

# WELLNESS IS WORTH IT!

## How to Successfully Implement Wellness Requirements in Arkansas Schools

Arkansas Department of Education  
Division of Elementary and Secondary Education  
Child Nutrition Unit & School Health Services

Arkansas Department of Health  
School Health Services

# USDA NONDISCRIMINATION STATEMENT

## **Nondiscrimination Statement for Arkansas Child Nutrition Programs:**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

.....

## DEVELOPED BY:

Stephanie Alsbrook, MS, RD, LD  
Associate Director/School Program Manager  
Child Nutrition Unit  
Division of Elementary and Secondary Education  
Arkansas Department of Education

Audra Walters, MS

Anna Haver

Racheal Odom

## UPDATED BY:

Kristen Wooten, MS, RD, LD  
Charter Specialist/Program Fiscal Manager  
Child Nutrition Unit  
Division of Elementary and Secondary Education  
Arkansas Department of Education

Stephanie Alsbrook, MS, RD, LD  
Associate Director/School Program Manager  
Child Nutrition Unit  
Division of Elementary and Secondary Education  
Arkansas Department of Education

Lisa Mundy

Shannon Borchert, MSHS, CHES®, YMHFA

Ashley Williams, MSHS

Intended for instructional purposes only.  
Developed using United States Department of Agriculture Child  
Nutrition Federal Funds.



**DIVISION OF ELEMENTARY  
& SECONDARY EDUCATION**



This workbook is intended to be a guide for wellness committees and others as they partner to implement the Federal and State regulations regarding wellness in Arkansas schools and districts. This workbook is not all inclusive, and individual schools may have circumstances that are addressed on a case-by-case basis. This workbook should be used in combination with Arkansas Department of Education (ADE), Division of Elementary and Secondary Education (DESE) Commissioner's Memos; United States Department of Agriculture (USDA) Food and Nutrition Services (FNS) Memos; the Arkansas Rules Governing Nutrition, Physical Activity, and BMI; State and Federal Regulations; the ADE, DESE Child Nutrition Unit (CNU) and School Health Services (SHS) Unit Webpages; and guidance from Arkansas Health department Community Health Nurse Specialists and Community Health Promotion Specialists.



# 1. REGULAR MEETINGS

The majority of a wellness committee's work is completed during regularly scheduled meetings. Therefore, it is essential that meetings are effective. To ensure that meetings are well organized and goal-oriented, the following factors should be given consideration:

**Regular Meeting Schedule** – Meetings should be planned and conducted at least quarterly. Establishing an annual calendar of dates, times, and locations for regular meetings can be very helpful for members. Some school wellness committees meet in the schools to help members become more familiar with the school environment. At least 2/3 of the wellness committee must be present to conduct business. Holding monthly meetings and limiting meetings to no more than 2 hours is suggested to optimize productivity.

**Agenda** – Members should receive a tentative agenda with a request for suggested agenda topics approximately one to two weeks before a meeting. Suggestions for additional agenda items should be submitted one week in advance of the meeting to be incorporated into the agenda. Members should easily understand the agenda, and action items should be designated separately from information items and discussion only items. Minutes of the previous meeting should accompany the draft agenda. Meeting agendas should allow time for new items to be introduced.

**Minutes** – Minutes should be kept by an assigned committee member and provided to members within three weeks. Note: someone other than the committee chair person should be responsible for documenting the meeting minutes.

**Communication** – In order to effectively communicate activities and for notification of meeting opportunities or changes, information could be placed on the district's web page as required by Healthy Hunger-Free Kids Act of 2010. A wellness committee could also establish a phone tree or email distribution list for information sharing with members.

**Punctuality** – Meetings should start and end on time, when possible.

**Voting** – When trying to implement a new wellness activity or policy or procedure, keep in mind that every motion has 6 steps:

1. Motion: A member rises or raises a hand to signal the chairperson.
2. Second: Another member seconds the motion.
3. Restate motion: The chairperson restates the motion.
4. Debate: The members debate the motion.
5. Vote: The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. Announce the vote: The chairperson announces the result of the vote and any instructions.

**\*It may be helpful to refer to Robert's Rules of Order to learn more about conducting an official meeting.**

*"Being a part of changing the culture for kids to understand wellness and take ownership in their health and well being is truly my mission field. Be a Champion and make a difference."*

- Debbie McAdams, MSM, MT(ASCP)  
El Dorado School-based Health Center Coordinator



# REGULAR MEETINGS AND AGENDA

**Environment and Atmosphere** – Meetings should be held in a physically comfortable room with seating that allows members to easily see and hear each other. U-shaped or semi-circular seating arrangements work well. All members should be involved in discussion and positively acknowledged for their contributions. Periodically, discussion should be summarized for the group. The member designated to take minutes should keep a written record of discussion topics, major ideas, and decisions. As a best practice, wellness committees should follow basic Parliamentary Procedures in handling committee business. Robert’s Rules of Order may be used to govern the conduct of meetings. More information can be found at: <http://www.robertsrules.org>

**Follow-up** – Members must have clearly defined roles and responsibilities. All tasks requiring follow-up or completion should be assigned to a committee member before moving on to a new topic. Time should be allocated at the end of the meeting to determine the tentative agenda for the next meeting.

**Documentation** – Wellness committee meetings must be documented with sign-in sheets, agendas, and minutes of each meeting. Wellness committees should review menus for the National School Lunch Program and other food sold in the school cafeteria on a quarterly basis. The Wellness Committee will provide written recommendations to the Child Nutrition Director concerning the menus and other foods sold in the school cafeteria.

**Online Meetings** – Teleconference and virtual platforms allow members an additional format of meetings for meetings that do not require members to meet face to face. **Tips for success** when conducting a virtual meeting include: insuring that all members have access to the meeting platform that is chosen and properly documenting meeting activities and decisions. Votes may be collected via email or observation.

" Monthly Wellness Committee meetings are a must for a Coordinated School Health School with a School-Based Health Center.

We hear from our providers each month on what is going right and what is not, our outside partners meet with us also to coordinate our monthly prevention lessons for our students, updating our Local Wellness Policy has been a major accomplishment for our Wellness Committee, and much-needed changes to our Physical Activity and Nutrition portions of our Wellness Policy have been changed due to the commitment of our Wellness Committee. We now have P.A. every day for all K-6th-grade students, no longer use P.A. for punishment, and are working together as a staff to follow the smart snack requirements throughout our entire School District."

– Donna Robinson, Magazine Wellness Coordinator



## Sample Meeting Agenda Task List

Meeting Date

Attendees:

Example Item for Follow-up: Complete wellness Fair interest survey

Steps to Achievement	Decisions/Still to Do	Who	When
Example: Review the previous survey	Revise as needed	Sally	October 1
	Share with wellness committee for approval	Sally	October 10
Check with principals about conducting survey	Determine best date	Joe	October 10

# SAMPLE AGENDA

---

## Agenda

Wellness Committee Meeting

October 20, 2021

1:00 pm

Principal's Conference Room

ABC High School

ABC School District

Call to Order 1:00 pm

### Old Business

- Review of SY 2020-2021 Nine Special Event Days at each school in the ABC School District – Chair
- Update on the Fresh Fruit and Vegetable Program implementation – Child Nutrition Director
- Review of the Joint Use Agreement with city – Principal

### New Business

- Review of Child Nutrition Menus – Child Nutrition Director
- BMI data report – School Nurses

### Discussion

- PE training opportunities for teachers – PE Teacher

Guest Speaker: Student Council President

Adjourn 3:00 pm

# SAMPLE SIGN IN SHEET

---

Wellness Committee Meeting  
Date and Time  
Location  
Name of School  
Name of District

First and Last Name	Group Representing	Email

# SAMPLE MINUTES OF THE MEETING

---

Wellness Committee Meeting

Date

Location

School Name

District Name

Called to Order at X:XX pm by \_\_\_\_\_, Chair

Members Present: (list first and last names)

Members Absent: (list first and last names)

A quorum was/was not met. (when a quorum is not met, voting may not take place)

Old Business: (be sure to document motions made, by whom, seconded by whom, and if the motion passes or fails)

- Topic 1
- Topic 2
- Topic 3

New Business: (be sure to document motions made, by whom, seconded by whom, and if the motion passes or fails)

- Topic 1
- Topic 2

Discussion:

- Topic 1

Next meeting is scheduled for:

Meeting adjourned at X:XX

## 2. COMMITTEE MEMBERSHIP

The wellness committee will have representative membership that correlates with the current grade configuration of the school district and that involves the general public and the school community.

**Wellness Leadership:** Districts must designate one or more district and/or school official(s) who have the authority and responsibility to ensure each school complies with the wellness policy and wellness committee requirements.

The district will document **outreach** to stakeholders and partners to make them aware of their ability to participate on the wellness committee (examples include sending out a district-wide email or posting flyers in various locations to notify potential stakeholders about the opportunity).

USDA provides a free Local School Wellness Policy Outreach Toolkit to assist with efforts to notify others of their ability to participate. The toolkit includes sample letters, presentations, social media posts, etc. that can be accessed at:

<https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit>



### State Required Members

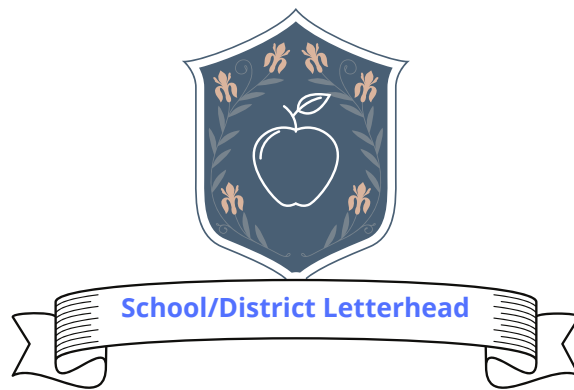
- School Board Member
- Administrator
- Food Service
- Teacher Organization
- Parents
- Students
- Professional Groups, i.e. nurses
- Community Members

### Federal Required Members

- School Board Member
- Administrator
- Food Service
- Teachers of Health/Physical Education
- Parents
- Students
- School Health Professionals
- Public

# SAMPLE INVITATION LETTER

---



Dear (Title, Name):

Obesity in childhood is one of the most serious health problems facing Arkansans. The Arkansas Center for Health Improvement found about 4 in 5 Arkansas students are at an unhealthy weight. An unhealthy weight in childhood can cause many health problems in children that can continue into adulthood.

Schools are good places to help students learn healthy habits. We have formed a School Wellness Committee to make our school healthier for students and staff. The committee's goal is to help:

1. raise awareness of the importance of food, physical activity, and wellness
2. create local policies
3. schools meet state and federal standards set for food and physical activity

Kids that eat healthier and are active:

- have better grades
- remember what is taught in class
- behave better in class
- miss less school

As a (recipient's role or background), your input is important, and we would be grateful to have you as a School Wellness Committee member. The committee meets regularly and wants to represent the whole community. Our next meeting date is (date) at (time). We will be meeting at (meeting location).

We look forward to working with you on important issues that affect our schools and students. Together we can make and support a healthier school culture!

Sincerely,

(Wellness Committee Chairperson, Principal, Superintendent)

### 3. MENU REVIEWS

The United States Department of Agriculture, Food and Nutrition Service develops meal patterns for each of the school meals programs. The meal patterns are based on the New Dietary Guidelines for Americans and must be met in order for the school to receive reimbursement for the meals served.

Each Arkansas School District is required to provide to the Wellness Committee information on the requirements and standards of the National School Lunch Program. Act 2285 of 2005, Section 1 6-20-709.

The USDA FNS website includes information about each of the federally funded school meals programs administered through the Arkansas Department of Education: National School Lunch Program, National School Breakfast Program, Seamless Summer Option, Afterschool Snacks, and Fresh Fruit and Vegetable Program (FFVP): <https://www.fns.usda.gov/school-meals/child-nutrition-programs>

Wellness Committees are tasked with reviewing, at least quarterly, the menus for the National School Lunch Program and other food sold in the school cafeteria. Act 2285 of 2005, Section 1 6-20-709.

Wellness Committees will provide written recommendations to the Child Nutrition Director concerning menus and other foods sold in the school cafeteria. ADE Rules Governing Nutrition, Physical Activity and BMI, October 2020

#### Sample language for written recommendations:

- The \_\_\_\_\_ School District Wellness Committee has reviewed the menus for the following Child Nutrition Programs (list them here) and recommends the following...
- The \_\_\_\_\_ School District Wellness Committee has reviewed the menus for the following Child Nutrition Programs (list them here) and has no recommendations at this time.
- Include the date and signature of the Wellness Committee Chair and the Child Nutrition Director



**Q:** My Child Nutrition Programs use cycle menus for each semester of the school year. The cycle menus rarely change. Does the Wellness Committee still have to review them quarterly?

**A:** Yes. While the menus may not change, there may be state or federal policy changes that affect those menus. Changes in participation, results of taste tests, and other topics related to planning menus may need to be discussed. See the sample discussion topics.



# SAMPLE MENU REVIEW DISCUSSION TOPICS

- Meal Pattern Requirements
- à la Carte and Second Tray Requirements
- Whole Grain Rich Requirements
- Fruit and Vegetable Requirements
- Milk Requirements
- Reducing Plate Waste
- Marketing and Increasing Participation
- Federal and State Reimbursement Amounts
- Labor and Food Costs
- Sodium Restrictions
- Menu Analysis
- Meal Modifications
- Food Crediting
- Offer vs Serve
- Special Provisions



**Visit the Arkansas Child Nutrition Unit Website for more information about these topics and others:** <http://www.arkansased.gov/divisions/child-nutrition-unit>

- Identifying pick-up meal options for virtual learners, weekends, and/or holidays
- Identifying lower sugar options for breakfast.
- Identifying practical options for Breakfast in the Classroom.
- Is our school eligible for a Special Provision?
- What is our district and/or school meal charge policy?
- à la carte vs reimbursable meals...what are the pros and cons?
- Would our students benefit from summer meals?
- Are there enrichment programs afterschool that could use a healthy snack?
- Is our school eligible for FFVP?
- What types of fruits and vegetables are being served in the FFVP?
- Has our school seen a decrease in BMI since starting the FFVP?
- Do we need more nutrition education to increase meal participation and/or decrease plate waste?
- How have the sodium targets been achieved in our district/school?
- Do we participate in Farm to School?
- Are we using a more fresh, frozen, or canned produce? And which is most practical for our district/school?
- Do we have student groups who want to sell foods and beverages at meal times, and what are our policies for those types of entrepreneurial projects? How do these projects impact school meals participation?
- Do à la carte foods and beverages meet the Smart Snacks requirements and do we feel that they promote a healthy environment for our students?

## Resources

- USDA Food Buying Guide  
<https://www.fns.usda.gov/tn/food-buying-guide-school-meal-programs>
- Smart Snacks Calculator  
<https://foodplanner.healthiergeneration.org/calculator/>
- Arkansas Nutrition Standards  
[http://www.arkansased.gov/public/userfiles/rules/Current/2016/Nutrition\\_and\\_Physical\\_Activity\\_Standards\\_Rules\\_Final.pdf](http://www.arkansased.gov/public/userfiles/rules/Current/2016/Nutrition_and_Physical_Activity_Standards_Rules_Final.pdf)
- ADE, DESE, Child Nutrition Unit Commissioner's Memos  
<http://www.arkansased.gov/divisions/child-nutrition-unit/cn-related-commissioners-memos>

## 4. SCHOOL HEALTH INDEX

The School Health Index (SHI) was developed by the **Centers for Disease Control and Prevention** as a self-assessment and planning tool that schools can use to improve their health and safety policies and programs. Use of this tool will enable schools to:

- **Identify strengths and weaknesses of school policies and programs for promoting health and safety;**
- **Develop a plan for improving student health;**
- **Involve school staff, parents, students, & the community in improving health policies and programs; and,**
- **Set goals in Indistar under the Health and Wellness Priority.**

There is a growing recognition of the correlation between student health and academic performance. Using the SHI can help your school develop health and wellness goals for school. LEA's must complete an individual assessment.

There are two versions of the School Health Index, one for elementary schools and another for middle/high schools. The SHI is intended to be used at the school level, so you should choose the version most appropriate for the grades served in your school.

Act 1220 of 2003 requires schools to annually assess each school campus using the School Health Index. Schools are to complete an individual assessment and are required to complete the health topic discussion questions for Physical Activity, Nutrition, and Tobacco Use Prevention from the following modules:

**Module 1: School Health and Safety Policies and Environment**

**Module 2: Health Education**

**Module 3: Physical Education and Physical Activity Programs**

**Module 4: Nutrition Environment and Services**

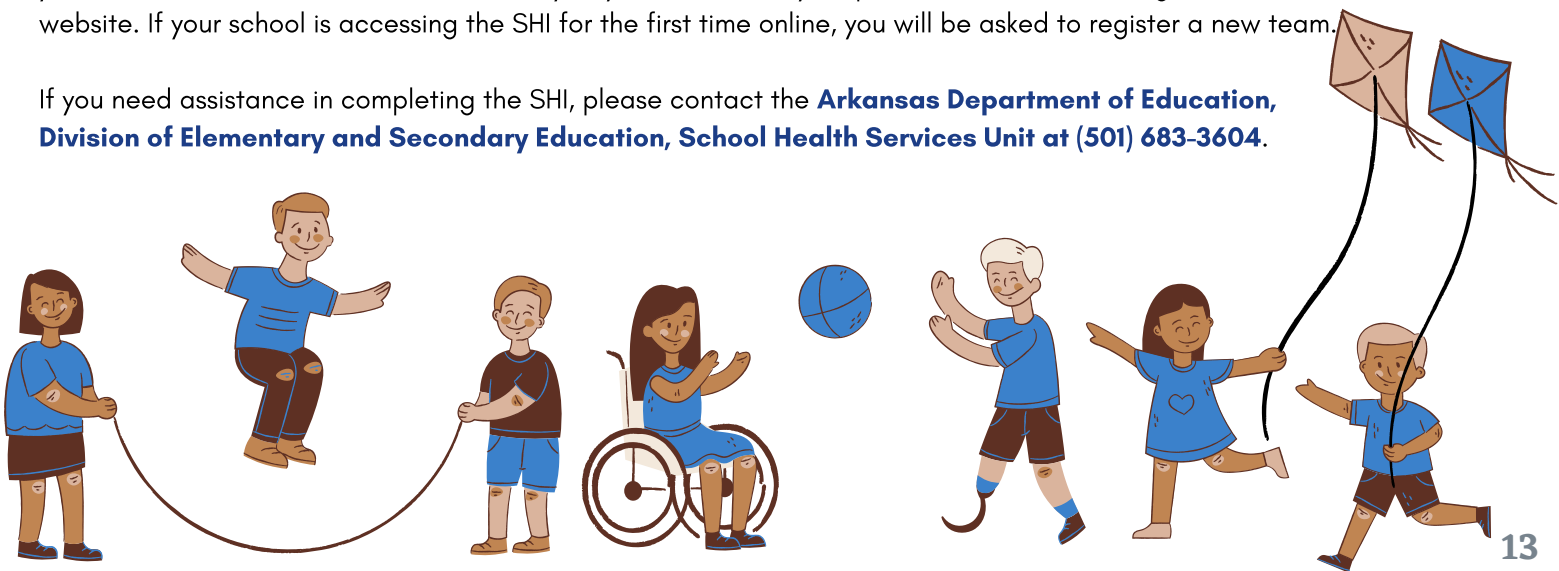
**Module 10: Family Engagement**

**Module 11: Community Involvement**

There is no single way to complete the SHI. You will need to find an approach that meets your school's needs. The most important thing to remember is that the SHI is meant to be completed by school health teams, not an individual. This gives teachers, administrators, parents, students, and community members a means of contributing to the process of improving school wellness policies and programs.

The SHI can be completed online or in hard copy form. Both methods are effective. **To get started**, find out if your school has a SHI reference number. If yes, you can access your previous SHI results through the CDC website. If your school is accessing the SHI for the first time online, you will be asked to register a new team.

If you need assistance in completing the SHI, please contact the **Arkansas Department of Education, Division of Elementary and Secondary Education, School Health Services Unit at (501) 683-3604.**



## 5. SCHOOL IMPROVEMENT

The Wellness Committee will develop goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness and report those goals in the Health and Wellness Priority district and school reports each year in Indistar. Wellness Committees should connect with district and school leadership for shared goals and support.

Health and Wellness Priority reports are entered and submitted through Indistar to the Department of Education, Division of Elementary and Secondary Education by October 1 of each year. Your school will have a log-in and password to access the reports in Indistar. Each report will be reviewed by School Health Services annually, and all reports will be monitored by Child Nutrition during the district's administrative review. The Health and Wellness Priority in Indistar is divided into two sections:

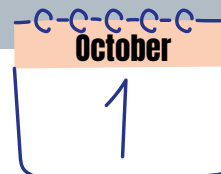
- The **district-level** requirement is to identify members of the district wellness committee.
- The **school-level** requirement includes the needs assessment (SHI and body mass index), as well as goal setting in the areas of physical activity and nutrition, and the option to address additional data/objectives/activities.

*"When a child is physically, mentally, emotionally, or socially unwell they are not able to attend to the higher order brain functions involved in learning. To help all children be successful, Coordinated School Health addresses the needs of the whole child so that they will have the aptitude to be good learners and productive members of the community. We should all be invested in the well being of children to insure brighter futures for everyone."*  
– Mary Miller, Coordinated School Health Coordinator  
Springdale School District

For more information, refer to DESE Rules Governing Nutrition, Physical Activity and BMI 6.06.1: "Annually, assess each school campus, using the School Health Index for Physical Activity, Healthy Eating, and a Tobacco-Free Lifestyle..."

### Tips for Completing Health & Wellness Priority Reports:

- Complete all sections
- Insert SHI Reference Number or upload documents
- Analyze BMI data at the Arkansas Center for Health Improvement webpage or E-School, and then draw conclusions (trend data, identify at-risk grade levels or subpopulations, etc.)
- Provide comprehensive responses that relate to the school for which the report is being completed. Do not include high school goals in the elementary report.
- Provide specific activities and details of how the school will meet each requirement of the goal.



**Health and Wellness  
School Improvement  
Priority plans are due  
in Indistar on or before  
October 1**

# 6. WELLNESS POLICY

**Cabot School District's School Health Coordinator worked with the Wellness Committee to draft and propose an expanded tobacco prevention policy to the School Board. USDA and Arkansas rules do not require a tobacco prevention policy, but the district and school board observed a need and approved and implemented an expanded policy that addresses the overall school environment.**

---

Each school that participates in the National School Lunch Program or other federal Child Nutrition Program is required by federal law to establish a local wellness policy for all schools under its jurisdiction.

Local school wellness policies are an important tool for parents, local educational agencies (LEAs), and school districts in promoting student wellness, preventing and reducing childhood obesity, and providing assurance that school meal nutrition guidelines meet the minimum federal school meal standards and the Arkansas nutrition standards.

Congress recognizes that schools play a critical role in promoting student health, preventing childhood obesity, and combating problems associated with poor nutrition and physical inactivity.

In 2004, Congress passed the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants and Children (WIC) Reauthorization Act (Sec. 204 of Public Law 108-265). This act required by law that all districts participating in the National School Lunch Program or other child nutrition programs create local school wellness policies by School Year 2006. The legislation places the responsibility of developing a district wellness policy at the local level so the individual needs of each district can be addressed.

In 2010, Congress passed the Healthy, Hunger-Free Kids Act of 2010 (Sec. 204 of Public Law 111-296), and added new provisions for local school wellness policies related to implementation, evaluation, and reporting to the public on progress of local school wellness policies.

On July 21, 2016, the United States Department of Agriculture Final Rule on Local Wellness Policy Implementation was published in the Federal Register. The final rule strengthens the requirements on public involvement, transparency, implementation, and evaluation, among other topics.

The first required updates to the wellness policies were made by **June 2017**. Now, schools must assess their wellness policies at least **once every three years**.

**Q:** My committee is supportive of the wellness policy requirements, and we want to go beyond what is required. Are we allowed to develop local policies that address the specific needs of our schools?

**A:** Absolutely! Both USDA and DESE encourage schools to consider their local needs when making wellness policies. Schools are required to meet the minimum standards, but they may vote to add expanded policies and procedures. See the example above.

# OVERVIEW OF WELLNESS POLICY REQUIREMENTS

As of School Year 2006–2007, all districts were required to establish a local school wellness policy. The USDA Final Rule required districts to develop and adopt a revised local school wellness policy during School Year 2016–2017. Districts were required to fully comply with the requirements of the final rule by June 30, 2017. This includes, but is not limited to:

Permitting parents, students, representatives of the school food authority, teachers of physical education, 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.

Identifying wellness policy leadership of one or more district and/or school official(s) who have the authority and responsibility to ensure each school complies with the policy.

Informing and updating the public (including parents, students, and others in the community) about the content and implementation of the local wellness policy.

Ensuring the wellness policy includes all of the required components:

- I. **Specific goals** for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. Districts are required to review and consider evidence-based strategies in determining these goals.
- II. **Nutrition guidelines** for all foods and beverages available or for sale on the school campus during the school day that are consistent with Federal regulations for:
  - a. School meal nutrition standards,
  - b. Smart Snacks in School nutrition standards; and
  - c. Arkansas Nutrition Standards
- III. Policies for **other foods and beverages** available on the school campus during the school day (e.g., in classroom parties, classroom snacks brought by parents, and clarification on state regulations that food cannot be used as reward or punishment).
- IV. Policies for **food and beverage marketing** that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.
- V. Description of **public involvement, public updates, policy leadership, and evaluation plan**.

The content of wellness policies will be reviewed during Child Nutrition Administrative Reviews conducted in the district every three years, and superintendents and Child Nutrition directors will **attest to the compliance** of the district's wellness policy in the Child Nutrition Agreement.

School Health Index (SHI)

[https://nccd.cdc.gov/DASH\\_SHI/Default/Login.aspx](https://nccd.cdc.gov/DASH_SHI/Default/Login.aspx)

Arkansas Body Mass Index (BMI) Reports

<https://achi.net/our-initiatives/obesity-prevention/>

Health and Wellness School Improvement Plans (Indistar)

<http://www.indistar.org>

Visit the websites of these state agencies for more information and tools on wellness policies:

- **Arkansas Child Nutrition Unit**
- **Arkansas Coordinated School Health**
- **Arkansas Health Department**



# WELLNESS POLICY TRIENNIAL ASSESSMENT

As part of the Wellness Policy's evaluation plan, the USDA Final Rule requires districts to conduct a Triennial Assessment of the Wellness Policy every three years, at a minimum, to determine:

- compliance with the wellness policy
- how the wellness policy compares to model wellness policies,
- and progress made in attaining the goals of the wellness policy.

Arkansas has incorporated many pieces of the Triennial Assessment since the passing of Act 1220 in 2003 and the approval of the Arkansas Rules Governing Nutrition, Physical Activity and BMI. Therefore, some pieces of the Triennial Assessment will be required to be completed on an annual basis to meet the stricter Arkansas regulations.

The best practice will be for districts to complete each of the three components of the **Triennial Assessment** on an annual basis.

## Step 1 of the Triennial Assessment: Wellness Committee Checklist Part 1

The Triennial Assessment requires districts to assess their compliance with the Wellness Policy. In order to meet this mandate, districts are required to complete the Wellness Committee Checklist to assess implementation and compliance on an annual basis.

## Step 2 of the Triennial Assessment: Wellness Committee Checklist Part 2

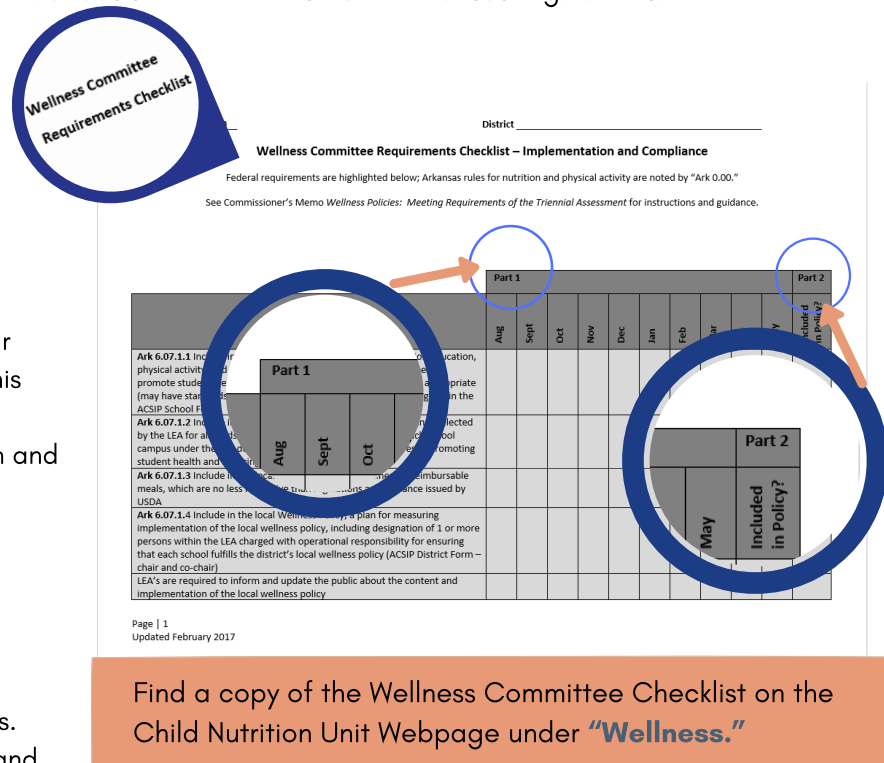
Secondly, the Triennial Assessment requires districts to compare their wellness policy to model wellness policies. Many sample policies are available through non-profit and professional organizations. These sample policies can help with language selection when schools are developing or expanding their own policies. However, in order to document compliance with this area of the Triennial Assessment, districts are required to complete the Wellness Committee Checklist “Included in Policy?” Section (last column to the right on the form) and update the Wellness Policy when changes are needed. The checklist includes federal requirements (in gray) and state requirements that will be the outline to all Arkansas Wellness Policies.

### Step 3 of the Triennial Assessment: Indistar / SHI & BMI

Finally, the Triennial Assessment requires districts to document progress made in attaining the goals of the Wellness Policy. Arkansas schools will continue to meet these requirements by completing the Health and Wellness Priority district and school reports in Indistar and including BMI Data and required modules of the School Health Index in the reports annually. The Arkansas Department of Education, Division of Elementary and Secondary Education, School Health Services will continue to review and make suggestions on the Wellness Priorities reports for both the district and school, with input from the Child Nutrition Unit and the Arkansas Health Department.

### Public Updates:

Districts are required to make the Triennial Assessment, including progress toward meeting the goals of the policy, available to the public. Most districts post the Triennial Assessment documents (checklist and link to Indistar Reports) on the district website with the updated Wellness Policy. 17



# 7. STATE NUTRITION STANDARDS

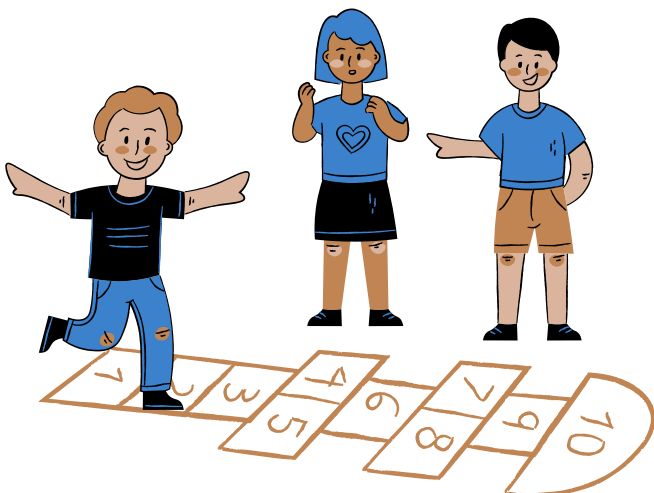
School parties are a time to celebrate, but many schools across the state are focusing on the celebration and not on the food. Halloween parties that include spider rings, pencils, and stickers are a hit. Valentine's Day parties are spent making fruit kabobs, and Christmas parties involve making holiday cards and playing holiday games from around the world. Some schools have added food-free celebrations to their wellness policies. Party days without food do not count as one of the "nine special event days, as they relate to the Arkansas nutrition standards."

**The wellness committee will ensure that each school campus meets the standards outlined in the DESE Rules Governing Nutrition, Physical Activity, and BMI, including the Federal Smart Snacks regulations.**

- The Wellness Leadership, that consists of one or more district and/or school official(s), has the authority and responsibility to ensure each school complies with these and other standards.
- Districts and schools are tasked with determining the appropriate number of Wellness Leadership staff to adequately and effectively monitor all schools. For example, one district level staff to train and monitor 17 schools may not be effective.
- Several tools have been created to assist schools in understanding and complying with the Arkansas Nutrition Standards and Federal Smart Snacks Requirements:
  - USDA Smart Snacks Summary
  - Smart Snacks and Arkansas Nutrition Standards Cheat Sheet
  - Smart Snacks and Arkansas Nutrition Standards Q and A
  - All are located under the wellness tab on the Arkansas Child Nutrition Unit Website
- The DESE Rules Governing Nutrition, Physical Activity and BMI are located on the Division's Webpage
- Federal Smart Snacks regulations and tools may be found at: <https://www.fns.usda.gov/cn/tools-school-focusing-smart-snacks>

**Each school's "Nine Special Event Days" must be recorded in the eSchool Calendar**

- The code for this event is 9DY
- See Commissioner's Memo CNU-19-02.



**Q:** My school does not serve food and beverages on nine different party days. Will eSchool allow us to enter only four or five "Nine Special Event Days?"

**A:** Yes. Arkansas rules allow for up to nine special event days. For those days to be official, they must be recorded in the school calendar in eSchool. Using fewer than nine days is allowable.



# PROVIDING, SELLING, & 9 SPECIAL EVENT DAYS

## Providing Smart Snacks

- Not reimbursable through Child Nutrition
- Applies during any part of the school day including 30 minutes after school ends
- Limit to one provided snack per day per student
- Must meet Smart Snacks guidelines by entering into online Alliance for a Healthier Generation Calculator for the appropriate school level
- Must keep documentation including nutrient fact label and calculator printout and/or screenshot
- Carbonated and sweetened non-carbonated beverages are limited to 12 oz or less per container and 55 mg of caffeine per serving (High School Only)
- May not be served in food service areas during meal service
- These rules apply to any snacks provided outside of meals and snacks regulated by a meal pattern, including the Child Nutrition Afterschool Snacks Program.

**Special Event Days allow for snacks and beverages that are not compliant with the Arkansas Nutrition Standards and the USDA Smart Snack regulations on that day only.**



## Selling Smart Snacks

- May be sold prior to the start of the 1st classes of the school day and/or 30 minutes after the last lunch has ended in any school
- Applies until 30 minutes after school ends
- No vending machines in Elementary Schools
- Must meet Smart Snacks guidelines by entering into online Alliance for a Healthier Generation Calculator for the appropriate school level (elementary, middle, high school)
- Must keep documentation including nutrient fact label and calculator printout and/or screenshot

May not be sold or served in food service areas during meal service (except a la carte)

- Carbonated and sweetened non-carbonated beverages are limited to 12 oz or less per container and 55 mg of caffeine per serving (High School Only)
- These rules apply to a la carte, entrees, side dishes, second trays and all competitive foods
- Fundraisers must be approved by district administration (documentation required)

**Special Event Days do not change any of the Meal Pattern Requirements for any School Meal Program.**

# PROVIDING, SELLING, & 9 SPECIAL EVENT DAYS

**Exceptions to these rules include:** Parents' Rights, School Nurses, Special Needs Students, School Events, Food for Instructional Purposes, USDA Fresh Fruit and Vegetable Program, Self-Sustaining Fresh Fruit and Vegetable Program, and School Testing Days. For more information, please refer to the DESE Rules Governing Nutrition and Physical Activity Standards and Body Mass Index for Age Assessment Protocols in Arkansas Public Schools (October 2020).

## Procedures for School Events or "9 Special Event Days"

- Schools may provide any snack or beverage deemed appropriate by school officials on [nine \(9\) days](#) during the school year.
- The nine (9) days apply to the entire school (LEA/Building) and not to individual classrooms.
- The "Special Event Days" should be planned in advance. If a "Special Event Day" is likely to impact the number of students eating breakfast or lunch, notify the school's cafeteria manager so the number of meals produced may be adjusted, reducing plate waste and protecting Child Nutrition Federal dollars.
- Enter the "Event Day" into the [eSchool Calendar](#). The description is "Act1220 Exempt Event Days", and the code is "9DY."
- Per Arkansas Food Code, items brought from home must be commercially prepared and packaged.
- These items may not be given in the food service areas during meal service.

Nothing in these rules shall be construed to prohibit or limit the sale or distribution of any food or beverage item through fundraisers by students, teachers, or other groups when the items are sold off the school campus.



## Self-Sustaining Fresh Fruit and Vegetable Program (FFVP)

Schools who have applied but have not been awarded a USDA FFVP grant, schools who have been FFVP schools in the past but are no longer eligible per USDA's criteria, schools who have never applied for a FFVP grant, and schools of ANY grade combination (including high schools) are allowed to start a "Self-Sustaining" FFVP.

A "Self-Sustaining" FFVP will not receive Child Nutrition reimbursement for items used in this program.

Schools will choose one or more of the following sources of funds for the "Self-Sustaining" FFVP:

- The School Food Authority has in excess of a three-month operating balance.
- Other local district (non-federal) funds will be used to operate the self-sustaining FFVP.
- A school-based organization or group will provide funds to operate the self-sustaining FFVP. (Parent/Teacher Organization, local School Nutrition Association Chapter, student organization, etc.)
- A community-based organization or group will provide funds to operate the self-sustaining FFVP (civic organization, non-profit, church, etc.).
- A private business or individual will provide funds to operate the self-sustaining FFVP (local business, individual, or group).

Schools who decide to implement "Self-Sustaining" FFVP must agree to follow the intent and design of the USDA FFVP by completing an Attestation for Self-Sustaining Fresh Fruit and Vegetable Program and submitting it to the DESE Child Nutrition Unit FFVP Coordinator.

## 8. STATE PHYSICAL ACTIVITY & PHYSICAL EDUCATION STANDARDS

The Wellness Committee will ensure that each school campus meets the standards outlined in the DESE Rules Governing Nutrition, Physical Activity, and BMI.

### What are the time requirements for PE & PA for different grades?

**ELEMENTARY:** Students in grades K-6 require 40 minutes per week of physical education training. Arkansas Act 641 increases the required minutes for recess/unstructured play to 40 minutes per day for elementary students and defines recess as part of the instructional day. Stay tuned to updates to the DESE Rules Governing Nutrition, Physical Activity, and BMI regarding this and other Acts.

**MIDDLE SCHOOL:** Students in grades 5-8 at a school that includes any combination of grades 5-8 (in other words, a middle school rather than an elementary school), require the equivalent of 40 minutes of physical education training each week, with no additional requirement for physical activity.

**HIGH SCHOOL:** Students in grades 9-12 must receive one half credit of physical education at some point from 9th through 12th grade, with no additional requirement for physical activity.

Requirements according to **Arkansas Act 641 of 2019:** [adecm.arkansas.gov/ViewApprovedMemo.aspx?Id=4051](http://adecm.arkansas.gov/ViewApprovedMemo.aspx?Id=4051)



### What is the student-to-teacher ratio for PE classes?

**For grades K-6,** physical education classes will have a maximum student to adult ratio of **thirty to one (30:1)**.

At least one of the adults directly supervising the physical education classes must be a **licensed physical education teacher or, alternatively, a licensed elementary teacher**. The licensed physical education teacher or licensed elementary teacher will be responsible for the delivery of physical education instruction. A licensed physical education teacher will be responsible and development of curriculum.

Non-licensed personnel may assist in filling the thirty to one (30:1) student to adult ratio requirement if they are trained and assigned to assist licensed personnel in supervising physical education classes.

**For grades 7-12,** physical education instruction **must be** provided by a **licensed physical education teacher**



# COMPREHENSIVE SCHOOL PHYSICAL ACTIVITY

Schools are in a unique position to help students attain the nationally recommended 60 minutes of daily physical activity.

(1) Physical education and physical activity are part of a multicomponent approach (also known as Comprehensive School Physical Activity) by which schools can provide opportunities for students to be physically active, meet the nationally recommended 60 minutes of physical activity each day, and develop the knowledge, skills, and confidence to be physically active for a lifetime.(3-4)

The goal of Comprehensive School Physical Activity is to increase physical activity opportunities before, during, and after school and increase students' overall physical activity and health. (3-4)



**Active Students = Better Learners**

[www.cdc.gov/healthyschools/PEandPA](http://www.cdc.gov/healthyschools/PEandPA)

## Components of a Comprehensive School Physical Activity Program:

- 1) High quality physical education, i.e. adequate facilities, equipment, and curriculum
- 2) Physical activity during school, i.e. brain breaks, action-based learning, and/or recess
- 3) Physical activity before and afterschool, i.e. intramurals, afterschool programming
- 4) Staff involvement, i.e. staff wellness programming, walking clubs for staff
- 5) Family and community engagement, i.e. Family Fit Nights, joint use agreements

1. Physical Activity Guidelines for Americans Midcourse Report Subcommittee of the President's Council on Fitness, Sports & Nutrition. Physical Activity Guidelines for Americans Midcourse Report: Strategies to Increase Physical Activity Among Youth. Washington, DC: US Department of Health and Human Services, 2012.

2. Association for Supervision and Curriculum Development (ASCD), Centers for Disease Control and Prevention. Whole School, Whole Child, Whole Community: A Collaborative Approach to Learning and Health 2014. Available at: <http://www.ascd.org/ASCD/pdf/siteASCD/publications/wholechild/wsccl-a-collaborative-approach.pdf> [PDF – 2.24 MB].

3. Centers for Disease Control and Prevention. School health guidelines to promote healthy eating and physical activity. MMWR. 2011;60(No. RR-5):28–33.

4. Centers for Disease Control and Prevention. A Guide for Developing Comprehensive School Physical Activity Programs. Atlanta, GA: US Department of Health and Human Services; 2013.

# 9. RECORD KEEPING

## The district and/or school will maintain records including...

- a copy of the current wellness policy
- documentation on how the policy and assessments are made available to the public
- the most recent assessment of implementation of the policy
- documentation of the efforts to review and update the policy (annual SHI and Indistar), including who was involved in the process (Wellness Committee Members district report in Indistar) and how stakeholders were made aware of their ability to participate
- Documentation of Arkansas Wellness Committee requirements, including a record of activities and meetings
- Documentation of compliance with Arkansas Nutrition and Physical Activity Standards.
- Documentation of quarterly menu reviews
- Documentation of 9 Special Event Days in eSchool

These **records** must be available during a **USDA Child Nutrition Administrative Review**. The Wellness Committee, as a **team**, is responsible for completing the required activities and maintaining adequate documentation. The **Child Nutrition Director** will be responsible for gathering information and answering questions related to wellness during a review conducted by an Arkansas Child Nutrition Unit **Area Specialist**. Inadequate documentation of wellness activities may result in a review finding and require a corrective action plan.



**“Wellness committee is the link! The link to child nutrition, community, staff and students. We are building bridges to fill gaps for our students well being.”**

**Dolores Sutterfield**  
**Harrisburg School District**  
**School Nutrition Association Representative on CHAC**

# 10. PUBLIC UPDATES

In an effort to increase transparency, schools are required by Federal and State regulations to update the public on a variety of topics, including wellness. Families and community members that are informed about wellness decisions made at the local schools are more supportive and understanding. They see the school addressing all of the needs of the students, which builds better relationships and improved outcomes for all.

## **The school/district will make available to the public...**

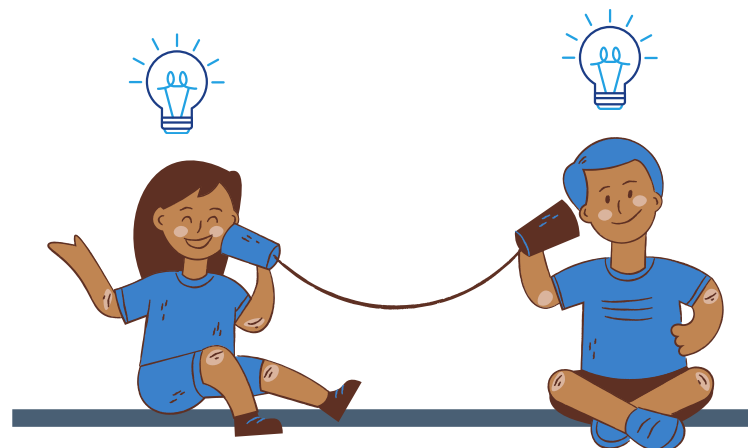
- The wellness policy, including any updates to and about the wellness policy, on an annual basis, at a minimum;
- The amount of funds received and expenditures made from competitive food and beverage contracts, annually; and,
- The Triennial Assessment, including progress toward meeting the goals of the policy.

**For more information on any of the topics discussed in this workbook, please contact:**

**ADE Child Nutrition Unit**  
**(501) 324-9502**

**ADE School Health Services**  
**(501) 683-3604**

**ADH School Health Services**  
**(501) 280-4889**



# RELATED REGULATIONS

---

Richard B. Russell National School Lunch Act

Child Nutrition Act of 1966

PL 108 -265 (Child Nutrition and WIC Reauthorization Act of 2004

- USDA FNS Final Rule for All Foods on Campus (Smart Snacks)
- USDA FNS Final Rule for Local School Wellness Policy Implementation

Arkansas Act 1220 of 2003

Arkansas Act 2285 of 2005

- ADE Rules Governing Nutrition and Physical Activity Standards and Body Mass Index for Age Assessment Protocols in Arkansas Public Schools, October 2020

Arkansas Act 428 of 2019

Arkansas Act 641 of 2019

Arkansas Act 641 of 2019

Arkansas Act 317 of 2007

Arkansas Act 201 of 2007

Arkansas Act 1079 of 2015

Arkansas Act 1062 of 2017

## **State Statutes:**

- 20-7-133
- 20-7-134
- 20-7-135
- 6-16-132
- 6-16-130



# SPECIAL TOPICS



1. **Arkansas Act 428 - Outlined in Section 11 of the Arkansas Nutrition Rules**
2. **Local Food, Farms, and Jobs Act**

*The Wellness Committee is **not** directly responsible for these special topics. **However**, the Wellness Committee may be able or requested to provide **critical support** in the implementation of the **Arkansas Hunger Bill of Rights and the Arkansas Local Food, Farms, and Job Act.***



# ARKANSAS NUTRITION RULES, SECTION 11

## Healthy School Environment

**11.01** No food or beverage shall be used as rewards or punishment for academic, classroom or sport performances and/or activities. (For exceptions to this requirement, see Section 8.02 of these rules.)

**11.02** All school cafeterias and dining areas should reflect healthy nutrition environments.

### 11.03 Schools should ensure that all students have access to school meals.

### 11.03.1 A school shall not:

**11.03.1.1** Provide a student requesting a meal or snack one that is different from the meal or snack being provided to other students in the school;

**11.03.1.2** Prevent a student from accessing the school's meal or snack services; or

**11.03.1.3** Establish policies, class schedules, bus schedules, or other barriers that directly or indirectly restrict meal access.

**11.03.2** A school shall develop and follow a local charge policy.

**11.03.3** A school shall abide by the Hunger-Free Students' Bill of Rights Act, Ark. Code Ann. § 6-18-715.

**11.04** Drinking water via water fountains or other service receptacle should be available without charge to all students on campus according to Arkansas Department of Health standards.

**For more information visit:**

[dese.ade.arkansas.gov/public/userfiles/Child\\_Nutrition\\_Unit/FINAL Nutrition and Physical Activity 2020.pdf](https://dese.ade.arkansas.gov/public/userfiles/Child_Nutrition_Unit/FINAL_Nutrition_and_Physical_Activity_2020.pdf)

## Hunger-Free Students' Bill of Rights Act

## Prohibits a school from:

- If a student owes money for a meal or snack that is in excess of the amount charged a student for five (5) lunches, a school may contact the parent/guardian of the student to:

- If a student is unable to pay for meal or snack or owes money for a meal or snack a school **shall not**:

- require the student to wear a wristband
- give the student a hand stamp
- require the student to dispose of a meal or snack after the student is served the meal or snack
- require the student to sit in a location separate from other students
- publicly make known the name of the student
- perform any other action to stigmatize the student

# LOCAL FOOD, FARMS, AND JOBS ACT

## Creating, Strengthening, and Expanding Arkansas's Food and Farm Economies

**The Local Food, Farms, and Jobs Act** (Local Food Act) was enacted in 2017 and amended in 2019 to create, strengthen, and expand local farm and food economies throughout the state. The Local Food Act asks agencies to set a goal of at least **20%** of the \*agency's purchases of food products to be spent on **local food** and it requires agencies to provide information on their \*\*local food procurement budget.

**\*Agency:** Institute of higher education (college, university), child care facility (k-12 school, early childhood education center, juvenile detention center, youth residential treatment facility), state park, after-school program, state agency or other entity of the state, and designees under contract within Arkansas.

**\*\*Local Food:** Food products that are grown in Arkansas and/or packaged and processed in Arkansas.

**For more information visit:**

<https://www.agriculture.arkansas.gov/arkansas-department-of-agriculture-programs/the-local-food-farms-and-jobs-act/>



# SUPPLEMENTARY DOCUMENTS



1. Required Members and Responsibilities
2. Wellness Committee Responsibilities Overview
3. School Health Index Modules
4. Recommended School Wellness Committee Timeline
5. Creating SMART Goals
6. FAQs School Wellness Reporting
7. Wellness Committee Checklist
8. Triennial Assessment Cheat Sheet



# REQUIRED MEMBERS & RESPONSIBILITIES

## Required Members:

- Teacher Organizations
- Student
- Parents
- Physical Ed Teacher(s)
- School Board Member
- School Administrator
- Food Service Personnel
- School Health Professionals (i.e.: school nurse, environmental health, student aids, etc.)
- Professional Groups (i.e.: private industry, local business owners, local non-profit)



### Did you know?

Any member can serve as chair and Minute Taker!

## **All Members are responsible for:**

- supporting, monitoring, and aiding in evaluation and implementation of health and wellness activities, policies, and programming
- bringing their professional training, experience, and perspective
- bringing their expertise to address committee responsibilities specific to their job roles

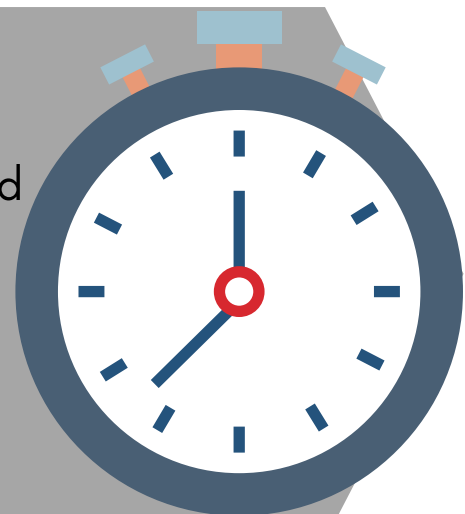
# REQUIRED MEMBERS & RESPONSIBILITIES

## Chair

- Facilitates meetings
- Coordinates agendas
- Coordinates items due dates & follow-ups on workplan
- Communicates activities to administration & other communities
- Provides minutes to committee for review & approval
- Coordinates subcommittees

## Minute Taker

- Takes notes on meetings that provides a basic overview of speakers, discussions, questions, and items needing additional follow up
- provides minutes to Chair for review
- Participates in meeting based on role serving school/district





# WELLNESS COMMITTEE RESPONSIBILITIES OVERVIEW

\*Refer to the Wellness Committee Checklist for a full list of responsibilities

- Assist with implementation of nutrition and physical activity standards
- Integrate nutrition and physical activity into the overall curriculum
- Ensure the professional development of staff includes nutrition and physical activity issues
- Ensure that students receive nutrition education and engage in healthy levels of vigorous physical activity
- Improve the quality of physical education curricula and increase training of physical education teachers
- Enforce existing physical education requirements
- Pursue contracts that both encourage healthful eating by student and reduce school dependence on profits from sale of competitive foods
- Annually assess schools using the School Health Index and compile results to be included in the school health & wellness improvement planning process
- Maintain and update annually written list of recommended locally available healthier options for food and beverage vending contracts
- Encourage use of non-food alternatives as fundraisers
- Include as the annual report to parents and the community the amount of funds received and expenditures made from competitive food and beverage contracts
- Provide recommendations to the school district concerning menus and other foods sold in the cafeteria

# SCHOOL HEALTH INDEX MODULES

## **\*Required Modules**

### **\*Tobacco, Nutrition, Health & Safety**

\*School Health &  
Safety Policy

\*Health Education

\*Physical Education  
& Physical Activity

\*Nutrition  
Environment &  
Services

School Health  
Services

School Counseling,  
Psychological, &  
Social Services

Social & Emotional  
Climate

Physical Environment

Employee Wellness &  
Health Promotion

\*Family Engagement

\*Community  
Involvement

# RECOMMENDED SCHOOL WELLNESS COMMITTEE TIMELINE

## August: 1st Meeting

- Review the previous years assessments
  - SHI, SHAPE, YRBS, APNA, Vision, Hearing, & BMI
- Review breakfast & lunch menus
- Review School Improvement Plan (Academic) to look for areas that the wellness committee can assist



## September: 2nd Meeting

- Develop Indistar Objectives & Activities based off of SHI with intent to support the Academic School Improvement Plan
- Submit Indistar on or before October 1st
- Review Wellness Policy
- Review breakfast & lunch menus



## December: 3rd Meeting

- Review Indistar Objectives & Activities progress
  - Are activities on track and still appropriate?
  - Does the submission need edits and resubmission?
- Review breakfast & lunch menus



## March: 4th Meeting

- Review Indistar Objectives & Activities progress
- Begin SHI assessment for current school year
- Review breakfast & lunch menus



## May: 5th Meeting

- Finalize SHI Assessment
- Final Progress of Indistar Objectives & Activities
  - Evaluate progress made even if activities were not completed and any adjustments that can be made for next year

# CREATING SMART GOALS

## S

Specific

- State what you will do
- Use action words

## M

Measurable

- Provide a way to evaluate
- Use metrics or data targets

## A

Achievable

- Within your scope
- Possible to accomplish, attainable

## R

Relevant

- Makes sense within your job function
- Improves the business in some way

## T

Time-bound

- State when you'll get it done
- Be specific on date

# FAQS SCHOOL WELLNESS REPORTING

**Q: Are we able to meet digitally?**

A: Yes, you can meet virtually any year, actually. But, if able to meet in person, I would use this to ensure thorough understanding of roles and responsibilities.

**Q: What is meant by 2/3 quorum for wellness committee?**

A: Each district will submit a district wellness committee report through Indistar – current reporting platform. The members listed on that report are the ones in which at least 2/3 of them will need to be present in order to have quorum.

**Q: Do you have to have a goal for each module?**

A: No, within the School Health Index (SHI), you are required to complete modules 1-4, 10, & 11. While each module has a section for development of actions, you are only required to have 2 complete actions on the plan for improvement tab.

**Q: Will the Arkansas Center for Health and Improvement (ACHI) still provide BMI reports for all schools?**

A: Yes, even though the reporting will initially go through eSchool, ACHI will receive all school data and develop a school level and statewide BMI report.

**Q: With COVID-19 and schools doing virtual or hybrid learning, do we still have to complete BMI reports?**

A: Yes. Coordinate with students and families to ensure measurement. Parents can send written documentation indicating they are opting their student out of measurement; however, BMI data is crucial to Arkansas schools and communities receiving funding at the federal and state level and is key information when districts, schools, and communities apply for grants. Ensuring as many students as possible are measured is the best way to get accurate data.

**Q: Is it ok to submit the district report before the school(s) report is complete?**

A: Yes.

**Q: What is the penalty for not submitting the Indistar plan?**

A: All school districts that have not submitted a plan for health and wellness will be submitted to the Public School Accountability unit as a violation of standards for Accreditation

## Wellness Committee Requirements Checklist – Implementation and Compliance

Federal requirements are highlighted below; Arkansas rules for nutrition and physical activity are noted by “Ark 0.00.”

See Commissioner’s Memo *Wellness Policies: Meeting Requirements of the Triennial Assessment* for instructions and guidance.



	Part 1										Part 2
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Included in Policy?
<b>Ark 6.07.1.1</b> Include in the local Wellness Policy, goals for nutrition education, physical activity, and other school based activities that are designed to promote student wellness in a manner that the LEA determines is appropriate (may have standards in the Wellness Policy and annually updated goals in the ACSIP School Form)											
<b>Ark 6.07.1.2</b> Include in the local Wellness Policy, nutrition guidelines selected by the LEA for all foods available (both sold and provided) on each school campus under the LEA during the school day with the objectives of promoting student health and reducing childhood obesity											
<b>Ark 6.07.1.3</b> Include in the local Wellness Policy, guidelines for reimbursable meals, which are no less restrictive than regulations and guidance issued by USDA											
<b>Ark 6.07.1.4</b> Include in the local Wellness Policy, a plan for measuring implementation of the local wellness policy, including designation of 1 or more persons within the LEA charged with operational responsibility for ensuring that each school fulfills the district's local wellness policy (ACSIP District Form – chair and co-chair)											
LEA's are required to inform and update the public about the content and implementation of the local wellness policy											









# Wellness Triennial Assessment

The Triennial Assessment is a requirement of the United States Department of Agriculture Child Nutrition Programs that allows districts to conduct an in-house review of their wellness program at least once every three years. However, Arkansas Act 1220 and the *DESE Rules Governing Nutrition, Physical Activity, and BMI* influence the annual and triennial requirements for wellness in the state. **In order for your district's Triennial Assessment to be complete, the district will conduct the following tasks:**

- ☐ Wellness Committee Checklist Part 1, annually
- ☐ Wellness Committee Checklist Part 2, at least once every three years
- ☐ Six required School Health Index (SHI) Modules for each school in the district, annually
- ☐ BMI Assessments, annually
- ☐ Goals for nutrition, physical activity and Wellness, annually
- ☐ Health and Wellness School Improvement Priority Report, annually
- ☐ Health and Wellness District Improvement Priority Report, annually
- ☐ Public Notification of Wellness Policy Updates and Triennial Assessment (public meeting with notes, printed copy in the parent center, posted to webpage, etc.), at least once every three years
- ☐ Maintain documentation at the local level for the next Child Nutrition Administrative Review

## STEP 1

Federal Regulation states that the Triennial Assessment must check the district's **compliance** with the Local School Wellness Policy.

Complete **Wellness Committee Checklist Part 1** to assess compliance with each of the state and federal requirements.

## STEP 2

Federal Regulation states that the Triennial Assessment must **compare the Local School Wellness Policy to model policies**.

In Arkansas, a model policy includes each of the state and federal requirements outlined in Part 1 of the Wellness Committee Checklist.

To determine if the Local School Wellness Policy includes each required piece of an Arkansas model policy, complete **Part 2 of the Wellness Committee Checklist**.

## STEP 3

Federal Regulation states that the Triennial Assessment must **evaluate the progress made in attaining the goals** of the Local School Wellness Policy.

Even though USDA requires the Triennial Assessment only every three years, this portion is completed and reported in Arkansas annually by **October 1** through the School Improvement Reporting Process/Indistar.

Each school year, typically in the spring, wellness committees complete the **6 required modules of the CDC's School Health Index (SHI)** for each school in the district. Schools also complete the annual **BMI assessments**.

Using these two sets of data, schools **develop goals for nutrition, physical activity, and wellness** that are reported in Indistar for each school under the **Health and Wellness School Improvement Priority Report**.

Districts identify Wellness Committee members and Wellness Leadership under the **Health and Wellness District Improvement Priority Report**.

This institution is an equal opportunity provider.