



Policy Development Guide:

Tailoring the Sample School Wellness Policy for TSET Healthy District Incentive Grants

HOW TO CUSTOMIZE THE POLICY

In this Guide, language written in *italics* and in *[brackets]* provides different options or explains the type of information that needs to be inserted in a blank space. Districts will need to fill in the blanks and choose the elements that are right for them. In some cases, comment boxes describe the elements in more detail or provide additional information. These comment boxes should be deleted from the final version of the policy.

Here is a step-by-step process for customizing the sample policy:

- Carefully read through each line of the policy. Districts should customize the policy elements they choose to adopt and delete the elements they do not choose.
 - In considering the policy elements, districts are encouraged to think about which elements will have the greatest health benefit for students and staff, and which elements are the most practical to implement at this time.
 - **Districts can choose to adopt any number of policy elements in each section; however, they must comply with all policies highlighted in blue. These standards are required by federal or state law.**
 - Although districts must comply with all the elements highlighted in blue, the USDA's final wellness policy rule does not require that all of these policies be included in the written wellness policy. The Checklist on page 5 lists all the elements that federal law requires school districts to include in their written wellness policies. When developing their policy, districts should refer to the Checklist, to ensure that they've included all the elements that federal law requires school districts to include in their written wellness policies.
- Starting at the top of the page, **districts should begin customizing the text written in *italics* and in *[brackets]*.**
 - For example, where the text says “[*Insert District Name*],” individual districts should write or type their own name in place of the words “*Insert District Name*” and then delete the brackets.
 - Where the text gives multiple options (e.g., [*option one / option two*]), individual districts should keep only the options that apply to their customized wellness policy. Districts keeping one or two of the options should delete the option(s) that do not apply to them, make the remaining words plain text, and then delete the brackets.
- Once districts have customized the policy by choosing the appropriate policy elements and finalizing all of the language, they should compare the newly selected policy and language with any existing policies (including an existing wellness policy, any overlapping health-related policies, and/or other relevant district-level policies) to ensure consistency.

Checklist

Below is a list of all the elements that federal law requires school districts to include in their written wellness policies. Each element has a link to the corresponding page in this Guide, where districts can find sample policy language and, in some cases, additional information or examples that discuss that element.

Note that many of the federal requirements are written in general, unspecific language. This is intentional—the USDA wants school districts to build wellness policies that not only comply with federal requirements but also meet their community’s unique needs. For example, the final rule requires that districts establish “specific goals for nutrition education,” but it does not outline what those goals should be. As explained in the final rule, the USDA believes that local communities and school districts are in the best position to establish the specific objectives and standards (i.e., “goals”) for their schools. As a result, the agency has intentionally defined these requirements broadly, leaving the specificity up to school districts.

Nutrition

- The USDA’s meal pattern requirements for reimbursable meals under the National School Lunch Program and School Breakfast Program
 - See [School Meal Requirements](#) for sample policy language
- The USDA’s Smart Snacks in Schools standards governing competitive foods (i.e., foods and beverages available for sale on campus outside of the school meal program)
 - See [Competitive Foods and Beverages](#) for sample policy language
- Nutrition standards for all foods and beverages provided, but not sold, to students on campus during the school day
 - See [Other Foods Provided at School](#) for sample policy language
- Specific goals for nutrition education
 - See [Nutrition Education](#) for examples and sample policy language
- Specific goals for nutrition promotion
 - See [Nutrition and Healthy Food Promotion](#) for examples and sample policy language
- Policies that allow marketing only of foods and beverages that meet the Smart Snacks standards (i.e., those foods and beverages that may be sold on the school campus during the school day)
 - See [Food and Beverage Marketing](#) for sample policy language

Physical Education and Physical Activity

- Specific goals for physical activity
 - See [General Requirements](#) for examples and sample policy language

Other Activities that Promote School Wellness

- Specific goals for other school-based activities that promote student wellness
 - See [Other Activities that Promote School Wellness](#) for examples and sample policy language

Implementation, Monitoring, and Evaluation

- The name(s) of the district or school official(s) responsible for ensuring each school's compliance with the local school wellness policy
 - See [Local Leadership](#) for sample policy language
- A written plan allowing for stakeholder involvement and participation in the development, implementation, review, and update of the local school wellness policy
 - See [Community Involvement](#) for sample policy language

SAMPLE SCHOOL WELLNESS POLICY

***[Insert District Name]* School District Wellness Policy**

Purpose

The *[Insert District Name]* School District (the District) recognizes the important role that schools play in the development of children’s lifelong health habits, their ability to learn, and their overall well-being. Schools can improve the health of students not only by educating them about the importance of healthy behaviors, but also by implementing policies that promote those behaviors.

Therefore, the District establishes the following policy to promote the health and wellness of students and staff and to ensure its schools comply with those standards established by federal and state law. Specifically, this policy requires all schools in the District to:

- Allow parents, students, representatives of the school food authority, physical education teachers, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, review, and update of the school wellness policy.
- Establish nutrition guidelines that meet or exceed the United States Department of Agriculture’s (USDA) school meal requirements and the nutrition standards for competitive foods and beverages.
- Create goals for nutrition promotion and education, physical activity and physical education, and other activities that promote student as well as staff health.
- Adopt a plan to ensure the policy is properly implemented, regularly assessed, and periodically updated.

Definitions

- **School campus**
 - All areas of the property under the jurisdiction of the school that are accessible to students during the school day.
- **School day**

The period of time from the midnight before to 30 minutes after the end of the instructional day.
- **Competitive foods and beverages**

Foods and beverages that are sold on campus outside of the federal reimbursable school meals program during the school day (e.g., in vending machines or school stores).
- **Smart Snacks standards**

Nutrition standards, issued by the USDA, that set limits on the amount of calories, salt, sugar, and fat in competitive foods and beverages.

NUTRITION

School Meal Requirements

The District will make nutritious foods available on campus during the school day to promote student and staff health. At a minimum, the District Child Nutrition Program will serve reimbursable meals that meet the *United States Department of Agriculture's (USDA) requirements* and follow the Dietary Guidelines for Americans (DGA).

Specifically, the District will ensure that all meals are the following:

- Accessible, appealing, and attractive to all children
- Served in a clean, pleasant, and supervised setting
- High in fiber, free of added trans fats, and low in added fats, sugar, and sodium
- Respectful of cultural diversity (e.g., students will be encouraged to suggest local, cultural, and favorite ethnic foods) and religious preferences
- *[Reviewed by a registered dietitian or other certified nutrition professional / Based on a meal plan provided by a professional resource (such as the State Department of Education, the USDA, the Alliance for a Healthier Generation, or The Lunch Box)]*

The District will also ensure that schools do the following:

- Encourage students to start the day with a healthy breakfast.
- Provide breakfast through the USDA School Breakfast Program.

Water: Schools will make clean drinking water available and accessible without restriction and at no charge at every district facility (*including cafeterias and eating areas, classrooms, hallways, playgrounds, and faculty lounges*) before, during, and after school. Schools will also ensure the following:

- Students [*will / may*] be provided drinking cups, glasses, or reusable water bottles in places where meals and snacks are served.
- Students [*will / may*] be allowed to bring drinking water from home and take water into the classroom, provided that the water is in a capped container, such as a bottle, to prevent spills.

All water sources and containers will be maintained on a regular basis to ensure good hygiene standards (including drinking fountains, water jugs, hydration stations, and other methods for delivering drinking water).

Comment on Water

Federal law requires that schools provide clean drinking water to students during meal time, in areas where school meals are served. However, the language itself does not need to be in a written wellness policy.

Information and Promotion: As required under the National School Lunch Program (7 CFR 210.12), the District will promote activities to involve students and parents in the School Lunch Program. In addition, the District will do the following:

- Inform families about the availability of breakfasts for students.
- Distribute materials to inform families of the availability and location of free Summer Food Service Program meals for students when school is not in session.
- Post information on the nutritional content and ingredients of school meals on menus in the cafeteria, on the District website and/or websites of individual schools, and/or in school newsletters.
- Send applications for reimbursable meal programs to families at the beginning of the school year and make applications available on the District website.

Adequate Time to Eat: The District will *[allow students at least 10 minutes to eat breakfast and 20 minutes to eat lunch from the time they are seated / provide sufficient lunch periods that are long enough to give all students (K-12) adequate time to be served and eat their lunches].*

Comment on Adequate Time to Eat

Depending on the district's level of readiness, the district should select the most appropriate language by selecting one of the two options in brackets above.

Competitive Foods and Beverages

All competitive foods and beverages sold to students during the school day must meet or exceed the *USDA's Smart Snacks standards*.¹

Other Foods Provided at School

Other foods and beverages provided (not sold) on campus (e.g., for classroom parties, celebrations, shared snacks, afterschool-programming) [must / should] meet the USDA's Smart Snacks standards. [*The District, however, may allow exemptions for up to [two / three / four celebrations during the school year, during which the foods and beverages served are not required to meet the Smart Snack standards.]*]

The District will provide parents and teachers with a list of ideas for healthy food as well as non-food alternatives for classroom parties (e.g., the USDA's resources on "[Healthy Celebrations](#)") and after-school programming (including celebrations).

Comment on Other Foods Provided at School

The final rule only requires that wellness policies establish nutrition standards for foods that are available, but not sold, on campus during the school day (e.g., foods provided at classroom parties, snacks and school celebrations). However, they do not specify what those standards must be.

For consistency, the Smart Snacks standards is used above since competitive foods (i.e., foods and beverages available for sale to students) must already comply with Smart Snacks.

It also provides alternative policy language allowing for exemptions during the school year. The number of exemptions (in the brackets above) can be tailored to meet the individual needs and reflect the readiness of the district.

Fundraising

Fundraising on Campus During the School Day: Only fundraisers that feature non-food items or foods and beverages that meet the Smart Snacks standards will be permitted.

*[The District, however, may allow exemptions for up to [ten / fifteen / twenty eight] **fundraising days** during the school year, during which the foods and beverages sold are not required to meet the Smart Snack standards. Importantly, these exempted fundraisers cannot be held during normal meal service times.]*

Comment on Fundraising

This alternative policy language provides an exemption for schools to have up to a certain number of fundraisers during the school year that are not required to follow the USDA's Smart Snacks standards. The number of exemptions (enclosed in brackets above) can be tailored to meet the individual needs and reflect the readiness of the district.

State law allows Oklahoma schools to hold up to 30 exempted fundraisers per semester (provided that they are not held during normal meal service times); however, districts may choose to allow fewer, or zero, exempted fundraisers. **There must be a staff person in charge of keeping track of fundraising efforts at each school site.**

The following will also occur:

- Fundraising activities will not promote any particular food brands (e.g., fundraisers by fast food chains).
- The District will encourage fundraisers that do not sell food and/or that promote physical activity.

After-School Concessions and Fundraisers: *[Foods and beverages offered at after-school concessions or as part of fundraisers held outside of school hours [must / are encouraged to] comply with the USDA's Smart Snack standards / At least [5 / 10 / 25 / 50 percent] of foods and beverages offered during after-school concessions or as part of fundraisers held outside of school hours [will / should] comply with the USDA's Smart Snack standards.] At least [10 / 15 / 25 / 50 percent] of after – school fundraisers are non-food fundraisers or promote physical activity.*

Comment on After-School Fundraisers and Concessions

Districts are to customize the percentage of food and beverages that must comply for concession stand sales. The District should encourage schools to consider non-food and physical activity fundraisers.

Nutrition Education

Schools will offer—and integrate into the core curriculum—nutrition education to all grades (K-12), providing students the knowledge and skills necessary for lifelong healthy eating behaviors, including the following:

- What it means to eat healthfully, consume the proper nutrients, and maintain a wholesome and balanced diet.
- How to read labels and understand the problems associated with unhealthy food marketing to children.

In addition, schools will ensure that nutrition education:

- Complies with state learning objectives and standards.
- Provides opportunities for students to practice and apply the skills and knowledge taught in the classroom (e.g., by using the cafeteria as a learning lab, visiting local farms, etc.).
- Is made available for staff.
- Is promoted to families and the community.

Comment on Nutrition Education

Federal law requires all local school wellness policies to establish “specific goals for nutrition education.” The language (above) offers examples that districts can use when developing nutrition education standards. **Districts can also include different or additional actions.**

Rewards and Punishment

Food and beverages, will not be used to reward or punish academic performance or student behavior.

Comment on Rewards and Punishment

The Oklahoma Department of Education prohibits the denial of school meals for disciplinary action. Districts interested in going above and beyond this requirement, should consider including candy in the language above, which prohibits the use of all foods and beverages for rewarding or punishing students. Exceptions are allowed when required by a student’s IEP, 504, or behavior management plan.

Nutrition and Healthy Food Promotion

The District will promote healthy food and beverage choices and appropriate portion sizes by doing the following:

- Exhibiting posters, signs, or other displays on the school campus that promote healthy nutrition choices.
- Providing age-appropriate activities, such as contests, food demonstrations, and taste-testing that promote healthy eating habits.
- Offering information to families (via communications with parents, educational workshops, screening services, and health-related exhibitions and fairs) and encouraging them to teach their children about nutrition and healthy eating behaviors.
- Encouraging school staff to display healthy eating habits and physical activity choices to students (e.g., by eating with students during meal times, consuming only healthy snacks, meals, and beverages in front of students, sharing positive experiences with physical activity with students, etc.).

Comment on Nutrition and Healthy Food Promotion

Federal law requires all local school wellness policies to include goals for nutrition promotion and education. The list of actions (above) offers examples that districts can use when developing standards related to nutrition and healthy food promotion.

Districts can also include different or additional actions.

Food and Beverage Marketing

Only foods and beverages that meet the USDA's Smart Snacks standards may be marketed in schools. The marketing of any brand, without reference to a specific product, is prohibited unless every food and beverage product manufactured, sold, or distributed under the corporate brand name meets the Smart Snacks standards.

Marketing includes the following:

- Advertising on any property or facility owned or leased by the school district or school and used at any time for school-related activities (including school buildings, athletic fields, parking lots, school buses, vending machines, scoreboards, uniforms, educational materials, and supplies).
- Coupons, discounts, and corporate incentive programs that reward students (e.g., when they reach certain academic goals) with free or discounted items. Such rewards may not include foods or beverages that fail to satisfy the USDA's Smart Snacks standards.
- Corporate-sponsored programs that provide funds to schools in exchange for consumer purchases of certain items. Programs involving purchase of foods and beverages that do not meet the USDA's Smart Snacks standards are not permitted.

If the non-compliant advertising is a permanent feature of a permanent fixture (e.g., a scoreboard), such advertising can remain until the permanent fixture is removed or replaced.

Comment on Food and Beverage Marketing

The USDA's final rule requires that local wellness policies allow marketing of only those foods and beverages that meet the Smart Snacks standards. The sample language above expands the federal requirement in two ways. First, it limits brand marketing, which prevents companies that sell unhealthy foods and beverages from displaying their corporate logos around campus. Second, it lists additional examples of food marketing that a district could include in their wellness policy.

Staff Qualifications and Training

The District will follow the USDA's Professional Standards for State and Local Nutrition Programs in selecting local school nutrition program directors. Also, the District will require all personnel in the school nutrition programs to complete annual continuing education and training.

In addition, Child Nutrition Staff will do the following:

- Receive training in basic nutrition, nutrition education, safe food preparation, and nutrition standards for healthy meals and snacks.
- Organize and participate in educational activities that support healthy eating behaviors and food safety.

Farm-to-School Programs and School Gardens

The District will allow school gardens on District property.

The following will also occur:

- The District will dedicate resources (e.g., tools, materials, volunteer hours, etc.) to build a school garden on District property and/or actively participate in community gardens by dedicating the same resources as would be required for gardens on District property.
- The District will incorporate local and/or regional products into the school meal program.
- Schools [will / are encouraged] take field trips to local farms.
- As part of their education, students will learn about agriculture and nutrition.

Comment on Farm-to-School Programs and School Gardens

Districts are encouraged to incorporate provisions regarding school gardens or other farm-to-school programs into their wellness policy. The options listed above provide

possible language districts could adopt. Districts can also include different or additional actions.

PHYSICAL EDUCATION AND PHYSICAL ACTIVITY

General Requirements

The District will [ensure / encourage] that all [*elementary school students (K-5) / students (K-12)*] participate in a minimum of 60 minutes of physical activity [*each week / each day*], whether through physical education, exercise programs, after-school athletics, fitness breaks, recess, classroom activities, or wellness and nutrition education.

Comment on General Requirements for Physical Education and Physical Activity

Federal law requires that districts include measurable mandates for physical activity but it does not outline what those requirements should be.

The language above is highlighted in blue because Oklahoma state law requires that school districts ensure elementary students (K-5) participate in a minimum of 60 minutes of physical activity each week.

The sample policy language above goes beyond that baseline requirement, and suggests requiring that *all students* (not just elementary school students) receive a minimum of 60 minutes of physical activity *each day* (instead of each week, as required by state law), because this is the amount recommended by the CDC and encouraged by the USDA.

Recess and Physical Activity Breaks

Recess: The District will require schools to provide elementary school students (K-5) at least 20 minutes of recess each day (in addition to the PE requirements). Additionally, the District will do the following:

- Develop indoor recess guidelines to ensure students can have adequate physical activity on days when recess must be held indoors.
- [Require / Encourage] schools to hold recess before lunch, in order to increase food consumption, reduce waste, and improve classroom attentiveness when students return from lunch.²

Physical Activity Breaks: The District will require schools to provide all students (K-12) short breaks (three to five minutes) throughout the day to let them stretch, move around, and break up their time spent sitting. These physical activity breaks may take place during and/or between classroom time.

Physical Education (PE)

The District will require all schools to establish a comprehensive, standards-based PE curriculum for each grade (K-12). Schools will ensure that PE classes and equipment afford all students (K-12) an equal opportunity to participate in PE.

Elementary school students (K-5) will participate in at least [60 /150] minutes of PE per week throughout the entire school year.

Middle and high school students (6-12) that participate in PE will participate in at least [225] minutes of PE per week throughout the [entire school year / semester / block].

Comment on Physical Education (PE)

Although federal law strongly encourages but does not require PE, **Oklahoma state law requires that all elementary school students (K-5) receive a minimum of 60 minutes of PE per week, not including recess time.**

Districts should, based on their individual goals and level of readiness, select how many minutes of PE students are, at a minimum, required to participate in each week.

The *SHAPE America guidelines* recommend that students receive PE instruction for a total of 150 minutes/week in elementary school and 225 minutes/week in middle and high school.

In addition, the following requirements apply to all students (K-12):

- During PE, students will be given the opportunity to participate in many types of physical activity, including both cooperative and competitive games.
- Students will engage in moderate to vigorous physical activity for more than 50 percent of the PE class time.
- PE classes [will / may]have a teacher/student ratio comparable to core subject classroom size.

Teacher Qualifications, Training, and Involvement

- Teachers will receive training on how to integrate physical activity into the curriculum. Some portion of this training will be incorporated into annual professional development.
- Schools will allow teachers the opportunity to participate in or lead physical activities before, during, and after school.
- PE classes will be taught by licensed teachers who are certified or endorsed to teach PE [when possible].

Punishment and Rewards

- Physical activity will not be used or withheld as punishment. (This does not apply to participation on sports teams that have specific academic requirements.)

- The District will provide a list of alternative ways for teachers and staff to discipline students.
- The District will strongly encourage teachers to use physical activity (e.g., extra recess) as a reward.

Grounds, Facilities, and Equipment

The District will ensure the availability of proper equipment and facilities that meet safety standards and will conduct necessary inspections and repairs.

Comment on Grounds, Facilities, and Equipment

The USDA specifically encourages, but does not require, districts to include language regarding availability of safe facilities and equipment in their wellness policy.

Community Use of Recreational Facilities

The District will encourage school staff, students, and their families to participate in physical activity outside of the school day. Allowing staff, students, and their families to use school recreational facilities during non-school hours is one way to increase opportunities to engage in physical activity. Consistent with state law and District policies and procedures [*cross reference any School Board or District policies*] regarding use of school facilities during non-school hours, the District will work with the [*local government - city/county/recreation district*] and community-based organizations to coordinate and enhance opportunities for staff, students, and their families to engage in physical activity using school facilities before and after the school day, during weekends, and during school vacations.

Comment on Community Use of Recreational Facilities

The USDA specifically encourages, but does not require, districts to incorporate provisions regarding the community use of recreational facilities into their wellness policy. Many school districts have stand-alone policies (adopted by the Board of Education or Superintendent) addressing community use of facilities, shared/joint use agreements, or open use. As noted in brackets above, those policies should be cross-referenced in the local school wellness policy to ensure consistency.

Active Transportation

The District will do the following:

- Encourage children and their families to walk and bike to and from school.
- Work with local officials to designate safe or preferred routes to school.
- Promote National and International Walk and Bike to School Week/Day.

- Provide bike racks for students, faculty, and staff.
- Encourage parents to supervise groups of children who walk or bike together to and from school.

Comment on Active Transportation

Under the USDA’s final rule, districts are encouraged to adopt—and include in their wellness policy—strategies or actions that promote safe, active routes to school. The list of actions (above) offer examples that districts can use when developing such a plan; districts can also include different or additional actions. For Schools located in areas that it is not safe to promote active transportation, please refer to the resource guide for alternative active transportation suggestions and policy language.

After-School Programs Physical Activity and Screen Time

After-school programming will do the following:

- Dedicate at least 20%, or at least 30 minutes (whichever is more), of program time to physical activity, which includes a mixture of moderate to vigorous physical activity.
- Utilize outdoor space for physical activity as much as possible each day (weather permitting and with appropriate protection from the elements).
- Provide equal opportunities for children and youth with disabilities to be physically active.
- Encourage staff to join children and youth in physical activity whenever possible.
- Limit screen time to less than 60 minutes per day to be used only for homework and other educational or physical activity purposes.

OTHER ACTIVITIES THAT PROMOTE SCHOOL WELLNESS

Comment on Other Activities that Promote School Wellness

Federal law requires all local school wellness policies to establish strategies or actions for “other activities that promote school wellness” but it does not outline what those requirements should be. The language (below) offers examples; however, districts can also include different or additional actions. Districts are encouraged to add their own activities

Staff Wellness

The District recognizes that employee health is essential to student health and to creating healthy school environments. Accordingly, the District will implement an employee wellness program that promotes healthy eating, physical activity, and overall health. The District may partner with community agencies and organizations (e.g., local health

departments, hospitals, health insurance companies, and local chapters of national organizations, such as the American Cancer Society, American Heart Association, Red Cross, and YMCA) to assist in providing education, services, and resources for staff.

The District will do the following to support staff wellness:

Nutrition

- [*Serve / Encourage*] only those foods and beverages that meet Smart Snacks standards at all staff meetings, trainings, special occasions (e.g., birthdays and retirement parties), and other workplace gatherings.
- Provide employees with access to a refrigerator, microwave, and sink with a water faucet.
- Provide or partner with community organizations or agencies to offer nutrition education through activities such as seminars, workshops, classes, meetings, and newsletters.
- Partner with community organizations or agencies to offer staff accessible and free or low-cost healthy eating/weight management programs.

Physical Activity

- Promote walking meetings.
- [*Incorporate / Encourage*] 10-minute physical activity breaks into every hour of sedentary meetings, trainings, and other workplace gatherings.
- Provide access to on-campus athletic facilities, such as gyms, running tracks, basketball courts, tennis courts, and swimming pools.
- Promote employee participation in physical activity by creating exercise clubs or groups and/or sponsoring employee sports teams.
- Use posters, pamphlets, and other forms of communication to promote physical activity (including stairwell use, if applicable).
- Provide information about local physical activity resources and facilities, such as walking trails, community parks, and recreation facilities.

General Wellness

- Partner with community organizations or agencies to offer voluntary health screenings annually to staff, including free or low-cost health assessments.
- Partner with community organizations or agencies to provide stress management programs annually to staff.
- Promote tobacco prevention and provide referral information on cessation services through the Oklahoma Tobacco Helpline.
- [*Ensure / Provide*] access to a private space (other than a restroom) that has an electrical outlet, and provide flexible paid or unpaid break times to allow mothers to express breast milk and/or breastfeed.

- Partner with community organizations or agencies to offer immunization clinics (e.g., flu, Tdap, etc.) to staff.
- Provide or partner with community organizations or agencies to offer free or low-cost first aid and CPR training.

Comment on Staff Wellness

Staff health and wellness is a critical component to creating healthier school environments. Accordingly, districts are encouraged to support and promote employee health in their school wellness policies, even though they are not required to do so by law. Districts may select from the provisions listed here or add their own.

Professional Development

The District will provide staff with educational resources and annual training in health and health-related topics.

Health Education

Where applicable, schools' health education curriculums will follow the [*Oklahoma Academic Standards*](#).

IMPLEMENTATION, MONITORING, AND EVALUATION

Leadership

The District will designate one or more official(s) to facilitate the development of the local school wellness policy, oversee appropriate updates to the policy, and ensure each school's compliance with the policy. The District will ensure that the designated official(s) fully understand(s) the federal and state laws related to wellness policies.

Include the name(s), position(s), and contact information of the designated official(s) here:

Comment on Leadership

Name	Position	Contact Information (Email address is sufficient)

The USDA's final rule requires districts to only include the position of the designated official(s). Districts are not required—though strongly encouraged—to include these individual's contact information.

Community Involvement

The District will permit parents, students, representatives of the school food authority, physical education teachers, school health professionals, the school board, school administrators, and the general public to serve on the local school wellness policy committee and participate in the development, implementation, review, and update of the local school wellness policy. To encourage broad public participation in the process, the District will do the following:

- Actively notify parents and the broader community about the content and implementation of as well as any changes to the wellness policy, whether through electronic communications (e.g., email, District website, etc.), non-electronic means (e.g., mailings, presentations, etc.), or both.
- Ensure that all outreach and communication is culturally appropriate and translated as needed.
- Educate community stakeholders on how they can participate in the development, implementation, review, and update of the wellness policy and let them know why

their participation is important to the health and wellness of students and the broader community.

Comment on Community Involvement

Under the USDA's final rule, districts must develop—and include in their wellness policy—a plan for allowing broad public participation in the development, implementation, review, and update of local school wellness policies. The list of actions (above) offer examples that districts can use when developing such a plan; districts can also include different or additional actions.

Assessments, Revisions, and Policy Updates

At least once every three years, the District will measure the extent to which schools are in compliance with the local wellness policy, as well as progress made in attaining the policy's goals. Additionally:

- Parents, students, physical education teachers, school health professionals, the school board, school administrators, and the general public will be allowed to participate in the development, implementation, and periodic review and update of the local wellness policy.
- The District will assess how its policy compares with the latest national recommendations on school health, and will update the policy accordingly.

The District will inform and update the public about the content and implementation of the local wellness policy (via the District's website, handouts, newsletters sent directly to families' homes, etc.).

Comment on Triennial Assessments

Districts are required to conduct these assessments at least once every three years. Although this is required by federal law, it does not need to be included in a written wellness policy.

¹ 7 CFR 2010.11.

² Ramstetter CL, Murray R, and Garner AS. "The Crucial Role of Recess in Schools." *Journal of School Health*, 80(11): 517-526, 2010. Available at: www.ohioactionforhealthykids.org/wp-content/documents/CrucialRoleOfRecess.pdf.