



# Wellness Policy Development Toolkit

**Office of Hawaii Child Nutrition Programs  
Team Nutrition**

Hawaii State Department of Education  
January 2008

*Adapted from Action for Healthy Kids Wellness Policy Tool*

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## Wellness Policy Tool Kit

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Five Steps to creating a “Living healthy at school” policy:

Step One: Organize an energetic team of wellness advocates.

Include:

1. School Administrator
2. School Board member
3. School Food Service manager or representative
4. Health and Physical Education teachers
5. Student/s
6. Parent/s
7. Other community members.

Step Two: As a team, draft a policy that begins with a Preamble and includes, at minimum, six (6) of the following federally-mandated components:

1. goals for nutrition and health education; (see samples on page 6-7)
2. goals for physical activity; (see samples on pages 8-9)
3. assurance that guidelines for reimbursable school meals are not less restrictive than federal guidelines (see page 10-11);
4. nutritional guidelines for all foods available on school campus during the school day with the objectives of promoting student health and reducing childhood obesity; (see page 12-14)
5. goals for other health-promoting, school-based activities (see page 15-17); and
6. a plan for measuring implementation of the wellness policy, including designation of one or more persons at each school charged with the responsibility for ensuring that the school meets the wellness policy (see page 18).

Step Three: Send the draft policy to the Office of Hawaii Child Nutrition Programs for pre-approval and/or if you need assistance.

[Kenneth\\_ortiz@notes.k12.hi.us](mailto:Kenneth_ortiz@notes.k12.hi.us)

Step Four: Obtain your school board’s approval.

Step Five: Have all committee members sign the policy. (See sample, page 4)

Send a signed copy of the final Wellness Policy to:

Office of Hawaii Child Nutrition Programs  
Attn: Kenneth Ortiz  
650 Iwilei Road, Suite 270  
Honolulu, Hawaii 96817

**PREAMBLE**

[Dotted text box for Preamble content]

**NUTRITION EDUCATION AND HEALTH EDUCATION GOALS**

[Dotted text box for Nutrition and Health Education Goals content]

**PHYSICAL ACTIVITY GOALS**

[Dotted text box for Physical Activity Goals content]

**GUIDELINES FOR SCHOOL MEALS**

[Dotted text box for Guidelines for School Meals content]

**NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE ON CAMPUS**

- Fundraising
- Vending machines
- Other food sales

[Dotted text box for Nutrition Guidelines for All Foods Available on Campus content]

**OTHER HEALTH PROMOTING, SCHOOL-BASED GOALS**

Staff Wellness, School Gardens, etc.

[Dotted text box for Other Health Promoting, School-Based Goals content]

**MONITORING AND EVALUATION PLAN**

[Dotted text box for Monitoring and Evaluation Plan content]

**School Name**  
**School Address**

**Wellness Policy**  
School Year

_____ Principal (Print)	_____ Principal (Signature)	_____ Date
_____ Vice Principal (Print)	_____ Vice Principal (Signature)	_____ Date
_____ Health/P.E. Teacher (Print)	_____ Health/P.E. Teacher (Signature)	_____ Date
_____ Food Service Manager (Print)	_____ Food Service Manager (Signature)	_____ Date
_____ Parent (Print)	_____ Parent (Signature)	_____ Date
_____ Student (Print)	_____ Student (Signature)	_____ Date
_____ PCNC Coordinator (Print)	_____ PCNC Coordinator (Signature)	_____ Date
_____ Additional Member (Print)	_____ Additional Member (Signature)	_____ Date
_____ Additional Member (Print)	_____ Additional Member (Signature)	_____ Date

**School Name**  
**School Address**

**Wellness Policy**  
**School Year**

**Preamble/Statement of Responsibility**

State a rationale for the policy and benefits of adopting it.

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**DOE Example:** *The Department of Education (DOE) recognizes that there are links among nutrition education, the food served in schools, and the amount of physical activity. Student wellness is affected by all of these. The DOE also recognizes that when students' wellness needs are met they attain higher achievement levels. To enable the development of life-long healthy habits, each of Hawaii's public schools shall adopt these Wellness Guidelines.*

**Samples from other States:**

(Name of School) recognizes that there is a link between nutrition education, the food served in schools, physical activity, and environmental education, and that wellness is affected by all of these. The Board also recognizes the important connection between a healthy diet and a student's ability to learn effectively and achieve high standards in school.

(Name of School) recognizes that it is the District's role, as part of the larger community, to model and actively practice, through policies and procedures: the promotion of family health, physical activity, good nutrition, sustainable agriculture, and environmental restoration.

(Name of School) further recognizes that the sharing and enjoyment of food, and participation in physical activities, are fundamental experiences for all people and are a primary way to nurture and celebrate our cultural diversity. These fundamental human experiences are vital bridges for building friendships, forming inter-generational bonds, and strengthening communities.

The (name of school) recognizes that good physical and mental health fosters improved student attendance, education and learning.

The (name of school) desires to assist students in developing skills that promote healthy habits regarding eating and physical activity. Toward that end, wellness education will be addressed at each school site through a variety of means including but not limited to nutrition education, nutrition standards, physical activity opportunities, and other appropriate site-specific health activities.

Preamble: Sample statements

**Nutrition & Health Education**

The aim of nutrition education is to facilitate the adoption of healthy eating and other health-promoting, nutrition-related behaviors. Nutrition education occurs in the classroom as well as in the larger school community.

**DOE Example:** *All required health education classes include a focus on knowledge and skills that support healthy eating and are aligned with the Hawaii Content and Performance Standards for Health Education. Nutrition education is integrated into other areas of the curriculum such as math, science, language arts, and social studies. Standards-based health and nutrition education information are taught by or done in collaboration with a teacher.*

*Standards-based health and nutrition education curricula information involve sharing information with families and the broader community (i.e., area sports leagues, youth groups & school clubs) to positively impact students and the health of the community. In recognition of the existing health disparities prevalent among Hawaii’s children, nutrition education includes multiple options for achieving optimum nutrition and health, and includes practical, multi-ethnic approaches that reach across all economic strata.*

- *Instructional periods incorporating quality standards-based health education totals of a minimum of:
 
  - *45 minutes per week for grades K-3,*
  - *55 minutes per week for grades 4-5, 107 minutes per week for elementary grade 6, and*
  - *200 minutes per week for secondary grades 6-12.**
- *Schools will promote the importance of students starting the day with a healthy breakfast, including the School Breakfast Program.*
- *Schools will promote the importance of students eating a nutritious lunch & healthy snacks, including participation in the National School Lunch Program and After School Snack Program (if applicable).*

**Samples from other States:**

Consistent nutrition education will be provided in grades K-12. It will be integrated into the standards based curriculum.

Students will gain an understanding of proper nutrition and nutrition practices. The staff responsible for nutrition education will provide basic knowledge of nutrition combined with skill-based practice activities and will use instructional techniques and strategies designed to promote healthy eating habits.

Students in pre-kindergarten through grade 12 will receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.

1. Schools will offer nutrition education at each grade level as a part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
2. Schools will offer nutrition education not only in health education, but will integrate it across the curriculum;
3. The school will require a minimum of one semester of health education at middle school and high school;
4. The school will require teacher to student ratio in health education classes that is consistent with core content areas.

Nutrition education will be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education. Nutrition education standards and benchmarks will be behavior focused, age appropriate, and

## Nutrition & Health Education: Sample statements

culturally relevant. Nutrition education will reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.

Sequential and interdisciplinary nutrition education will be provided and promoted. Enable students, through a comprehensive curriculum, to acquire the knowledge and skills necessary to make healthy food choices for a lifetime.

Nutrition Education will be integrated into the curriculum. (1) The school will provide nutrition education; (2) Nutrition Education is offered as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health; (3) Includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions and taste testing; (4) Promotes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices.

The school aims to teach, encourage and support healthy eating by students. Schools will provide nutrition education and engage in nutrition promotion that: Promotes fruits, vegetables, whole grain products, low fat and fat free dairy products, healthy food preparation methods, and health enhancing nutrition practices; emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise).

Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and will establish linkages between health education and school meal programs and with related community services. The school district aims to teach, encourage and support healthy eating by students. Schools will provide nutrition education and engage in nutrition promotion that is offered as a comprehensive (PreK-12th Grade) part of a sequential, standards based program designed to provide students with the knowledge and skills necessary to promote and protect their health.

(Name of school) will provide nutrition education and engage in nutrition promotion that is offered at each grade level as part of a sequential, comprehensive, standards-based program. The programs will be designed to provide students with the knowledge and skills necessary to promote and protect their health.

Elem: Students will receive a minimum of 50 hours per year of nutrition education.

Students will comprehend a set of core health concepts and develop skills to apply that knowledge in their own personal behavior and environment. Achievement will be assessed by strategies that measure knowledge and skill development and support critical thinking. Instruction will be age-appropriate, based on research, grounded in accurate and current information, and provide the skills and motivation to focus on behavior change. Teachers are encouraged to utilize instructional strategies that incorporate experiential learning opportunities and that engage family members in reinforcing healthy nutrition behaviors.

Sequential and interdisciplinary nutrition education is provided and promoted through the health education curriculum. Healthy food education shall be provided through course curriculum, parent and student newsletters, posters in the buildings and special speakers on nutrition or wellness topics.

All students in grades PreK-12 will receive health education instruction that includes nutrition education as part of a planned, sequential and comprehensive school health education program. The program will be aimed at giving students the knowledge and skills necessary to be health literate as defined by national, state and health education benchmarks. Health instruction may be delivered by a certified health educator, but may also be taught within classroom instruction; including math, science, language arts, social sciences, physical education and elective courses.

## **Physical Activity**

Every student should be provided with the opportunity to develop the knowledge and skills necessary to participate in physical activities that assist in maintaining physical fitness and promotes a healthy lifestyle.

A comprehensive physical activity program includes: physical education, recess, and before- and after-school physical activity programs.

**DOE Example:** *All required physical education classes shall be aligned with the Hawaii Content and Performance Standards for Physical Education. Physical education is an integral part of the total education of every child kindergarten through grade 12. Quality physical education programs facilitate the development of physically active lifestyles and are needed to increase the physical competence, health-related fitness, personal responsibility, and enjoyment of physical activity for all students so that they can be physically active for a lifetime.*

- *Instructional periods providing developmentally appropriate programs total a minimum of:*
  - *45 minutes per week grades K-3*
  - *55 minutes per week for grades 4-5, 107 minutes per week for elementary grade 6, and*
  - *200 minutes per week for secondary grades 6-12.*

*Physical education courses provide an environment where students can learn, practice, and are assessed on developmentally appropriate motor skills, social skills, and knowledge acquisition.*

- *Policies ensure that state-certified physical education instructors teach all physical education classes and have a student/teacher ratio similar to other classes.*
- *Each secondary school's Physical Education department provides continuing support for participation in physical activity outside of physical education class.*
- *Families have information to help them incorporate physical activity into their students' lives.*
- *All students will have at least 20 minutes a day of supervised recess, during which schools must encourage moderate to vigorous physical activity.*
- *Students do not have periods of two or more hours of inactivity.*
- *When mandatory school-wide testing makes it necessary for students to be inactive for extended periods of time, schools will give students periodic breaks to stand and be moderately active.*
- *Schools do not use physical activity as punishment.*
- *Schools do not withhold opportunities for physical activity as punishment.*

### **Samples from Other States:**

A comprehensive physical activity program encompassing a variety of opportunities for students to be physically active, including physical education, recess, walk-to-school programs, after-school physical activity programs, and physical education that includes health education will be provided.

Students will have the opportunity to be involved in physical activity through physical education programs, before- and after-school activities, OR other activity programs. K-12 students will be encouraged to participate in community-offered fitness and/or athletic programs.

The school recommends that all students participate in a minimum of 30 minutes of developmentally appropriate physical activity each day. We will provide daily opportunities for all students to learn about and enjoy physical activity that will foster an understanding for the need for lifelong fitness and health in a safe environment.



## Physical Activity: Sample statements

The school will provide a daily structured period for physical activity for elementary students. Elementary students will have up to twenty minutes of physical activity each day.

Middle School and High School students will have the opportunity for physical activity during their lunch period. The gym or outside facilities will be open to use during lunch when possible.

Schools will educate students about the value of physical activity, and provide opportunities for every student to develop the knowledge and skills for specific physical activities, to maintain health-related physical fitness, to participate regularly in physical activity, and to understand the short and long-term benefits of a physically active and healthy lifestyle.

The school will: Require that all students have access to age-appropriate physical activity. Explore opportunities for physical activity through a range of after-school programs including intramurals, interscholastic athletics, and physical activity clubs. Explore opportunities for physical activity during the school day. Encourage and promote noncompetitive physical activities for students. Physical activity will include regular instructional physical education, in accordance with the district's content standards, as well as co-curricular activities and recess.

In order to insure students are afforded the opportunity to engage in physical activity in the school setting, the following guidelines apply: Physical activity will be integrated across curricula and throughout the school day. Physical activity will be included in a school's daily education program from grades K through 12. Physical activity will include regular instructional physical education as well as co-curricular activities, and recess.

Increase the percentage of students participating in intramural and interscholastic sports by 5% each year. Ensure that all elementary schools have playgrounds designed to encourage safe physical activity. Guarantee that all students have access to appropriate athletic facilities and organizations to engage in athletic and physical activities during leisure time. Develop and maintain a database of sports leagues and other recreational facilities available to students and families. Increase participation of students in non-school sponsored physical activities by 5% each year.

Students are given opportunities for physical activity during the school day through physical education (PE) classes, recess periods for elementary school students, and the integration of physical activity into the academic curriculum. The school will provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, will be aligned with healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition, tobacco prevention and regular physical activity.

Students will be given opportunities for physical activity during the school day through daily recess periods, elective physical education classes, competitive athletics, walking programs, and the integration of physical activity into the academic classes when possible. If possible, schools may give opportunities for physical activity through a range of after-school programs including intramurals, interscholastic athletics, and physical activity clubs. Schools are also encouraged to promote physical activity programs (intramurals, walking, jogging, bicycling, etc.) before school, during school, after school, and through contests.

The school will encourage physical activity to provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short and long term benefits of a physically and healthy lifestyle. Students will be given opportunities for physical activity during the school day through daily recess periods, physical education classes, and the integration of physical activity into the academic curriculum. Students will be given opportunities for physical activity through a range of after-school programs including extended day activities, interscholastic athletics, and clubs that encourage physical activity. Schools will explore ways to increase the time students spend in physical activity at school.

## School Meals

Schools meals model healthy food choices and combinations.

At a minimum, schools must serve reimbursable meals that meet USDA's requirements as well as follow principles of the Dietary Guidelines for Americans.

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**DOE Example:** *All reimbursable meals and snacks shall fulfill Federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations. Meals feature fresh and minimally processed fruits and vegetables from local sources to the greatest extent possible.*

### Samples from Other States:

The (name of school) will provide school meals, which meet or exceed the nutritional standards required by State and the National School Lunch and Breakfast Program.

The (name of school) gives the assurance that the school's guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to the Child Nutrition Act (42 U.S.C. 1779) and the Richard B. Russell National School Lunch Act (42 U.S.C. 1758 & 1766) as those regulations and guidance apply to the school.

Foods and beverages sold or served at school will meet or exceed the nutrition recommendations of the U.S. Dietary Guidelines for Americans.

School will meet or exceed the nutrition standards established by the federal and state law and regulation for school meals, à la carte foods and beverages, and food served in the After School Snack Program.

Food and beverages sold or served as part of federally reimbursed meal programs must meet the nutrition recommendations of the current United States Dietary Guidelines for Americans, such as: No more than 30 percent of total calories from fat, averaged over a week. No more than 10 percent of total calories from saturated fat, averaged over a week. Meals served through the Child Nutrition Programs will: Be appealing and attractive to children of various ages and diverse backgrounds, Be served in clean, safe, and pleasant settings, Strive to offer fresh fruit and vegetables daily in each meal, with a variety of choices that, when practical, will be from local sources, Include only one-percent fat and nonfat milk options, Offer whole grains whenever possible and introduce new whole grain products as they become available, Include food items selected by students and parents through taste testing, community meetings, and surveys.

Offer breakfast and lunch under the nutritional guidelines of the USDA's National School Lunch and Breakfast Program. Encourage all students to participate in breakfast and lunch opportunities. In particular, the school will make efforts to ensure that families are aware of need-based programs for free or reduced price meals and that eligible families apply.

Child Nutrition Programs are accessible to all children. Students will be encouraged to start each day with a healthy breakfast. Food providers will take every measure to ensure that student access to foods and beverages meets federal, state, and local laws and guidelines. The school will ensure that all students have affordable access to the varied and nutritious foods they need to stay healthy and learn well. The school will strive to increase participation in the available federal Child Nutrition programs (e.g. school lunch, school breakfast, and after-school snack and summer foodservice programs).

## School Meals: Sample statements

Nutrition Services will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic and cultural diversity of the student body in meal planning; will accommodate the special dietary needs of students and will provide clean, safe and pleasant settings and adequate time for students to eat. To the maximum extent practicable, all schools in our district will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program [including after-school snacks] and Summer Food Service Program.) District will, to the extent possible, arrange bus schedules and schools will utilize methods to encourage school breakfast participation.

To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn: Schools will, to the extent possible, operate the School Breakfast Program. Schools will, to the extent possible, arrange bus schedules and utilize methods to serve school breakfasts that encourage participation. Schools that serve breakfast to students will notify parents and students of the availability of the School Breakfast Program. Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

Minimum time allowance (eating time for each student after being served the meal) for student consumption of meals will be ten minutes for breakfast and twenty minutes for lunch.

The dining room facility will be conducive to eating in a safe, orderly and pleasant environment. Supervisory staff (teachers, aides, custodial staff, etc.) will receive training in appropriate dining practices from the school principal or designee.

Adequate dining room facilities are provided with adequate seating in a clean, safe, attractive, and comfortable environment; Promote balanced food choices through visual cues such as signage, graphics, sample trays, etc. to demonstrate a balanced meal.

Efforts will be made to establish comfortable and relaxed eating conditions. The factors to promote these conditions will be a clean, orderly environment, pleasant food services staff, adequate seating, enforcement of student conduct rules and adequate supervision.

The lunchroom environment that provides students with a relaxed, enjoyable climate will be developed. It is encouraged that the lunchroom environment be a place where students have: adequate space to eat and pleasant surroundings; adequate time for meals, and convenient access to hand-washing facilities before meals.

**Nutrition Standards**

Establish standards to address all foods and beverages sold or served to students, outside of the school meal programs. The standards should focus on increasing nutrient density, decreasing fat and added sugars, and moderating portion size.

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**DOE Example:** *All foods and beverages sold at school to students must comply with the current USDA Dietary Guidelines (including vending and ala carte items). Nutrition information for products offered in snack bars, ala carte, vending, etc. is readily available near the point of purchase. Food/beverage providers must promote positive nutritional logos and trademarks on school grounds.*

*The following items are not sold anywhere on school property:*

- Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations; all food and beverage items listing sugar, in any form, as the first ingredient, such as candy; and foods containing trans fats.*

*All snack and beverage items sold or served anywhere on school property, including items sold in ala carte lines and fundraisers, provided in classrooms, or served in the reimbursable After School Snack Program, must meet the following standards:*

- Based on manufacturer's nutritional data or nutrient facts labels:*
  - No more than eight (8) grams of total fat per serving, with the exception of nuts and seeds; No more than two (2) grams of saturated fat per serving.*
- All beverages do not exceed twelve (12) ounces, with the following exceptions:*
  - Water, milk containing one percent or less fat.*
  - Products containing 2% milk fat or more do not exceed eight ounces.*
  - Limit sugar*

**Samples from other States:**

Food as Reward/Punishment

All school-based activities will be consistent with local wellness policy goals. Foods and beverages will not be used as a behavior management tool by offering as a reward or withholding as punishment. Staff is encouraged to model healthy eating by offering healthier choices at school meetings and to eliminate using food and beverages as rewards to students. Food is not to be used as a reward or punishment for student behavior, unless it is detailed in a student's Individualized Education Plan (IEP) or as part of a procedure conducted by staff as authorized by the principal.

Schools will not use foods or beverages as rewards for academic performance or good behavior: unless it meets the standards of food or beverages sold individually or unless this practice is allowed by a student's Individual Education Plan (IEP) or Behavior Health Plan (BHP) and will not withhold food or beverage as punishment. Rewards and incentives will be used that do not undermine the health of students or reinforce unhealthy eating habits.

Schools will ensure that food and/or physical activity is not used as a punishment and staff will be educated about appropriate rewards involving food and physical activity.

The (name of school) shall encourage non-food/drink reinforcement strategies for the discipline and reward of students.

When using food as a part of class or student incentive programs, staff and students are encouraged to utilize healthy, nutritious food choices.

The (name of school) will: Eliminate use of foods as rewards for student accomplishments.

Fundraising, concessions, school stores and other opportunities to promote healthy eating

Healthy food and beverage choices will be encouraged for vending, ala carte, student stores, parties and fundraising.

Fundraising efforts are supportive of healthy eating, by emphasizing the sale of non-food items or healthy food items. Fundraising activities which involve the sale of food and beverages should take place outside the school day and must meet the District Wellness Committee Procedures.

Schools commonly use food and beverage sales in fundraising activities. To support children's health and reinforce nutrition lessons, fundraising activities should only include healthy foods and/or physical activity and/or non-food items. School fundraising activities that includes the sale of healthy foods and non-food is a public demonstration of the school's commitment to promoting healthy behaviors among students, families and the communities at large, while helping schools meet their financial needs.

Student organizations will be encouraged to engage in fundraising projects that are supportive of healthy eating and student wellness consistent with School Committee policies.

Food and beverages sold at fundraisers will include healthy choices and provide age appropriate selections for elementary, middle and high schools.

All foods available on school campus will promote student health and nutrient-rich meals. This includes food and beverages sold in a la carte sales, vending machines, and student stores; and food and beverages used for rewards and fundraising efforts.

School staff shall encourage healthy food choices in the school environment in activities such as: Fundraisers, Concession Stands, School Stores, Food brought from home for classes or groups of students, Student Rewards, School parties, celebrations, dances, athletic events, concerts, picnics, field days, fairs, festivals, etc. Healthy food choices should be considered that include items such as: fresh fruit, fresh vegetables, low fat pretzels, 100% juice, bottled water, fruit smoothies, air-popped popcorn, low fat cereal bars, milk, low fat or fat free yogurt, animal crackers, vanilla wafers, trail mix/raisins, etc.

Food related fundraising items meet state and federal regulations for competitive food sales. School related groups such as PTOs, booster clubs, and student organizations are encouraged to adhere to these guidelines. School staffs are also expected to follow these guidelines in school and classroom celebrations, fundraising, and to utilize other alternatives to food as performance incentives.

Whenever possible, fundraising activities should demonstrate the district's commitment to promoting healthy behaviors and improving personal wellness. Selling nutritious foods reinforces nutrition messages taught in classrooms and lunchrooms.

(Name of school) will work with vendors to provide choices and selection for healthy food and beverages in their vending machines, concession stands, and school stores.

A healthy school environment should not be dependent on revenue from high-fat, low nutrient foods to support school programs. The existing pouring-rights contract should be reviewed and modified to allow only the sale of nutritious foods and beverages. School nutrition practices should address all foods and beverages sold or served during the school day to students. This includes foods and beverages sold in vending machines. Decisions about the sale of competitive foods should be based on nutrition goals for students, not for profit making.

Celebrations

(Name of school) encourages parents to send in healthy snacks for birthday and holiday celebrations. Examples might include: yogurt, fruit snacks, boxed raisins, frozen fruit bars, fruit, granola bars, etc... and 100% fruit juices instead of pop and cupcakes. Send home a list of potential ideas to parents.

Elem: At any school function (parties, celebrations, festivals, sporting events, etc), healthy food choice options will be available to students. Snacks served during the school day for class parties, birthdays, award incentives, etc. will promote a positive nutrition message. Emphasis will be on serving fruits, vegetables, and other nutrient dense foods as the primary snacks. Teachers will disseminate a list of healthy food item suggestions to parents.

(Name of school) encourages the promotion of a positive learning environment by providing healthy celebrations that shift the focus from food to the child. Providing nutritious food options demonstrates a school commitment to promoting healthy behavior and supports classroom lessons.

The district/school should provide parents a list of foods that meet the district's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities. Healthy party menus should be used. Beverage consumption in the classroom should be limited to water, 100% juice and milk.

The (name of school) will: Encourage serving healthy foods at school parties. Notices should be sent to parents/guardians either separately or as a part of a school newsletter, reminding them of the necessity of providing healthy treats for students and/or encouraging the use of non-food treats for classroom birthday or reward celebrations.

**Other School-Based Activities**

**DOE Example:** *Regular professional development shall be provided to enable all applicable role groups including School Food Service Staff to be active participants in providing healthy school meals within a comprehensive nutrition environment. (1) Professional development includes nutrition education; (2) School faculty and staff will attend professional development in Hawaii's Wellness Guidelines, health and nutrition education, physical education and Coordinated School Health summits.*

**Samples from other States:**

Staff Wellness

School staff serves as role models for students and are the key to successful implementation of student wellness programs. Therefore, the school will offer staff wellness programs. This may include workshops and presentations on health promotion, education and resources that will enhance morale, encourage healthy lifestyles, prevent injury, reduce chronic diseases, and foster exceptional role modeling.

The school highly values the health and well-being of every staff member and will offer educational activities that support personal efforts by staff to maintain a healthy lifestyle. The staff will be encouraged to model healthful eating and physical activity habits to demonstrate support of healthy lifestyle habits to the students.

The principal will establish or enhance fitness opportunities (such as walking clubs or fitness challenges) for staff and patrons.

Promote staff wellness initiatives (i.e. fliers, emails, sharing of resources). Promotion will outline ways to encourage healthy eating, physical activity, and other elements of a healthy lifestyle among school staff.

Nutrition and physical activity education opportunities will be provided to all school staff at the elementary, middle and high school levels. These educational opportunities may include, but not be limited to, the distribution of educational and informational materials and the arrangement of presentations and workshops that focus on nutritional value and healthy lifestyles, health assessments, fitness activities, and other appropriate nutrition and physical activity-related topics.

Access to facilities for physical activity after school hours

Students, parents, and other community members will have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.

The school's physical activity facilities (playground, gym) will be made available to use by parents with their children outside the normal school day, subject to priority use being for children and subject to other competing uses and safety and risk management considerations.

School sites will establish or enhance physical activity opportunities for students, staff, and parents (family fitness nights, fun walks and runs).

School spaces and facilities will be available to students, staff and community members before, during and after the school day, on weekends and during school vacations. These spaces and facilities also will be available to community agencies and organizations offering physical activity and nutrition programs. School policies concerning safety will apply at all times.

After-school programs

All students are encouraged to participate in daily physical activity. Elementary, middle, and high schools may offer extracurricular physical activity programs, such as physical activity clubs or intramural programs. High schools and middle schools, as appropriate, may offer interscholastic sports programs. Schools may offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.

## Other School-Based Activities: Sample statements

After-school programs should include supervision by trained staff, and provide developmentally and age-appropriate physical activity for all participants. Encourage healthy eating habits in after school programming that services our students.

Students shall be given opportunities for moderate to vigorous physical activity beyond the required Physical Education minutes of instruction through a range of before-, during- and after-school programs.

The (name of school) encourages physical activity during recess for elementary students, intramurals programs, integration in the academic curriculum, and clubs as well as in physical education programs; Works with the community to create ways for students to participate in other physical activities in a safe location at times other than the school day.

After-school programs will encourage physical activity, making healthy nutritional choices and promote healthy habits.

The school will work with the community to provide an avenue for reaching all students before and after school through organized physical activities (e.g. intramurals, interscholastic sports, community-based programs, and other activities).

### Coordinated School Health approach

A Coordinated School Health Councils will be established in each school in order to ensure an array of opportunities for health promotion are available to each school community and district staff.

The School Health Council shall build a coordinated school health system that supports and reinforces health literacy through health education, physical education, health services, nutrition services, counseling services, health promotion for staff, a safe and healthy school environment, and parent/guardian and community involvement.

It is the goal of the (name of school) to promote the students' physical, emotional, and social well being through a coordinated and comprehensive school health program. This includes providing a healthy physical and psychological environment, school nurse services, nutritious school meals, health education, Family and Consumer Science education and opportunities for physical education and activity.

### Community/family involvement

The physical education/wellness program will actively engage families as partners in their children's education and collaborate with community agencies and organizations to provide ample opportunities for students to participate in physical activity beyond the school day.

The (name of school) recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.  
The (name of school) will support parents' efforts to provide a healthy diet and daily physical activity for their children.

The (name of school) encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.

The (name of school) will provide information about ways to promote healthy lifestyles.

The (name of school) will provide an opportunity to include parents and community in nutrition and fitness-awareness programs.

Nutrition education will involve sharing information with families and the broader community to positively impact students and the health of the community. The (name of school) will encourage parents, teachers, school personnel, and students to be role models in practicing healthy eating.

The (name of school) encourages parents to provide healthy lunches and snacks and to refrain from including beverages and foods that do not meet good nutrition standards for foods and beverages.



## Other School-Based Activities: Sample statements

### Marketing of food and/or beverages

School-based marketing of brands promoting predominantly low-nutrition foods and beverages is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains and low-fat dairy products is encouraged.

Pricing strategies will be used in any vending machines or concessions to promote healthy snack choices.

The (name of school) shall encourage students to make nutritious food choices through accessibility and marketing efforts of healthful foods.

School-based marketing should be consistent with nutrition education and health promotion. As such, it is recommended that schools limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually. School-based marketing of brands promoting predominantly low-nutrition foods and beverages is strongly discouraged. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy foods is encouraged. Marketing activities that promote healthful behaviors include: vending machine covers promoting water or milk; pricing structures that promote healthy options in vending machines, and sales of fruit for fundraisers. The goal of improving nutritional intake can also be accomplished by applying basic marketing strategies to sales of healthful options.

The (name of school) discourages the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, and advertisements in school publications, coupon or incentive programs, or other means.

### Sustainable food practices

Environmentally-friendly practices such as the use of locally grown and seasonal foods, school gardens, and no disposable tableware will be used whenever possible.

The (name of school) shall provide nutritious, fresh, locally grown food (USDA approved) that reflects Hawaii's cultural diversity.

(Name of school) shall maximize the reduction of waste by recycling, reusing, composting and purchasing recycled products.  
Each school site shall have a recycling program.

**Measurement and Evaluation**

An individual or group must be responsible for ensuring that the policy is implemented. The assignee will monitor the implementation of the policy, execute a plan for evaluating its effectiveness and report to school authorities, parents and/or the community.

**DOE Example:** *Assessment and evaluation will be an integral part of ensuring the adoption and implementation of these Wellness Guidelines. Each school will have a designated school committee or council that regularly addresses school health issues. This committee shall be responsible for ensuring that the Hawaii Wellness Guidelines are implemented at the school. The purpose of the committee will be to improve and maintain the school health environment to promote the level of healthy students with an emphasis on lifelong physical activity, nutrition, and being tobacco free. The committee can be an existing body (i.e., School Community Council, Safety Committee, and Quality School Support/Comprehensive Student Support Services Committee) or a newly formed group. The committee shall include representatives from the school administration, staff/faculty, students and community. The committee shall utilize the School Health Index and other sources of data to identify priority areas and to monitor improvements in those areas. The committee shall ensure that the school provide families with information about community physical activity resources and is encouraged to work closely with community organizations and programs that help schools implement these Wellness Guidelines.*

**Samples from Other States:**

The Wellness Committee will develop and implement administrative rules consistent with this policy. Input from teachers, parents/guardians, students, school food service program, the school board, school administrators, and the public will be considered before implementing such rules. The school will measure how well this policy is being implemented, managed, and enforced.

The Wellness Committee will assist in the implementation and coordination of the Wellness Policy by: Ensuring that the instruction and services associated with the Wellness Policy are mutually reinforcing and present consistent messages, Facilitating collaboration among administrative and instructional staff, Assisting the superintendent/school principal and other administrative staff with the integration, management, and supervision of the Wellness Policy, Providing or arranging for necessary technical assistance, Facilitating collaboration between the district and other agencies and organizations in the community who have an interest in the health and well being of children and their families, Evaluating the results of the Wellness Policy with specific timelines to ensure accountability.

The school Wellness committee chairperson will conduct the School Health Index for Physical Activity, Healthy Eating and a Tobacco-Free Lifestyle assessment annually. The tool will assess all eight components of a coordinated school health program on an annual basis.

An assessment of the school's existing nutrition and physical activity environment and policy will be completed annually to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the wellness committee will review nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements.

### **More information and helpful guidance:**

Tips for writing policies—this has been adapted from the National Association of State Boards of Education, “Fit, Healthy and Ready to Learn”.

1. Use language that is simple, clear, specific and accurate
2. Avoid jargon
3. Be concise and brief
4. Include rationale for policy, describe the benefits of adopting it
5. Be consistent with other initiatives that promote student wellness and your school's visions for student learning
6. Provide practical guidance for implementing
7. Be sure to include provisions for evaluation and periodic review

**More sample, Wellness Policy statements from other states can be found at:**

<http://www.actionforhealthykids.org/wellnesstool/index.php>

Use the Action for Healthy Kids Wellness Policy Tool to search for more existing or model policies.

The USDA Team Nutrition website is another helpful source of information:

<http://teammnutrition.usda.gov/healthy-schools.html>

The **State of Hawaii's Department of Education Wellness Guidelines** can be found at:

<http://doe.k12.hi.us/foodservice/070814wellnessguidelines.html>