



CATEGORY: Students, Wellness

EFFECTIVE: **11-14-07**

SUBJECT: Coordinated School Health and Wellness

REVISED: **NEW**

A. PURPOSE AND SCOPE

1. To outline administrative procedures to be implemented in support of the district Wellness Policy (H-7700).
2. **Related Procedures:**
 - Tobacco-free District.....0220
 - Required Health/Life Skills Instruction, Operations Site Circular....1026 and 1027
 - Administration of Student Body Funds.....2225
 - Student Body Fundraising.....2265
 - ASB Food Sales.....2270
 - Criteria for Instruction and for Adoption and Use of Instructional Materials...4050
 - K-12 Physical Education.....4179
 - District Counselor Service.....4620
 - Progress Reporting, 7-12.....4705
 - California Physical and Health Related Fitness Tests.....4835
 - Classroom Safety.....5150
 - School Special Events, including Festivals, Potlucks, and Carnivals.....5153
 - Food Nutrition Services Responsibilities and Regulations.....5500
 - San Diego Council of ASB Presidents.....6215
 - Referrals and Reports to Community Youth-Serving and Social Agencies.....6278
 - Alcohol, Tobacco and Other Drugs.....6298
 - School Nursing Services.....6340
 - Cafeteria Employment of Students.....6430
 - District Counselor Allocation Formula for Elementary Schools.....7220
 - School Nurse Allocation Formula, K-12.....7223
 - District and School Level Councils and Committees.....9060
 - Extra Use of Cafeteria Facilities.....9217
 - Suicide-Self Harm.....EP10

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy: F-5450, G-6000, H-7700, H-7800, I-1360, I-1370; Education Code Sections 35182.5, 38085, 44203, 48931, 49001, 49431, 49431.5, 49432, 49490-49493, 40500-49505, 49530-49536, 49540-49546, 49547-49548.5, 49550-49560, 49579, 51210, 51222, 51223, 51225.3, 51241, 51242, 52316, 60800, 51890; California Code of Regulations: title 5, Division 1, Chapter 15, Sections 15500, 15501, 15510, 15530-15535, 15550-15565; Chapter 2, Sections 304, 352; Federal: Child Nutrition and WIC Reauthorization Act of 2004, Section 204; Local School Wellness Policy.
2. **Policy:** The departments and programs of the San Diego Unified School District will comply with the requirements of the federal Child Nutrition and WIC Reauthorization

Act of 2004. The act, based on the coordinated school health model, promotes health education, healthy eating and physical activity for staff and students. District procedures will be written and/or revised to include plans for implementation and measurement of the established goals and guidelines (H-7700).

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Nursing and Wellness Program Office, Office of the Associate Superintendent, Parent, Community and Student Engagement.
2. **Required Components.**
 - a. **Involvement of School and Community Stakeholders:** District school health and wellness related administrative procedures will be developed with involvement and input from all affected stakeholders, including parents, students, school board members, appropriate school site and central office administrators, school nurses and community health professionals, health and physical educators, classroom teachers, school counselors, psychologists and other mental health professionals, staff health benefits personnel, and community agencies, as applicable.
 - b. **Goals for Nutrition Education, Physical Activity, and other School-Based Activities that Promote Student Wellness:** The district, through various departments represented on the district Coordinated School Health Council, will implement and monitor the following goals for health and nutrition education, physical activity and education and other school-based activities that promote student wellness, including:
 - 1) Meeting or exceeding California Education Code and California Department of Education Standards for ongoing health and nutrition education in grades K through 12, monitored through assessment of knowledge, behavior change, and skill development.
 - 2) Meeting or exceeding California Education Code required minutes and content standards for planned sequential curricula and instruction in physical education that develops knowledge, skills, and confidence necessary for an active lifestyle.
 - 3) Promoting and supporting structured and unstructured physical activity opportunities for all students and staff.
 - 4) Eliminating the use of physical activity as a source of reward or punishment.
 - 5) Sharing the results of physical fitness and content achievement with both students and parents.

- 6) Establishing and maintaining sufficient health education and physical education resource teacher positions.
- 7) Establishing and maintaining a minimal, safe, and equitable level of health and nursing services for all students, including daily access to a credentialed school nurse or sufficiently trained designated staff member.
- 8) Establishing and maintaining a minimal, safe and equitable level of counseling and mental health services for all students, including adequate and fully qualified staff resources to provide both crisis counseling and preventive services based on the California Results-Based School Counseling and Student Support Guidelines (2007) and research-based mental health intervention, supports, and education to support students in making healthy decisions, managing emotions, and coping with stress and peer and other social pressures.
- 9) Developing and providing site administrators, school counselors, nurses, and teachers with written referral procedures and resource lists relating to physical activity, nutrition, health and dental care, and at-risk behaviors for violence, including both victimization and perpetration.
- 10) Increasing and promoting access to free and low-cost employee programs that promote increased physical activity and healthy eating habits leading to healthy weight management and lifestyles and maintain consistent, positive role models for students.
- 11) Increasing parent/guardian outreach and involvement efforts that emphasize the relationship between student health and fitness and academic performance and address the need for consistent messages among school, home, and community.
- 12) Providing ongoing and consistent opportunities for parent and family education about the relationship between general health, nutrition, physical activity and success in school and life, through newsletters, handouts, parent meetings, PTA/PTSA health and safety site representatives, and school site and district web sites.
- 13) Increasing the involvement of parents, students, and community partners in site and district level planning, implementation, and evaluation of school health and safety programs through the development of school site Coordinated School Health or Wellness Councils, modeled after the district council and the Center for Disease Control and Prevention's School Health Index and the eight components of coordinated school health.
- 14) Establishing and maintaining a safe physical environment for students and staff, including acceptable indoor air quality, ambient lighting and temperature conditions, equipment safety, hygienic facilities, and safe transportation, as well as ensuring an optimal social environment in schools.

- 15) Establishing a coordinated school health approach and eliminating disjointed, uncoordinated, or duplicative programs, for all components of coordinated school health, which includes health and mental health services, school counseling services, food services and nutrition education, staff wellness, health and physical education programs, social and physical environment, and collaboration and involvement between individual schools and the district with families, health and social service agencies and community health care providers.
- c. **Nutrition Guidelines for Food and Beverages Available Outside the School Meal Programs:** The district will develop and/or revise administrative procedures on food and beverages provided outside the school meal program to ensure compliance with all local, state and federal requirements, including:
- 1) Items sold or exchanged for money, coupons, or vouchers in kindergarten through grade 12, during school hours and in connection with before and after school programs.
 - 2) All fund-raising activities involving food sales on any school campus (non-food items recommended), including PTA and other parent groups and Associated Student Body sales.
 - 3) Items provided for classroom parties, rewards or incentives (non-food items recommended).
 - 4) Vending machine options for both students and staff.
 - 5) Authorized field trip snacks and meals.
 - 6) Open house and other after school and evening food fairs, carnivals and similar celebrations.
- d. **Nutrition Guidelines for Child Nutrition Reimbursable Meal Programs:**
- 1) Meals and other food and beverages sold or served as part of federally reimbursed meal programs must meet or exceed the nutrition, safety and sanitary recommendations of the U.S. Dietary Guidelines for Americans, USDA guidelines, and state and federal legal requirements.
 - 2) School eating environments shall be appealing and pleasant with sufficient, sheltered space for food preparation and consumption that supports the nutrition education goals in the classroom.

D. IMPLEMENTATION

1. **The Superintendent** shall appoint a person or group of persons at the district level as the coordinator of district wellness compliance with the authority and operational responsibility for ensuring compliance with this procedure in a timely and efficient manner.

2. **The Coordinator** shall ensure communication to program and site administrators of the Wellness Policy (H-7700) and this procedure. A report of progress toward **compliance** with the goals of this procedure and the Wellness Policy shall be made annually for the next three years, then semiannually to the Superintendent and Board of Education. This report shall include feedback from all stakeholders and the District Coordinated School Health Council.
3. **The District Coordinated School Health Council**, shall develop specific quality indicators of accomplishment of the above goals, in collaboration with the above district coordinator and other district staff, including the Deputy Superintendent, the Associate Superintendent, the Area and High School Superintendents. They shall also develop guidelines and assistance to school sites in developing site Coordinated School Health or Wellness Councils and in complying with the school components of the San Diego County Obesity Action Plan of January 2006.
4. **School site administrators** shall ensure that information about the district Wellness Policy and this and other related procedures is made available to all site staff, is implemented at the site level and that a Site Coordinated School Health or Wellness Council, including parent, student and community members, is established at each site with the responsibility to oversee the site implementation of these guidelines and report back to the coordinator of district wellness compliance.
5. **School site and district staff** shall make every effort to become healthy role models for our students, parents, and community members.

E. FORMS AND AUXILIARY REFERENCES

1. Check list of school site implementation activities (*To be developed*)
2. Timeline of district implementation (*To be developed*)

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff
For the Superintendent of Schools