

## IMPLEMENTATION CHECKLIST

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When making decisions about using any of the suggested strategies contained in this document, use the following implementation criteria checklist, which is based on Manitoba Education, Citizenship and Youth policy and procedures and/or best practices.

- Schedule the mandated minimum time allotments for PE/HE curriculum, including time allocations that are specified for the PE/HE split to maintain the integrity of both PE and HE.
- Timetable the PE periods on a regular basis whenever possible, rather than on an irregular basis. It is essential for students to be active on a regular basis to achieve health benefits and to develop movement skills. Note that recess time is not to be considered instructional time.
- Arrange staffing, considering that the PE/HE curriculum is best implemented by teachers with the training to teach PE/HE.
- Ensure that planned curriculum instruction based on the learning outcomes is provided and/or supervised by Manitoba teachers. Assistance in delivering curriculum content may be provided by non-certified teachers or instructors with the approval of the administrator and under the supervision of a teacher.
- Require that decisions relating to teaching, assessing, and reporting be made by assigned teachers, if and when outside resource people are used.
- Encourage teachers to develop an implementation plan to coordinate the allocation of time, space, equipment, and PE/HE learning outcomes.
- Ensure that balanced programming related to the five categories of physical activity to achieve the PE/HE learning outcomes is provided.
- Review and establish policy and guidelines for safety and liability related to areas such as nature or risk level of the activity; available space; student/teacher ratios; divisional policies and procedures; first aid and medical procedures; teacher training and qualifications; transportation; and supervision.
- Ensure that all persons involved with teaching of the PE/HE are familiar with Manitoba's physical activity safety resources, which contain guidelines for different physical activities/sports related to equipment, clothing/footwear, facilities, special rules/instruction, supervision, and risk management practices.
  - For copies of *Safety Guidelines for Physical Activity in Manitoba Schools*, go to [www.edu.gov.mb.ca/k12/docs/support/pehe\\_safety/index.html](http://www.edu.gov.mb.ca/k12/docs/support/pehe_safety/index.html).
  - For copies of *YouthSafe Manitoba: School Field Trip Resource*, contact your local school division office.