

Local Wellness Policy Development Tool

The following worksheets are to be used as tools to guide you through each of the components of the local wellness policy.

- **A Record of Involvement Worksheet**, to track those who are assisting in the development of the policy.

- **A worksheet for:**
 - **Nutrition Education**
 - **Physical Activity**
 - **Other School Based Activities Designed to Promote Student Wellness**
 - **Nutrition Guidelines for All Foods Available on the School Campus During the School Day**
 - **Guidelines for Reimbursable School Meals**

The worksheets can be used to record what you already have in place for each component; what you would like to see happen; what you will or will not address in the policy at this time and what you may consider for the future; how you will evaluate the policy; and proposed policy language.

- **A plan for measuring implementation of the policy, an example of a process evaluation.**

Record of Involvement

For each group, include the names and contact information of those who are interested in becoming involved in the wellness policy development and in what manner they are involved.

Parents

Name	Phone/E-mail	Interested	Manner of Involvement

School Administrators

Name	Phone/E-mail	Interested	Manner of Involvement

Students

Name	Phone/E-mail	Interested	Manner of Involvement

Public

Name	Phone/E-mail	Interested	Manner of Involvement

Representatives of the School Food Authority

Name	Phone/E-mail	Interested	Manner of Involvement

Other

Name	Phone/E-mail	Interested	Manner of Involvement

School Board

Name	Phone/E-mail	Interested	Manner of Involvement

Nutrition Education Goals

What are we currently doing?	What would we like to see happen?	Include in policy	Not being considered	For future consideration	Evaluation: Indicators of implementation or impact

Proposed policy language:

Physical Activity Goals

What are we currently doing?	What would we like to see happen?	Include in policy	Not being considered	For future consideration	Evaluation: Indicators of implementation or impact

Proposed policy language:

Other School-Based Activities Designed to Promote Student Wellness Goals

What are we currently doing?	What would we like to see happen?	Include in policy	Not being considered	For future consideration	Evaluation: Indicators of implementation or impact

Proposed policy language:

Nutrition Guidelines for All Foods Available on the School Campus During the School Day

What are we currently doing?	What would we like to see happen?	Include in policy	Not being considered	For future consideration	Evaluation: Indicators of implementation or impact

Proposed policy language:

Guidelines for Reimbursable School Meals

What are we currently doing?	What would we like to see happen?	Include in policy	Not being considered	For future consideration	Evaluation: Indicators of implementation or impact

Proposed policy language:

A Plan for Measuring Implementation of the Policy (*A Process Evaluation*)

The goal of the local wellness policy is to address the growing problem of childhood obesity and health problems associated with poor nutrition and a lack of physical activity. With the implementation of the local wellness policy, a *process evaluation* will be essential to see that the planned interventions for each component are carried out at each school within the district. A *process evaluation* can help determine which interventions contributed to the best outcomes and can help assess the quality of the intervention delivered to the students. The evaluation should be ongoing so that the issues addressed in the policy are appropriate for the students currently affected by the policy (i.e. the issues that are affecting the students today may not be the same issues affecting the students five years from now).

The requirement of the law is that at least one or more persons within the local educational agency or at each school are charged with operational responsibility for ensuring that the school meets the local wellness policy. Beyond that, it is up to each district to decide how they want to measure implementation. To assist your group in developing an evaluation tool that will best fit your district's policy needs, fundamental steps in process evaluation are listed below.

1. Identify a coordinator who will ensure that each school implements the policy and will collect and summarize the evaluation results.
2. Determine goals & objectives of the policy
3. Develop indicators of success and ways to measure them (e.g. the outcomes from each component)
4. Collect evaluation data (e.g. survey students before and after the wellness policy is implemented, create a focus group to discuss the wellness policy and the progress of implementation, observe the students behaviors, attitudes & choices with regard to nutrition, physical activity, health, etc)
5. Analyze & interpret the data collected
6. Decide how this data can be used—does anything in the wellness policy need to change now that you have seen some of the outcomes?