

LOCAL WELLNESS POLICY REQUIREMENTS CHECKLIST



Office of the State Superintendent of Education
Division of Health and Wellness

This checklist provides the list of all requirements and recommendations from the local wellness policy (LWP) template. The presence of a citation following a checklist item indicates that it is a legal requirement for the local wellness policy (LWP). Any listed item without a citation is a recommendation. The sections at the top of each section correspond to the number of the requirement or recommendation in the template.

Please ensure that the following items are addressed in your policy at the start of the school year and collaborate with your LEA/ school local wellness committee to aid in implementation of these items.

All **yellow** elements must be included in an LEA's LWP and all **green** and **blue** elements are recommended.

MEASUREMENT OF IMPACT AND IMPLEMENTATION LWP

- A description of the plan for measuring the implementation of the LWP, and for reporting LWP content and implementation issues to the public. [7 CFR 210.31(c)(6)]

HEALTH EDUCATION

- Plans for teaching standard-aligned health instruction [DC Code § 38–824.02(b)]
- Plans for providing adequate health education minutes [DC Code § 38–824.02(b)(2)]
- Plans for providing instruction on sexual misconduct and child abuse [DC Code § 38–824.02(b-2)(1)(A)]
- Plans to provide cardiopulmonary resuscitation to students in Grades 9 through 12 [DC Code § 38–824.02(b-1)(1)]
- Plans for providing 1.5 Carnegie units to meet high school graduation requirements [5A DCMR § 2203.3(b)]

PHYSICAL EDUCATION AND PHYSICAL ACTIVITY

- Goals for any school-based activity that promote student wellness through physical activity [7 CFR 210.31(c)(1)]; DC Code § 38–824.01(a)]
- Plans for teaching standard aligned physical education instruction [DC Code § 38–824.02(a)]
- Goals for providing an average of 150 physical education minutes per week, and 20 minutes of daily recess for kindergarten through Grade 5. Plans to provide no less than an average of 90 physical education minutes per week for kindergarten through Grade 5. [DC Code § 38–824.02(a)(1)(A)]
- Goals for providing an average of 225 physical education minutes per week, and 20 minutes of daily recess for grades 6-8. Plans to provide no less than an average of 135 physical education minutes per week. [DC Code § 38–824.02(a)(2)(A)]
- Plans to devote at least 50 percent of physical education class time to moderate-to-vigorous physical activity [DC Code § 38–821.01(6C)]
- Plans for providing suitably adapted physical education for students with disabilities [DC Official Code § 38–824.03(a)]
- Plans for prohibiting the requirement or withholding of physical activity as a means for punishment [DC Official Code § 38–824.03(b)]
- Plans to provide adequate daily physical activity for students (pre-K 3 and pre-K 4) [DC Official Code § 38–824.02(a-1)(1)]

NUTRITION ENVIRONMENT AND SERVICES

NUTRITION PROMOTION AND EDUCATION

- Goals for nutrition promotion and education using evidence-based strategies [7 CFR 210.31(c)]
- Plans for distributing the menu for each breakfast and lunch served, nutritional content and ingredients of each menu item, and location of fruits and vegetables served are grown and processed, and making information available on school website, in school's office, and to family upon request [DC Official Code § 38-822.05(b)(1)]
- Plans for making vegetarians food options available as a daily option for the main course for breakfast and lunch at all grade levels, and rotating the options to avoid repetition [DC Official Code § 38-822.01(a)(1)(B)(i-ii)]
- Plans for labeling vegetarian food options [DC Official Code § 38-822.01(a)(1)(B)(iii)]
- Plans for soliciting input from students, faculty, and parents through taste tests, comment boxes, surveys, a student nutrition advisory council, or other means, regarding nutritious meals that appeal to students [DC Official Code § 38-822.03(b)(3)]
- Plans for hanging Offer vs. Serve posters [7 CFR 210.10(a)(2)]

FOOD AND BEVERAGE MARKETED TO STUDENTS

- Plans for establishing policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the federal nutritional and Healthy Schools Act nutritional standards. [7 CFR 210.31(c)(3)(iii); DC Official Code § 38-822.06(f)(2)]

FOODS AND BEVERAGES PROVIDED TO STUDENTS

- Plans for detailing standards for foods and beverages provided, not sold, to students during the school day [7 CFR 210.31(c)(2)]
- Plans for cold, filtered water availability [DC Official Code § 38-822.03(c); 7 CFR 210.18(h)(2)(v)]

FOODS AND BEVERAGES SOLD TO STUDENTS

- Plans for ensuring foods and beverages sold in the LEA/schools follow Smart Snack standards [7 CFR 210.31(c)(3)]
- Plans for prohibiting all third-parties, other than school-related organizations and school meal service providers, from selling food or beverages of any type to students on school property from midnight on the day school begins until 90 minutes after the school day ends [DC Official Code § 38-822.06(e)]

SCHOOL MEALS

- Plans for increasing the use of locally grown foods from growers engaged in sustainable agricultural practices [DC Official Code § 38-826-01(b)(2)(B)]
- Plans for ensuring the use of the Locally Grown Food Item Tracking log [DC Official Code § 38-823.01; Tracking Log]
- Plans for serving meals that meet or exceed federal nutritional and HSA standards [DC Official Code § 38-822.02(a)]

PHYSICAL ENVIRONMENT

- Goals to improve the environmental sustainability of the LEA/school [DC Official Code § 38–826.01(b)(2)(A)]
- Plans for developing and implementing an environmental literacy plan [DC Official Code § 38–826.01(b)(2)(D)]

SOCIAL AND EMOTIONAL CLIMATE

- Plans for schools covered by the Youth Risk Behavior Surveillance System, serving students in grades 6-8, to participate in the biennial DC data collection [DC Code § 38–826.06]
- Plans for collecting annual school climate data that measures broad perceptions of student access to quality mental health supports [Refer to the Resource appendices in the LWP Guide document.]
- Plans for providing a designated safe space for LGBTQ students.

COUNSELING, PSYCHOLOGICAL, AND SOCIAL SERVICES

- Plans for ensuring principals and teachers complete the Department of Behavioral Health online training on identifying, approaching, and referring students in psychological distress [DC Official Code § 7-1131.17(a)-(b)(1)]
- Plans for providing staff training on identifying, responding to, and reporting student-on-student acts of sexual harassment, sexual assault, or dating violence, including any mandatory reporting requirements under District or federal law. [DC Official Code § 38–952.02(b)(1)]
- Plans for providing staff training on recognizing and reporting sexual misconduct, student sexual abuse, and child abuse and training for parents regarding sexual misconduct and student sexual abuse [DC Official Code § 38–951.02(c)(1-2)]
- Plans for developing written policy and procedures for suicide prevention and intervention, including a defined school crisis team
- Plans for providing a designated space for the delivery of behavioral and mental health services.
- Plans for establishing a policy and procedure for suicide prevention and intervention including a defined school crisis team [See social and Emotional Climate section.]
- Plans for encouraging and supporting behavioral health staff to participate in the School Behavioral Health Community of Practice.

HEALTH SERVICES

- Plans for collecting annual universal health certificates, dental assessments and immunization certifications from each student [DC Official Code § 38-602(a)-(b)]
- Plans for ensuring schools stock and maintain two undesignated epinephrine auto-injectors and have two OSSE-certified staff trained to administer epinephrine in emergencies annually [DC Official Code § 38-651.04a(b)(3)); (c)(2)(B)]
- Plans for ensuring all schools verify student compliance with immunization requirements [DC Official Code § 38-502; DCMR § 5-E5300]
- Plans for providing designated space recognized as a health or nurse suite in schools
- Plans for ensuring qualified staff, inclusive of a Registered Nurse, provide care and management of health services
- Plans for sharing and making publicly available, nurse hours and availability, emergency care protocol, and undesignated epinephrine use plans
- Plans for establishing care coordination plans to increase access and referrals to primary care services and improve school-physician links following incidents
- Plans for implementing a school preparedness system for medication storage and administration, tracking staff certifications and students without clearly identifiable action plans

EMPLOYEE WELLNESS

- Plans for providing representatives of the LEA, teachers of physical education, school health professionals, the school board (if applicable), and school administrators with the opportunity to participate in the local wellness development process as well as serve on the committee [7 CFR] 210.31(c)(5)]
- Plans for improving educator wellness
- Plans for providing professional development (PD) training and preparedness
- Plans for addressing and improving staff mental health

FAMILY ENGAGEMENT

- Plans for providing parents and legal guardians with the opportunity to participate in the local wellness development process as well as serve on the committee [7 CFR] 210.31(c)(5)]
- Plans for educating families on behaviors for contagious disease prevention and response and include guidelines for when to keep sick children at home and when they can return to school
- Plans for communicating protocols in place to notify families of positive contagious disease cases that protect the privacy of affected individuals and their families consistent with DC Health guidelines
- Plans for informing parents of all hygiene and cleaning practices introduced

COMMUNITY INVOLVEMENT

- Plans for providing community members with the opportunity to participate in the local wellness policy process as well as serve on the committee [7 CFR] 210.31(c)(5)]

TRIENNIAL ASSESSMENT

- Plans for submitting the LWP for assessment the LWP at least every three years to measure the implementation of the LWP, and make the assessment available to the public. [7 CFR] 210.31(c)(6)]