

# EMPOWER

## Schools Guidebook

### Ten Ways to Empower Schools to Offer Healthier Environments

Standards for Empower Schools in Arizona





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Welcome to **Empower Schools**. This program is a partnership between the Arizona Department of Health Services and the Arizona Department of Education to positively impact school health environments.

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## Empower Background:

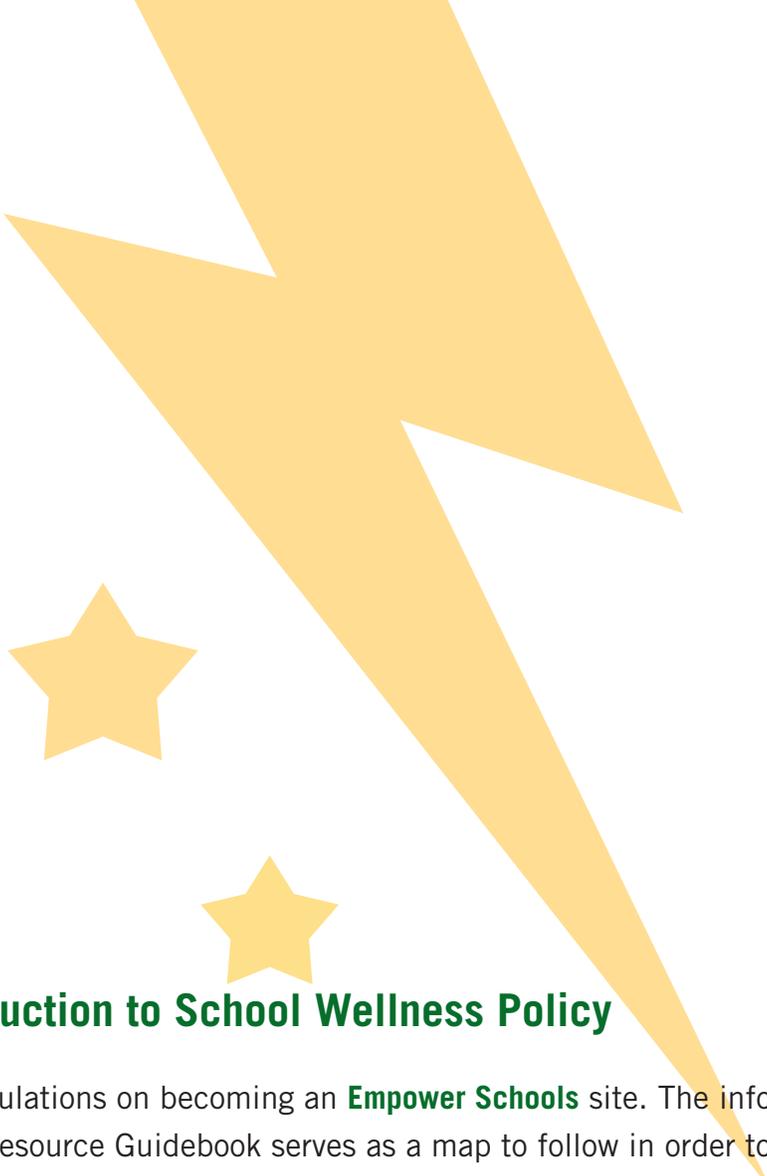
The Arizona Department of Health Services Empower model began in **2010** as a voluntary program to support licensed early child care facilities' efforts to empower young children to grow up healthy in Arizona. The model was awarded the Association of Maternal and Child Health Programs (AMCHP) National Best Practice Award in **2013**.



# Introduction to School wellness policy







## Introduction to School Wellness Policy

Congratulations on becoming an **Empower Schools** site. The information included in this resource Guidebook serves as a map to follow in order to provide a healthier school environment through school wellness policy advancements. The Arizona Department of Health Services (ADHS) and the Arizona Department of Education (ADE), along with multiple other supporters and partner organizations, contributed to the content of this Guidebook.

Each Standard was selected to follow the Centers for Disease Control and Prevention's Coordinated School Health Model. This model provides the greatest positive health impact when fully integrated at a school district level. Also, all of the Standards align with current requirements and/or guidelines from national governing authorities on health and wellness topics.

The **Empower Schools** Guidebook provides your School Health Advisory Council with the resources and guidance to create healthier school wellness policies.

## Background:

School wellness policies are usually created by wellness policy councils, school boards or School Health Advisory Councils (SHACs). Many of these groups include school staff and administrators, community partners, parents and students. There are a few guidelines that wellness policy councils should follow:

- ★ **Create annual progress reports** – include a way to update school staff and the school board on new policies and policy changes
- ★ **Include wide-ranging content** – incorporate nutrition promotion, nutrition education, physical activity and other school-based activities that promote school wellness into local wellness policies
- ★ **Monitor** – assign a district individual or group of individuals that will monitor compliance with policies
- ★ **Assess and update policies** – include a way to assess impact of policies and solicit feedback from staff about ease of implementation
- ★ **Involve the public** – include parents and local businesses in discussions about local wellness policies
- ★ **Notify the public** – inform parents and the community on school wellness policy changes
- ★ **Update** – continuously improve and tailor local wellness policies

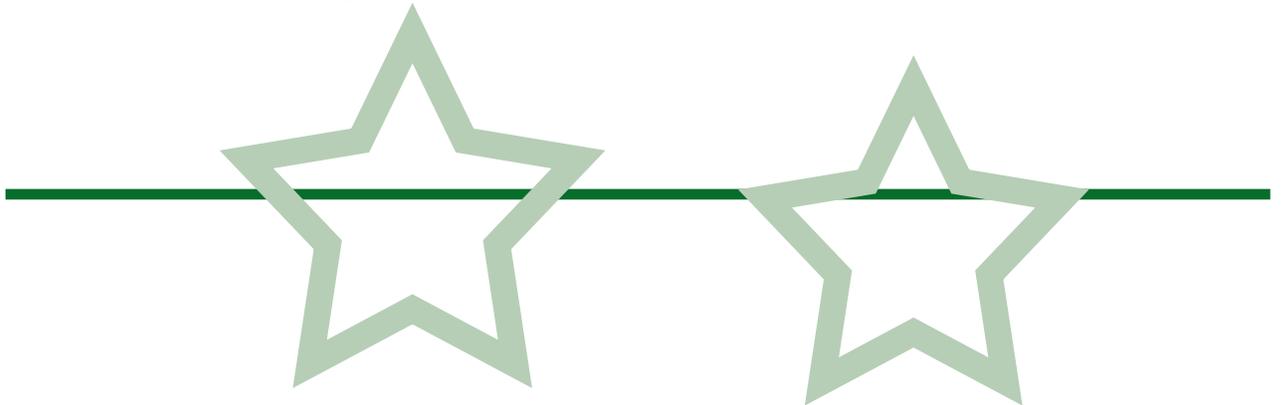


## How to Get Started:

Many school districts already have local wellness policies. Here are some recommendations to get started on updating them:

- ★ Utilize a tool like the School Health Index (SHI) offered by the Centers for Disease Control and Prevention (CDC) to evaluate the school environment.
- ★ Using the **Empower Schools** Standards as ideal wellness policies, determine which of the policies can be adopted for the specific area.
- ★ Talk to the local health department and community health organizations for advice.
- ★ Invite community members to participate in local wellness policy discussions.
- ★ Use resources that are already available.

The Centers for Disease Control and Prevention has a great school health website: <http://www.cdc.gov/healthyyouth/schoolhealth/index.htm>



## Next Steps:

- ★ Identify the goal you want to impact with the updated policy.
- ★ Use strong language (will, will not, always, never) and make sure it can be evaluated.
- ★ Make the case for creating a new wellness policy or updating a current one.
- ★ Use evidence to support the policy change with staff surveys, cost analysis, statistics, etc.
- ★ Make the policy fit the specific environment and population.
- ★ Seek staff and parental approval before finalizing the policy with the school board.



Here is a sample wellness statement that can be shared with staff and parents:

Dear Parents,

Over the next several years, we will be updating our wellness policies. We want to make sure our students have a healthy environment in which they will be able to learn most effectively. These opportunities will also supplement our curriculum offerings on a daily basis. For more information or to include yourself in the conversations, please join us for wellness policy meetings on \_\_\_\_\_ (dates).

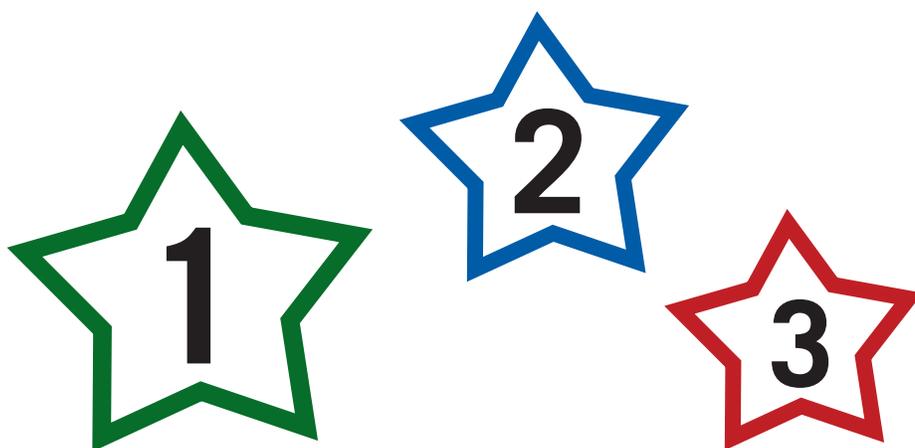
Sincerely,

### **Quick 'How-to-Use' Guidebook Reference:**

This Guidebook serves as a tool to help schools create a healthier environment. There are 10 Standards for wellness, with additional content and resources to support each of them.

### **The three-step process:**

1. Review each of the Standards and determine if the school environment is meeting, exceeding or not meeting each one.
2. If the school environment is not currently meeting the Standard, determine if it could be met for the specific school population.
3. If the Standards could be met in the school environment, choose and then adopt items from each Standard and then work through the School Health Advisory Council to formalize them into policies.





# Ten Empower Schools Standards

★ 10 Empower Standards







# EMPOWER

## 10 Ways to Empower Schools to Offer Healthier Environments

- ★ **Standard 1:** Adopt food service guidelines and nutrition standards for all school-related food in alignment with United States Department of Agriculture (USDA) National School Breakfast and Lunch Programs (NSBP/NSLP) and Smart Snacks in Schools guidelines.
- ★ **Standard 2:** Provide students access to healthy beverages and water before, during and after school in alignment with USDA National School Breakfast and Lunch Programs and Smart Snacks in Schools guidelines.
- ★ **Standard 3:** Offer a supportive nutrition environment.
- ★ **Standard 4:** Provide a school employee wellness program that includes healthy eating and physical activity opportunities for all school staff members.
- ★ **Standard 5:** Ensure the School Health Advisory Council performs monitoring and assessment of the implementation of the local wellness policies.
- ★ **Standard 6:** Create a district Comprehensive School Physical Activity Program (CSPAP).
- ★ **Standard 7:** Adopt Arizona Department of Health Services SunWise Environmental Practices and Heat Illness Prevention School Alert Programming.
- ★ **Standard 8:** Include drug/tobacco/alcohol abuse awareness, prevention and treatment.
- ★ **Standard 9:** The School Health Advisory Council will annually reassess the action plan that addresses district health information topics.
- ★ **Standard 10:** The School Health Advisory Council will annually reassess the action plan that addresses district behavioral health information topics.



# STANDARD 1

## Nutrition Standards

**Standard 1: Adopt food service guidelines and nutrition standards for all school-related food in alignment with USDA National School Breakfast and Lunch Programs (NSBP/NSLP) and Smart Snacks in Schools guidelines.**

### Why is this Standard important?

With over **289,000** children in Arizona participating in the National School Breakfast Program and **646,000** children participating in the National School Lunch Program in **2013** (USDA), it is important that they have healthy food options. It is equally important to ensure that all other students not participating in the Programs have healthy food options as well. **Empower Schools** recommends a district local wellness policy to regulate all foods available at school.

It is recommended that these criteria are also considered when updating school wellness policies regarding available foods at school:

- ★ Budget-Friendly Vending Options
- ★ Food Allergies
- ★ Healthy Food Options from Home
- ★ Menu Planning
- ★ New Snack and Vending Standards
- ★ NSBP/NSLP and Smart Snacks in Schools Guidelines
- ★ Out-of-School Programs
- ★ Parent Education
- ★ Professional Development
- ★ Recommended Daily Calories for Youth
- ★ School Fundraisers and Celebrations
- ★ School Grant Programs
- ★ Sodium in School Foods
- ★ School Stores

## Sample Policy to Regulate All Foods at School

(District name) will follow United States Department of Agriculture (USDA) National School Breakfast and Lunch Programs and Smart Snacks in Schools guidelines and will ensure that all other school-related foods sold on the physical campus meet the same criteria during regulated hours per USDA standards (midnight to 30 minutes after final school bell). Also, (District name) will annually make nutrition education information available to parents and school staff to include the latest school nutrition recommendations and guidelines and information about school grant and nutrition education training opportunities.



★ **Budget-Friendly Vending Options and New Vending Standards**

The new USDA Smart Snacks in Schools guidelines regulate all foods that are sold during the school day, including those that are available in vending machines. The new guidelines can be found on the USDA website.

★ **Healthy Food Information for Parents**

USDA has many great resources for parents, including daily calorie recommendations for youth, healthy meal suggestions from home and food allergy information and resources.

★ **NSBP/NSLP and Smart Snacks in Schools Guidelines**

The National School Breakfast and Lunch Programs, along with the Smart Snacks in Schools guidelines, have specific nutrition criteria that they must meet for all foods sold during school hours. All of the guidelines address fruits and vegetables, meat/meat alternates, grains, whole grains, milk, calories, sodium, fat content and sugars in the foods.

**USDA standards can be found on the USDA website.**

★ **Out-of-School Programs**

Information about new school meal regulations, healthier food option lists and ways to provide healthier foods on a budget should be made available to out-of-school programs.

★ **School Celebrations, Stores and Fundraising**

Foods sold in schools during the school day must now meet the USDA Smart Snacks in Schools guidelines that address calories, sodium, fat, sugar and other nutritional content.



★ **School Grant Programs and Nutrition Professional Staff**

Information about school nutrition grant programs or trainings that will be made available for school nutrition staff should be included in local wellness policies.

★ **Sodium in School Foods**

School foods must meet sodium guidelines for meals and snacks. The Centers for Disease Control and Prevention has information about reducing sodium and can be found on the website found in the Resources section.

For the latest nutrition-related information for schools, resources for parents and other relevant nutrition topics, please visit: <http://www.fns.usda.gov/>



# STANDARD 2

## Healthy Beverages and Water

**Standard 2: Provide students access to healthy beverages and water before, during and after school in alignment with USDA National School Breakfast and Lunch Programs and Smart Snacks in Schools guidelines.**

### Why is this Standard important?

Arizona had over **646,000** students participating in the National School Lunch Program in **2013** (USDA), so it is important that they have healthy beverage options. It is equally important to ensure that all other students not participating in the Programs have healthy beverage options as well. **Empower Schools** recommends a district local wellness policy to regulate all beverages available at school.

It is recommended that these criteria are also considered when updating school wellness policies regarding available beverages at school:

- ★ Budget-Friendly Vending Options
- ★ Healthy Home Beverages
- ★ NSBP/NSLP and Smart Snacks Beverage Guidelines
- ★ Out-of-School Beverages
- ★ Water Availability

## Sample Policy to Regulate All Beverages at School

(District name) will follow United States Department of Agriculture (USDA) National School Breakfast and Lunch Programs and Smart Snacks in Schools guidelines and will ensure that all other beverages sold on the physical campus meet the same criteria during regulated hours per USDA standards (midnight to 30 minutes after final school bell). Also, (District name) will annually make nutrition education information available to parents and school staff to include the latest school beverage recommendations and guidelines and information about school grant and nutrition education training opportunities.



★ **Budget-Friendly Vending Options**

The new USDA Smart Snacks Beverage guidelines regulate the nutrition content of beverages sold during school hours. An easy way to promote healthy beverage selection is to make healthier vending options more affordable.

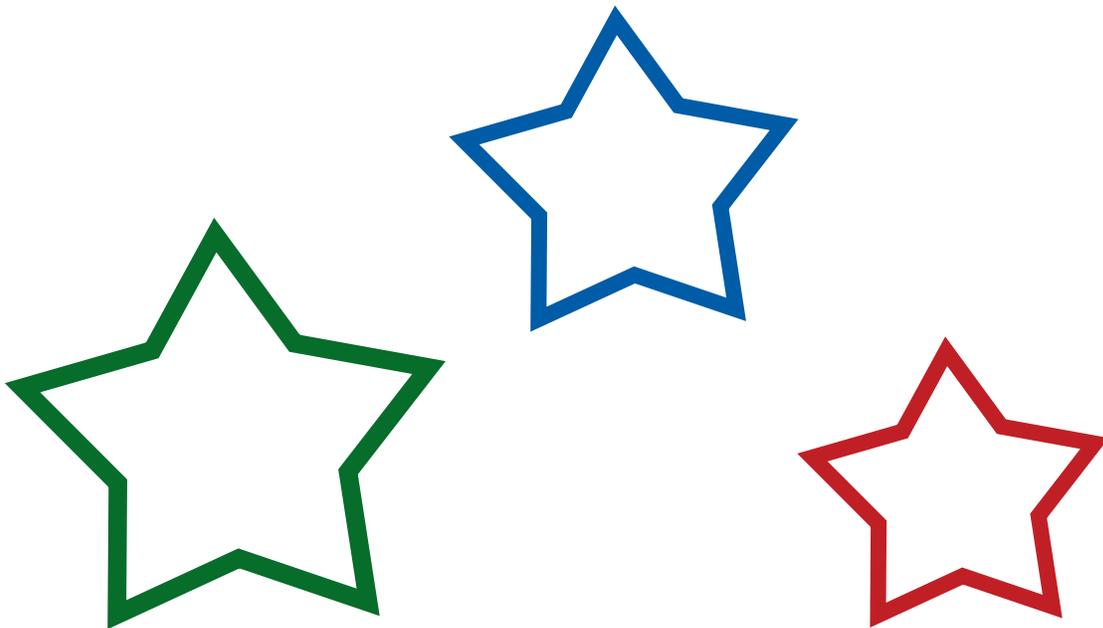
★ **Healthy Home Beverages**

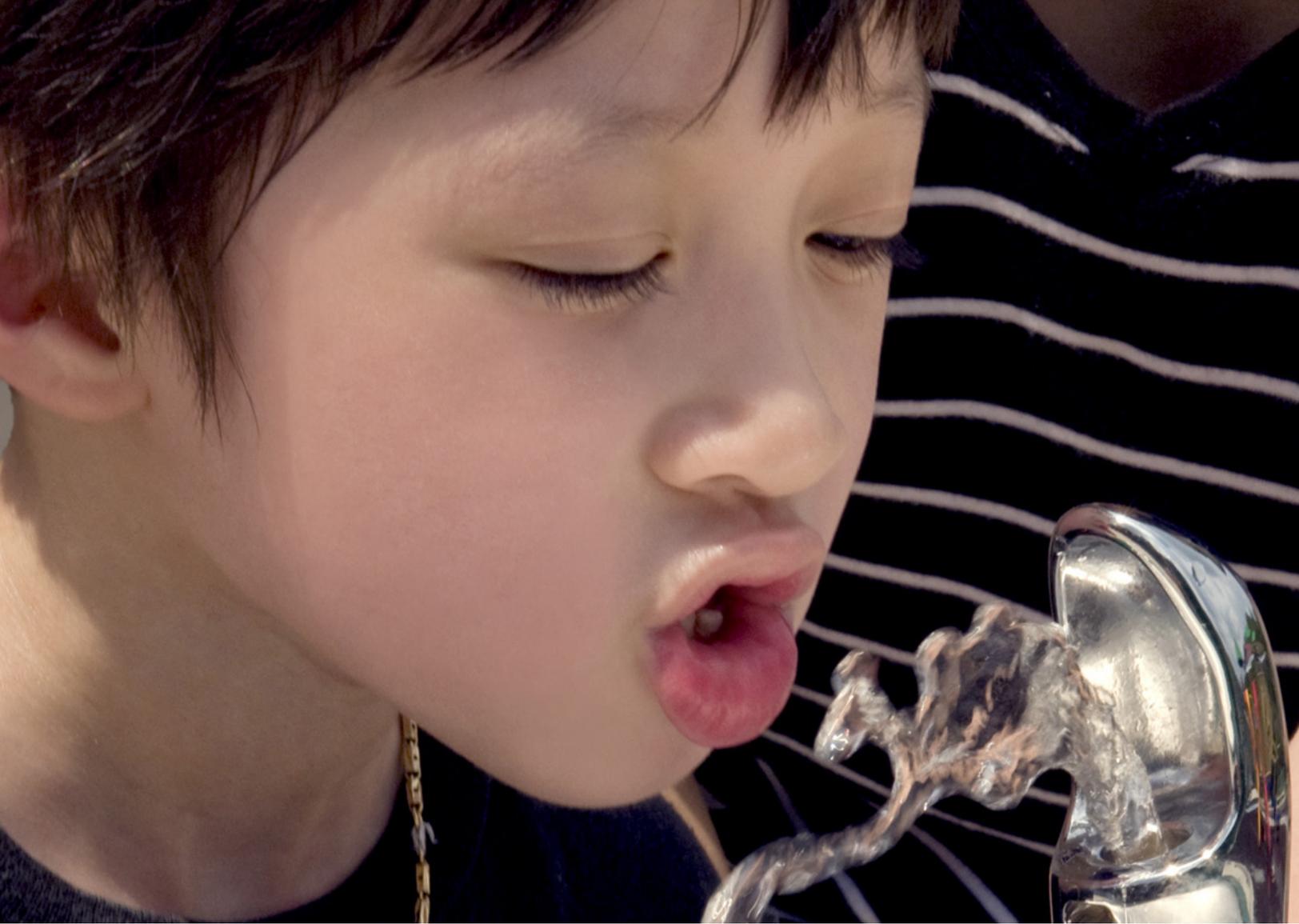
Informing parents and staff about healthier options that they can bring from home may lead some to improve their drinking habits. A good resource about calorie content in frequently consumed beverages can be found on the websites in the Resources section.

★ **NSBP/NSLP and Smart Snacks Beverage Guideline**

The National School Breakfast and Lunch Programs, along with the Smart Snacks Beverage guidelines, have specific nutrition criteria that must be met for all foods and beverages sold during school hours. All of the guidelines address fruits and vegetables, meat/meat alternates, grains, whole grains, milk, calories, sodium, fat content and sugars in the foods.

**USDA standards can be found on the USDA website.**





★ **Out-of-School Beverages**

Information about new school beverage regulations, healthier beverage option lists and ways to provide healthier beverages on a budget should be made available to out-of-school programs.

★ **Water Availability**

Having free sources of water at school in sanitary and good working condition is important for students' health and daily hydration.

For the latest nutrition-related beverage information for schools, resources for parents and other relevant nutrition topics, please visit: <http://www.fns.usda.gov/>

# STANDARD 3

## Supportive Nutrition Environment

**Standard 3: Offer a supportive nutrition environment.**

### Why is this Standard important?

Based on the **2012** Arizona School Health Profiles Survey results, among high schools, only **34%** did not sell less nutritious foods and beverages anywhere outside the school food service program (CDC). It is important to provide all students with a healthy environment. **Empower Schools** recommends a district local wellness policy to provide a supportive nutrition environment.

It is recommended that these criteria are also considered when updating school wellness policies regarding a healthier school environment:

- ★ Arizona Nutrition Network
- ★ Farm to School
- ★ Fruit and Vegetable Tasting
- ★ National School Breakfast and Lunch Programs Participation
- ★ Parent Education
- ★ Parent Participation in School Nutrition
- ★ Professional Development
- ★ School Food Marketing
- ★ School Gardens



The nutrition environment refers to food and beverage marketing and advertising at the school as well as nutrition education programs and opportunities

## Sample Policy to Offer a Supportive Nutrition Environment

(District name) will follow food/beverage advertising and marketing recommendations in line with United States Department of Agriculture (USDA) Smart Snacks in Schools guidelines on all school property during the school day and promote healthy nutrition options and healthy nutrition practices to staff, parents and students.



### ★ **Arizona Nutrition Network**

The Arizona Nutrition Network (AzNN) is a program of the Arizona Department of Health Services that promotes health and nutrition to people who are participating in the Supplemental Nutrition Assistance Program (SNAP) or who are eligible to participate. They offer nutrition education through statewide campaigns in environments that include school districts. For more information or to contact them for nutrition education resources or nutrition education opportunities, check out their website listed in the Resources section.

### ★ **Farm to School**

More schools are offering foods to students that have been grown by local farmers. This can be a great opportunity to incorporate nutrition education and teach students about their community. Farm to School programs and grant opportunities can be found within the Resources section of this Guidebook.

### ★ **Fruit and Vegetable Tasting**

Schools also have the opportunity to incorporate healthy fruit and vegetable taste-testing into their daily teaching lessons. This provides students the ability to experience new foods, allows districts to involve their school nutrition professionals in teaching and promotes healthier eating. The Arizona Department of Education (ADE) offers a program called the 'Fresh Fruit and Vegetable Program' with support from USDA; this could be an opportunity for which school districts could apply.

### ★ **National School Breakfast and Lunch Program Participation**

Getting more students to participate in the USDA National School Breakfast and Lunch Programs is beneficial to students and school districts. It is important to make sure school staff is actively promoting participation among students and parents. By having healthier options available and highlighting those options to students, parents and staff can help increase participation. The Resources section has information to help school districts improve their nutrition offerings and Program participation.

### ★ **Parent Education**

Letting parents know what nutrition options are available at school could help them decide what their child will eat during the school day. It also provides an opportunity to educate parents about general nutrition recommendations through classes, monthly newsletters or website reminders.

### ★ **Parent Participation in School Nutrition**

Parents are important stakeholders in creating a healthy school environment. Schools can engage them through School Health Advisory Councils where parents' requests and concerns can be heard. Parents serve as a valuable resource to the school.

### ★ **Professional Development**

Continuing education for school nutrition staff is just as important as continuing education for teaching staff. There is a dedicated USDA website section that has annual trainings available for school nutrition professionals. This information can be found in the Resources section.

### ★ **School Food Marketing**

A healthy environment at school allows for better learning and healthier students. Marketing healthy foods in schools is important in shaping a healthy school environment, including foods that school staff and parents are consuming and promoting. Having school nutrition professionals provide education and promote healthier options to staff and parents can also assist in fostering a healthier school environment.

### ★ **School Gardens**

Having a school garden is a great way to teach students about healthy eating and also incorporate nutrition information into everyday lessons. The Arizona Department of Education (ADE) and the Arizona Department of Health Services (ADHS) offer resources to assist schools with selecting, harvesting and utilizing foods grown in school gardens.

Another related resource is the Let's Move Salad Bars to Schools Program, which provides information about incorporating produce from school gardens into school salad bars for more meaningful nutrition education.

More information on ADE and ADHS assistance, as well as Let's Move Salad Bars to Schools, is available in the Resources section.

For specific information about what nutrition environment opportunities are allowable within Arizona schools environments, including state-specific regulations, please visit the ADE webpage: <http://www.azed.gov/>

# STANDARD 4

## Employee Wellness Program

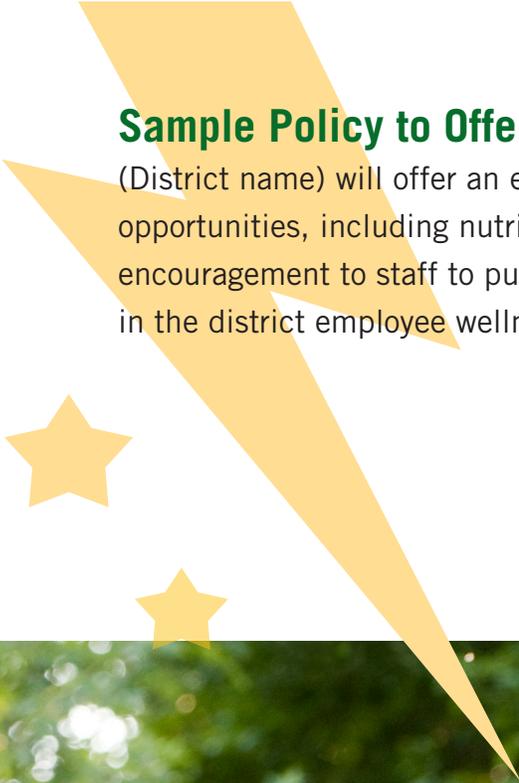
**Standard 4: Provide a school employee wellness program that includes healthy eating and physical activity opportunities for all school staff members.**

### **Why is this Standard important?**

Having healthy school staff reduces health care costs and sick time while ensuring that qualified individuals are at school and educating students. **Empower Schools** recommends a district local wellness policy to offer a school employee wellness program.

It is recommended that these criteria are also considered when updating school wellness policies to offer a school employee wellness program:

- ★ Alternative Transportation
- ★ Healthy Arizona Worksite
- ★ Healthy Classroom Rewards and Modeling
- ★ Healthy Nutrition
- ★ Wellness Promotion



## Sample Policy to Offer a School Employee Wellness Program

(District name) will offer an employee wellness program that provides wellness opportunities, including nutrition education, physical activity promotion, encouragement to staff to pursue active forms of transportation and participation in the district employee wellness insurance offerings (if available).



★ **Alternative Transportation**

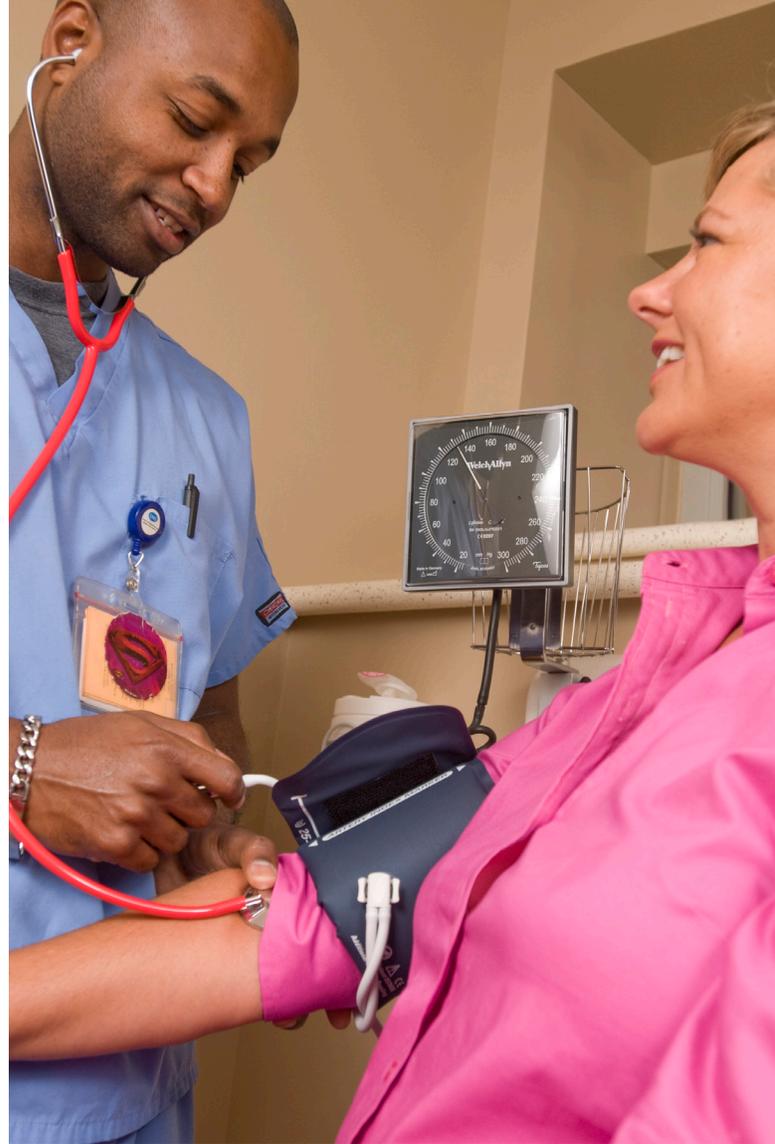
Commuting, public transportation and alternative transportation methods can be used in most communities and can help people stay active on a daily basis. Even changing school bus and parent drop-off routes can increase activity levels during morning and afternoon times for students, parents and staff. In the Resources section, there is more information about healthier transportation methods.

★ **Healthy Arizona Worksite**

Having a worksite wellness program can be a great return on a school's investment in its employees. It provides opportunities for staff to become healthier and helps them stay motivated to maintain a healthy lifestyle. The Healthy Arizona Worksite Program has detailed information and tips on how to create or build on existing worksite wellness offerings. This information is located in the Resources section

★ **Healthy Classroom Rewards and Modeling**

Giving positive reinforcement is a great way to reward a student's achievement in the classroom, but using unhealthy foods as a reward could be harmful to a student's long-term health. Also, adults who model healthy food behavior set a good example for students. The Resources section includes recommendations about alternative rewards in the classroom.



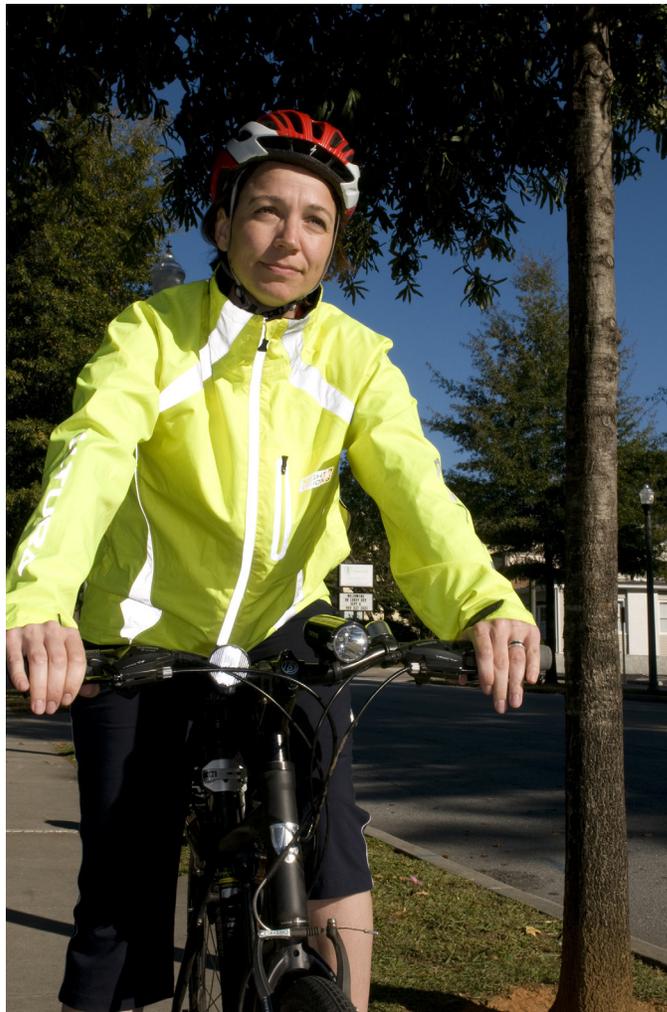
### ★ **Healthy Nutrition**

Providing staff with resources and information about healthier nutrition options is a great opportunity to promote wellness. Included in the Resources section are recommendations and educational handouts about healthy nutrition for adults and kids.

### ★ **Wellness Promotion**

All adults should be active on a daily basis. The Resources section contains websites that have specific information on wellness promotion and tools to create a healthier school environment for adults.

For specific information about healthy worksite programs and recommendations, please visit <http://www.healthyazworksites.org/> or <http://www.healthologyaz.com/>



# STANDARD 5

## Monitoring and Assessment

**Standard 5: Ensure the School Health Advisory Council performs monitoring and assessment of the implementation of the local wellness policies.**

### Why is this Standard important?

According to the **2012** Arizona School Health Profiles Survey, among high schools, only **3%** always offered fruits or non-fried vegetables in vending machines and school stores, canteens or snack bars and during celebrations when foods and beverages are offered (CDC). USDA Smart Snacks in Schools guidelines and National School Breakfast and School Lunch Programs guidelines require compliance with this wellness standard. Having district local wellness policies and monitoring the impact they are having and rates of compliance is also important for district strategic planning and long-term student health improvements. **Empower Schools** recommends a district local wellness policy to regulate the monitoring and assessment of the implementation of the local wellness policies.

It is recommended that these criteria are also considered when updating school wellness policies to ensure the School Health Advisory Council performs monitoring and assessment of the implementation of the local wellness policies:

- ★ How to Notify Parents of Policy Changes
- ★ Rules on Local Wellness Policies
- ★ School Board Roles and Their Role in Making Policy
- ★ School Health Index (SHI)/School Health Advisory Council (SHAC) Information
- ★ Staff Evaluation

## **Sample Policy to Ensure the School Health Advisory Council Performs Monitoring and Assessment of Local Wellness Policy**

(District name) will assign a representative to be responsible for collecting information on local wellness policy implementation, effectiveness and compliancy rates and reporting to the school board on an annual basis with the School Health Advisory Council's collaborative support.





★ **How to Notify Parents of Policy Changes**

When school districts are updating or implementing new wellness policies, it is important to have an open comment period for parents and staff to voice their input. Also, once wellness policies are finalized, they should be shared with staff, students and parents, including how they will impact all parties and with whom to discuss concerns. This process can typically be completed with the School Health Advisory Council.

★ **Rules on Local Wellness Policies**

School health is a new and evolving topic that includes guidelines, recommendations and requirements. In the Resources section, there is specific information about where to find the latest school wellness information and policy changes.

★ **School Board Roles and Their Role in Making Policy**

School boards should review and approve wellness policies when they are submitted by the School Health Advisory Council. They also should review annual reports about wellness policy impact versus cost and request new areas for wellness policy improvement based on community concerns.

★ **School Health Index (SHI)/School Health Advisory Council (SHAC) Information**

The School Health Index is a tool from the Centers for Disease Control and Prevention that provides School Health Advisory Councils with a way to carefully assess the district health environment and identify areas for improvement related to wellness policies, resources and efforts. The School Health Advisory Council is the working group that makes recommendations as well as monitors and evaluates wellness policies at the school board's request.

★ **Staff Evaluation**

Utilize staff, parent and student surveys twice per year to gauge the success of implementation of the district's wellness policies. This evaluation will allow people to voice their opinions about newly formed policies and the impact they are having following implementation.

For specific information and the latest school health-related information, please visit any of these continuously updated websites:

<http://www.healthologyaz.com>

<http://www.cdc.gov/healthyyouth/schoolhealth/index.htm>

<http://www.fns.usda.gov/>

# STANDARD 6

## Physical Activity and Education Program

**Standard 6: Create a district Comprehensive School Physical Activity Program (CSPAP).**

### **Why is this Standard important?**

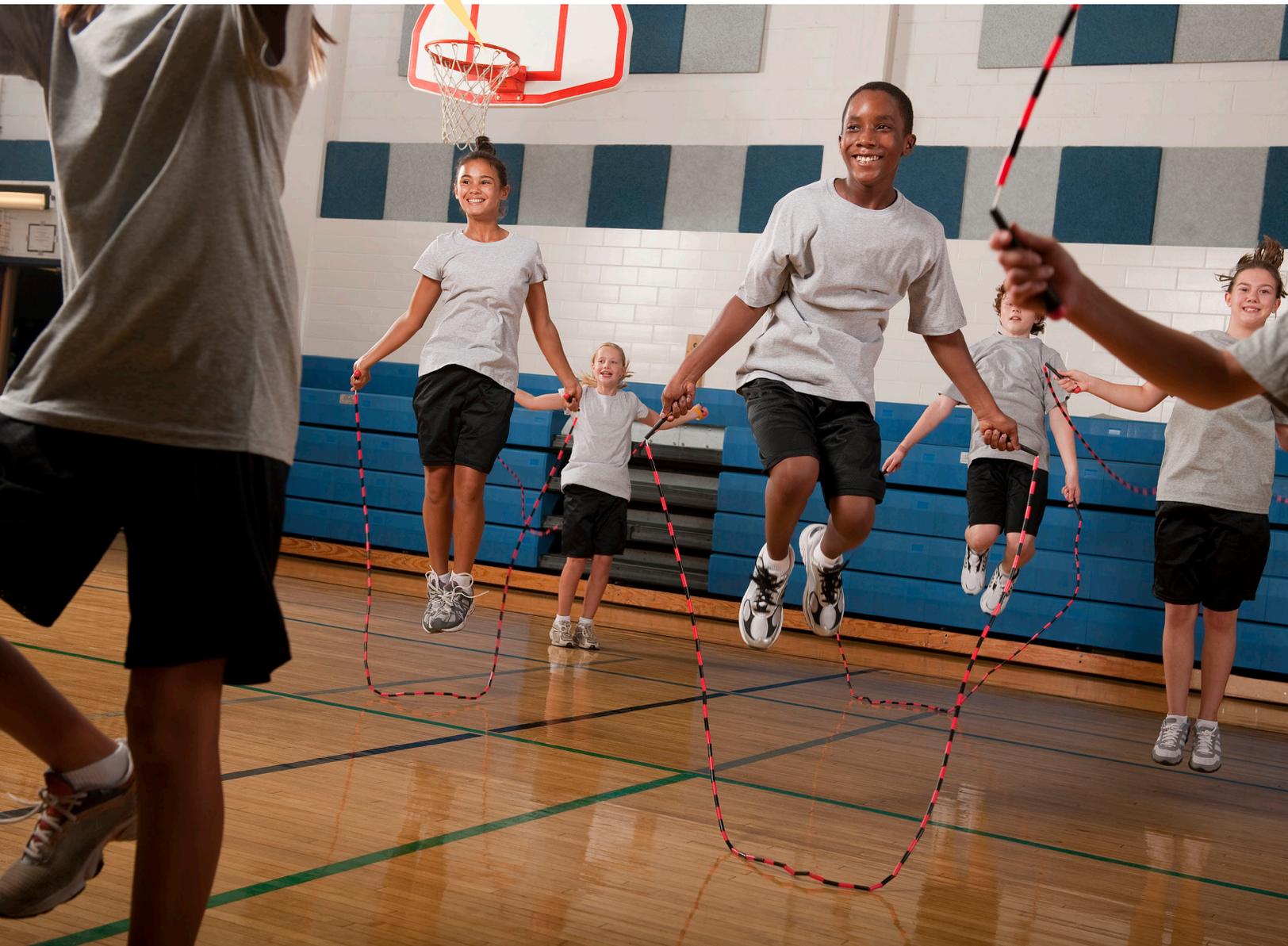
According to the **2012** Arizona School Health Profiles Survey, among high schools, only **57%** required physical education for all students (CDC). Being physically active and physically educated is an important part of a healthy life and greatly impacts quality of life. **Empower Schools** recommends a district local wellness policy to create a district Comprehensive School Physical Activity Program (CSPAP).

It is recommended that these criteria are also considered when updating school wellness policies to create a district CSPAP:

- ★ Coordinated School Health

## Sample Policy to Create a District Comprehensive School Physical Activity Program

(District name) will create a Comprehensive School Physical Activity Program and promote opportunities to students and staff through multiple avenues to allow each person the chance to meet daily physical activity recommendations.



## ★ **Coordinated School Health**

Recommended by the Centers for Disease Control and Prevention, this health model approach recommends including multiple components in the planning and design of the school environment, therefore, providing a healthier place for students and staff to work.

### **Eight components of Coordinated School Health:**

1. Physical Education
2. Health Education
3. Counseling, Psychological and Social Services
4. Health Services
5. Family and Community Involvement
6. Health Promotion for Staff
7. Healthy and Safe School Environment
8. Nutrition Services

The **Empower Schools** program incorporates all of these components and more into the **10 Standards**.

Each component could have an individual representative on the planning committee, but it is not always required. It is recommended, however, that each component be addressed, regardless of having an individual representative.

Comprehensive School Physical Activity Programs are incorporated within a Coordinated School Health Model.

★ **What is a Comprehensive School Physical Activity Program (CSPAP)?**

A CSPAP addresses the ‘Physical Education,’ ‘Family and Community Involvement’ and ‘Health Promotion for Staff’ components of a Coordinated School Health Model. There are five CSPAP components; each of these should be included in the local wellness policies:

1. **Quality Physical Education** - cornerstone of CSPAP
2. **Physical Activity During School** - opportunities for all students to be active
3. **Physical Activity Before, During and After School** - recess and classroom
4. **Staff Involvement** - healthy role models
5. **Family and Community Involvement** - use of school and community resources

Other considerations for school districts to take into account when creating a CSPAP are community joint use agreements with partners, students with special health care needs, national physical education and physical activity recommendations based on age and how districts can align their CSPAP plan to allow for future United States Department of Agriculture (USDA) HealthierUS School Challenge application.

Specific information and the complete how-to guides for both Coordinated School Health and Comprehensive School Physical Activity Programs can be found here:

<http://www.cdc.gov/healthyyouth/schoolhealth/index.htm>

# STANDARD 7

## SunWise and Heat Illness

**Standard 7: Adopt Arizona Department of Health Services SunWise Environmental Practices and Heat Illness Prevention School Alert Programming.**

### Why is this Standard important?

The health and safety of students and staff should be a school's main priority, along with education on potential safety risks in the environment. **Empower Schools** recommends a district local wellness policy that adopts the Arizona Department of Health Services (ADHS) SunWise Environmental Practices and Heat Illness Prevention School Alert Programming.

It is recommended that these criteria are also considered when updating school wellness policies to adopt ADHS SunWise Environmental Practices and Heat Illness Prevention School Alert Programming:

- ★ Elevation in the Sun
- ★ Heat Awareness
- ★ Heat Illness Prevention School Alert Program
- ★ Heat Stroke
- ★ Hydration
- ★ SunWise Standards

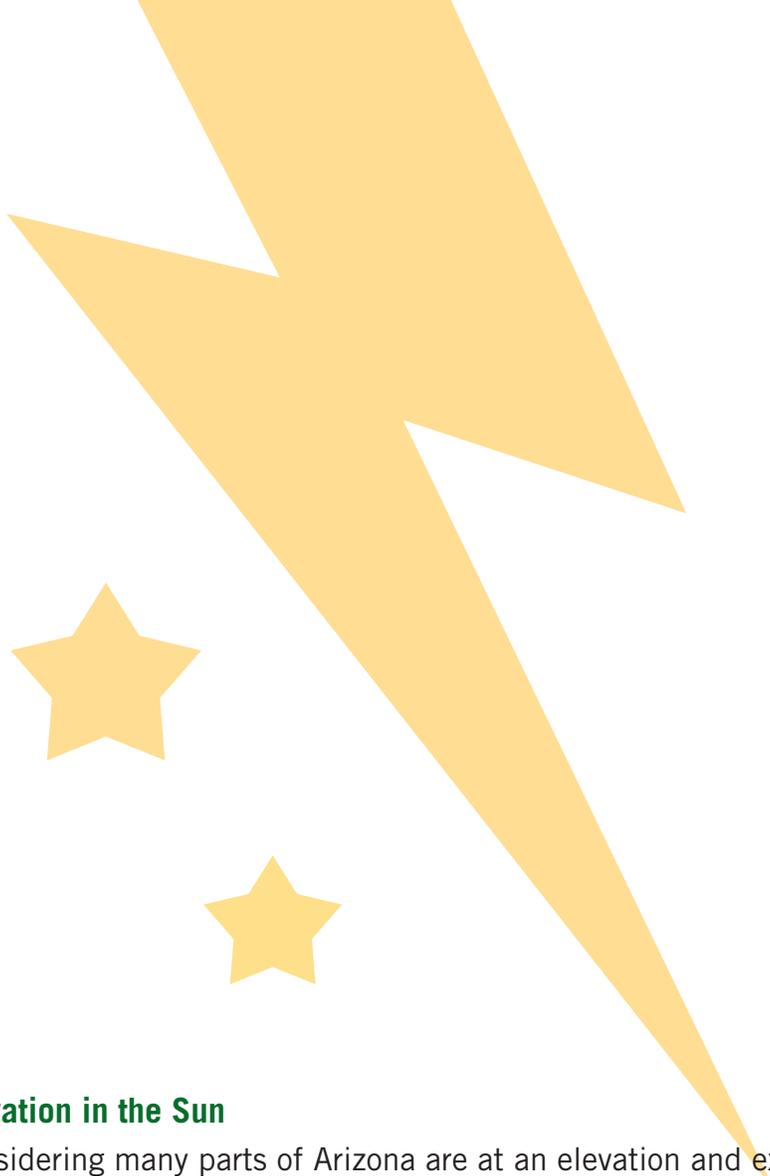


Arizona ranks #2 in the world for skin cancer incidence rates

## Sample Policy to Adopt ADHS SunWise™ Environmental Practices and Heat Illness Prevention School Alert Programming

(District name) will adopt Arizona Department of Health Services SunWise Environmental Practices and Heat Illness Prevention School Alert Programming in compliance with A.R.S. § 15-718 Instruction on Skin Cancer Prevention.





★ **Elevation in the Sun**

Considering many parts of Arizona are at an elevation and experience many days of sunshine a year, it is important to consider the school district's location. Areas in higher elevations have a higher UV exposure and typically have a cold and dry atmosphere that may require more water and skin protection.

★ **Heat Awareness and Heat Illness Prevention School Alert Program**

ADHS has an email alert system that sends notifications when there is a heat advisory in certain areas. Even though these events are usually localized to certain parts of the state, it is valuable for schools that have students who travel. Registering for this email communication will provide the school with information on heat warnings issued during the hottest months in Arizona (May-September). Alerts will also include heat-related illness prevention tips tailored for schools.

Register at the website found in the Resources section and click on "ADHS Communications sign up page" and then "**Heat Alerts for Schools.**"

### ★ Heat Stroke

Heat stroke can occur in anyone that has been exposed to excessive sun or heat and can be life threatening. It is recommended to avoid being outside in afternoon hours during warmer months and to seek shade as much as possible if outside during hot weather. In the Resources section, there is information about heat stroke and how to recognize symptoms.

### ★ Hydration

Proper hydration is important for people of all ages, especially when they are outdoors and being active. In the Resources section, there is information about proper hydration and how often to drink fluids.

### ★ SunWise™ Standards

ADHS has eight SunWise standards that can help students and staff be sun-safe:

1. Use sunscreen everyday
2. Wear hats and lip balm
3. Wear sunglasses
4. Cover exposed skin
5. Limit midday sun
6. Take cover in shade
7. Check the UV index daily
8. Avoid sun lamps and tanning booths

For the most updated information, resources and programming, please visit:

<http://www.azdhs.gov/> or <http://www.cdc.gov/healthyyouth/schoolhealth/index.htm>

# STANDARD 8

## Drug/Tobacco Abuse

**Standard 8: Include drug/tobacco/alcohol abuse awareness, prevention and treatment.**

### Why is this Standard important?

According to the **2013** Arizona Youth Risk Behavior Survey, over **31%** of students reported having been offered, sold or given drugs on a school campus in the last **12** months. The health and wellness of students and staff are important and should be considered when creating policies. **Empower Schools** recommends a district local wellness policy to include drug/tobacco/alcohol abuse awareness, prevention and treatment.

It is recommended that these criteria are also considered when updating school wellness policies to include drug/tobacco/alcohol abuse awareness, prevention and treatment:

- ★ Alcohol Abuse
- ★ Drug Abuse
- ★ Prescription Drug Abuse
- ★ Quit Tobacco
- ★ Tobacco Education

## Sample Policy to Include Drug/Tobacco Abuse Awareness, Prevention and Treatment

(District name) will adopt policy language and resources to assist staff and students with drug/tobacco/alcohol abuse awareness, prevention and treatment in compliance with A.R.S. § 36-798.

### ★ Alcohol Abuse

It is recommended that school policies address education and resources that can be made available to parents, staff and students annually about alcohol.



### ★ Drug Abuse

In addition to alcohol and tobacco use, school staff should be aware of signs of drug use and abuse on school grounds. Being aware can get the person help early and avoid having their health negatively impacted by tobacco or drugs in the future. It is recommended to have policies in place that address continuing education or training to help identify common behaviors of drug use and paraphernalia utilized.



### ★ Prescription Drug Abuse

It is recommended to have policies in place that address continuing education or training to identify common behaviors of prescription drug abuse, encourage staff and students to properly store medication to reduce theft and misuse and how to get assistance for those who need it.



★ **Quit Tobacco**

Along with offering an employee wellness program, it is also recommended to have resources available to staff who may be interested in quitting tobacco and include that information as part of the district wellness policy.

★ **Tobacco Education**

Smoking, chewing tobacco, and snuff are common forms of tobacco. A.R.S. § 36-798 requires that all schools have policies prohibiting tobacco on school grounds; however, with new forms of tobacco and nicotine becoming available, it is recommended that school districts update these policies. Information that can assist in updating these policies include:

- ★ E-cigarettes are not currently regulated by Arizona school tobacco rules (as of August 2014).
- ★ Adolescents who use smokeless tobacco are more likely to become cigarette smokers.

**Source:** Arizona Department of Health Services Bureau of Tobacco and Chronic Disease

For the most updated information, resources and programming, please visit <http://www.azdhs.gov/> or the Resources section, which has numerous state and national websites with detailed reports, statistics, resources and trainings that can be utilized.

# STANDARD 9

## Health Information

**Standard 9: The School Health Advisory Council will annually reassess the action plan that addresses district health information topics.**

### **Why is this Standard important?**

The **2012** Arizona School Health Profiles Survey indicates that in Arizona, only **14%** of high school students were required to take two or more health education classes throughout high school (CDC). This highlights a great opportunity to increase health education standards.

It is recommended that these criteria are also considered when updating school wellness policies to ensure the School Health Advisory Council will annually reassess the action plan that addresses district health information topics:

- ★ Chronic Conditions
- ★ Immunizations
- ★ Self-Monitoring
- ★ Special Health Care Needs
- ★ Teen Pregnancy and Sexually Transmitted Diseases

## Sample Policy to Ensure the School Health Advisory Council Reassesses the Action Plan

(District name) will ensure that the School Health Advisory Council will annually reassess the action plan that addresses how the district disseminates health information topics to students, staff and parents.



★ **Chronic Conditions**

Students or staff with chronic health conditions, such as asthma, cancer, diabetes or HIV, may need more attention while at school. It is important for districts to clearly inform everyone of policies pertaining to students and staff with similar conditions and how certain issues will be addressed, including medications and storage of medications. A.R.S. § 15-344 regulates medication delivery in schools and the information should be included in district wellness policies.

★ **Immunizations**

All students who attend an Arizona school need to have proof of certain immunizations, unless they have an exemption; those should be listed in the school district wellness policy and can be found here <http://www.azdhs.gov/>. Some youth with special health care needs should not receive certain vaccines. That information is listed on the Centers for Disease Control and Prevention website found in the Resources section. The website also contains certain age-recommended immunizations that could be included for parents as an appendix in a school district wellness policy.

★ **Self-Monitoring**

Sometimes students require medication or need to monitor other health conditions while at school. A.R.S. § 15-344 regulates school medication delivery and school district wellness policies should have information about what medications school staff are authorized to administer and the process for obtaining parental approval for a child to self-administer their medication or treatment for a health condition.

### ★ **Special Health Conditions**

Students with special health care needs may need assistance in accommodating their health in a school setting. Families, schools and students, as a team, play an important role in promoting a supportive educational environment so that students with special health care needs or chronic conditions have the same educational opportunities as other students. School wellness policies should include information about how teachers are selected when they will be working with students with special health care needs; this information could be included in an appendix, along with the laws and civil rights that provide students with legal protections and tools that can be used to develop individualized health plans with parents and their child.

### ★ **Teen Pregnancy and Sexually Transmitted Diseases**

It is recommended that wellness policies address how education and/or resources will be shared with parents, students and staff about teen pregnancy and Sexually Transmitted Disease (STD) information.

For the most updated information, resources and programming, please visit <http://www.azdhs.gov/> or <http://www.healthologyaz.com/>

Also, the Resources section contains many national websites with detailed reports, statistics, resources and trainings that can be utilized.



# STANDARD 10

## Behavioral Health Information

**Standard 10: The School Health Advisory Council will annually reassess the action plan that addresses district behavioral health information topics.**

### **Why is this Standard important?**

According to the **2013** Arizona Youth Risk Behavior Survey, approximately **8%** of high school students reported that they did not go to school because they felt unsafe at school or on their way to or from school in the 30 days prior to completing the survey.

It is recommended that these criteria are also considered when updating school wellness policies to ensure the School Health Advisory Council will annually reassess the action plan that addresses district behavioral health information topics:

- ★ Behavior
- ★ Bullying
- ★ Domestic and Sexual Abuse
- ★ Social and Mental Health

## **Sample Policy to Ensure the School Health Advisory Council Reassesses the Action Plan**

(District name) will ensure that the School Health Advisory Council annually reassesses the action plan that addresses how the district disseminates behavioral health information topics to students, staff and parents.



### ★ Behavior

Some behavioral problems can be recognized early in a student's life by school staff, teachers or parents. Attention Deficit Disorder (ADD) or Attention-Deficit/Hyperactivity Disorder (ADHD) are most commonly recognized in the classroom by teachers due to a student's lack of attention and/or hyperactivity. It is recommended that staff become familiar with common behaviors and related conditions or issues that may affect students at school.

### ★ Bullying

Bullying is common in and outside of schools and understanding bullying can help parents and teachers understand how to identify and prevent it. In the Resources section, there are websites with detailed information and tips on how to identify and address bullying in multiple domains, including cyberbullying. For specific Arizona School Board requirements to address bullying in compliance with House Bill (HB)-2368, visit [www.azleg.gov](http://www.azleg.gov) and search for the bill number.

### ★ Domestic and Sexual Abuse

Child or partner violence in any manner is a serious concern and resources should be made available to those who need them. In the Resources section, there are websites with detailed information for students, staff and parents in order to help educate and promote healthy relationships.

## ★ Social and Mental Health

School settings are where students develop social and mental skills and other socially relevant coping skills. It is important to make sure that youth are well-adjusted and are set on the right path for life. School staff plays an important role in watching and listening to children in social situations and speaking with them or their parents right away if they have concerns about behavior, academic progress or other social or mental concerns, including suicide and/or depression. In the Resources section, there are websites that have detailed information that could be made available to students, staff and parents.

For the most updated information, resources and programming, please visit <http://www.azdhs.gov/> or <http://www.healthologyaz.com/>

Also, the Resources section contains many national websites with detailed reports, statistics and resources that can be utilized.

## Conclusion

Congratulations on providing a healthier school environment to students and staff. After all Standards have been incorporated into local wellness policies at a school district level, the next step is to apply for the United States Department of Agriculture (USDA) HealthierUS School Challenge.

The HealthierUS School Challenge is a voluntary certification initiative that recognizes schools that have created healthier school environments through promotion of nutrition and physical activity as a member of Team Nutrition.

For more detailed information on the qualifications and application process, please visit: <http://www.fns.usda.gov/hussc/healthierus-school-challenge>

# Resources





## Online Resources to Support Standard #1

- ★ Budget-friendly healthy school food options
- ★ Food allergy reports for schools
- ★ Healthier fundraising for schools
- ★ Menu planning for schools
- ★ Nutrition standards and recommendations for youth
- ★ Out-of-school program recommendations
- ★ Report on sodium reduction in school meals  
<http://www.cdc.gov/healthyouth/schoolhealth/index.htm>
  
- ★ Healthy school lunch  
<http://www.cdc.gov/healthyouth/npao/nutritionservices.htm>
  
- ★ Sodium reduction  
<http://www.cdc.gov/salt/>
  
- ★ Healthy meals and snacks from home and recipes for parents
- ★ Healthy role model recommendations
- ★ Parent nutrition education information  
<http://www.choosemyplate.gov/>
  
- ★ Feeding and eating responsibilities for parents and children  
<http://ellynsatterinstitute.org/>
  
- ★ Farm to School programs
- ★ Grade-specific nutrition education resources
- ★ Grant programs for schools
- ★ National School Breakfast and Lunch Programs Nutrition Guidelines
- ★ School meal grant award programs
- ★ Smart Snacks in Schools guidelines
- ★ Training for school nutrition professionals  
<http://www.fns.usda.gov/>

## Online Resources to Support Standard #2

- ★ Out-of-school program healthy beverage options
- ★ Rethink your Drink report for non-water beverages  
<http://www.cdc.gov/healthyyouth/schoolhealth/index.htm>
  
- ★ Healthy school beverages
- ★ School nutrition success stories  
<http://www.cdc.gov/healthyyouth/nutrition/standards.htm>
  
- ★ Report on drinking water access in schools and how to improve  
<http://changelabsolutions.org/>
  
- ★ Feeding and eating responsibilities for parents and children  
<http://ellynsatterinstitute.org/>
  
- ★ Smart Snacks in Schools guidelines  
<http://www.fns.usda.gov/>
  
- ★ Food and water access
- ★ Healthy beverages  
<http://healthyeatingresearch.org/focus-areas/school-after-school/>

## Online Resources to Support Standard #3

- ★ Farm to School programs
- ★ Fresh fruit and vegetable program
- ★ School garden development and food safety resources
- ★ School grant awards  
<http://www.azed.gov/>
  
- ★ School garden start-up assistance  
<http://www.azdhs.gov>
  
- ★ School nutrition success stories  
<http://www.cdc.gov/healthyyouth/nutrition/standards.htm>
  
- ★ Parent education  
<http://www.choosemyplate.gov/>
  
- ★ Education opportunities
- ★ Nutrition resources  
[www.eatwellbewell.org](http://www.eatwellbewell.org)
  
- ★ Farm to School grant programs  
<http://www.fns.usda.gov/>
  
- ★ Food and beverage marketing
- ★ Menu labeling
- ★ Message framing  
<http://healthyeatingresearch.org/focus-areas/school-after-school/>
  
- ★ Salad bars to schools programs
- ★ School Health Advisory Councils  
<http://letsmove.gov>
  
- ★ Nutrition professional trainings  
<http://professionalstandards.nal.usda.gov/>
  
- ★ Salad bars to schools programs  
<http://saladbars2schools.org/>
  
- ★ How to start Farm to School  
<http://toolkit.centerfornutrition.org/>

## Online Resources to Support Standard #4

- ★ Active School Neighborhood Checklist  
<http://www.azdhs.gov/>
- ★ Healthier transportation methods
- ★ How to start a worksite wellness program  
<http://www.cdc.gov/>
- ★ Healthy food rewards/alternatives and modeling behaviors
- ★ Healthy nutrition resources  
<http://www.fns.usda.gov/>
- ★ Arizona Healthy Worksite Program  
<http://www.healthyworksites.org/>
- ★ Wellness Promotion  
<http://www.shapeup.org/>

## Online Resources to Support Standard #5

- ★ Coordinated School Health
- ★ Key school health strategies
- ★ Local wellness policy rules and regulations
- ★ School Health Advisory Councils
- ★ School Health Index Assessments  
<http://www.cdc.gov/healthyyouth/schoolhealth/index.htm/>

## Online Resources to Support Standard #6

- ★ Comprehensive School Physical Activity Programs
- ★ Comprehensive School Physical Activity Programs for Students with Special Health Care Needs  
<http://www.cdc.gov/healthyyouth/schoolhealth/index.htm>
- ★ National physical activity recommendations  
<http://www.cdc.gov/physicalactivity/everyone/guidelines/children.html>
- ★ Joint use agreements  
<http://www.changelabsolutions.org>
- ★ USDA HealthierUS School Challenge  
<http://www.fns.usda.gov/>
- ★ National physical education and activity standards  
<http://www.shapeamerica.org/>

## Online Resources to Support Standard #7

- ★ Hydration tips  
<http://www.acefitness.org>
- ★ Extreme weather and public health alerts
- ★ Environmental health
- ★ Heat index
- ★ Resources for heat illness
- ★ Resources for heat stroke
- ★ Resources for sun safety  
<http://www.azdhs.gov/>
- ★ Trainings to prevent heat-related illness  
<http://www.cdc.gov/>
- ★ Skin cancer prevention guidelines and information  
<http://www.cdc.gov/healthyyouth/schoolhealth/index.htm>

## Online Resources to Support Standard #8

- ★ Alcohol information and resources
- ★ Tobacco information and cessation programming (ASHline)  
<http://www.azdhs.gov/>
  
- ★ Prescription drug abuse information
- ★ Tobacco and substance use information
- ★ Youth Risk Behavior Survey data information  
<http://azcjc.gov>  
<http://www.cdc.gov/healthyyouth/schoolhealth/index.htm>
  
- ★ Youth tobacco access efforts  
<http://www.counterstrikeaz.com>
  
- ★ Prescription and other drug abuse information  
<http://www.drugabuse.gov/>  
<http://www.drugfreeaz.org>
  
- ★ Arizona-specific tobacco information and resources  
<http://www.smokefreearizona.org>  
<http://www.tobaccofreearizona.org>

## Online Resources to Support Standard #9

- ★ Arizona immunization information
- ★ Teen pregnancy and STD information  
<http://www.azdhs.gov/>
  
- ★ Birth control information
- ★ Diabetes
- ★ Immunizations
- ★ Special health care needs  
<http://www.cdc.gov/>
  
- ★ School health information  
<http://www.healthinschools.org/>
  
- ★ Arizona school health information  
<http://www.healthologyaz.com/>
  
- ★ Asthma-safe schools
- ★ Children with special health care needs  
<http://www.kidshealth.org/>
  
- ★ Schools with special health care needs children  
<http://www.raisingpecialkids.org/>

## Online Resources to Support Standard #10

For the latest School Board requirements, you may search specific school-related bill information or Arizona Revised Statutes (ARS) by the corresponding number found in each Standard section for the following categories

- ★ Bullying - addressed in Standard 10
- ★ Child development - addressed in Standard 9
- ★ Violence prevention - addressed in Standard 10  
<http://www.cdc.gov/>
  
- ★ Parental monitoring information and tips  
<http://www.cdc.gov/healthyyouth/schoolhealth/index.htm>
  
- ★ Overall health education  
<http://www.girlshealth.gov/>  
<http://www.womenshealth.gov/>
  
- ★ Teen safe dating information  
<http://www.hazelden.org/web/go/safedates>  
<http://www.loveisrespect.org>
  
- ★ Sexual abuse information and resources  
<http://www.rainn.org/>

## Supplemental Health and School-Related General Resource Websites

- ★ Academy of Nutrition and Dietetics  
<http://www.eatright.org>
- ★ Action for Healthy Kids  
<http://www.actionforhealthykids.org/>
- ★ Alliance for a Healthier Generation  
<https://www.healthiergeneration.org/>
- ★ American Academy of Pediatrics – Arizona Chapter  
<http://azaap.org/>
- ★ American Heart Association  
[www.voicesforhealthykids.org](http://www.voicesforhealthykids.org)
- ★ Arizona Center for Afterschool Excellence  
<http://www.azafterschool.org/>
- ★ Arizona College and Career Readiness Standards  
<http://www.azed.gov/azccrs/>
- ★ Arizona Department of Education  
<http://www.azed.gov>
- ★ Arizona Department of Health Services  
<http://www.azdhs.gov>
- ★ Arizona Nutrition Network  
<http://www.eatwellbewell.org/>
- ★ Centers for Disease Control and Prevention  
<http://www.cdc.gov/>

## Supplemental Health and School-Related General Resource Websites (continued)

- ★ Fuel Up to Play 60  
<http://www.fueluptoplay60.com>
  
- ★ Healthy School Builder (Alliance for a Healthier Generation)  
<https://schools.healthiergeneration.org/>
  
- ★ Let's Move  
<http://www.letsmove.gov>
  
- ★ Let's Move - Schools  
<http://www.letsmove.gov/schools>
  
- ★ Mental Health Services  
<http://mentalhealth.gov>
  
- ★ MyPlate  
<http://www.choosemyplate.gov/>
  
- ★ National Association of State Boards of Education  
<http://www.nasbe.org/>
  
- ★ National Weather Service – A Guide to Developing a Severe Weather Emergency Plan for Schools  
<http://www.erh.noaa.gov/>



# Glossary and References





## Glossary

**Alternative Transportation** – any method other than commuting with your own car by yourself.

**Calorie** – standard measure of energy found in foods/beverages.

**Centers for Disease Control and Prevention (CDC)** – recognized as the lead federal agency for protecting the health and safety of people, at home and abroad, providing credible information to enhance health decisions, and promoting health through strong partnerships.

**Chronic Condition** – any medical symptom(s) that are recurring and typically need some form of treatment.

**Comprehensive School Physical Activity Program (CSPAP)** – a process to improve the school physical health environment with multiple community and school supporters.

**Coordinated School Health** – an approach that uses eight health pillars to shape important school health topics.

**Employee Wellness Program** – an initiative to offer health-related programs to employees as part of their employment.

**Food Allergy** – a negative health reaction to a certain type(s) of food or ingredient.

**Food Marketing** – advertising of certain foods/beverages.

**Joint Use Agreements** – The process for sharing of space between schools and communities.

**Local Wellness Policy (LWP)** – a compilation of official policies that guide a local education agency's (LEA) or school district's efforts to establish a school environment that promotes students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

## Glossary (continued)

**National School Breakfast Program (NSBP)** – a federal program that provides cash assistance to states to operate non-profit breakfast programs in schools and residential child care institutions. The USDA Food and Nutrition Service administers the NSBP at the federal level. State education agencies administer the NSBP at the state level, and local school food authorities operate the program in schools.

**National School Lunch Program (NSLP)** – a federally assisted meal program operating in public and non-profit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day. The program was established under the National School Lunch Act, signed by President Harry Truman in 1946.

**Nutrition Environment** – school boundaries where food/beverages are advertised, marketed and sold.

**Out-of-School** – time that is outside of the typical school day.

**School Health Advisory Council (SHAC)** – a group of community and school members who meet to discuss school health wellness topics and policies.

**School Health Index (SHI)** – a tool used by school administrators to assess different categories of wellness around the district and identify strengths, weaknesses and opportunities for updating policy.

**School Health Improvement Plan (SHIP)** – a plan to improve the school academic/health environment and is part of the School Health Index (SHI) process.

**School Health Profile (SHP)** – a survey tool used by school administrators to assess health education and other wellness-related items within the district; data is then aggregated into a state report by the CDC.

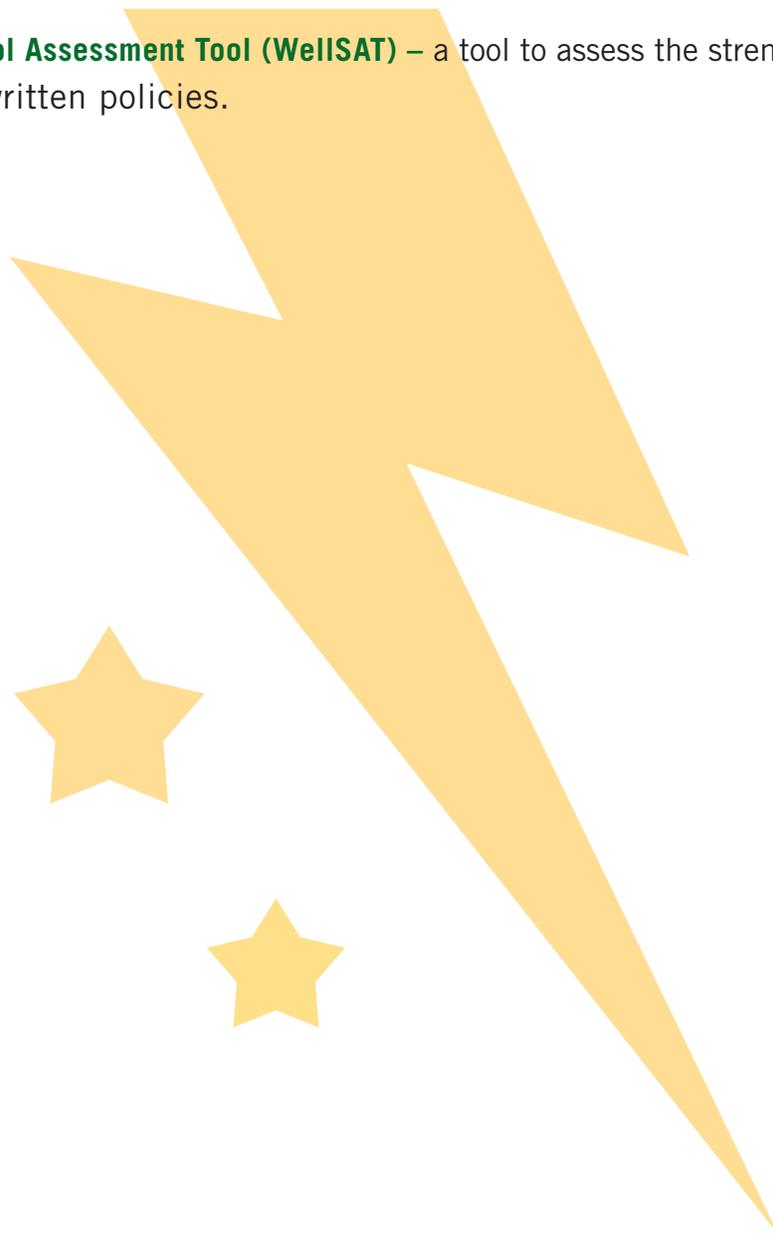
**Self-Monitoring** – the process of maintaining your own personal health.

## Glossary (continued)

**Special Health Care Needs** – the need for assistance for a disability or an increased risk for a chronic physical, developmental, behavioral or emotional condition requiring health and related services of a type or amount beyond that typically required.

**USDA HealthierUS School Challenge** – a national award program that recognizes schools who are implementing programs and policies that are positively impacting students' health.

**Wellness School Assessment Tool (WellSAT)** – a tool to assess the strength of language in written policies.



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Arizona Department of Health Services  
Bureau Of Nutrition and Physical Activity  
150 North 18th Avenue, Suite 310  
Phoenix, Arizona 85007  
602-542-1886  
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