

FFA(LOCAL): WELLNESS POLICY, *Starting Points* Policy Development Worksheet

District Contact Information

District: Aubrey ISD

County-District number: 061-907

Your name: Terrie McNabb, Assistant Superintendent

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.

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](https://tasb.box.com/PolicyService) 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.

Address: <https://tasb.box.com/Wellness>

Password = "wellness2015"
- **Call** your policy consultant at 800-580-7529 or 512-467-0222 if you have any questions.

FFA(LOCAL): WELLNESS POLICY, *Starting Points* Policy Development Worksheet

District's Choices	Suggested Policy Text	Policy Considerations
<p><input checked="" 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>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.</p> <p>[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>

FFA(LOCAL): WELLNESS POLICY, *Starting Points* Policy Development Worksheet

District's Choices	Suggested Policy Text	Policy Considerations
<p>The district chooses the following text option:</p> <p><input checked="" type="checkbox"/> Option #1</p> <p><input type="checkbox"/> Option #2</p> <p><input type="checkbox"/> The district has revised the text, or added text, to reflect district practice.</p>	<p>DEVELOPMENT, IMPLEMENTATION, AND REVIEW OF GUIDELINES AND GOALS</p> <p>Option #1</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.</p> <p>[See BDF for required membership of the SHAC.]</p> <p>Option #2</p> <p>Other: _____</p>	<p>Federal law addresses specific stakeholder representation in the development, implementation, and review of the wellness policy and plan.</p> <p>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.</p> <p>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.</p> <p>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>

FFA(LOCAL): WELLNESS POLICY, *Starting Points* Policy Development Worksheet

District's Choices	Suggested Policy Text	Policy Considerations
<p><input checked="" type="checkbox"/> The text is acceptable as presented.</p> <p><input type="checkbox"/> 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; and 4. The manner of communicating to the public applicable information about the District's wellness policy and plan. 5. 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.</p> <p>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 four 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.</p>

FFA(LOCAL): WELLNESS POLICY, *Starting Points* Policy Development Worksheet

District's Choices	Suggested Policy Text	Policy Considerations
<p>The district chooses the following text option:</p> <p><input checked="" type="checkbox"/> Option #1</p> <p><input type="checkbox"/> Option #2</p> <p><input type="checkbox"/> The district has revised the text, or added text, to reflect district practice.</p>	<p>NUTRITION GUIDELINES</p> <p>Option #1</p> <p>The District's nutrition guidelines for reimbursable school meals and all other foods and beverages sold, otherwise made available, 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, otherwise made available, 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 requires the district to establish by policy nutrition guidelines for all foods made available 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 and the School Breakfast Program.</p> <p>Option #1 meets this requirement, but allows the district to exempt certain fundraising activities in accordance with state and federal 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>

FFA(LOCAL): WELLNESS POLICY, *Starting Points* Policy Development Worksheet

District's Choices	Suggested Policy Text	Policy Considerations
<p><input checked="" 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>WELLNESS GOALS: NUTRITION PROMOTION AND EDUCATION</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 checked="" type="checkbox"/> <i>item 1</i></p> <p><input checked="" 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> <ol style="list-style-type: none"> 1. The District's food service staff, teachers, and other District personnel shall consistently promote healthy nutrition messages in cafeterias, classrooms, and other appropriate settings. 2. 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. 3. The District shall ensure that food and beverage advertisements accessible to students during the school day contain only products that meet the federal guidelines for meals and competitive foods. 4. Other: _____ 	<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.</p> <p>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>

FFA(LOCAL): WELLNESS POLICY, *Starting Points* Policy Development Worksheet

District's Choices	Suggested Policy Text	Policy Considerations
<p>The district chooses to include all the following text (<i>please choose all applicable options</i>):</p> <p><input checked="" 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 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. 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>

FFA(LOCAL): WELLNESS POLICY, *Starting Points* Policy Development Worksheet

District's Choices	Suggested Policy Text	Policy Considerations
<p>The district chooses to include all the following text (<i>please choose all applicable options</i>):</p> <p><input checked="" 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 checked="" 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> <ol style="list-style-type: none"> 1. 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. 2. The District shall provide appropriate staff development and encourage teachers to integrate physical activity into the academic curriculum where appropriate. 3. The District shall make appropriate before-school and after-school physical activity programs available and shall encourage students to participate. 4. 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. 5. The District shall encourage parents to support their children's participation, to be active role models, and to include physical activity in family events. 6. 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] 7. Other: _____ 	<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.</p> <p>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>

FFA(LOCAL): WELLNESS POLICY, *Starting Points* Policy Development Worksheet

District's Choices	Suggested Policy Text	Policy Considerations
<p>The district chooses to include all the following text (<i>please choose all applicable options</i>):</p> <p><input checked="" 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 checked="" 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 Assistant Superintendent (<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>

FFA(LOCAL): WELLNESS POLICY, *Starting Points* Policy Development Worksheet

District's Choices	Suggested Policy Text	Policy Considerations
<p>The district chooses the following text option:</p> <p><input checked="" type="checkbox"/> Option #1</p> <p><input type="checkbox"/> Option #2</p> <p><input type="checkbox"/> The district has revised the text, or added text, to reflect district practice.</p>	<p>EVALUATION</p> <p>Option #1</p> <p>The District shall comply with federal requirements for evaluating this policy and the wellness plan, as well as the District's and each campus's level of compliance with the policy and plan.</p> <p>Annually, the SHAC shall assess and prepare a report of each campus's progress toward meeting the goals listed in this policy and in the wellness plan, including a summary of each campus's major activities and events tied to the wellness program and the extent to which the wellness policy and plan compare with any state- or federally designated model wellness policies.</p> <p>Option #2 (for single-campus districts)</p> <p>The District shall comply with federal requirements for evaluating this policy and the wellness plan, as well as the District's level of compliance with the policy and plan.</p> <p>Annually, the SHAC shall assess and prepare a report of the District's progress toward meeting the goals listed in this policy and in the wellness plan, including a summary of the District's major activities and events tied to the wellness program and the extent to which the wellness policy and plan compare with any state- or federally designated model wellness policies.</p>	<p>Federal law requires the district to periodically measure implementation of the wellness policy, including the extent to which the district and each campus is in compliance with the policy. Since the recommended text for the wellness policy points to the wellness plan for the implementation details, the evaluation would also include the district's and each campus's level of compliance with the plan.</p> <p>The district is also required to assess and prepare a report on the progress each campus is making toward achieving the goals established by the policy; the report must include a summary of each campus's wellness activities.</p> <p>The text at Option #1 is applicable to districts with multiple campuses, even if the campuses share a cafeteria.</p> <p>The text at Option #2 is tailored for single-campus districts.</p>

FFA(LOCAL): WELLNESS POLICY, *Starting Points* Policy Development Worksheet

District's Choices	Suggested Policy Text	Policy Considerations
<p><input checked="" 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>PUBLIC NOTIFICATION</p> <p>The District shall inform and update the public about the content and implementation of the wellness policy, including posting on its website a copy of the wellness policy and the wellness plan, as well as a copy of the annual report.</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.</p>
<p><input checked="" 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>RECORDS RETENTION</p> <p>The District shall retain all records associated with the wellness policy, in accordance with law and the District's records management program. [See CPC and FFA(LLEGAL)]</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.</p>

Please follow the instructions on page 1 to ensure that text appropriate for your district is included properly in the policy and incorporated into the district's manual.