



DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY  
4040 NORTH FAIRFAX DRIVE  
ARLINGTON, VA 22203-1635

OCT 22 2010

MEMORANDUM FOR AREA SUPERINTENDENTS  
DISTRICT SUPERINTENDENTS

SUBJECT: DoDEA Local Wellness Policy Annual Review

Reference: DoDEA Regulation 4200.1, "Local Wellness Policy Requirement for DoDEA Schools Participating in the Student Meal Program," August 22, 2007.

In 2007, as directed by DoDEA Regulation 4200.1, referenced above, DoDEA Superintendents were directed to establish Local Wellness Policies. This memorandum directs district and area offices to review and revise their Local Wellness Policy and submit the policy with a completed Compliance Checklist to the DoDEA Headquarters Chief, Logistics Division, by January 31, 2011. The District Superintendents are to ensure that a representational committee is formed to review the policy. After this initial review requirement is met, annual summary reports on district-wide compliance with the Local Wellness Policy are due to DoDEA Headquarters Chief, Logistics Division, within two weeks of the end of the school year.

Attached is a Local Wellness Policy sample and Compliance Checklist. The sample policy is provided for districts to use as a guide. Superintendent reminders and background information is also provided.

Questions specific to the Student Meal Program and U.S. Department of Agriculture quality nutrition compliance should be directed to Ms. Karen Smith, Student Meal Program Manager via e-mail at [karen.smith@hq.dodea.edu](mailto:karen.smith@hq.dodea.edu). Questions specific to the nutrition education, physical education, physical activity, and staff wellness components of a policy should be directed to Ms. Barbara Weigand, ISS Health Education and Physical Education via e-mail at [barbara.weigand@hq.dodea.edu](mailto:barbara.weigand@hq.dodea.edu).

A handwritten signature in cursive script that reads "Charles D. Smith".

Mr. Marilee Fitzgerald  
Acting Director

Attachments:

As stated

cc:

Associate Director for Education  
Assistant Associate Director for Education  
Director, DoDDS-Europe  
Director, DoDDS-Pacific/DDESS-Guam  
Director, DDESS/DoDDS-Cuba  
Chief, Logistics Division

## **DODEA Sample Local Wellness Policy and Guidance**

### **\_\_\_\_\_ School District's Wellness Policies on Physical Activity and Nutrition**

The \_\_\_\_\_ School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the \_\_\_\_\_ School District that these goals be met:

- The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, reviewing, and reporting effectiveness of district-wide nutrition and physical activity policies.
- All students in grades K-12 and school staff will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will: provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; and accommodate the religious, ethnic, and cultural diversity of the student body in meal planning. Schools shall provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, all schools in the district will participate in available DoD Student Meal Programs (including the School Breakfast Program, National School Lunch Program [including after-school snacks], Summer Food Service Program, and Fresh Fruit and Vegetable Program where applicable).
- Schools will provide nutrition education and physical education and other physical activity opportunities to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and the Student Meal Program, and with related community services.
- Schools in the district will be encouraged to join the USDA HealthierUS School Challenge (<http://www.fns.usda.gov/tn/healthierus/index.html>) and participate in the Team Nutrition Program (<http://www.fns.usda.gov/tn/>).

### **TO ACHIEVE THESE POLICY GOALS:**

#### **I. School Health Councils**

The school district and/or individual schools within the district will create, strengthen, or work within existing school health councils to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. The councils also will serve as resources to school sites for implementing those policies. (A school health council consists of a group of individuals representing the school and community, and should include parents, students, representatives of the school food authority, members of the school board, school administrators,

teacher association representative, teachers, health professionals, and members of the public.) The council shall be chaired by a representative designated by the District Superintendent. The council chair is encouraged to coordinate participation in the HealthierUS School Challenge.

The council shall meet annually to set goals and assess district policy. There shall be subsequent meetings to address monitoring, reviews, and any specific district issues that may have arisen.

## II. Nutritional Quality of Foods and Beverages Sold and Served on Campus

**School Meals.** Meals served through the DoD Student Meal Program will meet the following goals:

- Be appealing and attractive to children.
- Be served in clean and pleasant settings.
- Meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations.
- Offer a variety of fruits and vegetables.<sup>1</sup>
- Serve only low-fat (1%) and fat-free milk<sup>2</sup> and nutritionally-equivalent non-dairy alternatives (as defined by USDA).
- Ensure that half of the served grains are whole grain.<sup>2,3</sup>

Schools should engage students and parents, through taste-tests of new entrees and surveys, in selecting foods sold through the Student Meal Program in order to identify new, healthful, and appealing food choices. In addition, schools should share information about the nutritional content of meals with parents, students, and staff. Such information could be made available on menus, Web sites, cafeteria menu boards, placards, or other point-of-purchase materials.

**Breakfast.** To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, the following goals will be met:

- Schools will, to the extent possible, operate the School Breakfast Program.
- Schools will, to the extent possible, arrange bus schedules and utilize methods to serve school breakfasts that encourage participation, including serving breakfast in the classroom, “grab-and-go” breakfast, or breakfast during morning break or recess.
- Schools that serve breakfast to students will notify parents and students of the availability of the School Breakfast Program.
- Schools will encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.

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<sup>1</sup> To the extent possible, schools will offer at least two non-fried vegetables and two fruit options each day and will offer five different fruits and five different vegetables over the course of a week. Schools are encouraged to source fresh fruits and vegetables from local farmers when practicable.

<sup>2</sup> As recommended by the Dietary Guidelines for Americans 2005.

<sup>3</sup> A whole grain is one labeled as a whole grain product or with a whole grain listed as the primary grain ingredient in the ingredient statement. Examples include whole wheat flour, cracked wheat, brown rice, and oatmeal.

**Free and Reduced-Priced Meals.** Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals<sup>4</sup>. Toward this end, schools may utilize electronic identification and payment systems; provide meals at no charge to all children, regardless of income; promote the availability of school meals to all students; and/or use nontraditional methods for serving school meals, such as “grab-and-go” or classroom breakfast.

**Summer Food Service Program.** Schools in which more than 50% of the students are eligible for free or reduced-price school meals will sponsor the Summer Food Service Program for at least six weeks between the last day of the academic school year and the first day of the following school year, and preferably throughout the entire summer vacation.

**Meal Times and Scheduling.** Schools:

- Will provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch.
- Should schedule meal periods at appropriate times, *e.g.*, lunch should be scheduled between 11 a.m. and 1 p.m.
- Should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.
- Should schedule lunch periods to follow recess periods (in elementary schools).
- Will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
- Should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (*e.g.*, orthodontia or high tooth decay risk).

**Qualifications of School Food Service Staff.** Qualified nutrition professionals will administer the Student Meal Program. DoDEA will provide resources for key staff to attend training and development programs. These individuals will then work with all nutrition professionals in their corresponding schools to provide onsite training. Staff development programs could include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.<sup>5</sup>

**Sharing of Foods and Beverages.** Schools should discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children’s diets.

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<sup>4</sup> It is against the law for those limited persons to whom disclosure or use of application information is granted, to make others aware of the eligibility status of children for free, reduced-price, or “paid” meals. See Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. §1758 (b)(6)(C).

<sup>5</sup> School nutrition staff development programs are available through the USDA, School Nutrition Association, and National Food Service Management Institute.

**Foods and Beverages Sold Individually** (*i.e.*, foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte [snack] lines, fundraisers, school stores, etc.)

**Elementary Schools.** The school food service program will approve and provide all food and beverage sales to students in elementary schools. Given young children’s limited nutrition skills, food in elementary schools should be sold as balanced meals. If available, foods and beverages sold individually should be limited to low-fat and non-fat milk, fruits, and non-fried vegetables.

**Middle/Junior High and High Schools.** In middle/junior high and high schools, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, student stores, or fundraising activities) during the school day, or through programs for students after the school day, will meet the following nutrition and portion size standards:

### **Beverages**

- **Allowed:** water or seltzer water<sup>6</sup> without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk and nutritionally-equivalent nondairy beverages (as defined by USDA);
- **Not allowed:** soft drinks containing caloric sweeteners; sports drinks; iced teas; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contain minimal amounts of caffeine).

### **Foods**

- A food item sold individually:
  - Will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated and trans fat combined.
  - Will have no more than 35% of its weight from added sugars.<sup>7</sup>
  - Will contain no more than 230 mg of sodium per serving for chips, cereals, crackers, French fries, baked goods, and other snack items; will contain no more than 480 mg of sodium per serving for pastas, meats, and soups; and will contain no more than 600 mg of sodium for pizza, sandwiches, and main dishes.

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<sup>6</sup> Seltzer water may not be sold during meal times in areas of the school where food is sold or eaten because it is considered a “Food of Minimal Nutritional Value” (Appendix B of 7 CFR Part 210).

<sup>7</sup> If a food manufacturer fails to provide the *added* sugars content of a food item, use the percentage of weight from total sugars (in place of the percentage of weight from *added* sugars), and exempt fruits, vegetables, and dairy foods from this total sugars limit.

- A choice of at least two fruits and/or non-fried vegetables will be offered for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice; fruit-based drinks that are at least 50% fruit juice and that do not contain additional caloric sweeteners; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat and sodium guidelines).<sup>8</sup>

### **Portion Sizes**

- Limit portion sizes of foods and beverages sold individually to those listed below:
  - One and one-quarter ounces for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, or jerky.
  - One ounce for cookies.
  - Two ounces for cereal bars, granola bars, pastries, muffins, doughnuts, bagels, and other bakery items.
  - Four fluid ounces for frozen desserts, including, but not limited to, low-fat or fat-free ice cream.
  - Eight ounces for non-frozen yogurt.
  - Twelve fluid ounces for beverages, excluding water.
  - The portion size of a la carte entrees and side dishes, including potatoes, will not be greater than the size of comparable portions offered as part of school meals. Fruits and non-fried vegetables are exempt from portion-size limits.

**Fundraising Activities.** To support children’s health and school nutrition-education efforts, school fundraising activities will not involve food or will use only foods that meet the above nutrition and portion size standards for foods and beverages sold individually. Schools will encourage fundraising activities that promote physical activity. The school district will make available a list of ideas for acceptable fundraising activities.

**Snacks.** Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children’s diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children’s nutritional needs, children's ages, and other considerations. The district will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents.

- If eligible, schools that provide snacks through after-school programs will pursue receiving reimbursements through the DoD Student Meal Program.

**Rewards.** Schools will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually (above), as rewards for academic

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<sup>8</sup> Schools that have vending machines are encouraged to include refrigerated snack vending machines, which can accommodate fruits, vegetables, yogurts, and other perishable items.

performance or good behavior,<sup>9</sup> and will not withhold food or beverages (including food served through school meals) as a punishment.

**Celebrations.** Schools should limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually (above). The district will disseminate a list of healthy party ideas to parents and teachers.

**School-sponsored Events (such as, but not limited to, athletic events, dances, or performances).** Foods and beverages offered or sold at school-sponsored events outside the school day will meet the nutrition standards for meals or for foods and beverages sold individually (above).

**Meal Charges/Lost Meal Tickets/Unpaid accounts.** The Wellness Committee will establish standards for meals provided to students who cannot or do not pay their account balances, as well as for those students who lose their meal tickets (where applicable). The Committee may wish to address issue by age level, situation, and/or recurrence factor.

### III. Nutrition and Physical Activity Promotion and Food Marketing

**Nutrition Education and Promotion.** \_\_\_\_\_ School District aims to teach, encourage, and support healthy eating by students. Schools should include nutrition education and engage in nutrition promotion that meets the following goals:

- Is offered at each grade level as part of a sequential, comprehensive, standards-based health education program designed to provide students with the knowledge and skills necessary to promote and protect their health.
- Is part of not only health education classes, but is also integrated into classroom instruction in subjects such as math, science, language arts, social sciences, physical education, and elective subjects.
- Includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens.
- Promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices.
- Emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise).
- Links with school meal programs, other school foods, and nutrition-related community services.
- Teaches health literacy with an emphasis on accessing valid nutrition information, analyzing influences such as food marketing, as well as, setting goals and making responsible decisions related to food choices.
- Includes informational dissemination for students, teachers, other staff, and parents.

**Integrating Physical Activity into the Classroom Setting.** For students to receive the nationally-recommended amount of daily physical activity (*i.e.*, at least 60 minutes per day) and

<sup>9</sup> Unless this practice is allowed by a student's individual education plan (IEP).

embrace regular physical activity as a personal behavior, students need opportunities for physical activity in and out of school. Toward that end the following goals will be met:

- Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television.
- Opportunities for physical activity will be integrated into other subject lessons.
- Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

**Communications with Parents.** The district/individual schools will support parents' efforts to provide a healthy diet and daily physical activity for their children. The district/individual schools will offer healthy-eating information for parents, send home nutrition information, post nutrition tips on school Web sites, and provide nutrient analyses of school menus. Schools should encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages. The district/individual schools will provide parents a list of foods that meet the district's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities. In addition, the district/individual schools will provide opportunities for parents to share their healthy food practices with others in the school community.

The district/individual schools will provide information about the importance of physical education and student involvement in other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information about physical activity and physical education through a Web site, newsletter, or other take-home materials, special events, or physical education homework. The school can include families in fun and fitness nights, field days, and use of the school facilities for family physical activity after school and on weekends.

**Food Marketing in Schools.** School-based marketing of food brands is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged. Examples of food brand marketing techniques include the following: logos and brand names on/in vending machines, books or curricula, textbook covers, school supplies, scoreboards, school structures, and sports equipment; educational incentive programs that provide food as a reward; programs that provide schools with supplies when families buy low-nutrition food products; in-school television; free samples or coupons; and food sales through fundraising activities. Other marketing activities that promote healthful behaviors (and are therefore allowable) include: vending machine covers promoting water; pricing structures that promote healthy options in a la carte lines or vending machines; and sales of fruit for fundraisers.

**Staff Wellness.** \_\_\_\_\_ School District highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. Each district/individual schools should establish and maintain a staff wellness committee composed of at least one staff member, school health council member, local hospital representative, dietitian or other health professional, recreation

program representative, union representative, and employee benefits specialist. (The staff wellness committee could be a subcommittee of the school health council.) The committee should develop, promote, and oversee a multifaceted plan to promote staff health and wellness. The plan should be based on input solicited from school staff and should outline ways to encourage healthy eating, physical activity, and other elements of a healthy lifestyle among school staff. The staff wellness committee should distribute its plan to the school health council annually.

#### **IV. Physical Activity Opportunities and Physical Education**

**Physical Education (P.E.) K-12.** The following goals will be met:

- All students in grades K-12, including students with disabilities and those with special health-care needs, are required to receive physical education instruction, as prescribed by the DoDEA Physical Education Content Standards and course descriptions.
- All physical education will be taught by a certified physical education teacher.
- Other activities involving physical activity (e.g., interscholastic or intramural sports, cheerleading, JROTC, marching band) will not be substituted for meeting the DoDEA physical education requirements.
- Students will spend at least 60% of physical education class time participating in moderate to vigorous physical activity.

**Physical Activity Opportunities Before and After School.** The following goals will be met:

- All elementary, middle, and high schools will work collaboratively with the local community to ensure after-school physical activity programs are provided for students.
- All middle and high school students will be encouraged to take part in the school intramural program.
- All high schools will offer interscholastic athletic programs.
- Schools will offer a range of physical activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.
- Recess: All elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools will encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.
- Schools will discourage extended periods (i.e., periods of two or more hours) of inactivity.
- When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools will give students periodic breaks during which they are encouraged to stand and be moderately active.

**Physical Activity and Punishment.** Teachers and other school and community personnel will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

**Safe Routes to School.** The school district will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school. When appropriate, the district will work together with local Commands in those efforts.

**Use of School Facilities Outside of School Hours.** School spaces and facilities will be available to students, staff, parent groups, and community members before, during, and after the school day; on weekends, and during school vacations. These spaces and facilities also will be available to community agencies and organizations offering physical activity and nutrition programs. School policies concerning safety will apply at all times and activities must be coordinated through the school principal and Base Commander.

**Use of Community Facilities During School Hours.** Districts/Schools will work closely with Commands, Morale Welfare and Recreation, Army Community Services, etc., to provide available community recreation and sport spaces and facilities for physical activity use by students and staff during the school day.

## **V. Monitoring and Policy Review**

**Monitoring.** The District Superintendent or designee will ensure compliance with established district-wide Local Wellness Policies. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report annually on the school's compliance to the school District Superintendent or designee.

School food service staff, at the school or district level, will ensure compliance with nutrition policies within school food service areas and will report annually on this matter to the District Superintendent (or if done at the school level, to the school principal).

The District Superintendent or designee will develop an annual summary report on district-wide compliance with the district's established Local Wellness Policy, based on input from schools within the district. That report will be provided to the Area Director and the Headquarters Chief, Logistics Division within two weeks after the end of each school year.

**Policy Review.** To help with the initial development of the district's wellness policies, each school in the district will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies. The results of those school-by-school assessments will be compiled at the district level to identify and prioritize needs.

Assessments will be repeated every year to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the school district will review the Local Wellness Policy; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education program elements. The district, and individual schools within the district, will, as necessary and at a minimum annually, revise the Local Wellness Policy and develop work plans to facilitate their implementation.

**Useful resources:**

- DoDEA Health Education Content Standards
- DoDEA Physical Education Content Standards
- DoDEA Administrator's Guide, Curriculum, Section 6, Comprehensive Health Education and Physical Education
- DoDEA Health and Wellness Web site
- DoDEA regulation 4200.1, "Local Wellness Policy Requirement for DoDEA Schools Participating in the Student Meal Program," August 22, 2007
- DoDEA Memorandum, "Foods Sold in Competition with the Student Meal Program – Department of Defense Dependents Schools," December 8, 2008.

Department of Defense Education Activity  
 Local Wellness Policy  
 Compliance Checklist

DoDEA Regulation 4200.1, "Local Wellness Policy Requirement for DoDEA Schools Participating in the Student Meal Program," August 22, 2007, states that each District participating in the Student Meal Program shall have an established Local Wellness Policy. The Local Wellness Policy can be reviewed for compliance using the following checklist.

District Name: \_\_\_\_\_ Date: \_\_\_\_\_

Yes	No	Established Requirements
		1. Did the development of the Local Wellness Policy involve various participants? List the names and positions of those participants. (Examples: parent, student, school food authority [AAFES, NEX, kitchen staff], school administrator, teacher association, school board, school nurse, physical education, health education, physician, other health professionals.)
		2. Does the policy indicate <b>goals</b> for <b>nutrition education</b> ?
		3. Does the policy indicate <b>goals</b> for <b>physical education</b> ?
		4. Does the policy indicate <b>goals</b> for <b>other school-based physical activity for students and staff</b> ?
		5. Does the policy outline <b>nutrition guidelines</b> for <b>all foods served or sold</b> on each school campus during the school day?
		6. Does the policy provide <b>an assurance</b> that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by USDA?
		7. Does the policy <b>designate 1 or more persons</b> within the District or at each school charged with operational responsibility for ensuring that the school is meeting the Local Wellness Policy?
		8. Does the policy outline <b>the District plan for measuring and evaluating</b> the implementation of the Local Wellness Policy?
		9. Does the policy outline a plan for reporting the effectiveness of the wellness policy and recommended revisions, if necessary, to the District Superintendent?

Reviewed by: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_  
 Area Director (Designee)

Approved:

Disapproved:

Action to be taken: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Suspense: Response to District Superintendent within 20 days of receipt. If disapproved, response will include actions to be taken.

## Local Wellness Policy

**Superintendent Reminder:**

- Ensure that your District has a current, approved Local Wellness Policy in place. The policy is crucial when it comes to the Student Meal Program. It can be referenced to address complaints and to solve issues that may arise during the school year.
- The policy must be District specific AND have been drafted by all interested parties (parents, school food authority, teachers, students, etc.).
- The District Superintendent or designee should annually review and develop a plan for monitoring and evaluating the policy implementation and designate one or more persons within the District or at each school responsible for ensuring that the school meets the Local Wellness Policy.
- Outline a plan for reporting the effectiveness of the Local Wellness Policy and recommended revisions.
- Annual summary reports on district-wide compliance with the Local Wellness Policy are due to the Area Director and DoDEA Headquarters Chief, Logistics Division, within two weeks of the end of the school year.

**Background:**

- All policies are published on DoDEA's Student Meal Program Web page.
- The legislation (Section 204 of the Public Law 108-265) and DoDEA regulation 4200.1, "Local Wellness Policy Requirement for DoDEA Schools Participating in the Student Meal Program," August 22, 2007, places the responsibility of developing a wellness policy at the local level, so that the individual needs of each district can be addressed. According to the requirements for the Local Wellness Policy, school districts must set goals for nutrition education, physical education, campus food provision, and other school-based physical activity designed to promote student wellness. Additionally, districts are required to involve a broad group of individuals in policy development and to have a plan for measuring policy implementation.
- The law requires: (1) parents, (2) students, (3) representatives of the school food authority, (4) the school board, (5) school administrators, and (6) the public to be involved in the process. Everyone that will be affected by the policy needs to be involved. We also request that a teacher association representative be placed on this committee.
- A Local Wellness Policy may not necessarily restrict the selling of items that the schools are selling outside of the cafeteria, unless the local policy specifically addresses these types of situations. All members of the wellness committee need to agree on the best course of action for the school/district.

**At a minimum, the local school wellness policy must include the following:**

- Goals for nutrition education, physical education, physical activity, and other school-based activities that are designed to promote student and staff wellness in a manner acceptable to the local education agency.
- Nutrition guidelines selected by the local education agency for all foods available during the school day on each school campus under its jurisdiction in order to promote student health and reduce childhood obesity. The guidelines applicable to reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture.
- Input from parents, students, representatives of the school food authority, the school board, school administrators, and the public.