# Attachment A

# Superintendent’s Memo #050-21

# February 26, 2021

## Local School Wellness Policy

## Guidance Document for Updating the Wellness Policy



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**Objective**

To provide Virginia school divisions with a guidance document to accompany the Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) Model Wellness Policy and the VDOE-SNP Wellness Policy Template when creating or updating their existing Local School Wellness Policy (Wellness Policy).

For the purpose of this document, the VDOE-SNP Model Wellness Policy will be referred to as *Model Policy*. The VDOE-SNP Wellness Policy Template will be referred to as *Policy Template.*

**Background**

Each local educational agency (LEA) must establish a Wellness Policy for all schools participating in the National School Lunch Program and/or School Breakfast Program. The Wellness Policy is a written plan that includes methods to promote student wellness, prevent and reduce childhood obesity, and provide assurance that school meals and other food and beverages sold and provided on the school campus during the school day are consistent with minimum federal and state standards.

**Instructions**

Sections in this guidance document correspond with sections in the Model Policy and Policy Template. The LEA is ultimately responsible for ensuring the division’s Wellness Policy complies with all federal and state regulations. Each section has either a 1, 2, or 3 superscript to indicate whether the content within the paragraph is a federal regulation (1), a VDOE-SNP recommendation (2), or a Virginia regulation (3).

The Model Policy scores 100 for total strength and 100 for total comprehensiveness from the [WellSAT3.0 scorecard](http://wellsat.org/upload/docs/WellSAT%203.0%20Scoresheet.pdf). If information is removed, the policy should be checked against the VDOE-SNP Wellness Policy Checklist and the WellSAT3.0 scorecard to ensure compliance, comprehensiveness, and strength of policy language.

The Policy Template scores 49 for total strength and 56 for total comprehensiveness from the WellSAT3.0 scorecard.The Policy Template is a condensed version of the Model Policy. It includes only the federal and Virginia requirements and recommended language for three VDOE-SNP best practices: School Health Advisory Board (SHAB), farm to school programs, and alternative breakfast models. This template is intended to form the basis of a comprehensive policy in which the division chooses to incorporate additional division-specific language.

The VDOE-SNP Wellness Policy Toolkit is available in [SNPWeb](https://p1pe.doe.virginia.gov/ssws/login.do) under Download Forms. The toolkit contains additional materials to assist the LEA, including:

* VDOE-SNP Model Policy;
* VDOE-SNP Policy Template;
* VDOE-SNP Wellness Policy Checklist;
* VDOE-SNP Fundraiser Tracker Tool; and
* VDOE-SNP triennial assessment materials.

### Sections within the Model Policy and Policy Template

#### Table of Contents

The VDOE-SNP recommends using a table of contents for ease of access to each section. In the Model Policy, there are 15 sections, definitions, and appendices. Each of the 15 sections outlines the federal or state requirement that is included in that section. The division or school logo and school name should be added to the top of the page. The Policy Template does not have a table of contents.

#### Leadership1

The LEA must designate the official responsible for Wellness Policy oversight; including a position or title.

Federal regulation states Wellness Policies must contain:

* identification of the school official(s) responsible for the implementation and oversight of the Wellness Policy to ensure compliance with the policy (7CFR210.31(c)(4)).

In addition, the LEA must:

* designate school official(s) to ensure that each participating school complies with the Wellness Policy (7CFR210.31(e)(1)).

The LEA must indicate in their policy the person or title of the wellness leader. In the Model Policy, the suggested wellness leader is the Wellness Coordinator. Additional examples of wellness leadership are the school nurse coordinator or the health and physical education coordinator. Contact information for the wellness leader should be included in this section for public information.

A health and wellness committee is recommended as a support system to the wellness leader. The VDOE-SNP recommends utilizing a SHAB or similar wellness committee as a resource for implementing and updating the Wellness Policy.

*To increase the score on the WellSAT3.0, add language specifying:*

* *a division level official (including the name and/or position of an individual) will be in charge of ensuring compliance at the building level.*

#### Public Involvement1

The public must be notified of their ability to participate in Wellness Policy development, implementation, and review.

Wellness Policies must contain:

* a description of the manner in which parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public are provided an opportunity to participate in the development, implementation, and periodic review and update of the local school wellness policy (7CFR210.31(c)(5)).

Also, the LEA must:

* permit parents, students, representatives of the school food authority (SFA), teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the Wellness Policy (7CFR210.31(d)(1)).

The public may be notified through social media posts, the division or school website, public newsletters, email communications, or other modes the school uses to send out public communication.

Individual stakeholders may be invited and listed in the policy as participators. Language around permitting the public to participate in the Wellness Policy must be included in the *Public Involvement* section.

The Model Policy suggests inviting stakeholders such as Virginia Cooperative Extension agents, local farmers, chefs, nutritionists, and other medical professionals in your community in addition to the school community. The SFA should be invited to participate in the Wellness Policy. The SFA is a valuable member to the Wellness Policy community due to their understanding of the food and nutrition environment and regulations in schools. The LEA may change the list of members as they see fit in their communities. LEA must invite the general public.

*To increase the score on the WellSAT3.0, add language specifying:*

* *a plan to actively recruit community members. For example, “The school community will receive a letter via email to join the wellness committee and participate in the development, implementation, review, and update of the Wellness Policy.”*

#### School Health Advisory Board2

The Model Policy includes a paragraph describing the SHAB. This information should be edited based on the committee or board at the school or division. This policy also designates how many times per year the board or committee meets and defines that the board or committee will include representatives from each school and reflect the diversity of the community to the greatest extent possible. Although this may not be possible in large school divisions, representation of the entire community is a best practice.

The Model Policy includes two appendices related to the SHAB. Appendix A is a template for schools to add the list of participants of the SHAB. This template may also be copied and used as a sign in sheet for each SHAB meeting. Appendix B is a list of wellness policy coordinators at each school.

Including information in the Wellness Policy about the SHAB or similar committee is a VDOE-SNP recommended best practice.

*To increase the score on the WellSAT3.0, add language specifying:*

* *a division wellness committee is ongoing and regular meetings occur at the division level. For example, “The division wellness committee meets four times a year.”; and*
* *all schools in the division have an ongoing committee and regular meetings occur at the school building level.*

#### Meal Requirements1

The LEA is required to adhere to the United States Department of Agriculture Food and Nutrition Service (USDA-FNS) meal regulations.

Wellness Policies must contain nutrition guidelines for all foods and beverages sold to students during the school day that:

* are consistent with requirements for lunch, afterschool snack, and breakfast (7CFR210.31(c)(3)).

The USDA-FNS encompasses many meal programs that may be listed in this section. The Wellness Policy requirement only applies to divisions or schools participating in the National School Lunch Program and School Breakfast Program. The LEA may list additional programs available within the school or division, such as Summer Food Service Program, Seamless Summer Option, Child and Adult Care Food Program, or Fresh Fruit and Vegetable Program. For clarity to the public, the LEA may wish to include meal specifications, such as the calories, sodium ranges, and amounts of foods served. Including meal specifications is optional.

The additional information listed in this section is supplementary. Describing the values that drive the decisions made in food items offered may be important to the LEA and are therefore included in the Model Policy as exemplary language.

Alternative breakfast service models are included in both the Model Policy and Policy Template. The VDOE-SNP recommends providing at least one alternative breakfast model at each school in addition to the traditional breakfast service. Alternative breakfast models include:

* Breakfast in the Classroom – Students eat breakfast in the classroom with their classmates and teacher. Breakfast can be served after the first bell or when students arrive but before the beginning of the official instructional day. Breakfast meals can be delivered to each classroom or picked up from a central location (e.g., cafeteria or kiosk) on the way to class.
* Grab-and-Go Breakfast – Students pick up breakfast meals as they arrive at school and eat in their classroom. Meals are available in a variety of locations, such as mobile service carts equipped with a computerized point of sale or roster, and located at the school entrance, other high-traffic areas, or in the cafeteria. Food items are packaged as a unit to assure a reimbursable meal is received. This model is convenient and appealing to students.
* Second Chance Breakfast - Students eat breakfast during a nutrition break in the morning, usually after first period, either in the cafeteria, from a mobile service cart, or in the classroom. Breakfast meals are usually packaged together to allow students to receive their breakfast quickly and get to their next class.2

*To increase the score on the WellSAT3.0, add language specifying:*

* *nutrition standards are included in the policy or a working link to the USDA website is provided;*
* *the division has implemented plans to protect student privacy which include the methods used in addition to relevant regulations;*
* *students with unpaid balances are given the regular reimbursable meal and are not stigmatized;*
* *clear procedures for giving information about determining eligibility for free/reduced-price meals are in place;*
* *specific strategies to increase participation in school meal programs, such as limiting access to competitive foods in the cafeteria, requiring that all high school students have a scheduled lunch period, altering bus schedules to accommodate breakfast, including student input on the menu, and implementing “grab-and-go” or breakfast in the classroom, are used;*
* *the amount of “seat time” students have to eat school meals is addressed;*
* *free drinking water is available for self-service in the cafeteria;*
* *students and staff will have access to free, safe, and fresh drinking water throughout the school day;*
* *USDA Professional Standards requirements for training and/or continuing education are being met; and*
* *local food will be purchased and promoted.*

#### Foods Sold Outside of the School Meal Programs (Smart Snacks)1

The USDA’s Nutrition Standards for All Foods Sold in Schools ([Smart Snacks](https://fns-prod.azureedge.net/sites/default/files/resource-files/USDASmartSnacks_508_62019.pdf)) rule must be met for all food sold outside of the school meal programs.

Wellness Policies must contain nutrition guidelines for all foods and beverages sold to students during the school day that:

* are consistent with the nutrition standards set forth under 7CFR210.11 *Competitive food service and standards*, also known as the USDA-FNS Smart Snacks rule (7CFR210.31(c)(3)).

The VDOE-SNP recommends stating clearly that all foods and beverages available to students on the school campus during the school day will meet the standards in the USDA-FNS Smart Snacks rule. Including language around where these standards apply will also increase transparency to the public. These standards apply to all services where foods and beverages are sold on the school campus during the school day including a la carte options, vending machines, school stores, and snack or food carts. The VDOE-SNP recommends including resources for schools, parents, and teachers on the USDA-FNS Smart Snacks rule.

*To increase the score on the WellSAT3.0, add language specifying:*

* *the sale of beverages that contain caffeine to all students is prohibited;*
* *the USDA-FNS Smart Snacks rule is extended to cover foods sold outside of school hours on the school campus, such as before and after school care or clubs;*
* *easy access to the USDA-FNS Smart Snack rule is provided via an active web link to the full regulations; and*
* *the USDA-FNS Smart Snacks rule applies to all food and beverage items sold as a la carte items, in vending machines, and in school stores.*

#### Foods Provided, Not Sold1

The LEA must define division or school specific guidelines for foods provided, not sold, such as at celebrations, given as rewards, or classroom snacks brought in by staff or family.

Federal regulation states that, at a minimum, Wellness Policies must contain:

* standards for all foods and beverages provided, but not sold, to students during the school day on each participating school campus under the jurisdiction of the LEA (7CFR210.31(c)(2)).

The language in the Model Policy and Policy Template both describe suggested language by the VDOE-SNP. The VDOE-SNP recommends limiting foods provided at schools to only those that meet the USDA-FNS Smart Snacks rule. The VDOE-SNP also recommends that the school nutrition department provide options to parents and staff for compliant foods and beverages. A list of healthy snack ideas may be attached as an appendix for parents and teachers.

Schools are at liberty to decide the standards they wish to put into practice with the resources available at their division or school. The Wellness Policy must state the regulations for foods provided, but not sold, and cannot merely state that there are regulations.

*To increase the score on the WellSAT3.0, add language specifying:*

* *serving food during class celebrations is prohibited. Activities, rather than food, are promoted for celebrations;*
* *USDA-FNS Smart Snacks rule is extended to cover foods provided outside of school hours on the school campus, such as before and after school care or clubs; and*
* *food provided as a reward or incentive is prohibited or discouraged.*

#### Food and Beverage Marketing1

The LEA may only market products that adhere to the USDA-FNS Smart Snacks rule during the school day.

Federal regulationstates that Wellness Policies must:

* permit marketing on the school campus during the school day of only those foods and beverages that meet the nutrition standards under 7CFR210.11 *Competitive food service and standards*, or Smart Snacks rule (7CFR210.31(c)(3)).

The Model Policy defines food marketing and lists the modes of food and beverage marketing that may exist in the school environment. This includes vending machine exterior displays, product taste tests, and scoreboards. The VDOE-SNP recommends clear language in the Model Policy defining marketing and how it is communicated to students. The Policy Template includes a brief sentence that restricts marketing of foods and beverages on the school campus to products that meet the USDA-FNS Smart Snacks rule. This language meets the federal requirement.

Many divisions or schools do not have the funds to update larger pieces of equipment, such as scoreboards, backboards, buses, and building exteriors. For clarity to the public, the VDOE-SNP recommends language around the replacement of large items or equipment at the time of renewal of larger items.

*To increase the score on the WellSAT3.0, add language specifying:*

* *division or school administrators encourage staff to model healthy eating and physical activity behaviors;*
* *marketing promotes healthy food and beverage choices;*
* *advertising of food and beverages will be considered in the selection of curricular/educational materials, i.e. textbooks;*
* *marketing where food is purchased (i.e. vending machine exteriors, food and beverage cups and containers) is addressed;*
* *marketing in school publications and media, such as advertisements in school publications, is addressed; and*
* *marketing through fundraisers and corporate-incentive programs, such as proof of purchases of company product, is addressed.*

#### School-Sponsored Fundraisers3

The VDOE-SNP recommends allowing only non-food fundraisers or food and beverage fundraisers that meet the USDA-FNS Smart Snacks rule. The VDOE-SNP also recommends promoting physical activity fundraisers, such as walk-a-thons, jump rope contests, and fun runs. The LEA may include a list of healthy fundraiser ideas that meet the USDA-FNS Smart Snacks rule for public information. If no exemptions are allowed, the Wellness Policy must clearly state fundraisers will only sell non-food items or foods and beverages that meet the USDA-FNS Smart Snacks rule. If no fundraisers are allowed in the division or school, the Wellness Policy should state that no food or beverage fundraisers are allowed.

Virginia regulationstates that each public school shall not conduct more than 30 school-sponsored fundraisers per school year during which food or beverages that do not meet the USDA-FNS Smart Snacks rule may be sold to students. The LEA is not required to allow these exemptions and may implement more restrictive guidelines, such as allowing only food and beverage fundraisers that meet the Smart Snacks rule ([8VAC20-740-35](https://law.lis.virginia.gov/admincode/title8/agency20/chapter740/section35/)).

For the purpose of the exempt fundraiser regulation, one fundraiser counts as one or more fundraising activities that last one school day. If multiple school-sponsored organizations conduct fundraisers on the same day, the combined activities is counted as one fundraiser. If a fundraising activity lasts more than one school day, each subsequent day's activity is considered as one fundraiser and counts towards the 30 exempt fundraisers total per year. An exemption is not required for non-food fundraisers or for fundraisers that sell food or beverage items that meet the USDA-FNS Smart Snacks rule.

Any fundraiser that sells food or beverages, whether the items meet the nutrition standards or are exempt from the nutrition standards, may not be conducted during meal service times. Any food or beverage item cannot be sold in competition with the National School Lunch Program or School Breakfast Program from 6:00 a.m. until after the close of the last breakfast period and from the beginning of the first lunch period to the end of the last lunch period. The income from any food or beverage sold to students during these times shall accrue to the non-profit nutrition program account ([8VAC20-740-35](https://law.lis.virginia.gov/admincode/title8/agency20/chapter740/section35/)).

Virginia regulation requires an individual be designated to track school-sponsored fundraisers*.* This designee shall **not** be school nutrition personnel. The designee shall be responsible for maintaining records each school year documenting the number of exempt fundraisers conducted at each school and shall monitor and ensure compliance in all areas that are outside the control of the school nutrition programs operation ([8VAC20-740-40](https://law.lis.virginia.gov/admincode/title8/agency20/chapter740/section40/)).

The name or position of the official to approve, track, and monitor school-sponsored fundraisers must be designated in the Wellness Policy even if the school does not allow exemptions to the Smart Snacks rule. This designee shall ensure compliance and answer questions from teachers, parents, or partner organizations on meeting the USDA-FNS Smart Snacks rule.

*To increase the score on the WellSAT3.0, add language specifying:*

* *exempt fundraisers are not allowed. All fundraisers must meet the USDA-FNS Smart Snacks rule.*

#### Nutrition Education1

The LEA must include at least one evidence-based goal for nutrition education.

Federal regulationstates at a minimum, Wellness Policies must contain:

* specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. In developing these goals, the LEA must review and consider evidence-based strategies and techniques (7eCFR210.31(c)(1)).

The Model Policy and Policy Template give examples of goals that may be used in this section. The LEA may choose their own goals to fit the resources available at their division or school. The goals listed include language around integrating nutrition education into curricula, developing gardens, and using the cafeteria as a learning lab. The Policy Template gives one suggested nutrition education goal based on incorporating nutrition education into core subjects as well as in health education.

*To increase the score on the WellSAT3.0, add language specifying:*

* *specific goals for nutrition education. For example, “Nutrition lessons are integrated into the curriculum and the health education program.”*
* *skill-based nutrition education is required OR specific skills are identified and required (e.g., media awareness, menu planning, reading nutrition facts labels);*
* *all elementary, middle, and high school students will receive sequential and comprehensive nutrition education;*
* *nutrition education will be integrated into other subjects; and*
* *students will receive education about agriculture and the food system through specific activities.*

#### Nutrition Promotion1

The LEA must include at least one evidence-based goal for nutrition promotion.

As described in the previous goals section, Wellness Policies must contain:

* specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. In developing these goals, the LEA must review and consider evidence-based strategies and techniques (7eCFR210.31(c)(1)).

The Model Policy and Policy Template give examples of goals that may be used in this section. The LEA may choose their own goals to fit the resources available at their division or school. The goal listed in the Policy Template promotes farm to school activities. Providing a list of possible activities to meet this goal is a recommended approach to address the different needs at each school. The VDOE-SNP recommends including language involving farm to school activities in the nutrition promotion section.

#### Physical Education/Physical Activity1

The LEA must include at least one evidence-based goal for physical education/physical activity.

As described in the previous goals section, Wellness Policies must contain:

* specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. In developing these goals, The LEA must review and consider evidence-based strategies and techniques (7eCFR210.31(c)(1)).

Virginia regulationstates that each elementary school shall provide students with a daily recess during the regular school year as determined appropriate by the school. In addition, local school boards shall provide a program of physical activity for all students in grades kindergarten through five consisting of at least 20 minutes per day or an average of 100 minutes per week during the regular school year. A program of physical activity is available to all students in grades six through 12 with a goal of at least 150 minutes per week, on average, during the regular school year ([8VAC20-131-200](https://law.lis.virginia.gov/admincode/title8/agency20/chapter131/section200/)).

Virginia requires all students to meet the expectations of the standards of learning for health and physical education by demonstrating health literacy skills, and therefore does not allow substitutions, such as school sports, nor exemptions.

The Model Policy and Policy Template give examples of goals that may be used in this section. The LEA may choose their own goals to fit the resources available at their division or school. The Model Policy and Policy Template provide the Virginia physical activity requirements based on the actual number of minutes each school must provide for each student. It is not a Wellness Policy requirement for the LEA to include the number of minutes of physical education class and other opportunities for physical activity offered to students. However, it may provide clarity to the public and make the assessment of the Wellness Policy easier to complete.

*To increase the score on the WellSAT3.0, add language specifying:*

* *a specific amount of time per week of physical education instruction for elementary, middle, and high school students is required;*
* *qualifications for physical education teachers are addressed;*
* *physical education training for physical education teachers is addressed;*
* *physical education exemption requirements are addressed;*
* *physical education substitutions for students, such as other school sports, are addressed;*
* *family and community engagement in physical activity opportunities at all schools are addressed;*
* *before and after school physical activity for all students including clubs, intramural, interscholastic opportunities, etc. is addressed;*
* *recess for all students is required;*
* *schools are required to develop an active transport program;*
* *staff are encouraged to use physical activity as a reward;*
* *physical activity as a punishment is prohibited; and*
* *withholding physical activity, physical education, and/or recess as a punishment is prohibited.*

#### Other Activities that Promote Student Wellness1

The LEA must include at least one evidence-based goal for other activities that promote student wellness.

As described above, Wellness Policies must contain:

* specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. In developing these goals, the LEA must review and consider evidence-based strategies and techniques (7eCFR210.31(c)(1)).

The Model Policy and Policy Template give examples of goals that may be used in this section. The LEA may choose their own goals to fit the resources available at their division or school.

*To increase the score on the WellSAT3.0, add language specifying:*

* *all K-12 school students must be provided with daily physical activity breaks during the school day;*
* *strategies to support employee wellness are outlined; and*
* *schools must enter into joint-use agreements for community use of school facilities and school use of community facilities for physical activity programming.*

#### Triennial Assessment1

The LEA must include language regarding the completion of a triennial assessment and public notification.

Federal regulationstates that the LEA must:

* at least once every three years, assess schools' compliance with the Wellness Policy and make assessment results available to the public. The assessment must measure the implementation of the wellness policy, and include:
  + the extent to which schools under the jurisdiction of the LEA are in compliance with the Wellness Policy;
  + the extent to which the LEA’s Wellness Policy compares to a model Wellness Policy; and
  + a description of the progress made in attaining the goals of the Wellness Policy.
* make appropriate updates or modifications to the Wellness Policy, based on the triennial assessment. (7CFR210.31(e)(2))

The Model Policy and Policy Template contain information that meets this federal requirement. The Model Policy also includes the name or title of the person responsible for managing the triennial assessment and the responsible party’s contact information, such as email or phone number. Including this information will increase clarity to the public and delegate the responsibility.

The Model Policy suggests the VDOE-SNP School Level Report Card or other assessment tool for gauging the schools’ compliance with regulations and progress towards meeting goals. The Model Policy includes additional language on the methods used for the triennial assessment. This information will make it easier for the LEA to complete the assessment and for the public to understand the methods used in collecting the information. When completing the triennial assessment, refer to the VDOE-SNP triennial assessment materials available in [SNPWeb](https://p1pe.doe.virginia.gov/ssws/login.do), under *Download Forms*.

*To increase the score on the WellSAT3.0, add language specifying:*

* *a specific plan to assess implementation is required;*
* *all three required elements will be included in the triennial assessment; and*
* *revisions and/or updates are required, or the need for updates are assessed, at specified intervals. For example, “Every two years, the wellness committee will review the latest national recommendations pertaining to school health and will update the wellness policy accordingly.”*

#### Public Update and Information1

The Wellness Policy must specify how the LEA will inform and update the public annually about its content and implementation.

The LEA must:

* inform the public about the content and implementation of the Wellness Policy, and make the policy and any updates to the policy available to the public on an annual basis; and
* inform the public about progress toward meeting the goals and compliance with the regulations by making the triennial assessment available to the public in an accessible and easily understood manner. (7CFR210.31(d))

The LEA must describe where the Wellness Policy and triennial assessment will be posted in their written policy. Commonly, schools will post this information on the division or school website under the school nutrition webpage or on the online school board documents site. Additionally, schools may include the policy in the yearly handbook given to students or in a school newsletter. The mode of communicating to the public must be accessible and easily understood to all members of the public. This may require translating your policy into the languages represented in your division or school. Lastly, the Model Policy provides contact information for the Wellness Policy designee for public information.

*To increase the score on the WellSAT3.0, add language specifying:*

* *the division must post its wellness policy on the website or distribute the wellness policy to the school and community on an annual basis at a minimum.*

#### Recordkeeping

Federal regulationstates that the LEA must retain records to document compliance with the requirements of this section (7CFR210.31(f)). These records include but are not limited to:

* the written wellness policy;
* documentation demonstrating compliance with community involvement requirements, including requirements to make the wellness policy and triennial assessments available to the public; and
* documentation of the triennial assessment of the wellness policy for each school under its jurisdiction.

Recordkeeping procedures in the Wellness Policy provides additional clarity to the public and to school administration. As long as the LEA is recordkeeping correctly, the language does not need to be included in your written policy. The Model Policy includes language about where the documentation is stored and the required information maintained at this location, which includes:

* the written Wellness Policy;
* documentation demonstrating compliance with community involvement requirements:
  + requirements to make the Wellness Policy available to the public;
  + requirements to make the triennial assessment available to the public;
* documentation of the triennial assessment at each school under the LEA jurisdiction; and
* documentation of methods the division uses to make stakeholders aware of their ability to participate in the updating and implementation of the Wellness Policy.

#### Definitions

This section includes definitions of commonly used phrases in the Wellness Policy. The phrases include competitive foods, school campus, school day, and triennial. The LEA may add additional definitions that are applicable to their division or school.

#### Appendix A: SHAB Contacts

Appendix A is a chart that may be used to list SHAB members. It may also be used as a template sign in sheet for SHAB meetings. The Model Policy references Appendix A in the *School Health Advisory Board* section. To use this document, members of the SHAB will write their name, title or organization, and email address in the corresponding column. If this sheet is used as a sign in sheet for a SHAB meeting, the date of the meeting should be placed at the top of the document and this document should be kept with the Wellness Policy resources to meet the recordkeeping requirement.

#### Appendix B: School Wellness Coordinator Contacts

Appendix B is a chart that describes the information of each school’s wellness coordinator. The Model Policy references Appendix B in the *School Health Advisory Board* section. For public clarity, this document may be attached to the Wellness Policy, showing the name, title, school, and email address of the school wellness coordinator. A school wellness coordinator is not required at each school if leadership is placed at the division level; however, it is a best practice to appoint and record a wellness coordinator at each school.

#### Appendix C: Healthy Celebrations and Rewards

Appendix C is a chart showing suggestions for healthy celebrations and rewards. The first chart shows non-food celebration and reward suggestions, like pencils, ribbons, physical activity breaks, and going on a scavenger hunt. The second chart shows healthy snack and beverage ideas for celebrations, such as fruit-infused water, vegetable trays, air-popped popcorn, and whole grain crackers. Appendix C is referenced in the *Foods Provided* section of the Model Policy. This information is useful for teachers, parents, and administrators to have easy access to ideas for school celebrations and may be provided on a yearly basis to parents and teachers.

### WellSAT3.0 Overview

The WellSAT3.0 is a quantitative assessment tool to help you score and improve your Wellness Policy. All items reflect the federal law or best practices. The purpose of scoring your division’s policy is to identify where it is strong and where improvement is needed.

Each policy item is rated “0”, “1”, or “2”. The WellSAT3.0 lists each policy item, followed by an explanation of the item and examples of text from real policies that would be rated “1” and “2”.

**0 = Not Mentioned**

The item is not included in the text of the policy.

**1 = Weak Statement**

Assign a rating of “1” when the item is mentioned, but:

* the policy will be hard to enforce because the statement is vague, unclear, or confusing;
* the statements are listed as goals, aspirations, suggestions, or recommendations;
* there are loopholes in the policy that weaken enforcement of the item; and/or
* the policy mentions a future plan to act without specifying when the plan will be established.

Words often used in statements rated as “1” are: may, can, could, should, might, encourage, suggest, urge, some, partial, make an effort, and try.

**2 – Meets or Exceeds Expectations**

Assign a rating of “2” when the item is mentioned and it is clear that the policy makers are committed to making the item happen because:

* strong language is used to indicate that action or regulation is required, and/or
* the item is described with concrete plans or strategies for implementation.

Words often used in statements rated as a “2” are: shall, will, must, have to, insist, require, all, total, comply, and enforce.

**Expert tip:** One method for deciding between a rating of “1” or “2” is to consider the scenario of a parent approaching a school division’s Board of Education to discuss an issue. If the policy is ambiguous on how the school should handle the issue, assign the item a rating of “1”. If the written policy gives clear guidance about how to decide whether the school is compliant with the policy, assign the item a rating of “2”.

Referenced from: [*Welcome to the WellSAT 3.0*. (2018)](https://www.wellsat.org/default.aspx).