

Poudre School District Wellness Policy Implementation and Evaluation Plan

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| Topic A: Comprehensive Health  The District shall maintain a comprehensive learning environment for developing and practicing lifelong wellness behaviors. This shall be accomplished through programs and activities that include health education integrating wellness components and health standards into curricula and the school environment to promote lifelong nutrition, physical activity, and optimization of physical and mental health for all students. | | | | |
| Regulations | Recommended Action Steps | Key Personnel | Timeline | Status of Action Step |
| 1. The District’s health education programs and activities shall be supported by evidence-based practices and resources. | 1. Develop and implement a sequence of health education curricula across PreK-12 based on Colorado Comprehensive Health Standards.  2. Coordinate programming and collaborate with key health education personnel across departments | 1.Health Curriculum Facilitator, Director of Curriculum, District and School Administrators  2. Curriculum, Mental Health, Nutrition, Counseling, Administrators | 1. Program development January 2015 - Fall 2017  Recommendation for comprehensive program Fall 2017  Implementation Fall 2019  2. January 2015- Fall 2017 | 1. NS  2. NS |
| 2. Schools shall develop and maintain a school wellness team whose  primary purpose is to support and implement a comprehensive health and wellness environment by creating a yearly School Health Improvement  Plan (“SHIP”). School wellness teams should operate in accordance with the Whole School, Whole Community, Whole Child model (WSCC). | 1. School Principal designates a wellness team leader/co-leader to oversee wellness team programming through school year and wellness team contact signs yearly contract.  2. School wellness teams create a SHIP with a minimum of two WSSC goals. | 1. Principal, Wellness Team Leader/Co-leader, Wellness Specialist/Coordinator  2. Wellness Team, Wellness Specialist/Coordinator | 1. Wellness Leader contacts submit contract annually by Oct. 1st  2. SHIPS due annually by Oct. 31st | 1. Ongoing  2. Ongoing |

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| Topic B: Nutrition  Proper dietary habits contributing to a student's health status and academic performance shall include the provision of student access to healthy food choices in appropriate portion sizes. | | | | |
| Regulations | Recommended Action Steps | Key Personnel | Timeline | Status of Action Step |
| 1. This requirement shall be implemented in accordance with the National School Lunch and Breakfast Program under guidelines and nutrition criteria established by the USDA. | 1. Complete self-reporting as required by the USDA and CDE. | 1. Child Nutrition Director | 1. Annually | 1. Ongoing |
| 2. The District shall provide accessible and easily understood information to students and their parents/guardians concerning the nutritional and allergen content of foods and beverages available to students through the school nutrition program. | 1. Post all nutrient and allergen information online through the Child Nutrition PSD website.  2. Make information available onsite at all school locations per request.  3. Engage parents through resources and trainings such as parent vue, Back to School night, Child Nutrition Newsletter, PTA meetings, and other opportunities. | 1. Nutrition Coordinator  2. Kitchen Managers, Area Supervisors  3. Kitchen Managers, Area Supervisors, School Administrators, School Wellness Teams | 1.Monthly  2. As requested  3. By mid-September of each school year, and quarterly as events are planned | 1. Ongoing  2. Ongoing  3. Ongoing, NC |
| 3. District schools shall comply with competitive food policy, healthy beverage policy, and food of minimal nutritional value policy requirements throughout the school day. For purposes of these regulations, “school day” is defined as one hour prior to the start of the first class period to one-half hour after the end of the last class period; except that, for schools not offering school breakfast, “school day” is defined as one-half hour before the first class period to one-half hour after the end of the last class period. | 1. Provide USDA Smart Snack Policy resources to school communities.  2. Distribute educational information regarding policy compliance and resources. | 1. Administrators, Classroom Teachers, Para Professionals, Parents, Students, School Guests, Coaches, Vendors, Kitchen Staff, Club Leaders, Volunteers  2. Administrators, School Wellness Teams, WACS, Nutrition Coordinator | 1. Two weeks before school celebrations, beginning of club/sport activities, by mid-September of each school year, before standardized testing  2. Beginning of school year, quarterly, as need may arise | 1. Ongoing, NC  2. Ongoing, NC |
| 4. Schools shall encourage the availability of healthy food choice options, as defined by the U.S. Dietary Guidelines, at school functions including but not limited to celebrations, festivals, sporting events and other events held outside the school day. Schools shall support a healthy food environment by making District resources available to families on healthy eating habits for children. These resources shall be aligned with the nutrition-related  Colorado health standards. | 1. Include US Dietary Guidelines as part of health curriculum education.  2. Promote healthy food choice options which include fruit, vegetables, whole grains, and water.  3. Define, develop, and distribute healthy food environment resources. | 1. Health and Science Curriculum Facilitator, Teaching Staff  2. Administrators, School Staff, PTA, Activity Sponsors, Volunteer Coordinator, Coaches, Parents, Volunteers  3. Administrators, School Staff, Science and Health Facilitator, WACS, School Wellness Teams | 1. Annually  2. At all school functions  3. Beginning of school year by mid-September, ongoing as needed | 1. Ongoing, NC  2. Ongoing  3. Ongoing, NS |
| 5. The following rules shall apply to help ensure that safe and healthy snacks are provided at school and school-sponsored activities:  a. 50% of food options offered during the school day and at school-sponsored activities should be comprised of fruits, vegetables and non-sugared sweetened beverages.  b. Schools shall properly address the inclusion and protection of students with food allergies and other dietary restrictions at school and school-sponsored activities where food and/or beverages are available. | 1. Schools comply with PSD policy on limitations regarding homemade foods and food safety standards.  1a. Provide resources and recommendations for healthy food options.  1b. Schools will comply with individual 504 plans, health care action plans, and IEPs. | 1. Administrators, School Staff, Volunteer Coordinator, Parent, Volunteers, Students  1a. Administrators, School Staff, PTA, Parents, WACS, School Wellness Teams  1b. Administrators, School Staff, Parents, Students | 1. Annually  1a. Biannually before each semester  1b. Annually | 1.Ongoing, NC  1a. Ongoing, NC  1b. Ongoing, NC |
| 6. Schools shall provide sufficient time for all students to eat breakfast and lunch. In this regard, it is recommended that at least 10 minutes be  allocated for breakfast and at least 20 minutes be allocated for lunch. | 1. Schedule and implement meal times to meet seat time recommendations of 10 minutes for breakfast and 20 minutes for lunch. | 1. Administrators, School Staff | 1. Daily | 1. Ongoing, NC |
| 7. Schools are encouraged to use non-food based incentives and rewards to  recognize student achievements. Resources and ideas for non-food  based incentives and rewards shall be made available to schools. | 1. Provide resources for non-food based incentives and rewards for all schools. | 1. WACS, School Wellness Teams, Administrators, School Staff | 1. Annually and as needed | 1. Ongoing, NC |
| 8. Sustainable and local food options shall be utilized in the school meal program to the extent practicable, and are encouraged for school-sponsored activities where food and/or beverages are available. | 1. Connect with local vendors and suppliers for sustainable and local food options.  2. Market and communicate local and sustainable food options to school staff and parents. | 1. Child Nutrition Director and staff  2. Child Nutrition Director and staff | 1. Monthly  2. Monthly | 1. Ongoing, NC  2. Ongoing, NC |
| 9. Schools are encouraged to offer events promoting physical activity as fundraising efforts. | 1. Supply resources for alternative fundraising ideas and events.  2. Identify and share successful fundraising efforts across the district. | 1. School Wellness Teams, WACS, PTA, School Staff  2. WACS, School Wellness Teams, Community based program Coordinators, School Staff, PTA | 1. Annually and as needed  2. Annually and as needed | 1. Ongoing, NC  2. Ongoing, NC |
| 10. Students shall have access to functioning water fountains in accordance with governing law. | 1. Ensure water fountains are functional and accessible.  2. Schools will provide alternative sources of water if water fountains are limited during school meals. | 1. Administrator, Custodial Staff, Facilities  2. Administrator, Kitchen Staff | 1. Daily  2. Daily | 1. Ongoing, NC  2. Ongoing, NC |
| 11. Elementary schools are encouraged to schedule recess before lunch. | 1. Provide evidence based best practices to support recess schedule. | 1. Administrator, School Wellness Teams, WACS | 1. Annually | 1. Ongoing, NC |
| 12. Schools shall provide students with access to hand washing or sanitizing facilities prior to their consumption of food. | 1. Ensure schools have working sinks with soap and/or sanitizing products available.  2. Provide evidence based best practices for cleansing hands before eating. | 1. Administrator, Facilities, Custodial Staff  2. School Staff | 1. Daily  2. Daily | 1. Ongoing, NC  2. Ongoing, NC |
| 13. School gardens and nutrition instruction are encouraged as part of the academic curriculum. | 1. Develop and communicate school garden and nutrition curriculum.  2. Provide professional development for school staff to learn about integrating school gardens across curricula. | 1. District Wellness Department, Child Nutrition Department  2. District Wellness Department, Professional Development | 1. Annually  2. Annually | 1. Ongoing/NC  2. Ongoing/NC |
| Topic C: Physical Activity  Students shall be provided with various opportunities to engage in movement and exercise during the school day. Extended periods of student inactivity are discouraged. | | | | |
| Regulations | Recommended Action Steps | Key Personnel | Timeline | Status of Action Step |
| 1. Students shall have the opportunity to participate in physical education programs that align with Colorado State Standards.  a. Physical education teachers shall be properly endorsed and highly qualified to teach physical education in accordance with Colorado Department of Education standards.  b. Schools shall utilize developmentally appropriate District-recommended health and fitness assessments. | 1. Require physical education class for all students.  2. Discontinue sports waiver options and make physical education a part of the regular curriculum for all students.  3. Develop a process ensuring that credentialed physical education teachers meet requirements.  4. Train all physical education teachers in current district health and fitness assessment practice and protocols. | 1. District and School Administrators  2. District and School Administrators, Physical Education Teachers  3. Human Resources  4. Physical Education Curriculum Facilitator | 1. Annually  2. Annually  3. Annually  4. Annually | 1. NS  2. NS  3. NC  4. Ongoing, NC |
| 2. Schools shall provide opportunities for student movement and exercise throughout the school day that may include before and after-school programs. | 1. Train staff on current, research based strategies for integration of movement into the classroom.  2. Provide resources to staff for successful integration of neuro-considered strategies and learning interventions.  3. Encourage schools to facilitate movement based activities in before and after-school programs. | 1. District Wellness Department, Professional Development, Community Partners  2. District Wellness Department, MTSS, Student Services, School Wellness Teams  3. Administrators, Athletic Director, School Wellness Teams, School Staff | 1. Annually  2. Annually  3. Annually | 1. Ongoing, NC  2. Ongoing, NC  3. Ongoing, NC |
| 3. The withholding of physical activity as a consequence for student misconduct, and the use of physical activity as a punishment, are discouraged. | 1. Provide and communicate evidence based resources for alternative consequences through district in services and staff meetings. | 1. Administrators, School Counselors, MTSS, Physical Education Department, District Athletic Director, School Administrators | 1. Annually, As Needed | 1. Ongoing, NC |
| 4. Schools are encouraged to promote wellness activities and incentives for students and staff. | 1. Provide technical assistance and resources. | 1. Wellness Department | 1. Quarterly | 1. Ongoing, NC |

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| Topic D: Employee Wellness  An integrated and comprehensive wellness program for District employees shall be maintained in accordance with the following requirements. | | | | |
| Regulations | Recommended Action Steps | Key Personnel | Timeline | Status of Action Step |
| 1. Schools and other District sites shall designate a wellness champion who serves as a liaison between the District wellness program and school wellness teams. | 1. Designate a “Wellness Champion” at each school and district location and notify PSD Wellness.    2. Wellness champions will attend school wellness meetings and update staff at their site about PSD wellness offerings. | 1. Principals, school and site staff, PSD Wellness Department  2. Wellness Champions | 1. Ongoing by October 1st annually  2. Ongoing as requested | 1. Ongoing  2. Ongoing |
| 2. The District shall provide opportunities for employees to access wellness resources that promote good nutrition, physical activity and mental health. | 1. Offer and promote WellWorks portal as resource for information.  2. Create and post “stall talks” with health information for PSD Employees.  3. Offer monthly wellness classes with a variety of topics through IHMS model.  4. Offer and promote EAS website as a resource for information.  5. Offer educational materials for all IHMS components to PSD sites and departments. | 1. WellWorks staff, PSD Wellness Department  2. PSD Wellness Department, Wellness Champions  3. PSD, PSD Wellness, Miramont, IHMS Committee  4. EAS  5. Benefits, EAS, Wellness, PSD Communications | 1. Portal launched January of 2014, promotion ongoing  2. Monthly  3. Daily, Weekly, and Monthly  4. Ongoing  5. Ongoing | 1. Ongoing  2. Ongoing  3. Ongoing  4. Ongoing  5. Ongoing |
| 3. The District, and each of its schools, shall create a culture of wellness by promoting and integrating the employee wellness program into the school wellness program. | 1. Schools use a portion of staff meetings for employee wellness updates and encouragement.  2. School wellness teams will promote and integrate their own programming into district wellness offerings.  3. School wellness teams work with school staff to promote a culture of wellness. | 1. Principals, School Staff, Wellness Champions  2. School Wellness Team Leaders/Co-Leaders, Wellness Champions  3. School Wellness Team Leaders/Co-Leaders, Wellness Champions, Principals | 1. Quarterly or as needed for staff meeting schedule  2. Ongoing in alignment with district programming calendar  3. Ongoing | 1. Ongoing, NS  2.Ongoing, NC  3. Ongoing, NC |
| 4. The District shall provide health education and health-promoting activities that focus on skill development and lifestyle behavior changes that include access to facilities and are tailored to employees’ needs and interests. | 1. Administer employee wellness interest survey to assess employees’ need and interests.  2. Staff development opportunities including at the district level and site specific.  3. Attend new employee orientations as a way to promote and educate regarding programs. | 1.PSD Wellness, Director of Research and Evaluation, EWAC  2. PSD Professional Development, Administrators, Supervisors, EAS, PSD Wellness, Benefits  3. PSD Professional Development, EAS, Wellness, Benefits | 1. Ongoing Fall  2. Ongoing as requested  3. Ongoing as requested | 1. Ongoing  2. Ongoing  3. Ongoing |
| 5. The District shall provide programs for employees such as worksite screenings, disease prevention, Employee Assistance Services (“EAS”) and emergency care that help employees balance work and family life and are linked to medical care. | 1. Coordinate and offer flu shot vaccinations, onsite biometric health screenings, and health assessments to employees.  2. Offer a wellness portal including an incentive program that collaborates and integrates wellness programs.  3. Offer an Integrated Health Management system that encompasses Lifestyle Health, EAS, Wellness, and an Employee Health Clinic. | 1. PSD Wellness, WellWorks, Health Promotion Solutions, Maxim Health, Benefits  2. PSD Wellness, Benefits, WellWorks  3. EAS, Wellness, Benefits, UCHealth, Miramont, AFM, UCHPA | 1. Ongoing  2. January 2014  3. Fall of 2013 | 1. Ongoing  2. Ongoing  3. IHMS Committee reviews quarterly, Board of Education reviews annually |
| Topic E: Mental Health  The District shall support students’ mental health needs. | | | | |
| Regulations | Recommended Action Steps | Key Personnel | Timeline | Status of Action Step |
| 1. District employees who work with students shall receive suicide prevention training. | 1. Provide QPR Suicide Prevention Training to all new PSD employees.  2. Provide annual refresher training to staff and provide initial QPR training to elementary sites. | 1. Mental Health and Prevention Coordinator, QPR Training Team  2. Mental Health and Prevention Coordinator, QPR Training Team | 1. Annually  2. Annually | 1. Ongoing  2. NS |
| 2. To the extent practicable, suicide prevention training shall be offered to District students and parents. | 1. Provide and communicate QPR Suicide Prevention Training to parents and students.  2. Provide peer-led suicide prevention curriculum to all secondary students.  3. Continue to support the “Peer Summit” for all Peer Counseling in PSD high schools. | 1. Mental Health and Prevention Coordinator, QPR Training Team  2.Administrators, Mental Health Team, High School Counseling Staff, Peer Mentors  3. Mental Health Team, High School Counseling Staff, Administrators, QPR Training Team, Student Peer Mentors | 1. Annually  2. Annually  3. Annually | 1. Ongoing  2.Ongoing  3. Annually |
| 3. School counselors shall provide social/emotional learning opportunities for students at their school sites. | 1. School sites will work toward supporting the student to counselor ratio of 250:1, recommended in the ASCA National Model. | 1. District Leadership, Administrators, School Counseling Staff | 1. Annually | 1. NS |
| 4. District Mental Health Team members shall collaborate with school counselors to identify students with emotional and behavioral health needs at an early age, and provide a variety of interventions to address those needs. | 1. Utilize The District Mental Health Team and School Counselors as resources for students at all sites (PreK-12).  2. Mental Health Team and School Counselors ensure that there are ongoing opportunities to collaborate on student interventions. | 1. Administrators, School Counselors, Mental Health Team  2. Administrators, School Counselors, Mental Health Team | 1. Annually  2. Annually | 1. Ongoing  2. Ongoing |
| 5. District Mental Health Team members shall collaborate with school counselors to provide support for students in times of crisis and to assist them in the recovery process. | 1. Utilize The District Mental Health Team and school counselors, and trained personnel as resources for students at all sites (PreK-12) in times of crisis.  2. Mental Health Team and School Counselors provide systemic assistance in the recovery process. | 1. Administrators, Mental Health Team, School Counselors  2. Administrators, Mental Health Team, School Counselors | 1. Annually  2. Annually | 1. Ongoing  2. Ongoing |
| 6. The District, and each of its schools, shall establish and maintain strong relationships with community support agencies to address students’ mental health needs. | 1. Provide ongoing opportunities for community agency networking and updates to School Counselors and Mental Health Team members.  2. The District will expand collaborations with community agencies. | 1. Administrators, Mental Health Team, School Counselors  2. Administrators, Mental Health Team, School Counselors | 1. Annually  2. Annually | 1. Ongoing  2. Ongoing |
| 7. District Mental Health Team members shall collaborate with school counselors to provide school sites with professional development opportunities that increase the understanding of students’ issues related to mental health and trauma. | 1. The District will support and encourage expanded professional development opportunities.  2. The District will support a PLC of Mental Health Team members and School Counselors as they increase their knowledge of students’ issues related to mental health and trauma. | 1. District Leadership, Administrators, Mental Health Team and School  Counselors  2. District Leadership, Administrators, Mental health Team, School Counselors | 1. Annually  2. Annually | 1. Ongoing  2. Ongoing |
| 8. District Mental Health Team members and school counselors shall support the use of Mental Health First Aid for Youth at all school sites. | 1. Mental Health Team and school counseling staff will collaborate to provide professional development on mental health and Youth Mental Health First Aid for all school sites | 1. Administrators, Mental Health Team, School Counselors | 1. Annually | 1. Ongoing |
| Topic F: Student Health  The District shall support students’ overall health. | | | | |
| Regulations | Action Steps | Key Personnel | Timeline | Status of Action Step |
| 1. The District shall provide staffing to implement essential school health services, with an emphasis on maintaining a safe school environment. District employees implementing school health services shall complete training and professional development as determined necessary or appropriate by the superintendent or his/her designee. | 1. Provide properly trained and licensed staff for services at every school.  2. Provide CPR/AED, first aid, medication administration, diabetes management, and training for district staff.  3. Develop and implement evidence based interventions to address individual student health needs.  4. Identify and respond to incidents and outbreaks. | 1. Health Services Coordinator, Principals  2. Nurses  3. Nurse, Counselor, Principal  4. Health Service Coordinator, Principal, Nurse | 1. August 2015  2. August 2015  3. August 2015  4. Ongoing | 1. NC  2. NC  3. NC  4. Ongoing |
| 2. School employees shall comply with all District policies and regulations concerning student allergies, medications, and other health issues. | 1. Provide information and training to employees about regulations.  2. Provide specific trainings for activities and field trips, and individual student needs. | 1. Nurse  2. Nurse | 1. August 2015  2. Ongoing as needed | 1. NC  2. Ongoing |
| 3. School nurses shall provide schools with recommendations and resources to help students reach and/or maintain a healthy weight. | 1. Create and distribute evidence-informed resources to schools. | 1. PSD Wellness, WACS, PE Department, Nurse | 1. August 2015 | 1. NS |
| 4. Schools are encouraged to offer preventative screenings for vision, hearing and other health-related matters that could impact student safety and/or academic success. | 1. CDE required screenings are provided at each school.  2. Provide and participate in optional screenings such as cholesterol, dental, and BMI.  3. Provide resources and information for optional screenings. | 1. Nurse  2. School Administrator, Nurse  3. PSD Wellness, WACS | 1. September annually  2. Ongoing as appropriate  3. August 2015 | 1. Ongoing  2. Ongoing  3. NS |

**Index and Glossary**

ASCA: American School Counselor Association

AFM: Associates in Family Medicine

CDE: Colorado Department of Education

CPR/AED: Cardiopulmonary Resuscitation/Automated External Defibrillator

NC= Not Completed

EWAC: Employee Wellness Advisory Council

EAS: Employee Assistance Services

IHMS: Integrated Health Management System

IEP: Individualized Education Program

Mental Health First Aid for Youth: A national program to teach the skills to respond to the signs of mental illness and substance use.

MTSS: multi-tiered system of support

NS= Not Started

Ongoing= something that will continue

QPR: “Question, Persuade, and Refer” suicide prevention and recognition training

PTA: Parent Teacher Association

Peer Youth Summit

“Stall talks”: Monthly employee wellness newsletter, posted in staff restrooms

UCHPA: University of Colorado Health Plan Administrators

WACS: Wellness Advisory Council for Schools

WellWorks: PSD Employee Wellness Online Portal