

## Seven Steps to Implementation: Tips and Resources

The following steps will help your school comply with the federal regulations while developing an effective policy that meets local district needs.

### 1. Select a leader and convene the wellness committee

Determine who has the authority to lead the wellness policy work in the district. Selecting the right person to lead the work will ensure federal requirements are met and follow through happens for policy meetings, assessments and reports. This person will also be responsible for convening the wellness committee.

“As with any district policy, you need to review it with those who are responsible for overseeing the implementation. I went to the school administrators first because principals know where the hurdles would be for implementation. Then you embed the policy into your annual back-to-school communications just like your crisis plan and attendance policy.”

—TIM COLLINS, SUPERINTENDENT, HASTINGS SCHOOL DISTRICT

## COMMITTEE MEMBERS

Building a strong wellness committee is critical to developing and revising a school wellness policy. The wellness committee should include broad stakeholder representation from both inside and outside the district such as:

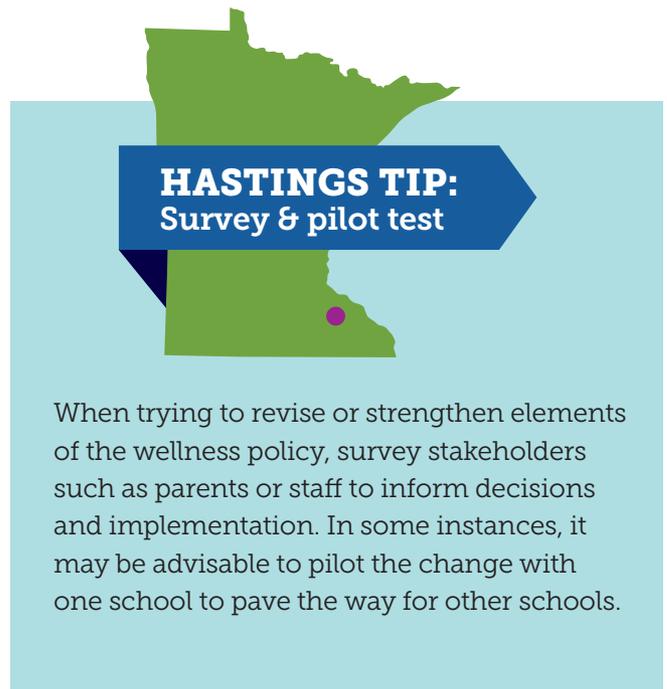
- Students
- Parents
- Teachers, especially from physical education, health, and family and consumer sciences
- School food service director/staff
- School nurse(s)
- School custodians and maintenance staff
- Transportation staff
- School administrators
- School board members
- School-wide organizations such as student clubs
- Local public health agency representatives
- Community members and partners engaged in health promotion activities
- Supplemental Nutrition Assistance Program Education (SNAP-ED) Coordinators.

## TIP COMMITTEE MEETINGS

Strive for a minimum of four wellness committee meetings annually and keep a membership list with contact information to maintain communications between meetings.

## TIP PARENT INVOLVEMENT

Parents can make excellent wellness advocates. Consider involving parents to generate ideas, volunteer their time, and help expand wellness school programs and related events. Tips for involving parents are available through the CDC. [http://www.cdc.gov/healthyschools/parent\\_engagement/parent\\_engagement.htm](http://www.cdc.gov/healthyschools/parent_engagement/parent_engagement.htm)



**HASTINGS TIP:**  
Survey & pilot test

When trying to revise or strengthen elements of the wellness policy, survey stakeholders such as parents or staff to inform decisions and implementation. In some instances, it may be advisable to pilot the change with one school to pave the way for other schools.

## RESOURCES: WELLNESS COMMITTEES

**Alliance for a Healthier Generation's School Wellness Committee Toolkit:** Successful wellness committees, meeting agenda templates and meeting checklists. [https://schools.healthiergeneration.org/\\_asset/wwj4dq/SchoolWellnessCouncilToolkit.pdf](https://schools.healthiergeneration.org/_asset/wwj4dq/SchoolWellnessCouncilToolkit.pdf)

**Minnesota Department of Education - School Wellness:** Tools and templates to assist wellness committees. <http://education.state.mn.us/MDE/dse/FNS/SNP/gen/well/>

**Public Health Law Center, Promoting School Wellness in Minnesota Schools: Creating and Sustaining a School Health Council:** Suggested language for addressing wellness committee roles and responsibilities in a district wellness policy. <http://publichealthlawcenter.org/sites/default/files/resources/Creating%20and%20Sustaining%20a%20School%20Health%20Council.pdf>

**Wisconsin Wellness: Putting Policy into Practice:** Creating and maintaining a strong local wellness policy, webinar, handouts and templates. <http://dpi.wi.gov/school-nutrition/wellness-policy/toolkit>