

### Local Wellness Policy (LWP) Checklist

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

#### I. Contracting Entity (CE) Information

CE Name:

Adrian ISD

CE Identification Number (CE ID):

0880

Schools Operating Under the Local Wellness Policy (LWP):

Adrian ISD

#### II. Structure

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

*Local Decision:* CEs may customize the policy for different schools based on student age, facility, or other circumstances as long as the resulting LWP meets requirements and does not conflict with federal and state regulations.

Check yes or no to indicate if the CE has met these requirements.

Yes No

**A. All Schools.** The CE has developed a LWP that applies to all schools participating in NSLP and/or SBP.

If no is checked, explain why the CE's LWP does not apply to all schools participating in NSLP and/or SBP in the space below.

Yes No

**B. Approval.** The CE's board of trustees or governing board has approved the LWP.

If no is checked, explain why the board of trustees or governing board has not approved the LWP in the space below.

will be approved in November 2016

#### III. Stakeholder Engagement

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

- Administrators
- Community members
- Representatives of the board of trustees or governing body
- School nutrition staff
- Students

**Recommendation:** The CE may engage other stakeholders in developing and implementing its LWP, including, but not limited to, physical education staff and school health professionals.

Check each stakeholder group that was 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 board of trustees or governing body

- E. School nutrition staff, district and/or school
- F. Students
- G. Other (including physical education staff and school health professionals)

*athletic director, school nurse*

If the CE did not involve stakeholders in developing and implementing its LWP, explain why the CE did not in the space below.

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#### IV. Assigned Responsibilities

**Requirement:** CEs must assign an individual or individuals to be responsible for managing the following:

- *Assessment of the LWP*
- *Development of the LWP*
- *Implementation of the LWP*
- *Records retention for LWP documentation*
- *Update of the LWP*

**Local Decision:** CEs may assign more than one person to be responsible for different aspects 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 that action.

- A. Assessment. Ensures assessments are conducted as required.**
  - Yearly (1) determination if the schools are in compliance with the LWP; (2) review of the LWP to determine if it aligns to model local wellness policies which use evidence-based strategies; and (3) distribution of assessments results to the public
  - Multi-year comparison of the LWP's implementation progress
- B. Development.** Ensures that the requirements for developing the LWP are met, including, but not limited to, communication/outreach that promotes information sharing and stakeholder engagement in developing, implementing, assessing, and updating the LWP
- C. Implementation.** Ensures that the LWP is implemented as intended including, but not limited to, communication/outreach that promotes information sharing and stakeholder engagement in developing, implementing, assessing, and updating the LWP
- D. Records Retention.** Ensures that all documentation related to the LWP, implementation plan, and activities and/or events are retained as required
- E. Update.** Ensures the LWP is evaluated each year to determine if changes are needed and ensures action is taken on needed changes
- F. Other:**

If the CE did not assign responsibilities for specific individuals to ensure that the LWP is developed, implemented, assessed, updated effectively and records are retained, explain why the CE did not in the space below.

V. Key Elements

Requirement: The CE must address the following elements related to student wellness in its LWP:

- Nutrition education and promotion for students, including, but not limited to, the information students receive that influence their nutrition choices (such as marketing messages)
- Physical activities to promote student wellness
- School-based activities to promote student wellness
- Nutrition guidelines for all food and beverages available to students on campus

Local Decision: CEs may also include activities and goals that focus on promoting wellness for parents, community members, and school and CE staff.

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

A. Nutrition Education and Promotion (including nutritional guidelines to reduce obesity)

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> For students | <input checked="" type="checkbox"/> For staff   |
|  | <input checked="" type="checkbox"/> For parents |
|  | <input type="checkbox"/> For community members  |

B. Physical Activities to Promote Wellness

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> For students | <input checked="" type="checkbox"/> For staff             |
|  | <input checked="" type="checkbox"/> For parents           |
|  | <input checked="" type="checkbox"/> For community members |

C. School-based Activities to Promote Wellness

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> For students | <input checked="" type="checkbox"/> For staff   |
|  | <input checked="" type="checkbox"/> For parents |
|  | <input type="checkbox"/> For community members  |

D. Community-based Activities to Promote Wellness

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> For students | <input checked="" type="checkbox"/> For staff             |
|  | <input checked="" type="checkbox"/> For parents           |
|  | <input checked="" type="checkbox"/> For community members |

E. Nutrition Guidelines for All Food and Beverages Available on School Campuses

- |   |                                    |
|---|------------------------------------|
| <input checked="" type="checkbox"/> Sold in schools       |                                    |
| <input checked="" type="checkbox"/> To students           | <input type="checkbox"/> To adults |
| <input checked="" type="checkbox"/> Given away in schools |                                    |
| <input checked="" type="checkbox"/> To students           | <input type="checkbox"/> To adults |

F. 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)

If the CE's LWP does not include all of the required elements related to student wellness in its LWP, explain why the CE did not in the space below.

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**VI. Assessment**

*Requirement: Each year, the CE must measure the effectiveness of its LWP implementation which (1) includes an assessment of compliance with LWP requirements, (2) determines if the LWP aligns to model, evidence-based LWPs; and (3) distributes the results of the assessments to the public. The CE must compare its LWP implementation progress across multiple years.*

*Check the statement that describes an action the CE will take to assess its LWP.*

- A. Yearly.** Assessment conducted yearly to (1) determine if the schools are in compliance with the LWP and (2) determine if the CE's LWP aligns to model local wellness policies which use evidence-based strategies as well as (3) distribution of assessments results to the public
- B. Multi-year.** Multi-year comparison of the LWP's implementation progress
- C. Other:**

*If the CE does not include methods to assess its LWP and share the results of assessments, explain why the CE did not in the space below.*