Local School Wellness Policy

Stakeholder Involvement/Implementation - Wellness Committee

**Definition**
Each school district must designate at least one or more persons within the district or at each school to ensure that each school complies with the LSWP. The district must permit stakeholders to participate in the development, implementation and periodic review and update of the local school wellness policy. The permitted stakeholders include but are not limited to teachers of physical education, school health professionals, parents, students, representatives of the school food authority, school board, school administrators, and public as well as city and county and community organizations. Other valuable stakeholders include transportation managers, custodial staff, finance, facilities, curriculum directors, school counselors, after school directors, early childhood directors, health and nutrition educators, and other representatives of the components of coordinated school health.

It is highly recommended that the district establish an ongoing wellness committee or school health council charged at the district and/or school site level to oversee and coordinate the local school wellness policy. The committees ensure that the policy is well written, enforced and adequately updated. They also play a critical role in monitoring the school environment to ensure health and wellness concepts are consistently reinforce and that the community partners in these efforts.

Others ways to address stakeholder involvement, though not usually as desirable, to integrate student wellness in existing committees such as district level blue ribbon and green team and school level site councils.

**Main elements** to include in the wellness policy to address stakeholder involvement
- The name of the committee(s), general purpose or description, role and responsibility/authority
- The chair and members of the committee(s)
- The application process and criteria for selection
- The frequency of meeting
- Decision making process
- Process for getting input into committee work from the school community
- Organizational structure, including liaison to school site
- Resources to support implementation
- Expected outcomes
- Reporting requirements, particularly to the board

**Examples of Language:**

Example One

**LOCAL WELLNESS POLICY COMMITTEE**
The School District has established a local wellness committee comprised of parents, administrators, students, community members and a member of the Board of Education to develop, implement, monitor and improve nutrition and physical activity in the school environment.

We are committed to providing a school environment that enhances learning and development of lifelong wellness practices. Some areas where the committee evaluates:

- Sequential and interdisciplinary nutrition education is provided and promoted.
- The Food and Nutrition Services program complies with federal, state and local requirements and is accessible to all children.
- Patterns of meaningful physical activity connect to students’ lives outside of Physical Education.
- School-based activities are consistent with the district’s wellness policy goals.

Committee Members
- Board of Education
- Administrator
- Community Member
- Parent
- Food Services
- School Nurse

Example Two:
Our School Wellness Committee will create, strengthen, or work within existing district school health councils to develop, implement, monitor, review and as necessary revise school nutrition and physical activity policies. The School Wellness Committee will also serve as a resource to the school for implementing those policies. Current Wellness Committee members: (names)
Meetings are held monthly. Please contact the chair for more information.

Example Three
What is the Wellness Committee?
The purpose of the Wellness Policy is to promote student health and reduce childhood obesity. The Wellness Committee develops the District Wellness Policy, assists the district with implementation, assesses if it is being followed and how well it is working to achieve its purpose, and updates the policy as needed. If you have any questions, please call Food Service Manager at or email her. Our website contains information about meeting schedule and agendas and minutes and our policy, implementation plan and progress.

Specifically the purpose of the committee is to
- To identify roadblocks to wellness efforts in the district and seek solutions
- To evaluate the effectiveness of the district wellness policy and update it as needed
- To collect data from the selected indicators and analyze the results
• Act as a resource for the district with wellness efforts as needed, e.g., evaluate nutrition labels for snacks sold, write wellness articles for newsletters, speak on wellness topics, assist principals with school wellness policies, and develop informational tools, such as, guides for healthy parties and healthy fundraising.
• Report to the Board on wellness progress in the district

Example Four (extended language):
The School District will permit parents, students, representatives of the school food authority, the school board, school administrators, and the general public to participate in the development, periodic review, update, implementation, and evaluation of the local school wellness policy. The district wellness committee will include representatives from appropriate stakeholder groups as determined by the superintendent.

The superintendent will ensure the formation and implementation of a district-wide wellness committee by developing and communicating guidelines and procedures. The guidelines will include:
• Committee membership
• Decision making process
• Frequency of meetings
• Committee responsibilities
• Resources to support the committee

The superintendent will provide incentives, where available for the wellness committee members.

The superintendent will ensure that the district committee provides an annual report and presentation to the board that is shared with individual schools, and the public on the implementation of and compliance with the district’s LSWP and any other wellness objectives identified by the superintendent.

Sample Guidelines and Procedures

I. Purpose of the District Wellness or School Health Committee
The committee is critical in developing, implementing, monitoring, reviewing and revising policies impacting school nutrition, physical activity policies, and other student and health policies including the LSWP.

The District Committee, as directed by the superintendent will be responsible for:
• Advising the superintendent and school board on school and community health issues
• Identifying student and staff health and wellness needs
• Monitoring and evaluating implementation of the LSWP
• Supporting the district and school in developing and sustaining a healthy school environment
• Assisting with policy development to support a healthy school environment
• Planning and implementing programs for staff and students and families
• Identifying funding and resources for staff and student wellness

II. Membership
The committee shall include members from the school and community setting, including representatives from each school and at least one person from each of the following group:
• School Administrator
• School Board member
• Parent
• Students (preferably a representative from a student groups at various ages)
• Early Childhood Educator
• After School Representative
• Health Professional
• School Health Services
• Food Service Director or representative
• PE Teacher
• Community Parks and Recreation Representative
• Nutrition Education Representative
• Local agricultural community representative

The Committee will include and foster participation of representatives of varying linguistic, cultural, racial, gender, sexual orientation, and socio-economic backgrounds reflective of the student population.
Recommendations to fill future vacancies will be made to the superintendent by the committee and/or through an application process.

III. Decision-Making Process
The superintendent will designate a staff member to take leadership of the group. The chair will finalize the decision making process with input from the committee and approval from the superintendent.

IV. Frequency of Meetings
The district committee will meet quarterly. The school site committees will meet monthly.

V. Responsibilities
Assess the school environment
• Collect evaluation data (survey students before and after wellness policy is implemented, create a focus group to discuss the wellness policy and progress of implementation, observe student behaviors, attitudes and choices)
• Develop feedback mechanism allowing students, teachers, other school employees and the public to report on policy compliance and provide suggestions in promoting a healthy school environment
• Develop indicators of success and ways to measure them
Develop and implement the plan
- Establish priorities using agreed upon method
- Develop an annual action plan and monitor implementation, progress and outcomes
- Present plan to board for approval

Evaluate and Recommend policies, programs and resources
- Assess and report to board on annual basis the policy compliance and other factors affecting the general state of nutrition, physical activity and student wellness.
- Distribute reports to all school site health councils, parent/teacher organizations, school principals, school health services personnel in the district and the public as appropriate.
- Every two years review and make recommendations about regarding the wellness policy and any other policies, programs and other factors related to the school environment.

VI. Allocation of Resources

Some Indicators of Success:
- Analysis of committee membership
- Number of meetings, agenda
- Implementation plan
- Report to Board and documentation of audiences distributed

Resources:

Sample committee member job descriptions and application forms
Shaping NJ School Toolkit pages 8-12
http://www.state.nj.us/education/students/safety/health/csh/SchoolToolkitJune2012.pdf

Sample Implementation Plans
Minnesota Department of Education From Policy to Action, Steps to implementing Your Local Wellness Policy pages 31-50
http://www.health.state.mn.us/cdrr/nutrition/docsandpdf/implementlocalwellness.pdf

Scroll down and click on School Wellness Policy Tools, and then Policy in Action guide.
A user-friendly guide designed to serve as a roadmap for implementing school nutrition and physical activity policies, including local wellness policies. Includes helpful hand-outs to develop a plan of action for policy implementation.


Implementation Plan Checklist and Worksheet
Albuquerque Public School
Example of Implementation Plan
Greeley School District (by goal, does not specific who will conduct)

And accomplishments

Example of Implementation Plan, along with guidelines for wellness committee
Montana School Wellness in Action

Clintonville Public School District, Wellness Action Plan School Food Service Subcommittee
http://www.clintonville.k12.wi.us/documents/Wellness_Policy.pdf

Comprehensive Sample with significant detail

Guidance on developing a monitoring plan with evaluation indicators

General
Effective School Health Advisory Councils, developed by North Carolina Department of Education, is a tool kit for school health councils to conduct needs assessments, develop action plan, evaluate and fundraise. Includes meeting planners and action plans. Available at: http://www.nchealthyschools.org/docs/school/tools/shacmanual.pdf

Promoting Healthy Youth, Schools and Communities, developed by the Iowa Department of Health and American Cancer Society, is a toolkit for school health councils. Includes meeting planners, implementation plans and resources. Available at: http://www.schoolwellnesspolicies.org/resources/AGuideToCommunitySchoolHealthCouncils.pdf

Example of Progress Report
Los Angeles Unified School District’s progress report, board report
http://www.lusd.org/Page/43
References:
Promoting School Wellness Councils in Minnesota Schools: Creating and Sustaining a School Health Council at


District of Columbia Public Schools Local School Wellness Policy August 2011

Workbook for Developing a Local School Wellness Policy, Healthy Schools, Healthy Community Project, Minneapolis, Minnesota

Montana School Wellness in Action
http://www opi mt gov/PDF/schoolfood/wellness/WellnessInActionGuide.pdf

Minnesota Department of Education From Policy to Action, Steps to implementing Your Local Wellness Policy
http://www.health.state.mn.us/cdrr/nutrition/docsandpdf/implementlocalwellness.pdf

CSBA Model Local School Wellness Policy 2011
http://www.csba.org/~media/F3ED88AE6B184906ACB2923A350E38CB.ashx