

Local Wellness Policy Activity and Assessment Tool

☒ Administrators							
☒ School board members							
☒ Health professionals (dietitians, doctors, nurses)							
☒ The general public							
☒ To the extent possible, representatives from each school in the district							
☒ DWC includes representation from community partners (when feasible)							
☒ SNAP-Ed coordinator							
☒ Other:							
☒ Each school within the district has an on-going school wellness committee (School Health Advisory Committee- SHAC) to review school-level, health related issues in coordination with the DWC.							

	Year 1		Year 2		Year 3	
	YES	NO	YES	NO	YES	NO
LEADERSHIP <i>The district must designate one or more LEA and/or school official(s) who have the authority and responsibility to ensure each school complies with the local wellness policy. This may or may not be the same person responsible for bringing the wellness committee together and planning the meetings.</i>						
☒ There is a person designated to convene the DWC and facilitate development of and updates to the wellness policy.						
☒ Designee is <u>Child Nutrition Director</u>						
☒ There is a district-level official designated to ensure all schools' compliance with the policy.						
☒ Designee is <u>Child Nutrition Director</u>						
☒ Each school has designated a wellness policy coordinator who will ensure compliance with the policy at the school level.						
☒ Position/Title of the designees is <u>Child Nutrition Director</u>						

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The public is notified of their ability to participate in the District Wellness Committee.		X				
The public is notified of their ability to participate in the District Wellness Committee using the following methods:						
☐ Email						
☒ Notices on district website		X				
☐ Newsletters						
☒ Presentations to parents	open house	X				
☒ Sending information home via flyers		X				
☐ Other:		1				
☒ DWC actively recruits representation from:						
☒ All school levels (elementary, middle, high)		X				
☒ Parents/Caregivers		X				
☒ Students		X				
☒ Representative from School Nutrition Programs		X				
☒ Physical education teacher		X				
☒ Health education teacher		X				
☒ School health professionals (nurses)		X				
☒ Mental health and social services staff (counselors, psychologists, social workers)		X				
☒ Administrators		X				
☒ School board members		X				
☒ Health professionals (dietitians, doctors, nurses)		X				
☒ The general public		X				
☒ DWC has representation from:						
☒ All school levels (elementary, middle, high)		X				
☒ Parents/Caregivers		X				
☒ Students		X				
☒ Representative from School Nutrition Programs		X				
☒ Physical education teacher		X				
☒ Health education teacher		X				
☒ School health professionals (nurses)		X				
☒ Mental health and social services staff (counselors, psychologists, social workers)		X				

IV. IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND NOTIFICATION

Convening a district wellness committee and writing the policy is the first step in the LWP process. However, districts are also responsible for implementing, monitoring, and notifying the public about the LWP. Annual reviews and updates to the policy are recommended, while a thorough assessment of compliance is required every three years.

	Year 1		Year 2		Year 3	
	YES	NO	YES	NO	YES	NO
IMPLEMENTATION PLAN <i>Once the wellness policy is written, the district will need to communicate to the goals and policies to all schools. Schools will then implement the policies and begin working toward the goals as appropriate. The implementation of the policies should be consistent across all schools, but the actions that work toward meeting the goals may vary from school to school.</i>						
☒ Schools conducted a school-level assessment prior to developing an implementation plan. The assessment used was: ☐ The Alliance for a Healthier Generation Healthy Schools Program; ☐ The School Health Index ☒ Action for Healthy Kids Game On program. <i>copy in Binder</i> ☐ Other program:	X					
☒ The district has a plan for implementation to manage and coordinate the execution of this wellness policy at each school.	X					
☒ The plan includes roles, responsibilities, actions and timelines specific to each school and includes information about who will be responsible to make changes.	X					

	Year 1		Year 2		Year 3	
	YES	NO	YES	NO	YES	NO
TRIENNIAL PROGRESS ASSESSMENTS <i>At least once every three years, the District must assess compliance with their wellness policy and assess progress toward meeting the goals of the wellness policy.</i>						
☒ At least once every three years, the district evaluates compliance with the wellness policy.	X					
The evaluation includes:						
☒ The extent to which schools under the jurisdiction of the district are following the wellness policy.	X					
☒ The extent to which the district's policy compares to a model policy.	X					
☒ A description of the progress made in attaining the goals of the district's wellness policy.	X					
☒ The district designated a person responsible for managing the triennial assessment: This designee is: <i>CN Director</i>	X					

	Year 1		Year 2		Year 3	
	YES	NO	YES	NO	YES	NO
REVISIONS AND UPDATING THE POLICY LEAs are required to update or modify the wellness policy as appropriate.						
☒ Policy is updated when appropriate, including when:						
☒ District priorities change	X					
☒ Community needs change	X					
☒ Wellness goals are met	X					
☒ New health science information emerges	X					
☒ New state or federal guidance/standards are issues	X					
☒ The DWCC conducts an annual School Health Index at each school.	X					
☒ Updates to the policy are made based on the results of the School Health Index.	X					

	Year 1		Year 2		Year 3	
	YES	NO	YES	NO	YES	NO
NOTIFICATION OF WELLNESS POLICY, POLICY UPDATES AND TRIENNIAL ASSESSMENT LEAs must make available to the public (1) at all times the wellness policy (2) on an annual basis, at minimum, any updates to and about the wellness policy, and (3) the Triennial Assessment which includes progress toward meeting their wellness goals and compliance with the written policy over a three year period.						
Availability of the LWP						
☒ The public has access to the LWP at all times	X					
☒ The wellness policy is posted online. The URL is: <u>www.co.usd93.org</u>	X					
Notification/Availability of Revisions and Updates to the LWP						
☒ The district informs families and the public each year of basic information about the policy, including its content, updates, and implementation status. Best practice is to include last revision date on LWP.	X					
☒ The district informs families and the public each year of basic information about the policy, including its content, updates, and implementation status by:	X					
☐ Email						
☒ Notices on district website	X					
☐ Newsletters						
☒ Presentations to parents	X					
☐ Sending information home						
☐ Other						
☒ Communications include culturally and linguistically appropriate language.	X					
Availability of the Triennial Assessment						

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☒ The district actively notifies households of the availability of the triennial progress report.	☒	☐	☐	☐	☐	☐
☒ The triennial assessments are available to the public. The URL is: <u>www.usd93.org</u>	☒	☐	☐	☐	☐	☐

	Year 1		Year 2		Year 3	
	YES	NO	YES	NO	YES	NO
RECORDKEEPING <i>The district retains the following documents to demonstrate compliance with the wellness policy.</i>						
Documentation kept on file includes:						
☒ Written wellness policy	☒					
☒ Documentation demonstrating it has been made available to the public	☒					
☒ Documentation of efforts to review and update the policy, including indication of who is involved in the update and the methods the district uses to make stakeholders aware of their ability to participate	☒					
☒ Documentation to demonstrate compliance with the annual public notification requirements	☒					
☐ The most recent assessment on implementation of the school wellness policy	☒					
☒ Documentation demonstrating the most recent assessment on the implementation of the policy has been made available to the public.	☒					

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