

# SOUTH DAKOTA WELLNESS POLICY SUMMIT STEP-BY-STEP SCHOOL ACTION PLAN

STEPS TO LWP SUCCESS	WHEN	HOW
<p style="text-align: center;"><b><u>STEP 1: Collect Initial Background Information</u></b></p> <ul style="list-style-type: none"> <li>• Locate existing Local Wellness Policy and any other school policies affecting nutrition, physical activity, health and wellness in your district.</li> <li>• Make a list of current health and wellness programs at your district and/or school level, including a list of school staff and community stakeholders involved in those programs.</li> <li>• Obtain any existing health and wellness data for your district and/or schools, such as BMI assessments, fitness evaluations and HealthierUS School Challenge Award documentation.</li> <li>• Download a copy of South Dakota Model Wellness Policy and any other appropriate wellness resources.</li> <li>• Identify the timeline and/or number of readings required by your local school board to adopt a new policy.</li> </ul>		

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<p style="text-align: center;"><b><u>STEP 2: Create a District Wellness Council</u></b></p> <ul style="list-style-type: none"> <li>• Choose individuals who are willing to be health champions as well as some who are familiar with school board procedures.</li> <li>• <b>FROM SD MODEL POLICY, PAGE 2:</b> <i>The local school food agency must convene a wellness council to develop, implement, access and review its wellness policy. The most effective wellness policy is one that input from stakeholders in the community.</i></li> <li>• <b>The council <u>must</u> include the following representation:</b> <ul style="list-style-type: none"> <li>○ Administrator</li> <li>○ Classroom educator</li> <li>○ Community member/Parent</li> <li>○ Physical Education Teacher</li> <li>○ School board member</li> <li>○ School food authority and/or Food service representative</li> <li>○ School health professional</li> <li>○ Student</li> </ul> </li> <li>• <b>For optimal effectiveness, a council may also include:</b> <ul style="list-style-type: none"> <li>○ Dietitian and/or dietary manager</li> <li>○ Local business representative</li> <li>○ Medical professional and/or health care professional</li> <li>○ Nutrition and/or Health Education Teachers</li> <li>○ School nurse</li> <li>○ School support staff</li> <li>○ Local representations of organizations interested in children, nutrition, education, health and physical activity</li> </ul> </li> </ul>		

<b>STEPS TO LWP SUCCESS</b>	<b>WHEN</b>	<b>HOW</b>
<p data-bbox="348 287 1213 326"><b><u>STEP 3: Develop a District Wellness Policy</u></b></p> <ul data-bbox="191 370 1365 841" style="list-style-type: none"> <li data-bbox="191 370 1365 435">• Meet with the Wellness Council to adopt a Local Wellness Policy using South Dakota’s Model Wellness Policy as a guide.</li> <li data-bbox="191 443 1365 621">• The South Dakota Model Wellness Policy may be adopted as a whole or in part. The advantages of using this policy include: <ul data-bbox="289 516 1323 621" style="list-style-type: none"> <li data-bbox="289 516 1323 548">○ <b>The South Dakota State Board of Education has endorsed it.</b></li> <li data-bbox="289 557 1323 589">○ <b>It includes all requirements of the Healthy, Hungry-Free Kids Act.</b></li> <li data-bbox="289 597 1323 621">○ <b>It represents the best practices in school health and wellness.</b></li> </ul> </li> <li data-bbox="191 630 1365 727">• This policy is the consensus of South Dakota experts representing more than twenty health, education and government agencies, as well as school districts and non-profit organizations.</li> <li data-bbox="191 735 1365 841">• Using this policy will save your wellness council time and effort and will ensure that your Child Nutrition Program meets all program requirements and nutrition standards found in federal regulations.</li> </ul>		

<b>STEPS TO LWP SUCCESS</b>	<b>WHEN</b>	<b>HOW</b>
<p data-bbox="386 285 1173 329"><b><u>STEP 4: Adopt District Wellness Policy</u></b></p> <ul data-bbox="191 370 1276 511" style="list-style-type: none"> <li data-bbox="191 370 1276 440">• Work with your district administration and school board to adopt a District Wellness Policy using the procedures and steps approved by your district.</li> <li data-bbox="191 440 1276 511">• Use this process as a time to educate your school board about the critical connection between student wellness and academic performance.</li> </ul>		

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<p><b><u>STEP 5: Inform School/Community about Wellness Policy</u></b></p> <ul style="list-style-type: none"> <li>• Inform your school and community stakeholders about the District Wellness Policy and its benefits for children’s health, wellbeing and academic success.</li> <li>• <b>FROM SD MODEL POLICY, PAGE 3:</b> <i>The local agency is required to inform (e.g. newsletters, social and mass media, conferences, school functions and school web site) about the content and implementation of the Wellness Policy.</i></li> <li>• <b>Possible channels include, but are not limited to:</b> <ul style="list-style-type: none"> <li>○ <b>Newsletter (printed, electronic, “Friday Folders,” etc.)</b></li> <li>○ <b>School Marque (electronic)</b></li> <li>○ <b>Social Media (Facebook, Twitter, website, etc.)</b></li> <li>○ <b>Media (Newspaper, Radio, TV)</b></li> <li>○ <b>Parent Events (PTA/PTO, Parent-Teacher conference, etc.)</b></li> <li>○ <b>Bulletin Board</b></li> <li>○ <b>Email</b></li> <li>○ <b>Teacher training/professional development</b></li> <li>○ <b>School Board meetings</b></li> <li>○ <b>Year-end reports</b></li> <li>○ <b>School event (sports/theatre/concert programs, brochures, etc. )</b></li> </ul> </li> </ul>		

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<p style="text-align: center;"><b><u>STEP 6: Implement District Wellness Policy</u></b></p> <ul style="list-style-type: none"> <li>• <b>This is the most important step in the process. Wellness Policies are of no use until they are effectively implemented. Implementation at each school must address four components. SEE SD MODEL POLICY, PAGE 4-10:</b> <ul style="list-style-type: none"> <li>○ Nutrition Education and Promotion</li> <li>○ Physical Activity, Physical Education and Promotion</li> <li>○ Nutrition Standards</li> <li>○ Other School Based Activities</li> </ul> </li> <li>• This requires a strong policy, an active District Wellness Council made up of health champions, and regular Council meetings with community input.</li> <li>• Implementation requires the following:           <ul style="list-style-type: none"> <li>○ <b>An assessment of building-level nutrition and physical activity environments in comparison to the best practices outlined in the South Dakota Model Wellness Policy</b></li> <li>○ <b>A building-level action plan for addressing wellness priorities based on the assessment and the best practices outlined in the South Dakota Model Wellness Policy</b></li> <li>○ <b>Appropriate priorities include actions that are meaningful, realistic and relatively easy to complete to achieve early success</b></li> </ul> </li> <li>• <b>FROM SD MODEL POLICY, PAGE 3-4:</b> <i>The 2010 Healthy, Hunger-Free Kids Act also requires that each school district designate one or more district officials, as appropriate, to insure each school complies with the districts wellness policy. In addition, each school will have one or more school personnel to facilitate implementation and compliance within each school.</i></li> </ul>		

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<p><b><u>STEP 7: Assess Effectiveness of District Wellness Policy</u></b></p> <ul style="list-style-type: none"> <li>• This is also a critically important action step in the process and one that should be conducted on a regular basis, ideally every year.</li> <li>• <b>FROM SD MODEL POLICY, PAGE 4:</b> <i>School districts will designate one or more district officials to annually assess and document the implementation of the local wellness plan. The assessment will include, but is not limited to:</i> <ul style="list-style-type: none"> <li>• <b>Establishment of goals for nutrition education and promotion; physical activity, physical education, and promotion; nutrition standards; and other school-based activities</b></li> <li>• <b>Identification of stakeholders involved in the development and implementation of the local wellness plan</b></li> <li>• <b>Means of informing the public about the content and implementation of the LWP</b></li> <li>• <b>Comparison of the LWP with the model LWP</b></li> <li>• <b>Attainment of goals associated with the LWP</b></li> </ul> </li> </ul>		