

2016-17 SCHOOL YEAR SCHOOL HEALTH PROFILE FORM

Healthy Schools Act of 2010

Under Section 602 of the *Healthy Schools Act of 2010* (L18-0209), each public school and public charter school within the District of Columbia is required to:

- 1.) **Complete and submit** the online School Health Profile (SHP) form to the Office of the State Superintendent of Education (OSSE).
- 2.) Make the completed profile available to the public by posting it online, if the school has a website, and making the information available to parents in the school's main office.

Any public school or public charter school that fails to complete and submit its SHP form to OSSE **on or before Feb. 15** of each year will be out of compliance with Section 602 of the Healthy Schools Act of 2010.

Instructions

The online SHP form must be completed by each school. For example, if your local education agency (LEA) includes five campuses, each campus must complete an SHP.

OSSE recommends that one person at each school be responsible for disseminating the SHP form to school staff members (Health Teacher, Nurse, Food Services Director, etc.) and then collecting the data and submitting the form online.

Complete all sections of the form with responses for the 2016-2017 school year.

For definitions and clarifications, or more information on how to complete the online SHP form, please see our <u>Frequently Asked Questions (FAQs)</u> at the end of this document or in the green menu bar of the online application.

Submission Deadline

The online form must be completed **on or before Feb. 15, 2017**. OSSE will post each completed SHP on the OSSE website within 30 days of receipt for public review. If your school has not completed the form by Feb. 15, your school will be listed on the OSSE website as out of compliance with Section 602 of the *Healthy Schools Act of 2010*. OSSE also reports compliance with the SHP to the Mayor, the DC Council, and the Healthy Youth and Schools Commission.

Once submitted, OSSE will also e-mail a PDF copy of the completed SHP to the contact you provide us in Section 1 of this form.

The SHP form must be submitted through https://octo.quickbase.com

- When completing the online form, please <u>do not</u> use commas, quotes, or press "enter" in text boxes.
- Due to skip patterns in the online form, you may not have to answer all the questions. For example, if your school does not have a website, you will move automatically to question 7.

Need assistance with the online form?

Call (202) 719-6500 | Email OSSE.callcenter@dc.gov | See FAQs in this doc

Section 1: School Profile

1. Type of School*	_				
Public Sc	hool 💽 Pub	olic Charter Scho	ol C	Private School	
2. LEA ID : 109	3. School Code	e: 109	4. Ward: 7		
5. LEA Name* Ce	esar Chavez				
5a. School Name* $^{\mathrm{C6}}$	esar Chavez PCS f	or Public Policy	-Parkside H	IS .	
6. Does your school o	urrently have a webs	ite?*			
Yes		\bigcirc	No		
6a. What is your school's website address? http://www.chavezschools.org					
7. Current number of	students enrolled* 3	351			
8. Grades Served. Sel	ect all that apply*				
Pre-K	3	7 11			
К	4	8 12			
1	5	9 Adı	ılt		
2	<u>6</u>	10 Oth	er		
9. Contact Name*	William Massey				
9a. Contact E-mail*	william.massey@	chavezschools.	org		
9b. Contact Job Title	Principal				
OSSE will contact this	person if there are qu	estions about the S	HP. This perso	n will automatically be	

added as a user for the 2017-18 HSA SHP and will receive a PDF copy of the completed HSA SHP via e-

mail for posting per section 602(c) of the Healthy Schools Act of 2010.

Section 2: Health Services

Recommended point of contact for this section: School Health Providers

Helpful definitions: Nursing refers to registered nurses (RN) or licensed practical nurses (LPN). Allied health professional refers to nursing assistants, medical technicians, or anyone who can support a nurse; it does not refer to related service providers for purposes of special education.

12. How many of the following clinical staff are currently employed, work as a contractor	or, or
volunteer at your school?*	

Psychiatrist # full time(0 – 10): #part time (0 – 10): Psychologist # full time (0 – 10): 1 #part time (0 – 10): 0 Licensed Independent Clinical Social Worker (LICSW) # full time (0 – 10): 2 #part time (0 – 10): 0 Licensed Professional Counselor (LPC) # full time (0 – 10): 1 #part time (0 – 10): 0

13. What type of training do you provide for each audience on your anti-bullying policy? Select all that apply

Staff	Yes	No
Professional Development (internal)	\odot	\bigcirc
Webinars	\odot	\bigcirc
Written Materials	\odot	\bigcirc
Outside Organizations: Which one(s)?	O	•
Other	\bigcirc	•

Students Professional Development (internal) Webinars Written Materials Outside Organizations: Which one(s)? Other	Yes O	No () () () () () () () () () (
Parents/Community Professional Development (internal) Webinars Written Materials Outside Organizations: Which one(s)? Other	Yes	Nº () () ()

Section 3: Health Education Instruction

Recommended point of contact for this section: Health Education Teacher, Physical Education teacher

Important Definitions for this Section:

<u>Health Education</u>: Health education is defined by the Centers for Disease Control and Prevention as education that consists of any combination of planned learning experiences that provide the opportunity to acquire information and the skills students need to make quality health decisions.

<u>Physical Education:</u> Physical education (PE) provides students with a structured, sequential, standards-based program of instruction designed to: develop knowledge on motor skills, health-related benefits of active living, and physical activity; increase self-esteem and social responsibility; build a foundation of practices that promote and facilitate the attainment of movement skills, fitness, and physical activities that can be maintained throughout life.

<u>Health Education Minutes:</u> This number should represent the average number of minutes over the course of the year. If a student only receives <u>health education</u> for one semester or one quarter, please average the minutes for the whole year. Do **NOT** include physical education instruction time in this figure. This average should only include time that a particular student in each grade would receive health education instruction taught with a curriculum specifically designed for health education. For this question, please indicate an average between 0 and 125 minutes of health education that your school provides per grade for every week of the school year.

14. How many teachers instruct *only* health education in your school?*(0-10):

Note: Please make sure teachers reported in questions 14, 15, and 16 are not counted for more than one time.

14a. Name of Health Education Instructor 114ai. Health Education Instructor 1 E-mailAsia Quickasia.quick@chavezschools.org

14b. Name of Health Education Instructor 2 14bi. Health Education Instructor 2 E-mail

14c. Name of Health Education Instructor 3 14ci. Health Education Instructor 3 E-mail

15. How many teachers instruct *only* physical education in you school?*(0-10):

15a. Name of Physical Education Instructor 1

James Pope

james.pope@chavezschools.org

15b. Name of Physical Education Instructor 2	15bi.Physical Education Instructor 2 E-mail
15c. Name of Physical Education Instructor 3	15ci.Physical Education Instructor 3 E-mail
16. How many teachers instruct <i>both</i> health <u>and</u> phys	sical education in your school?* $(0-10)$:
16a. Name of Dual Instructor 1	16ai. Dual Instructor 1 E-mail
16b. Name of Dual Instructor 2	16bi. Dual Instructor 2 E-mail
16c. Name of Dual Instructor 3	16ci. Dual Instructor 3 E-mail
17. If your school partners with any outside programs requirements (including nutrition, alcohol, tobacco ar please specify their name below.*	•
Name of agency or organization:	
No current partnership(s)	
18. For each grade span in your school, please indicat during the regular instructional school week that stud	
Grades: K – 5 Minutes/Week (0 – 125):	
Grades: 6 – 8 Minutes/Week (0 – 125):	
19. Please indicate the average minutes per week of	health education instruction that your school

225

offers for high school students: Minutes/Week:

20. For the health topics listed, please specify which health education curriculum (or curricula) your school uses for instruction: *Select all that apply*

Note: Please state the curriculum's full name. If teachers in your school create their own curricula/lesson plans, please include the resources, standards, and/or websites used to create the curriculum.

Grades: K – 5	No curriculum is used
Mental and Emotional Health Curriculum:	
Safety Skills Curriculum:	
Human Body and Personal Health Curriculum:	
Disease Prevention Curriculum:	
Nutrition Curriculum:	
Alcohol, Tobacco and Other Drugs Curriculum:	
Grades: 6 – 8	No curriculum is used
Mental and Emotional Health Curriculum:	
Safety Skills Curriculum:	
Human Body and Personal Health Curriculum:	

Disease Prevention Curriculum:		
Nutrition Curriculum:		
Alcohol, Tobacco and Other Drug Curriculum:	gs 🗌	
Grades: 9 – 12		No curriculum is used
Mental and Emotional Health Curriculum: $_{Atlas}$	V	
Safety Skills Curriculum: Atlas	V	
Human Body and Personal Health Curriculum: $_{\mbox{Atlas}}$	h 🔽	
Disease Prevention Curriculum: Atlas	V	
Nutrition Curriculum: _{Atlas}	V	
Alcohol, Tobacco and Other Drug Curriculum: Atlas	gs 🔽	

Section 4: Physical Education Instruction

Recommended point of contact for this section: Physical Education Teacher

Important Definitions for this Section:

<u>Physical Education:</u> Physical education provides students with a structured, sequential, standards-based program of instruction designed to: develop knowledge on motor skills, health-related benefits of active living, and physical activity; increase self-esteem and social responsibility; build a foundation of practices that promote and facilitate the attainment of movement skills, fitness, and physical activities that can be maintained throughout life.

<u>Physical Education Minutes:</u> This number should represent the average number of minutes over the course of the year. If a student only receives <u>physical education</u> for one semester or one quarter, please average the minutes for the whole year. Do **NOT** include health education instruction time in this figure. This average should only include time that students receive physical education instruction with a curriculum specifically designed for physical education. For this question, please indicate an average between 0 and 225 for grades K – 5 and between 0 and 300 for grades 6 – 8.

<u>Physical Activity:</u> Any bodily movement produced by the contraction of skeletal muscle that increases energy expenditure above a resting level. Physical activity can be repetitive, structured, and planned movement; leisurely; sports-focused; work-related; or transportation-related.

<u>Physical Activity Minutes:</u> This number should include the time that students are participating in moderate to vigorous <u>physical activity</u>. It should **NOT** include time devoted to administrative tasks, transitions, or breaks. The number reported in question 22 cannot exceed the number in question 22a. For this question, please indicate an average between 0 and 225 for grades K – 5 and between 0 and 300 for grades 6 – 8.

21. What strategies does your school use, during or outside of regular school hours, to promote physical activity ? Select all that apply				
Active	e Recess	✓ _M	ovement in the Classroom	Walk to School
✓ After-	School Activities	At	hletic Programs	Safe Routes to School
None		Bi	ke to School	
Other	;			
during the regu	• •	ol weel		mber of minutes per week ysical education instruction.
Grades: K – 5	Minutes/Week (0 – 22	25):		
Grades: 6 – 8	Minutes/Week (0 – 30	00):		

22a. For each grade span that receives physical education instruction, please indicate the average number of minutes per week during the regular instructional school week devoted to <u>actual physical activity</u> within the physical education course. This does NOT include recess or after school activities.*^

Grades: K - 5 Minutes/Week (0 - 225):

Grades: 6-8 Minutes/Week (0-300):

- 23. Please indicate the average minutes per week of <u>physical education</u> instruction that your school offers for high school students; average mins/week: 180
- 23a. Please indicate the average number of minutes per week during the regular instructional school week devoted to <u>actual physical activity within the physical education course</u>. This does NOT include recess or after school activities.*

Grades: 9 - 12 Minutes/Week (0 - 300): 180

24. Which physical education curriculum (or curricula) is your school currently using for instruction?

Note: Please state the curriculum's full name. If teachers in your school create their own curricula/lesson plans, please include the resources, standards, and/or websites used to create the curriculum.

Grades: K – 5 Curriculum:

Grades: 6 – 8 Curriculum:

Grades: 9 – 12 Curriculum: Atlas

25. Which physical activity curriculum (or curricula) is your school currently using for instruction?

Note: Please state the curriculum's full name. If teachers in your school create their own curricula/lesson plans, please include the resources, standards, and/or websites used to create the curriculum.

Grades: K – 5 Curriculum:

Grades: 6 – 8 Curriculum:

Grades: 9 – 12 Curriculum: Atlas

26. How many minutes per week do students get recess on average?*

Grades: K – 5 Minutes/Week:

Grades: 6 – 8 Minutes/Week:

Grades: 9 - 12 Minutes/Week: 0

Section 5: School Nutrition and Local Wellness Policy

Recommended points of contact for this section: Food Services Director or Manager, Principal, Chair of School Wellness Council/Committee

27. Is cold, filtered water available to students during	meal times?*		
Yes	No		
28. Where are fruits and/or non-fried vegetables avaithat apply	lable for students	on school groui	nds?* <i>Select all</i>
	Available free/at no cost	Available for purchase	Not available
A La Carte in cafeteria			~
Near the cash register in the service line			~
By the entrée selections in the service line	✓	同	
At the beginning of the lunch line in the service line		一	
Elsewhere on school grounds – where?			~
29. When foods and/or beverages are offered at schovegetables provided? Yes	ol celebrations, ard	e fruits and/or	non-fried
30. How many vending machines are available to stud	lents?* (0 – 10): 0		
30a. What hours are student vending machines availa	ble? Select all that	apply	
	Yes		No
Before and/or after school	C)	O
During school hours	C)	0
During school hours, excluding meal times	C)	\bigcirc
During school hours, only at meal times	C)	\bigcirc

30b. What items are sold from student vending mach	hines? <i>Select a</i>	ll that apply	
100% fruit and/or vegetable juice	Regular	chips, pretzels an	d snack mixes
Baked chips, lower calorie and/or fat snacks	Sodas a	ınd/or fruit drinks	
Fresh fruits and/or non-fried vegetables	Whole	grain products	
Milk and dairy products	Water		
Other:			
31. If you have a school store, what are the hours of	operation? Sel	ect all that apply*	
Before and/or after school	Yes	No	N/A
During school hours	\bigcirc	\bigcirc	
During school hours, excluding meal times	\bigcirc	\bigcirc	\odot
During school hours, only at meal times	\bigcirc	\bigcirc	\odot
31a. What food and/or beverages are sold in the sch	ool store? <i>Sele</i>	ct all that apply	
100% fruit and/or vegetable juice	Regular	chips, pretzels an	d snack mixes
Baked chips, lower calorie and/or fat snacks	Sodas a	ind/or fruit flavore	d drinks
Fresh fruits and/or non-fried vegetables	Whole	grain products	
Milk and dairy products	Water		
Other:			

Section 6: Distributing Information

Recommended point of contact for this section: Principal, Business Manager, Director of Operations

Important Definitions for this Section:

<u>Sustainable Agriculture</u>: An integrated system of plant and animal production practices having a site-specific application that will, over the long-term: (a) Satisfy human food and fiber needs; (b) Enhance environmental quality and the natural resources base upon which the agriculture economy depends; (c) Make the most efficient use of nonrenewable resources and on-farm resources and integrate, where appropriate, natural biological cycles and controls; (d) Sustain the economic viability of farm operations and (e) Enhance the quality of life for farmers and society as a whole.

32. Does your school have a wellness committee	e, school health council, or team?*
Yes	No
33. How are following items distributed at your	school? Select all that apply
LEA's Local Wellness Policy	
School Website	School Main Office
School Cafeteria or Eating Areas	To parent/teacher organization
To foodservice staff	To administrators
To students	This information is not available for distribution
Other:	School does not have a Local Wellness Policy
School Menu for Breakfast and Lunch	
School Website	School Main Office
School Cafeteria or Eating Areas	To parent/teacher organization
✓ To foodservice staff	To administrators
To students	This information is not available for distribution
Other:	School does not offer school menu

Nutri	tional Content of	f Each Menu Itei	m	
•	School Website			School Main Office
	School Cafeteria	or Eating Areas		To parent/teacher organization
	To foodservice s	staff		To administrators
	To students			This information is not available for distribution
	Other:			School does not have nutritional content of menu items
Ingre	dients of Each M	lenu Item		
/	School Website		~	School Main Office
/	School Cafeteria	or Eating Areas		To parent/teacher organization
	To foodservice s	staff		To administrators
	To students			This information is not available for distribution
	Other:			School does not have the ingredients of menu items
_	nation on where ged in sustainabl	_		school are grown and whether growers are
	School Website			School Main Office
'	School Cafeteria	or Eating Areas		To parent/teacher organization
'	To foodservice s	staff		To administrators
	To students			This information is not available for distribution
	Other:			School does not have this information
34. Are students and parents informed about the availability of vegetarian food options at your school?*				
	Yes	No	Vegetarian	food options are not available
35. Are students and parents informed about the availability of milk alternatives, such as soy milk, lactose free milk, etc., at your school?*				
	Yes	_	_	

Section 7: Environment

Recommended point of contact for this section: Principal, Lead Science Teacher

Data from the School Health Profile will be used to complete the Environmental Literacy Indicator Tool, a biennial survey used to determine progress on environmental literacy goals in the Chesapeake Bay Watershed Agreement. In the future, compiled results will be available on the chesapeakebayprogress.com website.

Important Definitions for this Section:

School Gardens: outdoor spaces that engage students through hands-on lessons that enhance learning.

Meaningful Watershed Educational Experience (MWEE's): Provide students with a better understanding of the natural environment by connecting classroom learning with outdoor field investigations. MWEE's encourage students to define an environmental issue, investigate the issue by collecting data through outdoor field experiences, take action to address the environmental issue at the personal or societal level, and then analyze and evaluate the results of the investigation to communicate findings to an audience. More information about MWEE's can be found at

http://www.chesapeakebay.net/publications/title/meaningful watershed educational experience.

36. Does your school currently have a School Garden?*^					
	0	Yes	\odot	No	
36a. Na	ame of Ga	arden Contact*			
36b. Ga	arden Cor	ntact E-mail*			
37. Did	any of yo	our classes or student groups attend a	a farm fiel	d trip this year?*	
	\bigcirc	Yes	\odot	No	
37a. How many students attended a farm field trip?					
37b. What farm(s) did the students visit? Select all that apply					
A	lice Fergu	ison Foundation's Hard Bargain Farm	Co	ommon Good City Farm	
	rcadia Ce griculture	nter for Sustainable Food and	Re	ed Wiggler Farm	
	alleva Far		Ro	ocklands Farm	
Ci	ity Blosso	ms Community Green Spaces	w	ashington Youth Garden	
	ther:				

37c. Was this trip funded	through an OSSE Farm	Field Trip grai	nt?	
Yes		\bigcirc	No	
38. Does your school offe	r an Environmental Sci	ence Class?*		
Yes		\circ	No	
38a. How many students	are enrolled in this cou	irse in the 201	6-17 school ye	ear? ¹¹⁵
39. Name of Lead Science	Teacher/Environment	al Literacy Inst	ructor*	
Michael Barnes				
39a. Lead Science Teache	r/Environmental Litera	cy Instructor E	-mail*	
michael.barnes@c	chavezschools.org			
40. Please select the envi selection, indicate the cou school is currently using fo	urse in which the topic	-	-	
Note: Please state the curr plans, please include the re	•	•		
Grades: K – 5				
NONE				No curriculum is used
Air (quality, climate change Course: Curriculum:)			
Water (stormwater, rivers, course: Curriculum:	aquatic wildlife)			
Land (plants, soil, urban pla Course: Curriculum:	nning, terrestrial wildlife)			
Resource Conservation (ene Course: Curriculum:	ergy, waste, recycling)			
Health (nutrition, gardens, f Course: Curriculum:	food)			

Other: () Course: Curriculum:	
Crades C 9	
Grades: 6 – 8 NONE	No curriculum is used
Air (quality, climate change) Course: Curriculum:	No curriculum is used
Water (stormwater, rivers, aquatic wildlife) Course: Curriculum:	
Land (plants, soil, urban planning, terrestrial wildlife) Course: Curriculum:	
Resource Conservation (energy, waste, recycling) Course: Curriculum:	
Health (nutrition, gardens, food) Course: Curriculum:	
Other: () Course: Curriculum:	
Grades: 9 – 12	
Air (quality, climate change) Course: Earth Science Curriculum: Atlas	No curriculum is used
Water (stormwater, rivers, aquatic wildlife) Course: Earth Science Curriculum: Atlas	
Land (plants, soil, urban planning, terrestrial wildlife) Course: Earth Science Curriculum: Atlas	
Resource Conservation (energy, waste, recycling) Course: Earth Science Curriculum: Atlas	

Course	(nutrition, gardens, food) Biology/Health ulum: Atlas	
Other: Course Curricu	· ::	
	of the following groups in your school participated in environmental educatio ences provided by outside organizations or agencies?	n (EE) learning
41.	Teachers of Grades K – 5 Yes No	
41a.	Who was the provider?	
	Informal EE organization (e.g., Anacostia Watershed Society) Higher Education (e.g., University of the District of Columbia) Local Education Agency (e.g., DC Public Schools) State Education Agency (OSSE) Other District Agency (e.g., DC Department of Energy & Environment) Federal Program (e.g., Smithsonian Institution) Other, please list:	
42.	Teachers of Grades 6 – 8 Yes No	
42a.	Who was the provider?	
	Informal EE organization (e.g., Anacostia Watershed Society) Higher Education (e.g., University of the District of Columbia) Local Education Agency (e.g., DC Public Schools) State Education Agency (OSSE) Other District Agency (e.g., DC Department of Energy & Environment) Federal Program (e.g., Smithsonian Institution) Other, please list:	
43.	Teachers of Grades 9 – 12 Yes No	
43a.	Who was the provider?	
Office of	Informal EE organization (e.g., Anacostia Watershed Society) Higher Education (e.g., University of the District of Columbia) Local Education Agency (e.g., DC Public Schools) State Education Agency (OSSE) Other District Agency (e.g., DC Department of Energy & Environment) Federal Program (e.g., Smithsonian Institution) Other, please list: f the State Superintendent of Education	

44.	Administrators Yes No
44a.	Who was the provider?
	Informal EE organization (e.g., Anacostia Watershed Society) Higher Education (e.g., University of the District of Columbia) Local Education Agency (e.g., DC Public Schools) State Education Agency (OSSE) Other District Agency (e.g., DC Department of Energy & Environment) Federal Program (e.g., Smithsonian Institution) Other, please list:
	each grade at your school, please indicate the level of participation in Meaningful Watershed ional Experiences (MWEE) ^.
Grades	: K – 5
0	A system wide Meaningful Watershed Educational Experience is in place. Please describe (i.e., grade, description of unit, partnerships, etc.): Some classes participated in a Meaningful Watershed Educational Experience. Please describe (i.e., grade, description of unit, partnerships, etc.): No evidence that students in this grade participated in a Meaningful Watershed Educational Experience.
Grades	: 6 – 8
0	A system wide Meaningful Watershed Educational Experience is in place. Please describe (i.e., grade, description of unit, partnerships, etc.): Some classes participated in a Meaningful Watershed Educational Experience. Please describe (i.e., grade, description of unit, partnerships, etc.): No evidence that students in this grade participated in a Meaningful Watershed Educational Experience.
Grades	: 9 – 12
	A system wide Meaningful Watershed Educational Experience is in place. Please describe (i.e., grade, description of unit, partnerships, etc.): Some classes participated in a Meaningful Watershed Educational Experience. Please describe (i.e., grade, description of unit, partnerships, etc.): No evidence that students in this grade participated in a Meaningful Watershed Educational Experience.
46. Wh <i>apply</i>	at practices is your LEA implementing related to sustainable, green schools? Select all that
	School-wide Recycling Program
Office	fabo Chaha Cun arinhan dank of Education

v	Lead testing of water			
	On-site Composting			
	LEED Certification Type: Silver	old	Platinum	
	Project Learning Tree Green Schools			
	National Wildlife Federation Eco-Schools			
~	Environmentally-friendly cleaning products			
	Landscaping with native plants			
	Stormwater reduction efforts (i.e., rain barrels, cist	erns, rain gar	dens)	
	Sprint to Savings/Green Schools Energy Challenge			
	Other			
47. What t	type of recycling hauling services does your school	eceive? <i>Selec</i>	ct all that apply	
	Cardboard only			
	Paper and cardboard only			
	Mixed recyclables (plastic, metals, glass) only			
v				
	Organics			
	Other			
	None of these			
48. Does y	our school compost? Select all that apply			
	Yes, we participate in an organics recycling (off-site	composting)	program	
	Yes, on-site outdoors (e.g. in garden)			
	Yes, on-site indoors (e.g. worm bin in classroom)			
	Other method			
V	Don't Compost			
Schools Pro	your school promote the Environmental Protection of the control of			
and adults	in public schools?			
O Y	es No		Don't know	
50. Does y	our school purchase environmentally-friendly clear	ning supplies?	?	
(Y	es O No		Don't know	
51. Does y	our school cleaning/maintenance staff follow gree	n cleaning pro	ocedures?	
● Y6	es No		Don't know	
<u> </u>			DOLLKIOW	

Healthy Schools Act School Health Profile Frequently Asked Questions

- 1. What is the Healthy Schools Act School Health Profile? The School Health Profile (SHP) is an online questionnaire that must be completed by each District of Columbia public school and public charter school according to Section 602 of the Healthy Schools Act of 2010 (HSA). The contact person listed in the SHP will receive a PDF copy of the Profile that is required to be made available online if the school has a website and available to parents or guardians in the main office. The Office of the State Superintendent of Education (OSSE) will post completed profiles on our website within 30 days of submission.
- 2. **How is the information in the SHP used?** Information collected in the SHP is used to inform OSSE, the Mayor, City Council, and the Healthy Youth and Schools Commission on the extent to which the Districts schools are achieving the goals of the HSA. A report is required by Section 405 of the HSA and is submitted by OSSE to the Mayor and City Council. Reports on the HSA may be found at: http://osse.dc.gov/service/healthy-schools-act.
- 3. When is the SHP due? The SHP is due by Feb. 15 of each year. The SHP should be submitted electronically no later than 5 p.m. on Monday, Feb. 15, 2017.
- 4. Who should complete the SHP? The Principal and contact person from the 2015-16 HSA SHP are automatically given access to the SHP; however, the SHP asks for information pertinent to the entire school. OSSE recommends that the Principal serve as the lead and distribute the printable SHP form to school staff who are most knowledgeable about each section (see chart below for suggestions). The Principal will then collect the information and enter the responses into the SHP online form. If the Principal wishes to designate another staff member as the lead, he/she must send an email to OSSE.callcenter@dc.gov and include the designee' name, title, and email address along with the local education agency and school name. Login information will then be sent directly to the designee.

Section	Recommended to be completed by
1: School Profile	Principal, Administrative Assistant
2: Health Services	School Health Providers
3: Health Education Instruction	Health Education Teacher
4: Physical Education Instruction	Physical Education Teacher
5: School Nutrition and Local Wellness Policy	Principal, Food Services Director or Manager,
	Chair of School Wellness Council/Committee
6: Distributing Information	Principal
7: Environment	Principal, Lead Science Teacher

5. How do I complete the SHP online form?

- a. Log in to Quickbase (http://octo.quickbase.com):
 - DC.gov Users: sign in with your network email and password.
 - If you do not have a dc.gov email but have used Quickbase before, use your previous login and password (usually your school email address and password).
 - If you have not used Quickbase before but have been granted access via an email notification from Quickbase, click the link in the email and follow the instructions.
- b. Click on the application "2016-17 OSSE HSA School Health Profile".
- c. Select "Click to Complete" to be taken to your school's profile.
- d. Once you start a page, you must complete the entire page to be able to save it; partially completed pages will not be saved.
- e. Click the pencil icon to edit your Profile and the eye icon to view the form as it will be submitted.
- f. Complete the questions on page 1. At the end of the page, click the "completed" box and then "save" to save the form.
- g. After clicking "save," you will be taken to the top of page 1. Click "go to page 2" to move on. Once you are on page 2, click "edit" at the top right of the screen. Repeat for page 3.
- h. Many questions are required and you cannot save the form until all required questions on any one page are completed.
- i. Your Profile cannot be submitted unless all three "completed" boxes are checked.
- j. Do not use commas, quotes, or press "enter" in text boxes.
- k. Due to skip patterns, you may not answer all the questions. For example, if you do not have a school nurse, you will move automatically to question 12.
- 6. **Can I see all of the SHP questions in one document?** Yes, a printable version of the SHP is available in the Quickbase application and our webpage: http://osse.dc.gov/node/722242. We suggest that you share this with members of staff that are helping complete the Profile.
- 7. **What if I have other questions?** Please consult with other school staff if you are not sure of an answer on the profile. OSSE will hold a webinar to review the login process, how to request access for new users, navigate through the application, and answer certain questions.

A recording of the webinar will be made available at: http://osse.dc.gov/node/722242.

If this FAQ page does not answer your question, please call OSSE Customer Service Center at (202) 719-6500 Monday-Friday 8 a.m. – 5:30 p.m. or email OSSE.callcenter@dc.gov.

Definitions and Question Assistance

- Q18, 19. Health Education: Health education is defined by the Centers for Disease Control and Prevention as education that consists of any combination of planned learning experiences that provide the opportunity to acquire information and the skills students need to make quality health decisions.
- Q18, 19. Health Education Minutes: This number should represent the average number of minutes over the course of the year. If a student only receives <u>health education</u> for one semester or one quarter, please average the minutes for the whole year. Do **NOT** include physical education instruction time in this figure. This average should only include time that a particular student in each grade would receive health education instruction taught with a curriculum specifically designed for health education. For this question, please indicate an average between 0 and 125 minutes of health education that your school provides per grade for every week of the school year.
- Q15, 22, 22a, 23, 23a, 24. Physical Education: Physical education provides students with a structured, sequential, standards-based program of instruction designed to: develop knowledge on motor skills, health-related benefits of active living, and physical activity; increase self-esteem and social responsibility; build a foundation of practices that promote and facilitate the attainment of movement skills, fitness, and physical activities that can be maintained throughout life.
- Q22, 23. Physical Education Minutes: This number should represent the average number of minutes over the course of the year. If a student only receives <u>physical education</u> for one semester or one quarter, please average the minutes for the whole year. Do **NOT** include health education instruction time in this figure. This average should only include time that students receive physical education instruction with a curriculum specifically designed for physical education. For this question, please indicate an average between 0 and 225 for grades K-5 and between 0 and 300 for grades 6-8.
- Q21, 22a, 23a, 25. Physical Activity: Any bodily movement produced by the contraction of skeletal muscle that increases energy expenditure above a resting level. Physical activity can be repetitive, structured, and planned movement; leisurely; sports-focused; work-related; or transportation-related.
- Q22a, 23a. Physical Activity Minutes: This number should include the time that students are participating in moderate to vigorous physical activity. It should **NOT** include time devoted to administrative tasks, transitions, or breaks. The number reported in question 21 cannot exceed the number in question 21a. The number reported in question 22 cannot exceed the number in question 22a. For this question, please indicate an average between 0 and 225 for grades K-5 and between 0 and 300 for grades K-5 and 30
- Q33. Sustainable Agriculture: An integrated system of plant and animal production practices having a site-specific application that will, over the long-term: (a) Satisfy human food and fiber needs; (b) Enhance environmental quality and the natural resources base upon which the agriculture economy depends; (c) Make the most efficient use of nonrenewable resources and on-farm resources and integrate, where appropriate, natural biological cycles and controls; (d) Sustain the economic viability of farm operations and (e) Enhance the quality of life for farmers and society as a whole.
- <u>Q36. School Gardens:</u> Outdoor spaces that engage students through hands-on lessons that enhance learning.

Q45. Meaningful Watershed Educational Experience (MWEE's): Provide students with a better understanding of the natural environment by connecting classroom learning with outdoor field investigations. MWEE's encourage students to define an environmental issue, investigate the issue by collecting data through outdoor field experiences, take action to address the environmental issue at the personal or societal level, and then analyze and evaluate the results of the investigation to communicate findings to an audience. More information about MWEE's can be found at http://www.chesapeakebay.net/publications/title/meaningful_watershed_educational_experience.