Education will announce all public meetings to school families via email and the school website; participation in discussing and impacting school policies and procedures will be encouraged.
- Food services will include nutrition and other health messaging on all school menus and provide menu details on the school website.
- Other health-related education and services will be detailed on the school website by the corresponding programs.
- Each individual school will engage families in a variety of ways, including take-home flyers, regular newsletters, email announcements, and family events. This relationship between school staff and families reinforces student health and learning in multiple settings—at home, in school, in out-of-school programs, and in the community.
- Families will also be encouraged to support the school system's wellness program efforts by providing healthier alternatives when donating snacks for special events.

10. Community involvement

Community involvement includes partnerships with groups, organizations, and local businesses to share resources and support student learning, development, and health-related activities.

The following activities will promote collaboration with community organizations:

- The Carroll County Service Learning Program, which provides community based opportunity for students to earn the mandatory 75 hours
- Sharing of school facilities with the community.
<http://www.boarddocs.com/mabe/ccps/board.nsf/public#>

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- Convening of the School Health Council in cooperation with the Carroll County Health Department. The group meets bi-monthly and is open to the public, including parents and other community organizations.
- Partnerships with the business community as well as non-profit and governmental organizations
- Collaboration with parent groups, including individual school parent-teacher associations
- Regular public updates on school wellness initiatives via individual school newsletters

The most current version of the School Wellness Policy will be available to the public on the Carroll County Public School's Board Doc Website.

<http://www.boarddocs.com/mabe/ccps/board.nsf/public/>

5. Reports

Policy Maintenance

The School Health Council shall review the Comprehensive School Health and Wellness Policy: Administrative Regulations once every 3 years or as needed, evaluate the policy, and write a report for the Board of Education, including information on implementation and recommended changes.

Policy Implementation

It is highly recommended that each school create a School Improvement Team Plan and appoint a wellness team with a wellness champion who will lead wellness planning. This planning can include school staff, students and the community. It is also recommended that each school complete a school wellness team action plan annually, to guide their actions and provide a report to school administrators and community partners. The school health council will offer guidance and resources to schools wishing to create a wellness team action plan.

6. Delegation of Authority

The school building administrator/designee is responsible to ensure compliance with the policy.