



A Message to the Board

Monitoring for Success: Student Wellness Policy Implementation Monitoring Guide and Report

It is the responsibility of the governing board to ensure that the district's policy on student wellness meets or exceeds provisions set forth in federal and state law and is effective in promoting healthy eating and physical activity among district students. One key part of ensuring accountability is to determine whether the policy is being consistently implemented throughout the district, in accordance with the monitoring plan established in policy. To assist school boards in this role, California School Boards Association has developed a set of resources: *Monitoring for Success: Student Wellness Policy Implementation Monitoring Guide* and *Monitoring for Success: Student Wellness Policy Implementation Monitoring Report*.

The purpose of the *Student Wellness Policy Implementation Monitoring Guide* is to provide guidance for completing each section of the *Student Wellness Policy Implementation Monitoring Report* in order to fulfill the monitoring and implementation requirements of the policy. The components of the *Monitoring Guide* are based on the CSBA Student Wellness Board Policy 5030. (Since this tool uses the CSBA Sample Board Policy as an example, each school district will need to adapt this tool based on the student wellness policy their individual district has adopted for use.)

The *Monitoring Report* provides a sample format for district staff and/or the student wellness council to use when reporting implementation of the local wellness policy to the board and the community. The report should be tailored to reflect the agreed-upon methods or indicators that will be used to measure implementation district wide and in each district school. The frequency of review and reporting is set by district policy.

Each section of the *Monitoring Guide* provides a reference to a board policy, guidelines for implementing or reporting on each of four required components (See Wellness Policy Requirements) and a recommended data source or form to collect the data where needed. All data collection forms are located in Appendix B of the *Implementation Guide*, but we recommend that you use the corresponding Excel or Word documents (located on the CD), which will allow you to customize your report to meet your district's needs. You will also be able to save these documents in an electronic format for future use. Please modify any forms to reflect district and/or school practice. A report on the monitoring and implementation of the wellness policy is to be provided to the local board of education every two years (see BP 5030).