



## About the Local Wellness Policy Activity and Assessment Tool

LEAs are required to have a written local wellness policy (LWP), and at least once every three years, they must assess the implementation of what is written in the policy. Some written components can be easily assessed by asking the question, “Did we do this?” while others are more difficult to measure. ADE recommends using this tool to document the exact actions you expect to be completed and determine if your LEA is doing what is written in the policy. The District Wellness Committee can use this list of actions to select from when writing goals and policies in the LWP. Note, you should select at least one action from each section; selecting all actions is not required. Some actions are pre-checked because they are requirements of operating the National School Lunch Program. ADE recommends writing each of the selected actions into your LWP. This tool is designed to be an action plan that guides your implementation and assessment of your LWP.

### I. WELLNESS GOALS

The LWP must include goals in the areas of Nutrition Promotion, Nutrition Education, Physical Activity, and Other Activities to Promote Student Wellness. For each section, choose the activities you’ll implement and determine how many schools will work toward implementing the activities. Then, use the activities selected to write a goal in each area on the LWP Template. When monitoring implementation of the LWP at each school, record the number of schools that successfully completed the action(s) selected.

GOAL: NUTRITION PROMOTION <i>Nutrition Promotion includes activities and participation in programs that promote and reinforce health and emphasize the school’s commitment to a healthy school nutrition environment.</i>	Year 1		Year 2		Year 3	
	# schools working on this action	# schools successfully completing this action	# schools working on this action	# schools successfully completing this action	# schools working on this action	# schools successfully completing this action
<input type="checkbox"/> The district encourages participation in meal programs as appropriate (School Breakfast, National School Lunch, Afterschool Care Snack, Fresh Fruit and Vegetable Program etc.).	0	2				
<input type="checkbox"/> School meal program menus are posted on the district website or individual school sites.	0	2				
<i>Smarter Lunchroom techniques are implemented in the cafeteria (best practice is to choose a minimum of 10 techniques to implement at each school):</i>						
<i>Displaying fruit options in a location in the line of sight and reach of students.</i>	0	2				
<i>Offering vegetables on all service lines</i>	0	2				
<i>When cut raw, serve healthy, low-fat dips (e.g., hummus, salsa, ranch) with vegetables.</i>	0	2				
<i>Keeping milk cases and coolers stocked throughout the meal service</i>	0	2				
<i>Offering white milk in all beverage coolers.</i>	0	2				
<i>Politely prompting students who do not have a full reimbursable meal to "complete their meal" (e.g., by selecting a fruit or vegetable).</i>	0	2				
<i>Ensuring a reimbursable meal can be created in any service area available to students.</i>	0	2				
<i>Providing a monthly meal menu to students, families, teachers, and administrators.</i>	0	2				

<b>GOAL: NUTRITION EDUCATION</b> <i>Nutrition education teaches behavior-focused skills and may be offered as part of a comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to safeguard their health and make positive choices regarding food and nutrition, or nutrition education can be offered as sequential individual lessons throughout the school year.</i>	Year 1		Year 2		Year 3	
	# schools working on this action	# schools successfully completing this action	# schools working on this action	# schools successfully completing this action	# schools working on this action	# schools successfully completing this action
<input type="checkbox"/> Nutrition education is taught through other subjects like math, science, language arts, social sciences and electives.	0	2				
<input type="checkbox"/> Teachers and other staff receive training in nutrition education.	0	2				

<b>GOAL: PHYSICAL ACTIVITY</b> <i>Physical activity is defined by the Centers for Disease Control and Prevention (CDC) as any bodily movement produced by skeletal muscles that result in energy expenditure. Regular physical activity in childhood and adolescence improves strength and endurance, helps build healthy bones and muscles, helps control weight, reduces anxiety and stress, increases self-esteem and may improve blood pressure and cholesterol levels. Incorporating regular physical activity in your school(s) is an important contributor to student wellness.</i>	Year 1		Year 2		Year 3	
	# schools working on this action	# schools successfully completing this action	# schools working on this action	# schools successfully completing this action	# schools working on this action	# schools successfully completing this action
<i>Physical Activity</i>						
<input type="checkbox"/> Physical activity during the day (including but not limited to recess, classroom physical activity breaks, or physical education) is not used or withheld as punishment for any reason.	0	2				
<input type="checkbox"/> Schools ensure that inventories of physical activity supplies and equipment are known and, when necessary, work with community partners to ensure sufficient quantities of equipment are available to encourage physical activity for as many students as possible.	0	2				

<b>GOAL: OTHER ACTIVITIES THAT PROMOTE STUDENT WELLNESS</b>	Year 1		Year 2		Year 3	
	# schools working on this action	# schools successfully completing this action	# schools working on this action	# schools successfully completing this action	# schools working on this action	# schools successfully completing this action
<i>School Sponsored Events</i>						
<input type="checkbox"/> School-sponsored events incorporate wellness components including physical activity and healthy eating opportunities.	0	2				
<i>Community Health Promotion and Family Engagement</i>						

<input type="checkbox"/> The benefits of and approaches to healthy eating and physical activity are promoted to parents/caregivers, families, and the general community throughout the school year (e.g., the school provides information about nutrition and physical activity to parents throughout the year).	0	2				
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<h2 style="margin: 0;">II. DISTRICT POLICIES</h2> <p style="margin: 0;">In each of the following sections, select and/or describe the policies that will apply to all schools in the district. Some of the policies are required and thus, already selected. Then, write the selected policies in the <b>LWP Template</b>. When you monitor implementation, you will report on how many schools comply with the district policies, or if the district as a whole is in compliance with the policy.</p>			
<h3 style="margin: 0;">DISTRICT POLICY: SCHOOL MEALS STANDARDS</h3> <p style="margin: 0;"><i>At a minimum, the school meal standards should meet the New Meal Pattern requirements. LEAs can establish additional standards important to the district. This section should also include standards for the meal service area, menu composition (use of local produce) and guidelines for water availability during meals.</i></p>	Year 1	Year 2	Year 3
	% of schools in compliance	% of schools in compliance	% of schools in compliance
<i>National School Lunch Program</i>			
<input type="checkbox"/> All schools in the district participate in the National School Lunch Program.	100		
<input type="checkbox"/> Lunch meals served meet the new meal pattern requirements including minimum requirements for fruits, vegetables (and subgroups), whole grain-rich foods, meat/meat alternates and 2 varieties of milk.	100		
<input type="checkbox"/> Students are served lunch at a reasonable and appropriate time of the day.	100		
<i>School Breakfast Program</i>			
<input type="checkbox"/> All schools in the district participate in the School Breakfast Program.	100		
<input type="checkbox"/> Breakfast meals served meet the new meal pattern requirements including minimum requirements for fruits/vegetables, whole grain-rich foods, and 2 varieties of milk.	100		
<i>School Meal Standards meet the following additional guidelines established by the district:</i>			
<input type="checkbox"/> Meals are appealing and attractive to students.	100		
<input type="checkbox"/> Meals are served in clean and pleasant settings.	100		
<input type="checkbox"/> Meals are accessible to all students	100		
<i>Water</i>			
<input type="checkbox"/> Free, potable water is available to all students during the meal period.	100		

<b>DISTRICT POLICY: COMPETITIVE FOOD AND BEVERAGES (FOOD SOLD TO STUDENTS)</b>	Year 1	Year 2	Year 3
<i>Competitive foods and beverages are those foods that are sold outside of and in competition with the federally reimbursable meal programs. At a minimum, LEAs must ensure all foods and beverages sold on campus, during the school day defined as midnight to thirty minutes after the end of the school, will meet the USDA Smart Snack guidelines for grades K-12. LEAs can establish additional standards.</i>	<b>% of schools in compliance</b>	<b>% of schools in compliance</b>	<b>% of schools in compliance</b>
<input type="checkbox"/> Foods and beverages sold outside the school meal programs will meet the <a href="#">USDA Smart Snacks in School</a> nutrition standards on the school campus during the school day (midnight to thirty minutes after the end of the school day). This applies to foods sold:			
<input checked="" type="checkbox"/> Not applicable, district does not sell competitive foods.	<b>100</b>		
<input type="checkbox"/> A la Carte			
<input type="checkbox"/> In student stores			
<input type="checkbox"/> In vending machines			
<input type="checkbox"/> Other:			

<b>DISTRICT POLICY: CELEBRATIONS AND REWARDS (FOOD SERVED TO STUDENTS)</b>	Year 1	Year 2	Year 3
<i>Arizona Law (ARS 15-242) referred to as Arizona Nutrition Standards states that all food and beverages supplied at school sponsored events to students in grades K-8 must meet the USDA's Smart Snacks in Schools guidelines. The USDA's Smart Snacks in Schools and Arizona Nutrition Standards guidelines do not apply to foods brought to school in bagged lunches or for activities such as birthday parties, holidays, or other celebrations.</i>	<b>% of schools in compliance</b>	<b>% of schools in compliance</b>	<b>% of schools in compliance</b>
<b>School Sponsored Events</b>			
<input type="checkbox"/> Foods served to students in grades K-8 meet (or exceed) the USDA Smart Snacks in School nutrition standards, per the Arizona Nutrition Standards (ARS 15-242).	<b>100</b>		
<b>Classroom Celebrations/Rewards</b>			
<input type="checkbox"/> Foods served to students during classroom celebrations and parties (holidays and birthdays) meet (or exceed) the USDA Smart Snacks in School nutrition standards, per the Arizona Nutrition Standards (ARS 15-242).	<b>100</b>		
<input type="checkbox"/> Parents and teachers receive a list of healthy party ideas, including non-food celebration ideas.	<b>100</b>		
<input type="checkbox"/> Classroom snacks brought in by parents meet (or exceed) the USDA Smart Snacks in School nutrition standards, per the Arizona Nutrition Standards (ARS 15-242).	<b>100</b>		
<input type="checkbox"/> Parents receive a list of foods and beverages that meet the USDA Smart Snacks nutrition standards.	<b>100</b>		
<input type="checkbox"/> Teachers and other school staff receive a list of alternative ways to reward students.	<b>100</b>		

<b>DISTRICT POLICY: FUNDRAISING</b> <i>In Arizona, all fundraisers are exempted from the Smart Snacks guidelines when an exemption request form is submitted, per HNS 04-2015. However, regulations state that no exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service. Additionally, LEAs have the authority to implement more restrictive fundraising food standards.</i>	Year 1		Year 2		Year 3	
	% of schools in compliance		% of schools in compliance		% of schools in compliance	
The district has adopted the following fundraising policy:						
<input type="checkbox"/> The district allows infrequent, exempt fundraisers, where food sold on campus during the school day does not meet Smart Snacks guidelines and complies with the following:	100					
<input type="checkbox"/> The district submits the exemption request form to ADE for all food-related fundraisers, intended for consumption on school campus during the school day, that do not meet the Smart Snacks guidelines.	100					
<input type="checkbox"/> The district defines what it considers to be 'infrequent' as it relates to exempt fundraisers as: quarterly	100					
<input type="checkbox"/> The district defines what it considers to be an appropriate short duration for exempt fundraisers as: 1 Day	100					

<b>DISTRICT POLICY: FOOD AND BEVERAGE MARKETING</b> <i>LEAs that allow marketing of food and beverages to students must include plans and policies that allow the marketing of only those foods and beverages that may be sold on the school campus during the school day (i.e. that meet the USDA's Smart Snacks in Schools) LEAs have the discretion to enact broader policies that address marketing that occurs at events outside of school hours.</i>	Year 1		Year 2		Year 3	
	% of schools in compliance		% of schools in compliance		% of schools in compliance	
<input checked="" type="checkbox"/> All foods and beverages advertised on the school campus during the school day meet or exceed the USDA Smart Snacks in School nutrition guidelines. These guidelines apply to (Check all that apply)	100					
<input type="checkbox"/> Vending machine exteriors						
<input type="checkbox"/> School equipment such as marquees, message boards, scoreboards, busses etc.						
<input type="checkbox"/> Cups used for beverage dispensing, menu boards, coolers, trash cans, and other food service equipment						
<input type="checkbox"/> Posters, book covers, school supplies display, etc.						
<input type="checkbox"/> Advertisements in school publications or mailings						
<input type="checkbox"/> Free product samples, taste tests, or coupons of a product or free samples displaying advertising of a product						

<b>III. DISTRICT WELLNESS COMMITTEE</b> <i>The District is required to convene a representative district wellness committee that meets to establish goals and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this district-level wellness policy.</i>						
<b>COMMITTEE ROLE AND MEMBERSHIP</b> <i>The district must notify the public of their ability to participate in the LWP process. LEAs should establish details of how the LWP will be convened and how it will operate.</i>	Year 1		Year 2		Year 3	
	YES	NO	YES	NO	YES	NO

<input type="checkbox"/> The district convenes a representative District Wellness Committee (DWC).	X					
<input type="checkbox"/> The public is notified of their ability to participate in the District Wellness Committee.	X					

<b>LEADERSHIP</b> <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>	Year 1		Year 2		Year 3	
	YES	NO	YES	NO	YES	NO
<input checked="" type="checkbox"/> There is a person designated to convene the DWC and facilitate development of and updates to the wellness policy. <input checked="" type="checkbox"/> Designee is Brenda Quevedo	X					
<input checked="" type="checkbox"/> There is a district-level official designated to ensure all schools' compliance with the policy. <input type="checkbox"/> Designee is Brenda Quevedo	X					
<input checked="" type="checkbox"/> Each school has designated a wellness policy coordinator who will ensure compliance with the policy at the school level. <input type="checkbox"/> Position/Title of the designees is Office Manager/Operations Assistant	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.

<b>TRIENNIAL PROGRESS ASSESSMENTS</b> <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>	Year 1		Year 2		Year 3	
	YES	NO	YES	NO	YES	NO
<input type="checkbox"/> At least once every three years, the district evaluates compliance with the wellness policy.	X					
The evaluation includes:						
<input type="checkbox"/> The extent to which schools under the jurisdiction of the district are following the wellness policy.	X					
<input type="checkbox"/> The extent to which the district's policy compares to a model policy.	X					
<input type="checkbox"/> A description of the progress made in attaining the goals of the district's wellness policy.	X					
<input type="checkbox"/> The district designated a person responsible for managing the triennial assessment: This designee is: Brenda Quevendo	X					

<b>REVISIONS AND UPDATING THE POLICY</b> <i>LEAs are required to update or modify the wellness policy as appropriate.</i>	Year 1		Year 2		Year 3	
	YES	NO	YES	NO	YES	NO
<input type="checkbox"/> Policy is updated when appropriate, including when:	X					
<input type="checkbox"/> Evaluate compliance to standards and guidelines in the Wellness Policy	X					
<input type="checkbox"/> Monitor progress toward Wellness Policy goals	X					
<input type="checkbox"/> Compare our Wellness Policy with ADE's comparison tool.	X					

<b>NOTIFICATION OF WELLNESS POLICY, POLICY UPDATES AND TRIENNIAL ASSESSMENT</b> <i>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.</i>	Year 1		Year 2		Year 3	
	YES	NO	YES	NO	YES	NO
<b>Availability of the LWP</b>						
<input type="checkbox"/> The public has access to the LWP at all times.	X					
<input type="checkbox"/> The wellness policy is posted online. The URL is: <a href="https://www.harvestprep.com/family-resources/nslp-program/">https://www.harvestprep.com/family-resources/nslp-program/</a>	X					
<b>Notification/Availability of Revisions and Updates to the LWP</b>						
<input type="checkbox"/> 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					
<input type="checkbox"/> The district informs families and the public each year of basic information about the policy, including its content, updates, and implementation status by:	X					
<input type="checkbox"/> Email						
<input type="checkbox"/> Notices on district website	X					
<input type="checkbox"/> Newsletters						
<input type="checkbox"/> Presentations to parents						
<input type="checkbox"/> Sending information home						
<input type="checkbox"/> Other						
<input type="checkbox"/> Communications include culturally and linguistically appropriate language.						
<b>Availability of the Triennial Assessment</b>						
<input type="checkbox"/> The district actively notifies households of the availability of the triennial progress report.	X					
	Year 1	Year 2	Year 3			

<b>RECORDKEEPING</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
<i>The district retains the following documents to demonstrate compliance with the wellness policy.</i>						
Documentation kept on file includes:						
<input type="checkbox"/> Written wellness policy	X					
<input type="checkbox"/> Documentation demonstrating it has been made available to the public	X					
<input type="checkbox"/> 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	X					
<input type="checkbox"/> Documentation to demonstrate compliance with the annual public notification requirements	X					
<input type="checkbox"/> The most recent assessment on implementation of the school wellness policy	X					
<input type="checkbox"/> Documentation demonstrating the most recent assessment on the implementation of the policy has been made available to the public.	X					

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