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.


- **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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Planning</th>
<th>Meeting 1 Orientation</th>
<th>Meeting 2 Policy Review</th>
<th>Meeting 3 Assessment</th>
<th>Meeting 4 Action Plan</th>
<th>Meeting 5 Policy Update</th>
<th>Meeting 6 Celebration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stakeholder Engagement</strong></td>
<td>Schedule committee meetings</td>
<td>Committee goals, roles</td>
<td>Confirm board</td>
<td></td>
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<tr>
<td></td>
<td>Invite stakeholders</td>
<td>invite additional</td>
<td>approval timing</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>stakeholders</td>
<td></td>
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<tr>
<td><strong>Policy Review and Update</strong></td>
<td>Review policy</td>
<td>Policy review tool</td>
<td>Review policy</td>
<td>Assign policy update</td>
<td>Finalize policy</td>
<td>Board approval of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Select policy review tool</td>
<td>Policy adoption process</td>
<td>together</td>
<td></td>
<td>Assign board approval tasks</td>
<td>revised policy</td>
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<tr>
<td></td>
<td>Research policy adoption</td>
<td>Assign policy parts to</td>
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<tr>
<td></td>
<td>process</td>
<td>review</td>
<td></td>
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</tr>
<tr>
<td><strong>LSWP Assessment</strong></td>
<td>Select assessment tool</td>
<td>Review assessments</td>
<td></td>
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<tr>
<td></td>
<td>Assign assessment areas</td>
<td>together</td>
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<td></td>
</tr>
<tr>
<td><strong>LSWP Action Plan (implementation)</strong></td>
<td>Prioritize areas</td>
<td>Priority action</td>
<td>Review action</td>
<td>Finalize action</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>plan format</td>
<td>plan together</td>
<td>action plan</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Assign action plan parts</td>
<td>Draft action plan</td>
<td></td>
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</tr>
<tr>
<td><strong>LSWP Monitoring and Evaluation</strong></td>
<td>Add evaluation indicators</td>
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</tr>
<tr>
<td><strong>LSWP Public Notification, Celebration</strong></td>
<td>Post committee information</td>
<td></td>
<td>Include communication methods</td>
<td>Determine how to celebrate</td>
<td>Celebrate</td>
<td></td>
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</tr>
</tbody>
</table>

Local School Wellness Policy Committee Guide
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.
  

- **California Department of Education** website for Local School Wellness Policy.
  
  www.cde.ca.gov/ls/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.
  
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.
  

- **5-2-1-0 Goes to School Wellness Policy Guide** from Maine includes wellness committee start-up tools.
  

- **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](https://www.youtube.com/watch?v=TQzcVQcthew) from Alliance for a Healthier Generation is another good resource.


Requirements:

- [USDA’s Food and Nutrition Service](https://www.fns.usda.gov/tn/local-school-wellness-policy) provides guidance and multiple resources.

- [USDA’s final rules](https://fns.usda.gov/school-meals/fr-072916c) ensure access to healthy foods, consistent nutrition standards for foods marketed and served to students, and greater program integrity.

- Adapt [Indiana’s Local School Wellness Policy slideshow](https://www.doe.in.gov/nutrition/school-wellness-policy) to help you explain the LSWP requirements.

- [Alliance for a Healthier Generation](https://www.healthiergeneration.org/take_action/schools/wellness_councils__policies/) provides a model policy and other resources.

- [CA Local School Wellness Policy Collaborative](https://www.HealthyEating.org/CASchoolWellness) provides an array of resources.

- [Dairy Council of California](https://www.HealthyEating.org/Schools/School-Wellness/School-Wellness-Policies.aspx) has a directory of wellness policies in California.
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/

  opi.mt.gov/pdf/schoolfood/WellnessImpGuide.pdf (318 KB)

- Minneapolis’ Principal’s Wellness Policy Implementation Manual has a sample three-year implementation/action plan.

- 5-2-1-0 Goes to School Wellness Policy Guide from Maine has multiple resources, including implementation plans.

- 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
Local School Wellness Policy Committee Guide

Recommended Resources Continued

**Updating Policy:**

- **Dairy Council of California** has a directory of wellness policies in California.

- The **San Diego County Childhood Obesity Initiative** provides a policy clearinghouse with sample policy language for key sections of the wellness policy.
  [www.ourcommunityyourkids.org/resources/policy-clearinghouse.aspx](http://www.ourcommunityyourkids.org/resources/policy-clearinghouse.aspx)

- **Kansas State Department of Education** provides sample policy language at various levels of implementation.

- **Sample Board Policy for Student Wellness 5030** (Revised July 2013), developed by 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](http://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/](http://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](http://www.nfsmi.org/documentlibraryfiles/PDF/20130228111227.pdf) (4 MB)

- **Lompoc Unified School District** has several reports to the board.
  [www.lusd.org/Page/43](http://www.lusd.org/Page/43)

**Evaluation:**

- The **California School Boards Association’s Monitoring for Success: Student Wellness Policy Implementation Monitoring Guide** has evaluation indicators.
  [www.csba.org/Newsroom/CSBANewsletters/2012/July/ElectronicOnly/~-/media/Files/EducationIssues/Wellness/200910_MFS_Guide.ashx](http://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](http://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.
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](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/implimentlocalwellness.pdf](www.health.state.mn.us/cdrr/nutrition/docsandpdf/implimentlocalwellness.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.
  

- **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](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/](www.k12.wa.us/ChildNutrition/SchoolWellness/)
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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

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