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| **Specific Action** | **Who is Responsible** | **How Will We Measure** | **When will it be Accomplished** | **How Will We Revise if Needed** |
| An annual report from the Superintendent will provide a summary to the School Committee about policy implementation including fundraising, concessions, incentives and celebrationsThis summary should be derived from the individual School Wellness Checklists (which can include successes that can be shared and goals for improvement) and the District Summary which gives a snapshot of the implementation of the policy as a whole.   | SuperintendentSchool liaisons and Food Service can also provide additional narrative to share on initiatives | The RIHSC School Wellness checklist was designed to monitor the implementation of a RI district wellness policy (as it’s inclusive of RI state laws/regulations) and help develop school-specific wellness related goals based on data.  A district summary spreadsheet is also available to capture a snapshot of a district’s compliance.All tools and the federal requirements on reporting to the public here:<http://www.rihsc.org/monitor-assess-document--report.html>  | Reviewed annually in April | Annually, in May, the Superintendent will write a report and present to the SC incorporating H&W subcommittee’s recommend revisionsAgreed upon revisions will be implemented in September |
| The Health and Wellness (H&W) Subcommittee liaison list | Chair | Provide an updated list to the H&W Committee, to the building Admin, and to the Superintendent | Annually in September | Updates made at review in AprilH&W subcommittee will communicate to the PTO president if a liaison vacancy is needed for that building |
| Each school shall have two H& W liaison to report and make recommendations to the H&W Subcommittee for review based upon the school’s annual wellness review, utilizing the Rhode Island Healthy School Checklist. One liaison will be a parent and one will be an educator or administrator. | Building Principal – measurement Building Liaison- communication | RI Healthy School’s Checklist | April | Recommendations for revision or actions made by H&W to SC in May if needed |
| On an annual basis, the middle school and high school will reach out to interested student participants in September | Building Principal | By the addition of a liaison | September | Annually |
| Each school will craft and report on an annual H&W Goal utilizing the Rhode Island Healthy Schools Action Plans for Schools, reporting progress three times per year. These reports will be made available annually during the submission of school improvement goals and during the three annual reporting periods to the School Committee | Building Principal with their liaison and their School Improvement Team | School Improvement SMART Goals in Place of What We Currently Call Social Emotional Goals (SEL), if goal targets or in addition to SEL if it targets nutrition and exercise | During the School Improvement Report Outs 3x per year | 3 X Per Year before data report |
| The H&W policy and goals will be shared annually to parents, with encouragement and opportunity to understand and ask questions relative to the policy and goals. Parents will be updated on their role in supporting the successful implementation of the policy. Parents will be provided September newsletters which include contact information for the H&W leadership and information on how to join the committee. The contact information and updated reports will be available on the district and school websites.  | Building PrincipalsDistrict AdminH & W LeadershipSupport from PTOPaula will write | Opportunity for discussion at the second PTO meeting of the year or Principal Coffee Hour, volunteer meetings, or another regular parent forum held by the principal.Inclusion of an invitation and overview of H& W subcommittee in the September newsletter. | By OctoberBy September | Principals to check in to see if the timing for the initial discussion was an effective time. |
| On an annual basis, and utilizing the school level reports as data sources, the BPS District Administration will develop an annual H&W Report for the School Committee in collaboration with the H&W Subcommittee utilizing the Rhode Island Healthy Schools District Summary, not later than the last week of April of each school year. | PrincipalsH&W Subcommittee | Utilizing the Rhode Island Healthy School Checklist | Submitted to H&W in March, H&W reviews in Early April, and develops by the last week in April. | May report to the SC with recommendations |
| The H&W subcommittee will review the policy (annually or on a schedule) to update or modify sections, as appropriate, due to new federal or state regulations/laws or new evidence-based best practices and make recommendations to the full school committee.  | H&W Team | Utilizing all reports, checklists, and feedback from each school. | By May of Each Year | Provision of updated policy to SC in May for their review and consideration |
| Communication Strategy | Building Principal or faculty representative from the School Improvement Team and Liaison | 1. Liaison presents monthly to the PTO
2. Principal or School Improvement Team reviews monthly with the faculty
3. Include principals on the distribution of the meeting minutes.
 | Monthly | During April review, H&W will determine if this was an effective process.  |

**Goal: To implement and receive a score of at least meets the standard on the School Wellness Checklists.**