

Local Wellness Policy

Participant Guide

This participant guide provides resources, hand-outs, activities, and space to write notes during class. It is designed to supplement the class rather than directly mirror the PowerPoint slides in a one-to-one manner.

Training Overview

Length	3 hours
Description	**Participants need to bring their school/district's LWP to the course, or have a digital copy readily available.** This course is intended to position CEs to meet and exceed all the requirements of the Local Wellness Policy (LWP), while also supporting LEAs in tracking all updates and implementation efforts on an annual basis. They include a LWP template, a guide on the background and requirements for the LWP, an accompanying LWP checklist, and a Triennial Assessment Template to assist your local wellness committee with including all legislative requirements in the policy.
USDA Key Areas	3200 – Program Management 4100 – Communication and Marketing Training
USDA Professional Standards Codes	3230 – Healthy School Environment 4150 – School and Community Communication
	1. Understand the importance of Local School Wellness Policies in promoting healthy eating and physical activity in schools.



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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Food and Nutrition Division
Nutrition Assistance Programs

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This institution is an equal opportunity provider.



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www.SquareMeals.org

Learning Objective(s)	<ol style="list-style-type: none"> 2. Identify the key components of a comprehensive Local School Wellness Policy. 3. Describe the role of school staff, parents, and the community in the development, implementation, and evaluation of Local School Wellness Policies. 4. Understand the guidelines for using approved images and resources in presentations and other communications. 5. Develop strategies for effectively implementing and promoting Local School Wellness Policies in schools.
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Common Acronyms

CACFP	Child & Adult Care Food Program
CE	Contracting Entity (same as RA)
LEA	Local Educational Agency (same as CE)
FND/F&N	Food & Nutrition
NSLP	National School Lunch Program
RA	Recipient Agency (same as CE). This term is more common in USDA
TDA	Texas Department of Agriculture
USDA	United States Department of Agriculture

Resources

SquareMeals.org	TDA Food & Nutrition Website	News, resources, and trainings for all 12 Food & Nutrition programs in Texas
ARM	Administrative Review Manual (located on SquareMeals.org)	A reference document used to provide guidance on the administration of federally funded programs.
TASB.org	Texas Association of School Boards Website	TASB is a voluntary, nonprofit, statewide educational association that serves and represents local Texas school boards to share information through publications and training to help Texas board members serve their communities more effectively.
TheICN.org	Institute of Child Nutrition Website	The ICN is the only federally funded national center dedicated to applied research, education and training, and technical assistance for child nutrition programs.
bit.ly/LWPresources	Washington, DC's Local Wellness Policy Implementation Resources	Note: Link is case sensitive

My school district's Local Wellness Policy is document _____ (XXX Local)

1000 – My school district's Local Wellness Policy can be located at the following website:

Using my completed Wellness Policy Worksheet, my district does/does not (circle one) include all of the minimum required elements.

We are missing the following:

1001 – We notify the public of the local school wellness policy by:

1002 – Our last update of the LWP was _____.

Our next update of the LWP is scheduled for _____.

Our review of the LWP includes _____

1003a – Who was involved in reviewing and updating the LWP?

1003b – What is their relationship with the SFA?

1004 – How are potential stakeholders made aware of their ability to participate in the development, review, update, and implementation of the local school wellness policy?

Does your SFA have a public announcement posted that you can provide the link?

1005 – Provide the link to the most recent assessment on the implementation of the local school wellness policy.

1006 – How does the public know about the results of the most recent assessment on the implementation of the local school wellness policy? If available, provide a website address.

Why does this Matter?

Me

- How will this class help me?

My Organization

- Which specific areas within this course topic does their organization needs help or guidance with?

My Food Program Participants

- How will this class help the recipients of my food program?

Notes

Next Steps

1. Identify Key Take-Aways

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2. Create a Plan

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3. Contact for TA

- My ESC Number:
- My ESC Contact Name:
- My ESC Contact Email:
- My ESC Contact Phone Number
- Other Info:

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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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

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District Contact Information
District:
County-District number:
Your name:

The federal Healthy, Hunger-Free Kids Act (HHFKA) of 2010 amended the Child Nutrition and WIC Reauthorization Act of 2004 to expand the requirements for local school wellness policies. Under federal law, each district that participates in the National School Lunch Program and/or the School Breakfast Program must adopt a wellness policy. The United States Department of Agriculture's Food and Nutrition Service, charged with developing regulations to implement the HHFKA, adopted [final regulations](#) effective August 29, 2016. Districts must meet the requirements of the federal regulations by June 30, 2017.

Texas state law distinguishes between the role of the school board to oversee the management of the district through adoption of policies and the role of the superintendent to manage the day-to-day operations of the district through development of administrative regulations that implement board-adopted policies.

For this reason, TASB Policy Service has drawn a distinction between the required wellness *policy*, which is coded at FFA(LOCAL) in the policy manual, and the recommended wellness *plan*, which may include administrative regulations as well as forms and other exhibits to implement the wellness policy. This worksheet provides guidance addressing specific *policy* text required for compliance with federal law, as well as a variety of options regarding other issues that must be also be included in the policy.

Instructions for using this **Wellness Policy Starting Points** worksheet are provided in the column to the right.

- **Select, revise, or add to the policy language** found in this worksheet to reflect district choices in these policy areas. Please revise the text as needed to reflect your district's intentions and append any locally developed material that you may want reflected in the policy.
- **Please be aware** that this text, based on your responses to this worksheet and any unique text you submit, will form the basis for a new FFA(LOCAL) policy to be adopted by your board.
- **Please make certain** you have identified your district on the worksheet, as well as the name of the person your policy consultant should contact if clarification is needed.
- **Send** the completed worksheet and any necessary attachments to TASB Policy Service so that your [policy consultant](#) can clear up any questions and prepare a draft before the policy is presented to your board for adoption.
- **After adoption of the policy**, arrange for development of a [wellness plan](#) to implement the policy and for communicating the new policy and plan to your staff, students, and community. Be sure to adjust your administrative procedures to harmonize with these new policy provisions.
- **Call** your policy consultant at 800-580-7529 if you have any questions.

District's Choices	Suggested Policy Text	Policy Considerations
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<p>The text is acceptable as presented.</p> <p>The district has revised the text to reflect district practice.</p>	<p>The District shall support the general wellness of all students by implementing measureable goals to promote sound nutrition and student health and to reduce childhood obesity. [See EHAA for information regarding the District's coordinated school health program.]</p>	<p>This text is recommended as a general introduction to lay out the purpose of the district's wellness program to promote student wellness and reduce childhood obesity.</p> <p>Board policy FFA(LOCAL) is intended to be a compliance document that includes provisions to address federal wellness policy requirements. FFA(LOCAL) is not intended to address any other aspects of the district's coordinated school health programs required under state law. We recommend housing details related to those other health and wellness topics in administrative regulations.</p>
<p>The district chooses the following text option:</p>	<p>DEVELOPMENT, IMPLEMENTATION, AND REVIEW OF GUIDELINES AND GOALS</p> <p>Option #1</p>	<p>Federal law and the recently adopted regulations address specific stakeholder</p>

<p>_____ Option #1 _____ Option #2 _____ The district has revised the text, or added text, to reflect district practice.</p>	<p>The local school health advisory council (SHAC), on behalf of the District, shall review and consider evidence-based strategies and techniques and shall develop nutrition guidelines and wellness goals as required by law. In the development, implementation, and review of these guidelines and goals, the SHAC shall permit participation by parents, students, representatives of the District's food service provider, physical education teachers, school health professionals, members of the Board, school administrators, and members of the public. [See BDF for required membership of the SHAC.] Option #2 Other: _____</p>	<p>representation in the development, implementation, and review of the wellness policy and plan. Coincidentally, state law since 1995 has required each district to establish and maintain a local school health advisory council (SHAC) with a required membership that overlaps significantly with the participants identified in the federal requirements. Based on common practices across the state, the recommended text at Option #1 authorizes the SHAC to handle the responsibilities for developing nutrition guidelines and wellness goals on behalf of the district. The text also mentions opportunities for involvement by each of the stakeholders identified in federal law in case your SHAC does not already include them. If your district has established a separate local wellness policy advisory committee that is distinct from your SHAC, please select Option #2, add or attach your locally developed text reflecting the role and membership of your committee, and contact your policy consultant for assistance with appropriately revising the text throughout this worksheet.</p>
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<p>The text is acceptable as presented.</p> <p>The district has revised the text, or added text, to reflect district practice.</p>	<p>WELLNESS PLAN</p> <p>The SHAC shall develop a wellness plan to implement the District’s nutrition guidelines and wellness goals. The wellness plan shall, at a minimum, address:</p> <ol style="list-style-type: none"> 1. Strategies for soliciting involvement by and input from persons interested in the wellness plan and policy; 2. Objectives, benchmarks, and activities for implementing the wellness goals; 3. Methods for measuring implementation of the wellness goals; 4. The District’s standards for foods and beverages provided, but not sold, to students during the school day on a school campus; and 5. The manner of communicating to the public applicable information about the District’s wellness policy and plan. 6. Other: _____ <p>The SHAC shall review and revise the plan on a regular basis and recommend revisions to the wellness policy when necessary.</p>	<p>As mentioned above, TASB Policy Service recommends that districts establish a wellness policy by which the board addresses <i>what</i> is expected to happen—the guidelines, goals, and requirements—while providing for a separate wellness plan, under the authority of the administration, to address the details of <i>how</i> the district will accomplish the goals and meet the requirements, i.e., to document the objectives and strategies, as well as the procedures for measuring implementation. The text in the middle column delegates to the SHAC the responsibility for developing, reviewing, and revising the administrative plan that will, at a minimum, implement the policy’s nutrition guidelines and board-adopted wellness goals. Summarizing the requirements of federal law, the recommended policy text broadly requires the plan to include at least five key sections. If your district wishes to require additional elements in the wellness plan, please attach additional text or contact your policy consultant for assistance. See below at NUTRITION GUIDELINES for more information related to standards for foods and beverages made available to students.</p>
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<p>The district chooses the following text option:</p> <p><input type="checkbox"/> Option #1</p> <p><input type="checkbox"/> Option #2</p> <p>The district has revised the text, or added text, to reflect district practice.</p>	<p>NUTRITION GUIDELINES: FOODS AND BEVERAGES SOLD</p> <p>Option #1</p> <p>The District’s nutrition guidelines for reimbursable school meals and all other foods and beverages sold or marketed to students during the school day shall be designed to promote student health and reduce childhood obesity and shall be at least as restrictive as federal regulations and guidance, except when the District allows an exemption for fundraising activities as authorized by state and federal rules. [See CO and FJ]</p> <p>Option #2</p> <p>The District’s nutrition guidelines for reimbursable school meals and all other foods and beverages sold or marketed to students during the school day shall be designed to promote student health and reduce childhood obesity and shall be at least as restrictive as federal regulations and guidance. [See CO]</p>	<p>Federal law and the corresponding regulations require the district to establish by policy nutrition guidelines for all foods sold on school campuses during the school day. A district that receives federal funds is permitted to establish rules that are stricter, but no less restrictive, than the meal pattern requirements in federal regulations for the National School Lunch Program, the School Breakfast Program, and the competitive food regulations known as “Smart Snacks.”</p> <p>Option #1 meets this requirement, but allows the district to exempt certain fundraising activities in accordance with federal and state rules. In a district that chooses this text, the wellness plan would include applicable details for how many and what type of exemptions from the nutrition guidelines the district would allow, as well as the process for requesting approval. The SHAC should consider the material at CO and FJ in the policy manual and in the district’s administrative procedures when developing rules addressing fundraising activities.</p> <p>A district that will not allow any exemptions from the federal nutrition rules for the purpose of fund-raising activities may choose Option #2.</p>
<p><input type="checkbox"/> The text is acceptable as presented.</p> <p><input type="checkbox"/> The district has revised the text to reflect district practice.</p>	<p>NUTRITION GUIDELINES: FOODS AND BEVERAGES PROVIDED</p> <p>The District shall establish standards for all foods and beverages provided, but not sold, to students during the school day. These standards shall be addressed in the District’s wellness plan.</p>	<p>Note that the federal regulations require a district to identify standards for foods and beverages provided, <i>but not sold</i>, to students during the school day. The wellness plan would be the most appropriate mechanism to document these local standards.</p>

<p>The text is acceptable as presented.</p>	<p>WELLNESS GOALS: NUTRITION PROMOTION AND EDUCATION</p>	<p>Based on state law, the district's coordinated school health program must provide for coordinating nutrition services along with other health education and physical education components. Federal law now requires the district to encourage student participation in the National School Lunch Program and the School Breakfast Program.</p>
<p>The district has revised the text to reflect district practice.</p>	<p>The District shall implement, in accordance with law, a coordinated school health program with a nutrition education component. [See EHAA] The District's nutrition promotion activities shall encourage participation in the National School Lunch Program, the School Breakfast Program, and any other supplemental food and nutrition programs offered by the District.</p>	<p>Based on state law, the district's coordinated school health program must provide for coordinating nutrition services along with other health education and physical education components. Federal law now requires the district to encourage student participation in the National School Lunch Program and the School Breakfast Program.</p>

<p>The district chooses to include all the following text (<i>please choose all applicable options</i>):</p> <p><input type="checkbox"/> <i>item 1</i></p> <p><input type="checkbox"/> <i>item 2</i></p> <p><input type="checkbox"/> <i>item 3</i></p> <p><input type="checkbox"/> <i>item 4</i></p> <p><input type="checkbox"/> The district has revised the text, or added text, to reflect district practice.</p>	<p>The District establishes the following goals for nutrition promotion:</p> <p>7. The District’s food service staff, teachers, and other District personnel shall consistently promote healthy nutrition messages in cafeterias, classrooms, and other appropriate settings.</p> <p>8. The District shall share educational nutrition information with families and the general public to promote healthy nutrition choices and positively influence the health of students.</p> <p>9. The District shall ensure that food and beverage advertisements accessible to students outside of school hours on District property contain only products that meet the federal guidelines for competitive foods.</p> <p>10. Other: _____</p>	<p>In addition to the previous federal requirement for the wellness policy to establish goals for delivering nutrition education to students, the HHFKA requires that the policy establish goals related to promoting good nutrition in other settings as well, for example, messages that would be available to parents and the public. The text in the middle column includes a handful of possible goals related to promoting nutrition to students, families, and the community at large. Please choose goals, and/or include additional text to reflect other goals, that are appropriate and practical for implementation in your district and community. Your wellness plan should detail the strategies and procedures to accomplish the goals your policy establishes.</p> <p>The district’s wellness policy should include at least one goal related to nutrition promotion.</p> <p>If a district allows marketing of foods and beverages, the federal regulations require that the marketing of foods and beverages meet the Smart Snacks standards. This would include advertisements accessible to students during the school day on a school campus, as these terms are defined in the Smart Snacks regulations (the midnight before to 30 minutes after the end of the official school day and all areas of the property under the jurisdiction of the school that are accessible to students during the school day). The regulation does not require schools to immediately replace items, such as plastic cups with a company name on them, or structures, such as scoreboards, that do not meet these standards, but the district should be aware of this requirement.</p>
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<p>The district chooses to include all the following text (<i>please choose all applicable options</i>):</p> <p><input type="checkbox"/> <i>item 1</i></p> <p><input type="checkbox"/> <i>item 2</i></p> <p><input type="checkbox"/> <i>item 3</i></p> <p><input type="checkbox"/> <i>item 4</i></p> <p><input type="checkbox"/> <i>item 5</i></p> <p><input type="checkbox"/> The district has revised the text, or added text, to reflect district practice.</p>	<p>The District establishes the following goals for nutrition education:</p> <ol style="list-style-type: none"> 1. The District shall deliver nutrition education that fosters the adoption and maintenance of healthy eating behaviors. 2. The District shall make nutrition education a District-wide priority and shall integrate nutrition education into other areas of the curriculum, as appropriate. 3. The District shall provide professional development so that teachers and other staff responsible for the nutrition education program are adequately prepared to effectively deliver the program. 4. The District shall establish and maintain school gardens and farm-to-school programs. 5. Other: _____ 	<p>Federal law requires the wellness policy to establish goals related to the delivery of nutrition education.</p> <p>The text in the middle column includes a few possible goals related to providing nutrition education to students. Please choose goals, and/or include additional text to reflect other goals, that are appropriate and practical for implementation in your district and community. Your wellness plan should detail the strategies and procedures to accomplish the goals your policy establishes.</p> <p>The district's wellness policy should include at least one goal related to nutrition education.</p>
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<p>The district chooses to include all the following text (<i>please choose all applicable options</i>):</p> <p><input type="checkbox"/> <i>item 1</i></p> <p><input type="checkbox"/> <i>item 2</i></p> <p><input type="checkbox"/> <i>item 3</i></p> <p><input type="checkbox"/> <i>item 4</i></p> <p><input type="checkbox"/> <i>item 5</i></p> <p><input type="checkbox"/> <i>item 6</i></p> <p><input type="checkbox"/> <i>item 7</i></p> <p><input type="checkbox"/> The district has revised the text, or added text, to reflect district practice.</p>	<p>WELLNESS GOALS: PHYSICAL ACTIVITY</p> <p>The District shall implement, in accordance with law, a coordinated health program with physical education and physical activity components and shall offer at least the required amount of physical activity for all grades. [See BDF, EHAA, EHAB, and EHAC]</p> <p>The District establishes the following goals for physical activity:</p> <p>6. The District shall provide an environment that fosters safe, enjoyable, and developmentally appropriate fitness activities for all students, including those who are not participating in physical education classes or competitive sports.</p> <p>7. The District shall provide appropriate staff development and encourage teachers to integrate physical activity into the academic curriculum where appropriate.</p> <p>8. The District shall make appropriate before-school and after-school physical activity programs available and shall encourage students to participate.</p> <p>9. The District shall make appropriate training and other activities available to District employees in order to promote enjoyable, lifelong physical activity for District employees and students.</p> <p>10. The District shall encourage parents to support their children’s participation, to be active role models, and to include physical activity in family events.</p> <p>11. The District shall encourage students, parents, staff, and community members to use the District’s recreational facilities, such as tracks, playgrounds, and the like, that are available outside of the school day. [See GKD]</p> <p>12. Other: _____</p>	<p>State law requires the district’s coordinated school health program to include physical education and physical activity and further specifies the amount of physical activity required for students at each grade level. Federal law requires the wellness policy to establish goals related to physical activity in order to promote student wellness.</p> <p>The text in the middle column on this page and continued on the next page includes a several possible goals related to physical activity of students, employees, parents, and other members of the community. Please choose goals, and/or include additional text to reflect other goals, that are appropriate and practical for implementation in your district and community. Your wellness plan should detail the strategies and procedures to accomplish the goals your policy establishes.</p> <p>The district’s wellness policy should include at least one goal related to physical activity.</p>
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<p>The district chooses to include all the following text (<i>please choose all applicable options</i>):</p> <p><input type="checkbox"/> <i>item 1</i></p> <p><input type="checkbox"/> <i>item 2</i></p> <p><input type="checkbox"/> <i>item 3</i></p> <p><input type="checkbox"/> <i>item 4</i></p> <p><input type="checkbox"/> The district has revised the text, or added text, to reflect district practice.</p>	<p>SCHOOL-BASED ACTIVITIES</p> <p>The District establishes the following goals to create an environment conducive to healthful eating and physical activity and to promote and express a consistent wellness message through other school-based activities:</p> <ol style="list-style-type: none"> 1. The District shall allow sufficient time for students to eat meals in cafeteria facilities that are clean, safe, and comfortable. 2. The District shall promote wellness for students and their families at suitable District and campus activities. 3. The District shall promote employee wellness activities and involvement at suitable District and campus activities. 4. Other: _____ 	<p>Federal law requires the wellness policy to establish goals related to school-based activities intended to promote student wellness.</p> <p>The text in the middle column on this page includes a few possible goals related to healthy school-based activities for students, families, and employees. Please choose goals, and/or include additional text to reflect other goals, that are appropriate and practical for implementation in your district and community. Your wellness plan should detail the strategies and procedures to accomplish the goals your policy establishes.</p> <p>The district's wellness policy should include at least one goal related to school-based activities intended to promote wellness.</p>
<p><input type="checkbox"/> The text is acceptable as presented, and we have filled in the blank with the appropriate position title.</p> <p><input type="checkbox"/> The district has revised the text to reflect district practice.</p>	<p>IMPLEMENTATION</p> <p>The _____ (<i>title of District official</i>) shall oversee the implementation of this policy and the development and implementation of the wellness plan and appropriate administrative procedures.</p>	<p>Federal law requires the district to designate in the wellness policy one or more district employees to ensure that all campuses in the district are in compliance with the wellness policy and the wellness plan. Please fill in the blank with the title of the district employee who will be responsible for overseeing implementation. For example, this may be the administrator or other employee who serves as the district's SHAC coordinator. We do not recommend putting a person's name in this policy.</p>

<p>The district chooses the following text option:</p> <p>_____ The text is acceptable as presented.</p> <p>_____ The district has revised the text, or added text, to reflect district practice.</p>	<p>EVALUATION</p> <p>The District shall comply with federal requirements for evaluating this policy and the wellness plan.</p>	<p>The federal regulations require the district, at least once every three years, to assess the district’s compliance with the local school wellness policy and make assessment results available to the public. The implementation assessment must include the extent to which the district and each campus are in compliance with the wellness policy, the extent to which the district’s policy compares to model policies, and a description of the progress made in attaining the goals of the wellness policy.</p>
<p>_____ The text is acceptable as presented.</p> <p>_____ The district has revised the text to reflect district practice.</p>	<p>PUBLIC NOTIFICATION</p> <p>The District shall annually inform and update the public about the content and implementation of the wellness policy, including posting on its website copies of the wellness policy, the wellness plan, and the required implementation assessment.</p>	<p>The HHFKA requires the district to keep the community informed about the content and implementation of the wellness policy. Posting this information on the district’s website is an efficient way to reach any parent or other member of the public who is interested in the district’s wellness activities. The federal regulations require annual notification to the public of the content of the policy and any updates to the policy.</p>
<p>_____ The text is acceptable as presented.</p> <p>_____ The district has revised the text to reflect district practice.</p>	<p>RECORDS RETENTION</p> <p>The District shall retain all required records associated with the wellness policy, in accordance with law and the District’s records management program. [See CPC and FFA(LEGAL)]</p>	<p>Revisions to the wellness policy may be required periodically due to changes in federal or state law, or may be based on recommendations from the SHAC. As with any board policy, the district should maintain records reflecting how the policy has been revised over the years. Please refer to the district’s records management program for any specific requirements. The federal regulations require retention of the following records: the written wellness policy, documentation demonstrating compliance with community involvement requirements, documentation of the triennial assessment, and documentation to demonstrate compliance with the annual public notification requirements.</p>

Please follow the instructions on page 10 to ensure that text appropriate for your district is included properly in the policy and incorporated into the district’s manual.