



School Wellness Committee

TOOLKIT

Table of Contents

I. Introduction	
3	How to Use the Toolkit
3	What is a School Wellness Committee?
3	District-Level vs. School-Level Committees
4	Merging Committees and Aligning School Initiatives: Helpful Tips
4	Roles and Responsibilities of a School Wellness Committee
5	Background of the Local Wellness Policy to Support School Wellness
5-6	What is the Healthy Schools Program?
6	Six-Step Process
6	Healthier Generation’s Model Wellness Policy
II. Start Up	
7	Who Should Join the School Wellness Committee?
8-9	School Wellness Committee Member Descriptions
9-10	Considerations for School Wellness Committee Members
10-11	Tips for Involving Students and Families
11-12	How to Keep a Committee Active and Effective
12-13	Communication Strategies
III. Implementation	
13	<ul style="list-style-type: none"> • Join the Healthy Schools Program • Meeting Preparation • Review the Assessment Guide with SWC • Complete an Assessment • Complete an Action Plan • Celebrate Success
IV. Coordinated School Health Model and Education Law	
14	Whole School, Whole Community, Whole Child Model (WSCC)
14-15	Every Student Succeeds Act (ESSA) <ul style="list-style-type: none"> • Resources to Support Integration and Implementation
15	How the Healthy Schools Program Supports Implementation of WSCC and ESSA
V. Appendix	
16	A – Meeting Checklist
17-18	B – Sample Announcement about Your Healthy School Efforts to Staff, Families, and Community Members Sample Invitation for SWC Members
19	C – School Wellness Committee Road Map
20	D – School Wellness Committee Leader Guide
21-25	E – Meeting Agenda Template School Wellness Committee Roster Template Action Planning Template

I. Introduction

How to Use This Toolkit

This guide was created as a resource for school wellness committees to convene, plan and implement their action plans. The tools and other tips contained in this toolkit are meant to coordinate with other Healthy Schools Program resources and technical assistance provided by the Alliance for a Healthier Generation.

If you have questions about forming or maintaining your school wellness committee or specific aspects of the Healthy Schools Program Framework of Best Practices related to wellness committees or policies, contact your program manager or National Policy Advisor Chauvon Simmons-Wright at shauvon.simmons-wright@healthiergeneration.org.

What is a School Wellness Committee?

School wellness committees typically assess the school health environment, programs and policies in place and identify ways to strengthen these to improve the health of students and staff. Usually committees will develop and implement an action plan based on what they learn about the school. They also provide advice and expertise to administrators in the building and provide feedback to the district regarding implementation of health-related wellness policies and programs and report on the content and implementation to the public (including parents, students and community members).

District-Level vs. School-Level Committees

- District-Level Committee
 - A **District-Level Council**, sometimes referred to as the **School Health Advisory Council (SHAC)**, is comprised of district, school and community members who meet at least *four times* per year to establish district goals and to oversee school health and safety policies and programs, including development, implementation, evaluation and updates of the district-level wellness policy.
- School-Level Committee
 - A **School-Level Committee** or **School Wellness Committee (SWC)** focuses on the needs of the student, staff and community partners at a specific school. The SWC is comprised of school staff, students, families and community stakeholders.

Merging Committees and Aligning School Initiatives: Helpful Tips

The School Wellness Committee can be combined with existing school committees – such as School Improvement Team, School Safety Team, Student Engagement Team, Leadership Team, etc. – to provide additional support and resources for the school, students and community.

School wellness initiatives can also be aligned with *School Improvement Plan, Multi-Tiered Systems of Support MTSS, Student Services, Individual Health Plan (IHP), Emergency Action Plan (EAP) Individual Education Plan (IEP) related to Other Health Impairments, and 504 Plan* to support setting goals and priorities to align resources appropriately to improve student health and academic achievement.

4 Tips for Success:

1. Connect with the principal and other school committee leaders to identify the school's top priorities.
2. Identify how wellness can fit into the vision to support student achievement and address pressing priorities.
3. Identify how school wellness can align to current school goals.
4. Gain input from other committees and student services to ensure all students' needs are included.

Roles and Responsibilities of a School Wellness Committee

The school wellness committee is an action-oriented group that focuses on the implementation of the district wellness policy and other health-related priorities.

The School Wellness Committee will:

- Support the school in developing a healthier school environment
- Create the vision and goals for the school's involvement in Healthier Generation's Healthy Schools Program
- Assist with policy development or revision to support a healthy school environment
- Promote parent, community and professional involvement in developing a healthier school environment
- Advocate for school health programs and policies within the broader school community
- Tap into funding and leverage resources for student and staff wellness
- Plan and implement programs for students and staff
- Evaluate program and policy efforts
- Provide feedback to the district regularly regarding progress on the implementation of the local wellness policy

The School Wellness Committee will address the following components:

- Nutrition education and promotion activities
- Physical activity opportunities
- Nutrition standards for all foods and beverages available on each school campus during the school day that meet or exceed the USDA's requirements for school meals and competitive foods and beverages
- Marketing and advertising of only those foods and beverages that meet the USDA Smart Snacks in School nutrition standards on school campus
- Other school-based activities that promote student wellness
- Permit parents, students, representatives of the school food authority, physical education teachers, school health professionals, the school board, school administrators and the general public to participate in the development, implementation, review and update of the local wellness policy.

Regular reporting on content and implementation to the public (including parents, students, and community members)

- Periodic measurement of school compliance with the local wellness policy and progress updates made available to the public
- Designation of a lead school official to ensure compliance with local wellness policy

Background of the Local Wellness Policy to Support School Wellness

Since 2004, state education agencies have required school districts to create a local wellness policy (LWP) and form district wellness committees, known as a “School Health Advisory Council” (SHAC). Over the past several years, school districts across the nation have revised LWPs to meet the minimum federal standards under the final rule of the [Healthy, Hunger-Free Kids Act of 2010](#). Local board of education agencies have approved the mandated revisions and SHACs are requiring or highly encouraging that each school within the district establishes an ongoing school wellness committee that convenes to review school-level issues, in coordination with the SHAC.

With this in mind, schools are now tasked with convening, planning, and implementing school-level wellness efforts to comply with LWPs. Convening a school wellness committee is the best way to bring school staff, families, students and community members together to address pressing student health issues.

The school wellness committee is also a way to ensure that district level wellness policies are implemented at the building level. In addition, these committees represent the unique perspective of the community in a school building. This enables the health priorities and activities put in place to truly reflect the needs and interests of that school.

What is the Healthy Schools Program?

Healthier Generation’s [Healthy Schools Program](#) is among nation’s largest school-based childhood obesity prevention and health promotion programs, addressing multiple factors that lead to poor health and life outcomes—from physical activity and nutrition to other critical health issues, such as social-emotional health and sleep.

- *Watch the Video: [About Our Healthy Schools Program](#)*

Healthy Schools Program Framework of Best Practices

The Healthy Schools Program Framework of Best Practices identifies specific criteria for a healthy school environment and serves as a guide for policy and practice change. It aligns with the 2017 School Health Index, created by the Centers for Disease Control and Prevention (CDC), which reflects the Whole School, Whole Community, Whole Child model (WSCC).

The school wellness committee is key to the success of creating a healthy school environment and being an effective participant in the Healthy Schools Program. The responsibility for assessing the programs and policies impacting healthy eating and physical activity in your school and developing and implementing an action plan based on the assessment.

To support this important role, several of the criteria in the Healthy Schools Program Framework of Best Practices address school wellness committees:

- School is implementing the district wellness policy and providing feedback to the district regarding its progress annually
- School has an active wellness committee that meets at least every other month during the school year
- Family members and guardians have the opportunity to provide input towards the implementation of wellness policy activities
- Students have the opportunity to provide input towards the implementation of wellness policy activities
- The status of wellness policy implementation at the school level is communicated annually to school staff, students and families
- School wellness committee recommends new or revised health or wellness policies and activities to the district

The Healthy Schools Program has developed and compiled resources in addition to this toolkit to assist school wellness committees in meeting each of the above criteria. Learn more at <http://www.healthiergeneration.org>.

Healthy Schools Program Six-Step Process

The six-step process is a circular journey where schools continuously take a status check, work on making improvements, learn from successes and challenges, and keep pushing the needle forward. When schools repeat the cycle each year, their healthy changes become embedded in the culture of the school and efforts to become a healthy school are sustained.



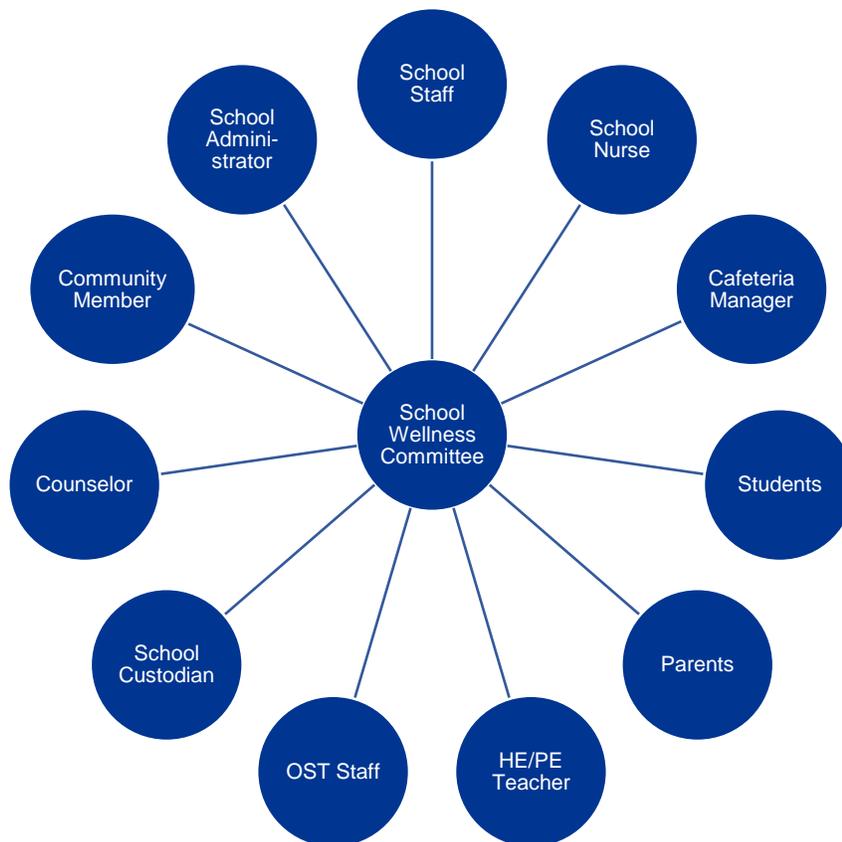
Healthier Generation’s [Model Wellness Policy](#)

This “basic” district-level model wellness policy template meets the minimum federal standards for local school wellness policy implementation under the final rule of the [Healthy, Hunger-Free Kids Act of 2010](#), the Alliance for a Healthier Generation Healthy Schools Program Bronze-level award criteria, and minimum best practice standards accepted in the education and public health fields. School districts should choose policy language that meets their current needs and also supports growth over time. If you are using this tool to compare your policy against, you should include the language in italics as the strongest examples for comparison.

II. Start Up

Who Should Join the School Wellness Committee?

Groups with 6-12 active members are often the most effective. As you consider the following members, determine what size committee you will need to be effective. If you have a large group of people who want to work on healthy eating and physical activity issues, think about a steering committee structure that includes subcommittees. You may also prioritize membership based on those areas where you will be focusing this year (i.e. updating a physical education curriculum would require including one or more physical education teachers). Potential members may include:



[WATCH: "Wellness Committees that Work"](#): This 9:00 video provides detailed information about the **Who**, **What**, **Why**, and **How** school wellness committees work.

School Wellness Committee Member Descriptions

Role	Description
Administrator	Administrative support is instrumental to ongoing efforts to improve school health and to support engagement with the Healthy Schools Program. The school principal or other building administrator(s) should be included and informed about planning activities. The administrator(s) can also help identify how school wellness can be integrated into other school committee initiatives to support the development of the whole child.
School Staff	All teachers at your school have a stake in the development of healthy students and staff. Teacher involvement is critical because they spend the most time with the students, can influence the learning environment, and serve as role models. Teachers should be included and informed to support health and wellness activities. They can also support the implementation process to improve the development of the whole child. Maintenance, custodial and transportation staff are also valuable members to ensure students are safe and supported within the physical environment at school and in route to school. Maintenance and custodial staff preserve the school facilities – such as cafeterias, classrooms and playing fields – to ensure they are in good working condition and provide adequate air quality. Transportation staff can help with coordinating walking school bus events and getting students to and from before and after school activities.
Physical Education & Health Education Teachers	Typically physical and health education teachers are known as the physical activity and healthy eating “champions” in schools. They provide curricular support to improve student health as well as engage staff in wellness activities. Their involvement is critical to lead the implementation process and support professional development to facilitate physical activity and healthy eating programs and practices to improve student health.
School Nurse	The school nurse is known as the school health “specialist” that provides seamless provision of comprehensive health services to students. Even though the school nurse may serve part-time at some schools, he or she can serve as a team member in providing preventive services, early identification of problems, interventions, and referrals to foster health and educational success.
Food Service Staff	In order to impact the school food environment, the food service director and cafeteria staff are key players in helping the school wellness committee understand federal and state requirements and making important changes to the food and beverage offerings in your school. They also play a critical role in implementing healthy eating programs and managing the food serving process to ensure a clean, safe and healthy eating environment.
Parent	Parent and family involvement is critical to ensure school wellness efforts will reach beyond the school. Parent and family members serve as natural advocates for students and can support spreading the word to other parents and help gain support for school wellness efforts. Their involvement also fosters partnerships among schools, family and community groups.
Student	Many of the changes that will be implemented through the Healthy Schools Program to improve school health and wellness will directly impact students. Involving them in decision-making is critical to gain support, limit resistance and make programs and practices more successful.

Counselor	The school counselor provides counseling, psychological and social services to support the development of the whole child. School counselors play a critical role to provide input and resources to build a healthy social-emotional climate to support student health and academic achievement.
Out-of-School Time	Out-of-school-time (OST) staff provide physical activity opportunities, enrichment programs, and, often, snack options to continue student development before or after school hours. It's important to involve OST staff to ensure students are receiving the same healthy options and messaging conveyed during school hours.
Community Members	Community members derive from various backgrounds, from public health to city government. These departments often have access to community resources and other organizations, as well data on student health behaviors that can support school wellness programs and policy changes. Local coalitions are groups that are formed to address youth issues like childhood obesity; they are often eager to work with schools. Businesses have a stake in helping young people be healthy and successful in school. In addition, they may have concerns that the school wellness committee may not have considered and resources that can be leveraged to support wellness priorities for students and staff. School board members can offer district level policy support and provide expertise related to student health issues. They are often engaged with the district over a long period of time, so their involvement may increase the sustainability of SWC efforts. Health care professionals, such as a local physician or hospital staff, can provide general information about health-related issues that are affecting students within the community. They can also provide resources and/or services to support improving student health.

Considerations for School Wellness Committee Members

Represent the diversity of your community.

It is important to include the whole school community in your efforts to improve healthy eating and physical activity. As you invite members to your school wellness committee, consider the diversity of your student population.

Invite people with a deep understanding of the culture, norms and dynamics of your community.

As you reach out into your community to invite business leaders, youth serving organizations and others, be sure to extend invitations to those that seem to truly understand the community surrounding your school. Also consider those who have extensive networks and connections in the community.

Engage people with a passion for kids and health.

At some point in your planning and implementation, you will need committee members who can be strong advocates for the changes you are making in your school. This work is sometimes met with resistance and barriers. Committee members with a commitment to healthy eating and physical activity will overcome these challenges.

Involve people who can commit the time.

Many school staff members and community members are asked to sit on multiple committees. Be clear about how much time the wellness committee meetings and activities will take. Time is often seen as the biggest barrier to getting things accomplished. Think about reaching out to those that other committees may not have thought to include.

Involve key players/influencers in the school and community.

Reach out to those in your school community that have the greatest ability to network and persuade others. Parents, staff members and community members all have people whose opinions and actions they trust. This role will be essential as you begin to implement your action plan.

Elevate the voices of people that are least powerful as well as the most powerful.

Your wellness committee should be truly representative of your school community in all aspects. Think about those whose voices are not usually heard and include them. Be sure to use facilitation techniques that will allow the least powerful to feel they have power and influence within your committee.

Involve skeptics as well as believers.

It is important to hear voices from a variety of perspectives. If you know that you want to make changes in competitive foods/vending options, it can be extremely helpful to have the marketing teacher or student.

Tips for Involving Students and Families

Students are often interested in making their schools and communities healthier. Because many of the changes the committee may be implementing directly impact students, gaining their input and support will ultimately enable change to be better understood, accepted and happen more quickly. Students are often the best advocates for healthy schools—they are able and articulate spokespeople with school decision makers and community members.

Tips for Student Participation

If you decide to invite students to participate on your school wellness committee, here are some helpful tips to ensure that student participation is productive and successful:

1. Be clear about roles and expectations
2. Create more than one student position
3. Provide skill-building opportunities with youth committee members beyond the school wellness committee meetings
4. Prioritize students in your action plan
5. Invite your student member to cultivate leadership in their peers

With or without student participation on the official school wellness committee, encourage students to create their own committee to expand student input about healthy changes on school campus.

The status of wellness policy implementation should be communicated annually through school newsletters, school websites, and on social media. Student's input on wellness activities throughout should also be included. To ensure effective school and community engagement check out the

[Wellness Policy Communication Checklist](#).

Tips for Family Participation

The school wellness committee and the priorities its members set should represent the interests and needs of the entire school as well as the communities that the school encompasses. The Healthy Schools Program recognizes the importance of representation of family members on your wellness committee.

In addition to having valuable insights and perceptions of the school within its community, family members reflect the diversity of your community in a number of ways. However, it can be a challenge to reach out to families and keep them coming to meetings. Try these tips:

1. Promote the SWC meeting dates and times widely and in advance
2. Share a survey with parent committees, such as PTA or PTO groups
3. Make sure the communication is representative of the diverse school community
4. Advertise a popular topic to encourage parent participation and merge wellness topics into the discussion

[Engaging Parents to Promote Healthy Schools](#) -- CDC webpage with ideas to engage parents

[Family Engagement and Community Involvement](#) - a webpage with tips to involve students, staff and families

How to Keep a Committee Active and Effective

Meeting and Time Commitment

Studies indicate that regular meetings and focused agendas enable groups to stay engaged, excited and effective. Once membership is determined, the school wellness committee will meet at least four times during the school year. As a group, the school wellness committee will determine roles such as facilitator, and record keeper. These roles, once assigned, may involve a greater time commitment. The committee can also consider rotating responsibilities.

A Shared Vision and Mission

- Spend the time at the beginning to define a collective vision and mission for your work. Each wellness committee member brings a unique perspective and interest to shared efforts. Facilitate a process that allows members to share their views and find common ground and goals. This focus on commonalities will give the group its vision and mission.
- Keep the priorities developed in your action plan connected to those interests that individuals shared that may be more specific to their roles and experiences. This will keep members engaged in the work because they will see the relevance to their own priorities.

Consistent Decision Making

- Once a decision process has been discussed and agreed upon as a group, consistently apply the established process.
- Be clear about decisions as they are made by utilizing an agenda format that captures decisions and next steps. Clarity about this will help all members stay informed about what the committee is doing and avoid continually going back over discussions when agreement has already been reached.

Effective Meetings

- Utilize your action plan to create agendas and keep the group focused on the actions you have identified as part of your mission.

- Divide duties and action items so that all members feel utilized and part of the group.
- Refer to the meeting checklist in this guide to ensure that your meetings run smoothly and are productive.

Celebrations of Success

Celebrating success is a critical part of team building and group process. Wellness committee members will appreciate being recognized for individual accomplishments or achievements. Take the time in meetings to thank and acknowledge members who have helped your committee meet milestones or goals.

Support for Success

Here are additional tips that can help make your school wellness committee more effective and successful:

- Garner administrative support—get one on the team! Share SWC goals and progress to align with school vision and SIP (School Improvement Plan)
- Dedicated meeting time
- Provide opportunities for committee members to contribute to the group in ways that are small and large
- Get the entire school involved in some way by using multiple communication strategies, such as staff meetings, parent/student newsletters, website or social media outlets
- Divide the team into task teams
- Set smaller, achievable goals that can be completed in a month or two to give the committee success
- Share your progress and success with others

Communication Strategies

Keeping School Wellness Committee Members Informed

With a variety of communication tools available, it should be easy to keep SWC members informed and connected. However, people have a wide continuum of access to and comfort with technology so you will likely need to utilize various methods of communication. Think ahead about what type of information you will need to communicate between and prior to meetings. As you recruit and bring your SWC members together, be sure to collect contact information along with preferences on how members would like to stay informed. *A school wellness committee roster is included in this toolkit in the appendix.*

The SWC roster also provides an opportunity for members to grant permission to share their information with other SWC members. Ensure that if you break into subgroups that those groups also have a communication plan.

Communication Ideas

- Agendas
- Meeting minutes/notes
- Surveys
- Subcommittee reports (if your group breaks into task groups)
- Calendar of meeting dates
- Notification of health-related community/school events

Some of these may have higher levels of urgency. Discuss as a group the best ways to keep everyone informed. If there are several members that prefer methods of contact other than email, consider setting up a phone tree or other system that shares the responsibility of communication among SWC members.

[Promoting Your Program](#)– HSP webpage with ideas to promote your program

III. Implementation

Step 1: If you haven't done so already, join Healthier Generation's [Healthy Schools Program](#) by registering and following the prompts to "add your school."

Step 2: Prepare in advance for the meeting by:

- Identifying an initial meeting date and time that would be feasible for people you are interested in inviting.
- Review the [Leaders Guide](#)
- Utilizing the School Wellness Committee Sample Meeting Agenda and Committee Roster (Appendix E page 21-22)

Step 3: Review the [Assessment Guide](#). This document will provide guidance on who the best person is to answer the questions, identify evidence needed, and provide an award level to celebrate success. It is also a hard copy of the online assessment.

Step 4: Complete the assessment at: <https://www.healthiergeneration.org/app/account/dashboardh>

Step 5: Complete an [action plan](#)—creating an action plan allows school wellness committees to assign tasks and follow a plan. Your action plan should be a living document that reflects your current priorities and capacity. Big changes become much more manageable when you consider the smaller steps that lead you to your goal. Healthier Generation recommends picking one to three goals to work on each year, with the option of adding more later. The action planning template is on page 23—Appendix E.

When selecting action items to include in the plan, think about selecting criteria action items that are **important, feasible, and sustainable to achieve to support reach and impact**

- **Important:** Think about how important it is to achieve a healthy school environment.
- **Feasible:** Are there resources available to make this a reality? Do we have the right SWC members on board and available?
- **Sustainable:** How can something take hold in the short term and last beyond initial implementation?

By prioritizing with these principles in mind, your SWC will be on the path to creating a purposeful action plan that helps achieve your school's wellness vision.

- **Using Your Action Plan as a Meeting Agenda:** The action plan can be used as a meeting agenda to discuss action items, resources needed, timelines, and who will take the lead for implementation.
- **Track Progress to Measure Success:** Once an action plan item has been implemented it is important to make the change on the Assessment to reflect progress. This change will support tracking progress to measure success over time.
- Connect with National Experts: [National Advisor Contact List](#)

Step 6: Celebrate Success—Share progress with the school community to celebrate small or big achievements. Use tools and resources from [Promote Your Program](#) and [Communication Checklist](#).

IV. Coordinated School Health Model and Education Law

Whole School, Whole Community, Whole Child Model

The Whole School, Whole Community, Whole Child Model (WSCC) was developed to expand on the eight components of the Centers for Disease Control and Prevention’s coordinated school health approach combined with the Association for Supervision and Curriculum Development ASCD’s Whole Child Framework. The model expands to ten components to include the psychological, social-emotional and physical environment, placing greater emphasis on the roles that families and communities play within the school. The WSCC model is built upon the five tenets located in the center—*healthy, safe, engaged, supported,* and *challenged* are desired outcomes critical to support the whole child approach to improve students’ health and academic achievement.

WHOLE SCHOOL, WHOLE COMMUNITY, WHOLE CHILD
A collaborative approach to learning and health



The purpose of the WSCC model is to:

- Provide a framework for promoting collaboration across school and community settings to improve a student’s social, emotional, cognitive and physical development
- Organize policies, processes and practices to address the developmental factors aligned across the entire school to achieve the best outcomes for students
- Serve as a framework that stakeholders can use to coordinate education and health
- Emphasize how the community plays an important role to support the school, staff and students, putting the process into action.

The WSCC model focuses on an ecological approach that is centered on the whole school, while connecting to resources and ideas from the community to address the needs of the whole child. The WSCC model provides a greater alignment, integration, and collaboration between health and education to improve the whole child’s development.

- [A Collaborative Approach to Learning and Health](#): 2-minute video that provides details about the WSCC model
- [Expanding the Coordinated School Health Approach](#): explanation about how the model expands across sectors to support the child’s health
- [WSCC Model Implementation Guide](#): A guide that provides examples of how to implement the WSCC Model in districts and schools

Every Student Succeeds Act (ESSA)

The [Every Student Succeeds Act](#) reauthorized the 50-year-old Elementary and Secondary Education Act (ESEA), the nation’s pre-existing education law. The reauthorized law reiterates the nation’s longstanding commitment to equal opportunity for all students and contains policies that will help prepare all students for success in college and future careers. Under ESSA, states have more authority and flexibility in establishing their plans and strategies than they previously had under No Child Left Behind (NCLB). ESSA also provides new opportunities for states to support student physical and mental health, as well as school wellness, in alignment with the WSCC model.

As the experts in health and wellness for the district, local wellness committees have a large role to play during ESSA implementation. They bring school staff, families, students, and community members together to address pressing student health issues. They advise the school board and district on school and community health issues, coordinate efforts and programs that exist in the district and the community, identify student/staff health needs, and monitor and evaluate implementation of district health and wellness policies and programs. Local wellness committees can inform district and school-level [needs assessments](#), and identify sources of health and wellness data and evidence-based programming. They can also support family and student engagement in school-level planning. School-level wellness committees can have a similar impact.

Although ESSA officially went into effect for the 2017-2018 school year, the [timeline for ESSA implementation](#) will vary somewhat from state to state. Implementation at the district- and school-level should be in full swing for the 2018-2019 school year.

How the Healthy Schools Program Supports Implementation of WSCC and ESSA

Healthier Generation's Healthy Schools Program provides a foundation to support schools integrating the WSCC Model and ESSA to assist with the development of the whole child and address student health issues—from [practical resources and tools](#) to an [easy 6-step process](#). The Healthy Schools Program aids schools in collecting data to support completion of school- and district-level reports and to comply with local wellness policy implementation. The Healthy Schools Program also offers training and professional development to assist with implementation of the WSCC model and integration of ESSA to support students' academic achievement.

V. Appendix

APPENDIX A

Meeting Checklist

General

- There is a written agenda that everyone receives in advance.
- Copies of the meeting agenda are available for everyone or the agenda is posted in the room.
- People are welcomed and valued when they arrive (focus on who is there and not on who is absent).
- The meeting begins and ends on time (so members with family and other responsibilities can plan their time).
- The majority of meeting time is given to planning further action on important issues/projects.
- Each member of the group is treated with respect, despite differences in viewpoint, age, experience, sex, race, income, and formal education.
- Once decisions are made, members are assigned responsibilities for follow-up.
- A tentative agenda and date is set for the next meeting.

Facilitator

- You greet members so they feel welcomed.
- The meeting focuses on the work to be accomplished.
- You encourage all members to participate in the conversation.
- You are open-minded to the possibilities when new ideas are expressed.
- You allow the group to set the pace during the decision-making process.
- The group has agreed on future tasks with deadlines and plans for follow-up.
- You ensure that tasks are divided equitably, meeting the needs and skill levels of the group members.

Participants

- You arrive at the meeting on time.
- You come prepared to discuss the agenda items.
- You have accomplished or followed through on any commitments you made at the last meeting.
- You are an active listener and speaker.
- You speak briefly and concisely when making your points.
- You clarify the assignments and deadlines for which you are responsible.
- You are open to making connections and building relationships with other school and community members.

APPENDIX B

Sample Announcement About Your Healthy School Efforts to Staff, Families and Community Members

Dear **[Recipient's Name]**,

We are pleased to share that **[school's name]** is participating in the Alliance for a Healthier Generation's Healthy Schools Program!

The [Healthy Schools Program](#) is an evidence-based initiative that supports our efforts to implement healthier policies and practices. Research shows a strong link between a young person's practice of healthy habits, including a good diet and regular physical activity, and an improvement in their overall life outcomes.

By participating, our school is creating a healthier generation where students, teachers, and staff eat better and move more.

If you would like to learn more or have any questions, please contact **[name school wellness leader]** at **[E-mail or phone number]**.

Optional – Insert a quote from a student or staff member on why good nutrition, physical activity, and supporting healthy habits contributes to everyone's success.

Optional – Insert and share two to three healthy school policies and practices that your school leadership and wellness team have prioritized to implement this school year.

Thank you for making our school a place where students can build the #HealthyFuture they deserve!

Together, we succeed.

[Principal or School Wellness Leader's Name & Contact Information]

Sample Invitation for School Wellness Committee Members

Dear **[Recipient's Name]**,

As you may have heard, **[school's name]** is participating in the Alliance for a Healthier Generation's Healthy Schools Program. By participating, our school is creating a healthier generation where students, teachers, and staff eat better, move more.

The [Healthy Schools Program](#) is an evidence-based initiative that provides guidance and resources to implement healthier policies and practices. Research shows a strong link between a young person's practice of healthy habits, including a good diet and regular physical activity, and an improvement in their overall life outcomes.

Our school is forming a School Wellness Committee **[integrating the Healthy Schools Program into the existing xxx committee/council]**. The purpose of the committee/integration is to bring together representatives from the school and surrounding community who can help us decide, communicate, and implement healthier policies and practices. As a **(designate particular role or background)**, your input is particularly important, and we would be honored to have you as a School Wellness Committee member.

Our next meeting will take place on **(date)** at **(location)** from **(time to time)**. Please let me know if you will attend or if you have any questions about being a part of the wellness team.

Also, please join our online healthy school team on the Healthy Schools Program website. [Click here to join.](#)

Thank you for making our school a place where students can build the #HealthyFuture they deserve!

Together, we succeed. **[School Wellness Leader's Name & Contact Information]**

Newsletter Announcement About Your Healthy School Efforts to Staff, Families and Community Members

Why Wellness is Important to our School

Note: choose data points that best reflect your schools motivation/priorities

- Research shows a strong link between a young person's practice of healthy habits, including a good diet and regular physical activity, and an improvement in their overall life outcomes.
- Research also shows that schools can be places for motivating students to lead healthy lifestyles and staff can be role models for showing students how to adopt and maintain healthy behaviors.
- When kids are physically active, they perform better academically, have better attendance and their behavior improves.

That's why our school is creating a healthier generation where students, teachers, and staff eat better, move more. We are pleased to share that **[school's name]** is participating in the Alliance for a Healthier Generation's Healthy Schools Program. If you would like to learn more or have any questions, please contact **[name school wellness leader]** at **[E-mail or phone number]** and visit healthiergeneration.org

Everyone can support a #HealthyFuture. Together, we succeed.

.....

Ways to Celebrate and Share your Success

Get everyone else excited, too. Share your commitment to create a healthier campus with parents, friends, and leaders in your school community. Meet your potential supporters where they are, online.

Share your commitment to school health on social media. Copy and paste the tweet below and share it with your followers.

We're now a member of @HealthierGen's Healthy Schools Program. Making #HealthyEating and #PhysicalActivity the norm for our students! #HealthyFuture

APPENDIX C

SCHOOL WELLNESS ROADMAP



*Provides a timeline of where your school should be throughout the year!

Link to this [resource](#)

APPENDIX D School Leader Guide

LET'S MAKE OUR SCHOOL A HEALTHY SCHOOL!

START

Your School Wellness Committee can move through the six-step process together. That's easy enough to do when you hold regular, quarterly meetings.

The six-step process is a circular journey where schools continuously take a status check, work on making improvements, learn from successes and challenges and keep pushing the needle forward. When schools repeat the cycle each year, their healthy changes become embedded in the culture of the school and efforts to become a healthy school are sustained.

HERE'S WHAT IT LOOKS LIKE



HERE'S HOW YOU DO IT

1	2	3	4 (Final One!)
1st School Wellness Committee Meeting GOAL: Build your committee and start working on your assessment. AGENDA AND ACTION ITEMS: <ul style="list-style-type: none"> Decide who will be in charge of completing each of the topic areas. Print off the assessment guide as handout. Following the meeting, each Team Member should work on his/her assigned topic area. 	2nd School Wellness Committee Meeting GOAL: Move forward through your assessment and action plan. AGENDA AND ACTION ITEMS: <ul style="list-style-type: none"> Review your assessment results. Identify 1-3 goals on your action plan to accomplish this school year. Check out Healthier Generation's virtual training center for live and on-demand learning opportunities related to items on your action plan. 	3rd School Wellness Committee Meeting GOAL: Check your progress on your assessment and action plan. AGENDA AND ACTION ITEMS: <ul style="list-style-type: none"> Update your assessment. Review your action plan progress. Apply for the National Healthy Schools Award (if applicable). 	4th School Wellness Committee Meeting GOAL: Celebrate your success and plan for next school year. AGENDA AND ACTION ITEMS: <ul style="list-style-type: none"> Review your progress. Celebrate your successes of the year. Share your school's successes with the community to build support and engage new team members to continue the process.

CONTINUE

You'll want to hold these meetings every school year as you continue to make your school a healthy school!

HealthierGeneration.org



*Meeting timeline with suggested agenda and action items

- Use assessment and/or action plan for meeting agenda discussions
- Think about how to integrate school wellness goals with school vision and other school goals

APPENDIX E

Meeting Agenda Template

Date/Time	Discussion Topics	Action Items/ Resources	Who is Responsible	Completion Due Date
<i>September 8, 2018</i>	<i>-Review Assessment Questions -Identify SWC Goals</i>	<i>Update Assessment Questions per module</i>	<i>Kevin: PE Teacher Sarah: Cafeteria Manager Erica: Parent Dr. Smith: Principal</i>	<i>October 1, 2019</i>



Healthy Schools Program
Action Planning Chart
 2018-2019 SCHOOL YEAR

SCHOOL: [Click to enter school name.](#)

DISTRICT: [Click to enter district name.](#)

CRITERIA	TASKS	LEAD	DATE	RESOURCES	EVIDENCE OF SUCCESS
<i>Healthy Schools Program criteria to improve.</i>	<i>List of specific tasks needed to complete the Action Step.</i>	<i>Person responsible for ensuring tasks are completed.</i>	<i>Goal date to complete all tasks.</i>	<i>People, tools, support & funding to help complete tasks.</i>	<i>Evidence needed to demonstrate implementation of the criteria.</i>
Click to choose criterion.			Click to enter a date.		
Click to choose criterion.			Click to enter a date.		

Click to choose criterion.			Click to enter a date.		
----------------------------	--	--	------------------------	--	--

CRITERIA	TASKS	LEAD	DATE	RESOURCES	EVIDENCE OF SUCCESS
<i>Healthy Schools Program criteria to improve.</i>	<i>List of specific tasks needed to complete the Action Step.</i>	<i>Person responsible for ensuring tasks are completed.</i>	<i>Goal date to complete all tasks.</i>	<i>People, tools, support & funding to help complete tasks.</i>	<i>Evidence needed to demonstrate implementation of the criteria.</i>
Click to choose criterion.			Click to enter a date.		
Click to choose criterion.			Click to enter a date.		

Click to choose criterion.			Click to enter a date.		
----------------------------	--	--	------------------------	--	--

CRITERIA	PARTNER OR STAKEHOLDER	LEAD	DATE	REQUEST
<i>Healthy Schools Program criteria to improve.</i>	<i>Potential parson or partner who can help your school wellness committee improve a criterion.</i>	<i>Person responsible for ensuring tasks are completed.</i>	<i>Goal date to complete all tasks.</i>	<i>Describe how you will ask the partner or stakeholder to help you improve a criterion.</i>
Click to choose criterion.			Click to enter a date.	
Click to choose criterion.			Click to enter a date.	
Click to choose criterion.			Click to enter a date.	
Click to choose criterion.			Click to enter a date.	

