

***Suggested Steps and Timeline
for Developing the District Wellness Policy & Strategic Plan***

WHO	WHAT	WHEN
School Committee Chair	<p>Identify a School Committee Member to lead the development of the wellness subcommittee, wellness strategic plan and policy.</p> <p><i>(RI 2005 Public Law Chapter 074/076 – located in the <u>Laws</u> section of this toolkit – specifically states that the wellness subcommittee must be chaired by a member of the School Committee.)</i></p>	August 2005 – November 2005
Wellness Subcommittee Chair	<p>Meet with District Superintendent, School Committee Chair, chair of existing wellness committee (if any), and/or others to plan the process.</p> <ul style="list-style-type: none"> • Define the Subcommittee charge • Discuss the Subcommittee formation <ul style="list-style-type: none"> – Identify Subcommittee members or groups to be represented – Determine the recruitment process: who will recruit and through what means • Identify the timelines for the development of the District Wellness Strategic Plan and the District Wellness Policy • Obtain formats for the current District Strategic Plan and the District Policies. 	August 2005 – November 2005
Wellness Subcommittee Chair, School Committee Members, District Superintendent, and Chair of Existing Wellness Committee (if any)	<p>Recruit Wellness Subcommittee members.</p> <p><i>(See RI 2005 Public Law Chapter 074/076 and SEC. 204 of Public Law 108-265 – both located in the <u>Laws</u> section of this toolkit – for suggested membership. More detailed lists can be found online at wellness policy websites listed in the <u>Resources</u> section.)</i></p>	November 2005 – December 2005 (& Ongoing)
Wellness Subcommittee Chair and Key Members	Set up an orientation/informational session for all members.	December 2005 – January 2006

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WHO	WHAT	WHEN
Wellness Subcommittee Chair and Key Members	<p>Plan and facilitate Wellness Subcommittee meetings.</p> <ul style="list-style-type: none"> • Prepare meeting agendas • Coordinate communication among members • Outline the proposed Subcommittee action steps and timeline so that State and Federal deadlines can be met • Provide resource information for members. Invite experts/guest speakers to meetings, as appropriate and needed • Lead the shared decision-making process • Coordinate regular updates to District School Committee • Schedule presentations of draft plans and policies to School Committee for feedback/input <p><i>(Some suggested Activities can be found in the <u>Process</u> section of this toolkit. Additional ideas can be found online at wellness policy websites listed in the <u>Resources</u> section.)</i></p>	January 2006 – Ongoing
Wellness Subcommittee	<ul style="list-style-type: none"> • Conduct district self-assessment. <p><i>(The “RI Healthy Schools Coalition School Nutrition & Physical Activity Self-Survey Tool” is available in the <u>Tools</u> section. References to other available self-assessment tools, such as the CDC’s School Health Index, are in the <u>Resources</u> section.)</i></p>	January 2006

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WHO	WHAT	WHEN
Wellness Subcommittee	<p>Develop a draft District Wellness Policy to be forwarded to the full School Committee for approval. The policy shall include:</p> <ul style="list-style-type: none"> • Goals for nutrition, physical activity, and other school-based wellness activities; • Nutrition guidelines for all foods available on school campuses; • Assurance that guidelines for school meals shall not be less restrictive than USDA guidelines; and • Establishment of a plan for measuring implementation, including designation of persons responsible for oversight. <p><i>(See SEC. 204 of Public Law 108-265 in the <u>Laws</u> section of your tool-kit for a full description of what is required.</i></p> <p><i>(See the “RI Healthy Schools Coalition Model Policy Language for District Nutrition & Physical Activity” in the <u>Tools</u> section. It was based on the best available policies nationwide. If interested, other sample policies can be found online at wellness policy websites listed in the <u>Resources</u> section of this toolkit.)</i></p>	January 2006 – July 2006
Wellness Subcommittee in partnership with Superintendent and District School Improvement Coordinator	<p>Develop recommended strategies to decrease obesity and improve health and wellness – to be included in the District Strategic Plan. Strategies should focus on district’s:</p> <ul style="list-style-type: none"> • Health education curriculum and instruction • Physical education curriculum and instruction • Nutrition & physical activity policies <p><i>(Refer to RI 2005 Public Law Chapter 074/076 in the <u>Laws</u> section of this toolkit for details of what’s required.)</i></p> <p><i>(Refer to “Rhode Island District Strategic Plan Guidance and Templates” in the <u>Tools</u> section for an overview of district strategic planning, plan requirements, examples, suggestions, and sample action plan templates.)</i></p>	January 2006 – April 2006

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WHO	WHAT	WHEN
Superintendent and District School Improvement Coordinator	<p>Review Wellness Subcommittee’s recommended strategies to improve district health and wellness and determine those that can/should be included in the District Strategic Plan.</p> <p>Submit Wellness Component of the District Strategic Plan to RIDE.</p> <p><i>(Refer to “Rhode Island District Strategic Plan Guidance and Templates” in the <u>Tools</u> section for guidance.)</i></p>	No later than May 1, 2006
Wellness Subcommittee Chair and Key Members	Present the final draft of the District Wellness Policy to the School Committee.	June 2006
School Committee	Approve and adopt the District Wellness Policy, with any revisions, as appropriate.	No later than the first day of the 2006-2007 school year
Wellness Subcommittee, in partnership with Superintendent and District School Improvement Coordinator	<p>Develop Wellness Action Plan for the implementation of the District Wellness Strategic Plan for Year One.</p> <p><i>(Sample Action Plan templates are included in “Rhode Island District Strategic Plan Guidance and Templates,” in the <u>Tools</u> section of your tool kit.)</i></p>	May 2006 – October 2006
Superintendent and District School Improvement Coordinator	Submit Wellness Action Plan and any updates or revisions to the District Strategic Plan to RIDE.	No later than November 15, 2006
Wellness Subcommittee in partnership with all stakeholders	Begin full implementation of the District Wellness Policy and District Wellness Strategic Plan during Year One.	September, 2006 and throughout 2006-2007 school year
Wellness Subcommittee	Monitor the implementation of the District Wellness Policy and Wellness Action Plan (Strategic Plan) during Year One.	2006-2007, ongoing

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WHO	WHAT	WHEN
Wellness Subcommittee	Evaluate the implementation of the District Wellness Policy and Wellness Action Plan during Year One.	2006-2007, ongoing
Wellness Subcommittee	Review the District Wellness Policy implementation and effectiveness and develop recommendations for revision for Year 2. Present Wellness Policy recommendations for Year 2 to full School Committee.	April-June, 2007
Wellness Subcommittee	Review, revise, and/or develop new recommendations for District Wellness Strategic Plan.	March-April 2007
Superintendent and District School Improvement Coordinator	Review and incorporate Wellness Subcommittee recommendations into District Wellness Strategic Plan Revisions. Submit District Wellness Strategic Plan Revisions to RIDE.	No later than May 1, 2007
	<i>Continue and Repeat...</i>	