



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	
	School is working on this action	school successful in completing this action	School is working on this action	school successful in completing this action	School is working on this action	school successful in completing this action
District encourages participation in meal programs as appropriate (School Breakfast, National School Lunch, After school Care Snack, Fresh Fruit and Vegetable Program etc.).		Yes				
Participation in meal programs is promoted to families.		Yes				
<i>Farm to School Activities</i>						
Messages about agriculture and nutrition are reinforced throughout the learning environment.	Yes					
School hosts a school garden.	Yes					

GOAL: NUTRITION EDUCATION <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	
		School is working on this action	school successful in completing this action	School is working on this action	school successful in completing this action	School is working on this action	school successful in completing this action
Nutrition education is taught in the following grades: K-8							
Nutrition education is taught through other subjects like math, science, language arts, social sciences and electives.		Yes					
Health education teachers provide opportunities for students to practice or rehearse the skills taught through the health education curricula.			Yes				
Nutrition education is included in health education lessons or physical education and the following topics are covered (<i>best practice is to choose a minimum of 12 topics</i>):							
<ul style="list-style-type: none"> X Relationship between healthy eating and personal health and disease prevention Food guidance from MyPlate X Reading and using the FDA's nutrition fact labels X Eating a variety of foods every day X Balancing food intake and physical activity X Eating more fruits and vegetables and whole grain products X Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain trans fat X Choosing foods and beverages with little added sugar Eating more calcium rich foods X Preparing healthy meals and snacks X Risks of unhealthy weight control practices X Accepting body size difference 			Yes				
<ul style="list-style-type: none"> Food safety X Importance of water consumption X Importance of eating breakfast X Making healthy choices when eating at restaurants Eating disorders The Dietary Guidelines for Americans X Reducing sodium intake Social influences on healthy eating, including media, family, press and peers How to find valid information or services related to nutrition and dietary behavior X How to develop a plan and track progress toward achieving a personal goal to eat healthfully Resisting peer pressure related to unhealthy dietary behavior X Influencing, supporting, or advocating for others' healthy dietary behavior 							

GOAL: PHYSICAL ACTIVITY <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	
	School is working on this action	school successful in completing this action	School is working on this action	school successful in completing this action	School is working on this action	school successful in completing this action
Physical Activity						
Physical activity is available for at least 45 minutes per day for all students.	Yes					
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.		Yes				
The district provides teachers and other school staff with a list of ideas for alternative ways to discipline students.	Yes					
To the extent practicable, schools ensure that their grounds and facilities are safe and that equipment is available to all students to be active.		Yes				
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.		Yes				
Before and After School Activities						
<input type="checkbox"/> Students have opportunities to participate in physical activity after school.	Yes					
Physical Education						
<i>In Arizona, LEAs are recommended to review the Arizona PE Standards. Arizona does not have PE requirement, but the national recommendation for PE minutes is 150 per week at the elementary level and 225 minutes per week at the secondary level (middle school and high school level).</i>						
Elementary students (grades K-5) in each grade receive physical education for at least: 90-149 minutes per week.		Yes				
Secondary students (grades 6-8) will take physical education throughout all secondary school years		Yes				
Students receive formal, age-appropriate physical education, consistent with national and state standards for physical education.	Yes					
Students are moderately to vigorously active for at least 50% of class time during most or all physical education class sessions.		Yes				

Physical education teachers participate in professional development at least once per year.	Yes					
Recess						
Elementary schools provide at least 20 minutes of recess on all days during the school year.		Yes				
If recess is offered before lunch, proper hand washing measures are in place.	Yes					
Recess is offered outdoors when weather is feasible.		Yes				
Recess is a compliment to not a substitute for physical education class.		Yes				
Recess monitors encourage students to be active.	Yes					
Recess monitors serve as role models by being physically active along with students.	Yes					
Classroom Physical Activity Breaks and Active Academics						
Students are offered periodic opportunities to be physically active or to stretch in the classroom throughout the day on all or most days during a typical school week.	Yes					
Teachers provide short (3-5 minute) physical activity breaks to students during and between classroom time at least 3 days per week.		Yes				
Teachers receive resources, tools, and technology with ideas for classroom physical activity breaks.	Yes					
Teachers serve as role models by being physically active alongside students whenever possible.	Yes					
Physical Activity Topics in Health Education						
Health education is required in all elementary grades.		Yes				
Active Transport						
Crosswalks on streets leading to school are used.		Yes				
Secure storage facilities for bicycles and helmet are present on school grounds.		Yes				
Instruction on walking/bicycling safety is provided to students.	Yes					
Crossing guards are used.		Yes				
GOAL: OTHER ACTIVITIES THAT PROMOTE STUDENT WELLNESS	Year 1		Year 2		Year 3	
	School is working on this action	school successful in completing this action	School is working on this action	school successful in completing this action	School is working on this action	school successful in completing this action
School Sponsored Events						
School-sponsored events incorporate wellness components including healthy eating opportunities.		Yes				

Relationships with Community Partnerships						
Hospitals		Yes				
Public Library		Yes				
Local businesses and community organizations		Yes				
SNAP-Ed Providers	Yes					
Community Health Promotion and Family Engagement						
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 (i.e. the school provides information about nutrition and physical activity to parents throughout the year).	Yes					
Families are informed and invited to participate in school-sponsored activities and receive information about health promotion efforts.	Yes					
Electronic and non-electronic mechanisms are used to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.	Yes					
Staff Wellness and Health Promotion						
The district promotes staff member participation in health promotion programs.		Yes				

II. DISTRICT POLICIES

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 **LWP Template**. 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.

DISTRICT POLICY: SCHOOL MEALS STANDARDS	Year 1	Year 2	Year 3
<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>	school is in compliance	school is in compliance	school is in compliance
National School Lunch Program			
All schools in the district participate in the National School Lunch Program.	Yes		
Lunch meals served meet the new meal pattern requirements including minimum requirements for fruits, vegetables (and	Yes		

subgroups), whole-grain rich foods, meat/meat alternates and 2 varieties of milk.			
Students are served lunch at a reasonable and appropriate time of the day.	Yes		
Lunch follows recess to better support learning and healthy eating.	Not in all grades		
Students have adequate time to eat: Students have 10 minutes of seated time	Yes		
School Breakfast Program			
All schools in the district participate in the School Breakfast Program.	Yes		
Breakfast meals served meet the new meal pattern requirements including minimum requirements for fruits/vegetables, whole-grain rich foods, and 2 varieties of milk.	Yes		
School Meal Standards meet the following additional guidelines established by the district:			
Meals are served in clean and pleasant settings.	Yes		
Fresh fruits and vegetables are served at least 3 times per week.	Yes		
Water			
Free, potable water is available to all students during the meal period.	Yes		
Water sources and containers are maintained on a regular basis to ensure good hygiene and health safety standards.	Yes		
Students are allowed to bring and carry approved water bottles with only water in them throughout the day.	Yes		

DISTRICT POLICY: COMPETITIVE FOOD AND BEVERAGES (FOOD SOLD TO STUDENTS)

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.

Foods and beverages sold outside the school meal programs will meet the [USDA Smart Snacks in School](#) 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 as fundraisers.

Year 1	Year 2	Year 3
school is in compliance	school is in compliance	school is in compliance
Yes		

DISTRICT POLICY: CELEBRATIONS AND REWARDS

Year 1	Year 2	Year 3
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(FOOD SERVED TO STUDENTS)

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.

school is in
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compliance**School Sponsored Events**

Foods served to students in grades K-8 meet (or exceed) the USDA Smart Snacks in School nutrition standards, per the [Arizona Nutrition Standards \(ARS 15-242\)](#).

Yes

DISTRICT POLICY: FUNDRAISING

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.

Year 1

Year 2

Year 3

school is in
complianceschool is in
complianceschool is in
compliance

The district has adopted the following fundraising policy:

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:

Yes

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.

Yes

The district defines what it considers to be 'infrequent' as it relates to exempt fundraisers as no more than five per year.

Yes

Notifying Public of Fundraising Policy

The district fundraising policy is distributed to all schools.

Yes

DISTRICT POLICY: FOOD AND BEVERAGE MARKETING

Year 1

Year 2

Year 3

<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>	school is in compliance	school is in compliance	school is in compliance
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 Posters, book covers, school supplies displays etc.	Yes		

III. DISTRICT WELLNESS COMMITTEE

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.

COMMITTEE ROLE AND MEMBERSHIP <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
District convenes a representative district wellness committee (DWC).	X					
District Wellness Committee meets 1 time per year.	X					

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	X					
Notices on district website		X				
Newsletters	X					
Presentations to parents	X					
Sending information home via flyers		X				
DWC <u>actively recruits</u> representation from:						
All school levels (elementary, middle, high)	X					
Parents/Caregivers	X					
Students		X				
Representative from School Nutrition Programs	X					
Physical/Health education teacher	X					
Administrators	X					
School board members		X				
DWC <u>has</u> representation from:						
school level	X					
Parents/Caregivers		X				
Students		X				
Representative from School Nutrition Programs	X					
Physical education / Health teacher	X					
Administrators	X					
School board members		X				

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>	Year 1		Year 2		Year 3	
	YES	NO	YES	NO	YES	NO
There is a person designated to convene the DWC and facilitate development of and updates to the wellness policy. Designee is the Food Service Director.	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.

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>	Year 1		Year 2		Year 3	
	YES	NO	YES	NO	YES	NO
Schools conducted a school-level assessment prior to developing an implementation plan. The assessment used was: <input type="checkbox"/> The Alliance for a Healthier Generation Healthy Schools Program; <input type="checkbox"/> The School Health Index <input type="checkbox"/> Action for Healthy Kids Game On program <input type="checkbox"/> 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				

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>	Year 1		Year 2		Year 3	
	YES	NO	YES	NO	YES	NO
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 in compliance with the wellness policy.	X					
The extent to which the district's policy compares to the 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 the Food Service Director.	X					

REVISIONS AND UPDATING THE POLICY <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
Policy is updated when appropriate, including when:	X					
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					

NOTIFICATION OF WELLNESS POLICY, POLICY UPDATES AND TRIENNIAL ASSESSMENT <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
Availability of the LWP						
The public has access to the LWP at all times.	X					
The wellness policy is posted online. The URL is www.pauldenschool.com	X					
Notification/Availability of Revisions and Updates to the LWP						
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				
District informs families and the public each year of basic information about the policy, including its content, updates, and implementation status by:						
Notices on district website	X					
Newsletters		X				
Sending information home		X				
Communications include culturally and linguistically appropriate language.	X					
Availability of the Triennial Assessment						
The district actively notifies households of the availability of the triennial progress report.		X				
The triennial assessments are available to the public. The URL is www.pauldenschool.com	X					
RECORD KEEPING <i>The district retains the following documents to demonstrate compliance with the wellness policy.</i>	Year 1		Year 2		Year 3	
	YES	NO	YES	NO	YES	NO

Documentation kept on file includes:						
Written wellness policy	X					
Documentation demonstrating it has been made available to the public	X					
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					
Documentation to demonstrate compliance with the annual public notification requirements	X					
The most recent assessment on implementation of the school wellness policy	X					
Documentation demonstrating the most recent assessment on the implementation of the policy has been made available to the public.	X					