

4/2023

Local Wellness Policy (LWP) Checklist

For Contracting Entities (CEs) Operating the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP)

Complete this form using the attached directions.

[Note: The directions provide detailed explanations of requirements and options.]

Contracting Entity (CE) Information

CE Name:

CE Identification Number (CE ID):

Poteet Independent School District

007906 000

Schools Operating Under the Local Wellness Policy (LWP):

Poteet Elementary, Poteet Intermediate, Poteet Junior High, Poteet High School

I. Structure

Requirement: The CE must develop a LWP that applies to all NSLP and/or SBP schools. The LWP must be approved by the board of trustees or governing board.

Check the boxes below to indicate that the CE has met each requirement.

- ☒ A. All schools operating NSLP and/or SBP
- ☒ B. Approval

If the CE has not implemented a LWP in all schools operating NSLP and/or SBP and does not have board approval for its LWP, explain why in the space below.

II. Nutrition Education and Promotion

Requirement: The CE must address nutrition education and promotion in its LWP:

- Activities that foster student health, wellbeing, and ability to learn
- Nutritional guidelines for all food and beverages available to be sold or given to students on the school campus during the school day

Check each element that is addressed in the CE's local wellness plan.

x A. Activities to promote health, wellbeing, and students' ability to learn

☒ A.1 Physical activities

- | | |
|--|---|
| ☒ For students | ☒ For parents |
| ☒ For staff | ☒ For community members |

☒ A.2 School-based activities

- | | |
|--|---|
| ☒ For students | ☒ For parents |
| ☒ For staff | ☒ For community members |

☒ A.3 Community-based activities

- | | |
|--|---|
| ☒ For students | ☒ For parents |
| ☒ For staff | ☒ For community members |

☒ B. Nutrition guidelines for all food and beverages available on school campuses during the school day

☒ B.1 Sold in schools

- | | |
|---|------------------------------------|
| ☒ To students | ☐ To adults |
|---|------------------------------------|

☒ B.2 Given away in schools

- | | |
|---|------------------------------------|
| ☒ To students | ☐ To adults |
|---|------------------------------------|

☒ C. Special Situations:

(Including, but not limited to, food or beverages given or provided to a student by an adult acting on behalf of a student's parent or guardian or food or beverages delivered by businesses to students on the school campus)

School scheduled events, holiday events

If the CE's LWP does not include nutrition education and promotion and nutrition guidelines in its LWP, provide an explanation for why the CE did not in the space below.

III. Stakeholder Engagement

Requirement: The CE must engage stakeholders in developing and implementing its LWP. Stakeholders must include, but are not limited to, the following groups:

- Administrators, district and/or school
- Community members
- Parents
- Representatives of the CE or school(s)
- Representatives of the board of trustees or governing body
- School health professionals
- School nutrition staff
- Students

Check each stakeholder group that will be or is involved in the development and implementation of the LWP.

- ☒ A. Administrators, district and/or school
- ☒ B. Community members (local service organizations or other appropriate representatives)
- ☒ C. Parents
- ☒ D. Representatives of the CE or school(s)
- ☒ E. Representatives of the board of trustees or governing body
- ☒ F. School health professionals
- ☒ G. School nutrition staff
- ☒ H. Students
- ☐ I. Other

LWP developed in collaboration with all stakeholders at our SHAC meetings

If the CE did not involve stakeholders in developing and implementing its LWP (including those groups that are required to be involved), provide an explanation for why the CE did not in the space below.

IV. Triennial Assessment and Publication of Assessment Results

Requirement: Every three years, the CE (1) must measure the effectiveness of its LWP implementation and (2) must distribute the results of the assessment to the public.

The assessment must assist the CE in determining if the implementation of the LWP has achieved the following:

- If the CE and the schools are in compliance with the LWP
- If the CE's LWP aligns to model evidence-based strategies for LWP
- If the CE has made progress in attaining the goals described in its LWP

Check each element that is addressed in the CE's LWP.

- ☒ A. Triennial (every three years) assessment

Record the frequency of assessment in the space below:

Every 3 years, last assessment April 6, 2023.

- ☒ A.1 Compliance with the CE's Written LWP
- ☒ A.2 Alignment to model evidence-based strategies for LWP
- ☒ A.3 Progress made toward attaining the goals described in LWP

- ☐ B. Publication of assessment results

Record the date the CE last published the results of its assessment the LWP in the space below:

Assessment of last LWP, April 6, 2023, not published on website yet.

If the CE does not include methods to assess its LWP and share the results of assessments with the public, provide an explanation for why the CE did not in the space below.

V. Marketing at School Operating NSLP and /or SBP

Requirement: The CE must describe (1) the current types and methods of marketing that will be allowed for foods and beverages sold on the school campus during the school day and (2) the process or strategies the CE will use to ensure that, as of July 1, 2017, all future marketing for food and beverages marketed and sold on the school campus during the school day meet the Competitive Food Nutrition Standards.

Check each element that is addressed in the CE's LWP.

- ☒ A. Current marketing
- ☒ B. Future marketing

If the CE has not addressed current and future marketing guidelines for foods and beverages sold to students in its LWP, provide an explanation for why the CE did not in the space below.

VI. Assigned Responsibilities

Requirement: CEs must assign a staff position or positions to be responsible for managing the following:

- Assessment of the LWP
- Development of the LWP
- Implementation of the LWP
- Update of the LWP

Check each statement that describes an action for which the CE has identified and assigned a specific person to be responsible for managing the implementation of the following:

- ☒ A. Development of LWP
- ☒ B. Implementation of LWP
- ☒ C. Assessment of LWP
- ☒ D. Update of LWP
- ☐ E. Other:

District School Nurse along with SHAC members and every campus admin

If the CE has not assigned responsibilities for ensuring that the LWP is developed, implemented, assessed, and updated as appropriate, provide an explanation for why the CE did not in the space below.

VII. Records Retention

Requirement: The CE must retain documentation that demonstrates its compliance with the LWP requirements.

Check the statement that describes the action a CE has taken or will take to retain records related to its LWP.

- ☒ A. Establish a system for maintaining all required records.
- ☒ B. Establish a system to ensure that documentation is retained for the proper period of time.

If the CE does not have a system to retain records for the proper period of time, provide an explanation for why the CE did not in the space below.