



LWP Roles Onboarding Guide Template

Purpose: To provide a clear, accessible starting point for staff with wellness policy responsibilities. This guide helps define expectations, clarify roles, and connect staff to the tools and support needed to ensure effective implementation of the Local Wellness Policy (LWP).

Directions: Use this guide to onboard new or existing staff who have been assigned a role related to LWP compliance. Each section outlines what the LWP is, why individual roles matter, and where to find deadlines, resources, and support.

Customize role descriptions, timelines, and contacts to reflect your district's structure and priorities.

Example Sections that can be included in the guide:

1. **Welcome + Purpose**

- Brief explanation of LWP and why role clarity matters.
 - o Every school district that participates in the National School Lunch Program or School Breakfast Program is required by the USDA to have a Local Wellness Policy (LWP). These policies address how schools provide environments that support healthy student behaviors. LWPs address foods served and sold in schools (both as part of and outside of school meal programs), opportunities for physical activity, and may touch on other areas of wellness. Because LWPs are developed at the district level, a team approach is required to ensure each individual school is aware of the policy, supports teachers and staff in complying with the policy, and monitors adherence to the policy to look for improvements. This is best accomplished when the various people at both the school and district level take responsibility for various parts of the policy.

2. **Your Role at a Glance**

- Specific responsibilities based on role (can be templated by position type).
Examples:

USDA and these institutions are equal opportunity providers, employers, and lenders.



- o As a Cafeteria Manager, you are responsible for ensuring all foods sold during the school day meet USDA Smart Snacks standards (including food sold through vending machines and school fundraisers).
- o As Physical Education teacher, you are responsible for ensuring physical education classes comply with district PE standards, and supporting teachers in providing physical activity opportunities outside of PE.
- o As School Wellness Team Chair, you are responsible for assembling a wellness team composed of teachers, staff, parents, and partners that meets several times per year to determine areas for improving compliance with the LWP, integrating wellness best practices, and utilizing tools and resources provided by the school district to improve policy practices.
- o As a School Wellness Team Member, you are responsible for working with the School Wellness Team Chair and other team members to support teachers and staff in adopting practices that improve compliance with the LWP.

3. **Key Deadlines**

- When reports, logs, or data are due (can link to calendar).

4. **Who to Contact for Support**

- District-level contact (e.g., Local School Health Council) and/or school wellness team lead.

5. **Helpful Resources**

- Policy documents, training links, reporting templates.