



Local School Wellness Policy Committee Guide



What Is a Local School Wellness Policy?

The Local School Wellness Policy (LSWP) requirement was established by the Child Nutrition and WIC Reauthorization Act of 2004 and further strengthened by the Healthy, Hunger-Free Kids Act of 2010. Wellness policies were finalized into federal law through the LSWP Final Rule 2016. It requires local educational agencies participating in the National School Lunch Program and/or School Breakfast Program to develop an LSWP that promotes the health of students and addresses the growing problem of childhood obesity. An LSWP is a written document of official policies that direct efforts to establish a school environment that promotes students' health, well-being and ability to learn. The responsibility for developing an LSWP is placed at the local level so the unique needs of each school can be addressed.

Why Is It Important?

Certain factors in a school environment can positively influence the health of students and improve academic achievement. Some examples of these factors include access to healthy foods and opportunities to stay physically active. An LSWP is an important tool in promoting student wellness, preventing and reducing childhood obesity and providing assurance that school meal nutrition guidelines meet the minimum federal school meal standards. A unified group of stakeholders such as parents, health agencies, community partners, local educational agencies and school districts can have synergistic effects on the health behaviors and academic success of young people.

What Is Included in this Guide?

This document is designed to help school districts with facilitating a wellness committee. Wellness committees are the best way to engage stakeholders and help districts stay on track toward meeting the USDA's LSWP requirements and being successful during their Administrative Reviews.

This guide contains:

- Steps for Planning and Conducting Meetings
 - Sample Agenda Items for Each Meeting
- Suggested Calendar of Meetings
- Selected Resources



Getting Started: Planning

1. Research your LSWP and your wellness committee structure.

- Locate and review your district's current LSWP policy.
- Review the federal requirements under the Healthy, Hunger-Free Kids Act of 2010 and LSWP Final Rule 2016.
- Research the policy adoption process.
- Research your district's committees—is there an existing wellness committee? Are there other related committees? If so, do you need additional stakeholders to further engage your school community?
- Consider the stakeholders you would like to have on your committee and determine who you would like to invite. Research how you will invite them.
- Review potential policy review tools and select one for your committee.

2. Plan and schedule your wellness committee meetings for the school year

- Develop or update the description, goals and objectives for the wellness committee. Consider posting this description and other LSWP information on your district website.
- Schedule the year's wellness committee meetings with the general topics to be covered. At least six meetings are recommended.
- Secure a location, date and time for your first meeting and, if possible, for all the meetings.
- Send out a welcome invitation to your committee. If possible, personalize the invite to describe their role in the committee.
- Compile a wellness committee binder with a committee roster, committee description, timeline of meetings, and general resources to share at the first meeting such as LSWP requirements, wellness policy fact sheets, your district wellness policy, a policy review tool and other resources as needed.
- Send a reminder one to two weeks before the first meeting.



Conducting Wellness Committee Meetings

3. Conduct First Meeting: Orientation



Suggested timeline: August–September

- Prepare your agenda. Suggested agenda items include:
 - Welcome, purpose and timeline of the committee
 - Warm-up/team-building activity
 - A motivation piece on student wellness
 - Background on LSWP requirements
 - Your district’s policy and policy review tool
 - Committee assignments (policy review section)
- Copy binders to distribute to members.
- Be the expert; there is a lot to know about wellness policy. Reference the binder for documents.
- Keep the meeting short (less than two hours) and stay on time. Be sure to include discussion time.
- After the meeting, send out minutes and thank-you notes.
- Plan for second meeting (Policy Review), including reviewing potential assessment tools. The School Health Index is highly recommended.

4. Conduct Second Meeting: Policy Review



Suggested timeline: October–November

- Prepare your agenda. Suggested agenda items include:
 - Welcome and introductions
 - Warm-up/team-building activity
 - Review of the purpose and timeline of the committee
 - Updates on policy review assignments
 - Selection of assessment tool and process for assessment
 - Committee assignments (assessment areas)
- Keep the meeting short (less than two hours) and stay on time. Be sure to include discussion time.
- After the meeting, send out minutes and thank members for participating.
- Plan for third meeting (Assessment) by determining process for prioritizing goals and compiling formats and resources for developing an action plan.

5. Conduct Third Meeting: Assessment



Suggested timeline: December–January

- Prepare your agenda. Suggested agenda items include:
 - Welcome, review of minutes and warm-up/team-building activity
 - Update on the timeline of the committee
 - Review of completed assessment areas
 - Prioritize areas for implementation
 - Action plan format selection and resources for completing it
 - Committee assignments (develop action plan for assigned area, also volunteer to summarize assessment)
- Keep the meeting short (less than two hours) and stay on time. Be sure to include discussion time.
- After the meeting, send out minutes and thank you notes.
- Plan for fourth meeting (Action Plan) by compiling resources for policy update.

6. Conduct Fourth Meeting: Action Plan



Suggested timeline: February–March

- Prepare your agenda. Suggested agenda items include:
 - Welcome, review of minutes and warm-up/team-building activity
 - Update on timeline of the committee
 - Updates on action plan assignments
 - Action plan drafting
 - Discuss Board approval of timeline and potential roles for presentation
 - Review of resources to update policy
 - Committee assignments (sections of policy to update)
- Keep the meeting short (less than two hours) and stay on time. Be sure to include discussion time.
- After the meeting, send out minutes and thank-you notes.
- Plan for fifth meeting (Policy Update) by sending the draft policy to committee members prior to the next meeting.

7. Conduct Fifth Meeting: Policy Update



Suggested timeline: April–May

- Prepare your agenda. Suggested agenda items include:
 - Welcome, review of minutes and warm-up/team-building activity
 - Update of the timeline of the committee
 - Policy and action plan wrap-up
 - Review and addition of Evaluation Indicators to plan
 - Discuss committee celebration ideas and next meeting time (one longer meeting or an extra celebration activity)
 - Committee assignments (board approval and report)
- Keep the meeting short (less than two hours) and stay on time. Be sure to include discussion time.
- After the meeting, send out minutes and thank-you notes.
- Plan for sixth meeting (Celebration) by making arrangements for celebration, compiling resources for public notification, scheduling meetings for next year.

8. Conduct Sixth Meeting: Celebration



Suggested timeline: May–June

- Prepare your agenda. Schedule a slightly longer meeting to include celebration. Suggested topics include:
 - Welcome and review of minutes
 - Assessment of what went well/areas for improvement
 - Review of meeting schedule for next year
 - Discussion of ways to communicate success
 - Celebration of achievements
- After the meeting, send out minutes and thank-you notes.

Sample Wellness Committee Meeting Schedule

Activity	Planning	Meeting 1 Orientation	Meeting 2 Policy Review	Meeting 3 Assessment	Meeting 4 Action Plan	Meeting 5 Policy Update	Meeting 6 Celebration
	Jan-Jul	Aug-Sep	Oct-Nov	Dec-Jan	Feb-Mar	Apr-May	May-Jun
Stakeholder Engagement	<ul style="list-style-type: none"> Schedule committee meetings Invite stakeholders 	<ul style="list-style-type: none"> Committee goals, roles Invite additional stakeholders Meeting schedule LSWP 101 and binder 	<ul style="list-style-type: none"> Confirm board approval timing 				<ul style="list-style-type: none"> Assess what went well
Policy Review and Update	<ul style="list-style-type: none"> Review policy Select policy review tool Research policy adoption process 	<ul style="list-style-type: none"> Policy review tool Policy adoption process Assign policy parts to review 	<ul style="list-style-type: none"> Review policy together 		<ul style="list-style-type: none"> Assign policy update 	<ul style="list-style-type: none"> Finalize policy Assign board approval tasks 	<ul style="list-style-type: none"> Board approval of revised policy
LSWP Assessment			<ul style="list-style-type: none"> Select assessment tool Assign assessment areas 	<ul style="list-style-type: none"> Review assessments together Assign summary of assessment 			
LSWP Action Plan (implementation)				<ul style="list-style-type: none"> Prioritize areas Action plan format Assign action plan parts 	<ul style="list-style-type: none"> Review action plan together Draft action plan 	<ul style="list-style-type: none"> Finalize action plan 	
LSWP Monitoring and Evaluation						<ul style="list-style-type: none"> Add evaluation indicators 	
LSWP Public Notification, Celebration	<ul style="list-style-type: none"> Post committee information 				<ul style="list-style-type: none"> Include communication methods 	<ul style="list-style-type: none"> Determine how to celebrate 	<ul style="list-style-type: none"> Celebrate



Recommended Resources

*State-specific resources should be confirmed for alignment with California guidelines.

Policy Review:

- **Alliance for a Healthier Generation** provides a model wellness policy.
www.healthiergeneration.org/take_action/schools/wellness_committees__policies/
- **Sample Board Policy for Student Wellness (Revised July 2013)**, developed by the California School Boards Association, is model policy language to meet the Healthy, Hunger-Free Kids Act of 2010 requirements.
www.csba.org/GovernanceAndPolicyResources/DistrictPolicyServices/~/_media/CSBA/Files/GovernanceResources/PolicyNews_Briefs/StudentHealth/201305BP5030StudentWellness.ashx
- **WellsAT: 2.0** is a recommended policy review tool.
www.wellsat.org
- **5-2-1-0 Goes to School Wellness Policy Guide** from Maine includes a general process for board approval, wellness committee start-up tools and a policy review tool.
www.letsgo.org/wp-content/uploads/LG_Wellness_Policy_Guide-2013_FINAL.pdf (1MB)
- **California Department of Education** web site for Local School Wellness Policy.
www.cde.ca.gov/lr/nu/he/wellness.asp

General:

- **CA Local School Wellness Policy Collaborative** provides an array of resources to help you get started under LSWP Requirements.
www.healthyeating.org/CASchoolWellness
- **Food and Nutrition Service** website has multiple resources for Local School Wellness Policy.
www.fns.usda.gov/tn/local-school-wellness-policy
- **Alliance for Healthier a Generation** has a model policy and other resources.
www.healthiergeneration.org/take_action/schools/wellness_councils__policies/
- **Action for Healthy Kids** developed the wellness policy tool to help you create a local wellness policy that meets your district's unique goals for nutrition and physical activity and take the next steps to put the policy into action to positively impact students' health and lifelong choices.
www.actionforhealthykids.org/tools-for-schools/revise-district-policy/wellness-policy-tool
- **Dairy Council of California** has a directory of wellness policies in California.
www.HealthyEating.org/Schools/School-Wellness/School-Wellness-Policies.aspx

Recommended Resources Continued

Getting Started:

- **Action for Healthy Kids' Game On** no-cost online guide provides all the information and resources you need to host a successful school wellness program in your school with the ultimate goal of getting your school nationally recognized as a health-promoting school through the USDA Food and Nutrition Service HealthierUS Schools Challenge (HUSSC) recognition program.
www.actionforhealthykids.org/tools-for-schools/game-on
- The **Alliance for a Healthier Generation School Wellness Committee Toolkit** contains a sample invitation letter, meeting agenda template and other resources to start your committee.
www.healthiergeneration.org/_asset/wwj4dq/09-875_SWCToolkit.pdf
- **ShapingNJ Toolkit** has committee descriptions and other tools for wellness committees.
www.state.nj.us/education/students/safety/health/csh/SchoolToolkitJune2012.pdf (4MB)
- The **Wisconsin Wellness Policy Tool Kit** has some excellent resources for developing a committee roster, under wellness committee section.
dpi.wi.gov/school-nutrition/wellness-policy
- The **Arkansas School Wellness Committee Toolkit** (2013) has sample invitation letters and other related resources to start your wellness committee. See Part Four: Tools.
www.healthy.arkansas.gov/programsServices/familyHealth/ChildAndAdolescentHealth/Documents/SchoolWellnessCommitteeToolkit.pdf (1 MB)
- **Kansas State Department of Education** has a meeting agenda and minutes template.
www.kn-eat.org/SNP/SNP_Menus/SNP_Guidance_Wellness_Policies_M2_Committees-Coaches.htm
- **5-2-1-0 Goes to School Wellness Policy Guide** from Maine includes wellness committee start-up tools.
www.lets-go.org/wp-content/uploads/LG_Wellness_Policy_Guide-2013_FINAL.pdf (1 MB)
- **School Wellness Toolkit** from New Orleans Public Schools contains specific reasons for why each committee member is critical to the wellness committee.
lphi.org/CMSuploads/School-Wellness-Toolkit-82802.pdf (2 MB)
- **Lompoc Unified School District** has a wellness committee description and meeting minutes.
www.lusd.org/Page/41

Recommended Resources Continued

Building Motivation:

- **HBO's The Weight of the Nation** has several video clips.
theweightofthenation.hbo.com/films/main-films/Consequences
- The **Healthy Schools Program video** from Alliance for a Healthier Generation is another good resource.
www.youtube.com/watch?v=TQzcVQctheW
- **Wellness Impact Report** from GenYouth is an excellent summary of the rationale for student wellness.
www.genyouthfoundation.org/wp-content/uploads/2013/02/The_Wellness_Impact_Report.pdf (5 MB)

Requirements:

- **USDA's Food and Nutrition Service** provides guidance and multiple resources.
www.fns.usda.gov/tn/local-school-wellness-policy
- **USDA's final rules** ensure access to healthy foods, consistent nutrition standards for foods marketed and served to students, and greater program integrity.
fns.usda.gov/school-meals/fr-072916c
- Adapt **Indiana's Local School Wellness Policy slideshow** to help you explain the LSWP requirements.
www.doe.in.gov/nutrition/school-wellness-policy
- **Alliance for a Healthier Generation** provides a model policy and other resources.
www.healthiergeneration.org/take_action/schools/wellness_councils__policies/
- **CA Local School Wellness Policy Collaborative** provides an array of resources.
www.HealthyEating.org/CASchoolWellness
- **Dairy Council of California** has a directory of wellness policies in California.
www.HealthyEating.org/Schools/School-Wellness/School-Wellness-Policies.aspx

Recommended Resources Continued

Assessment:

- The **School Health Index: Self-Assessment and Planning Guide 2014** is a comprehensive tool for schools to use.
www.cdc.gov/HealthyYouth/SHI/
- **WellSAT: 2.0** has a tool for assessing implementation.
www.wellsat.org
- **A Guide to Implementing and Monitoring Wellness Policies** from Maryland has goals and activities for each section of the wellness policies that can be used to complete an action plan.
www.marylandpublicschools.org/nr/rdonlyres/7c62b6ee-4733-48a4-b1d6-cdd8f908e887/20559/wellness_guide_full_version.pdf (1 MB)

Action Plans:

- The **Centers for Disease Control and Prevention's School Health Index: Self-Assessment and Planning Guide 2014** is a comprehensive tool for schools to use, which includes help with determining the action plan.
www.cdc.gov/HealthyYouth/SHI/
- **Montana School Wellness in Action: A Step-by-Step Guide to School Wellness Policy Implementation** contains worksheets/formats for action plans and how to prioritize goals.
opi.mt.gov/pdf/schoolfood/WellnessImpGuide.pdf (318 KB)
- Minneapolis' **Principal's Wellness Policy Implementation Manual** has a sample three-year implementation/action plan.
www.dakmed.org/wp-content/uploads/2014/10/Principals-Implementation-Toolkit.pdf (1 MB)
- **5-2-1-0 Goes to School Wellness Policy Guide** from Maine has multiple resources, including implementation plans.
www.lets-go.org/wp-content/uploads/LG_Wellness_Policy_Guide-2013_FINAL.pdf (1 MB)
- **School Wellness Toolkit** from New Orleans public schools contains ways to prioritize and sample action plans.
lphi.org/CMSuploads/School-Wellness-Toolkit-82802.pdf (2 MB)
- **CA Local School Wellness Policy Collaborative** provides sample action plans for physical activity, healthy classroom celebrations, asthma and more.
www.HealthyEating.org/CASchoolWellness

Recommended Resources Continued

Updating Policy:

- **Dairy Council of California** has a directory of wellness policies in California.
www.HealthyEating.org/Schools/School-Wellness/School-Wellness-Policies.aspx
- The **San Diego County Childhood Obesity Initiative** provides a policy clearinghouse with sample policy language for key sections of the wellness policy.
www.ourcommunityourkids.org/resources/policy-clearinghouse.aspx
- **Kansas State Department of Education** provides sample policy language at various levels of implementation.
www.kn-eat.org/SNP/SNP_Menus/SNP_Guidance_Wellness_Policies.htm
- **Sample Board Policy for Student Wellness 5030** (Revised July 2013), developed California School Boards Association, has the model policy language to meet the Healthy, Hunger-Free Kids Act of 2010 requirements.
www.csba.org/GovernanceAndPolicyResources/DistrictPolicyServices/~/_media/CSBA/Files/GovernanceResources/PolicyNews_Briefs/StudentHealth/201305BP5030StudentWellness.ashx (61 KB)
- **Alliance for a Healthier Generation** provides a model wellness policy.
www.healthiergeneration.org/take_action/schools/wellness_committees_policies/

Board Presentations:

- The **National Food Service Management Institute's Resource to Sustain and Strengthen Local Wellness Initiatives** provides a sample PowerPoint for reporting to the board.
www.nfsmi.org/documentlibraryfiles/PDF/20130228111227.pdf (4 MB)
- **Lompoc Unified School District** has several reports to the board.
www.lusd.org/Page/43

Evaluation:

- The **California School Boards Association's Monitoring for Success: Student Wellness Policy Implementation Monitoring Gguide** has evaluation indicators.
www.csba.org/Newsroom/CSBANewsletters/2012/July/ElectronicOnly/~/_media/Files/EducationIssues/Wellness/200910_MFS_Guide.ashx (441 KB)
- The **National Food Service Management Institute's Resource to Sustain and Strengthen Local Wellness Initiatives** provides guidance for monitoring and evaluating LSWP.
www.nfsmi.org/documentlibraryfiles/PDF/20130228111227.pdf (4 MB)
- **Indiana Healthy Schools Toolkit** has a chapter on evaluation with sample evaluation plans for various areas of LSWP.
www.inhealthyweight.org/files/Evaluation.pdf (1 MB)

Recommended Resources Continued

Evaluation (Continued):

- **A Guide to Implementing and Monitoring Wellness Policies** from Maryland has goals and activities for each section of the wellness policies that can be used to complete an action plan.

www.marylandpublicschools.org/nr/rdonlyres/7c62b6ee-4733-48a4-b1d6-cdd8f908e887/20559/wellness_guide_full_version.pdf (1 MB)

Communicating Success:

- **From Policy to Action: Steps to Implementing Your Local Wellness Policy**, Minnesota Department of Education, has tips for effective communication.

www.health.state.mn.us/cdrr/nutrition/docsandpdf/implementlocalwellness.pdf (1 MB)

- **5-2-1-0 Goes to School Wellness Policy Guide** from Maine provides sample ways to communicate the policy to the public.

www.letsgo.org/wp-content/uploads/LG_Wellness_Policy_Guide-2013_FINAL.pdf (1 MB)

- **Montana School Wellness in Action: A Step-by-Step Guide to School Wellness Policy Implementation** is a concise guide that provides general ideas for communicating the policy and tools for sharing wellness success with the media.

opi.mt.gov/pdf/schoolfood/WellnessImpGuide.pdf (319 KB)

- **School Wellness Policy Best Practices** from the state of Washington includes public notification ideas and other implementation tools.

www.k12.wa.us/ChildNutrition/SchoolWellness/

Acknowledgments

The *Local School Wellness Policy Committee Guide* was designed, edited and published by Dairy Council of California in 2016.

This guide was developed through sponsorship by the CA Local School Wellness Policy Collaborative (CA LSWP). The CA LSWP is composed of over 20 state agencies whose vision is to inspire schools to take their wellness policies from paper to practice.

Special thanks to the following:

Author:

Heather Reed, California Department of Education

Development Team:

Shannan Young, Ashley Rosales and Morgan Carey, Dairy Council of California

Reviewers, CA Local School Wellness Policy Collaborative Resource Domain Members:

Katia Ahmed, California Action for Healthy Kids

Linda Cowling, California Department of Public Health

Katherine Hawksworth, Project LEAN

David Ginsburg, UC CalFresh Nutrition Education Program

Jessica Howard, California Department of Education Foundation

Jan Lewis, California Action for Healthy Kids

Bruno Marchesi, Center for Collaborative Solutions

Alyssa McClelland, California Fuel Up to Play 60

Kathy Streng, California Department of Public Health

Leeza Woodbury, California School Nutrition Association

All materials in this guide may be reproduced; citation to source is appreciated.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027), found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: 202-690-7442
- (3) E-mail: program.intake@usda.gov

This institution is an equal opportunity provider.