

## Local Wellness Policy Implementation and Evaluation Checklist

### Elementary

#### How to use this checklist:

1. Principal, school level wellness contact or school wellness team will complete this form based on the current status of their school.
2. After completing the checklist, look through the checklist and circle the **“still in planning process”** and **“partially implemented” objectives**. These are areas in which implementation has either begun but is not fully implemented, or in which implementation has not begun, but your team is interested in beginning implementation. Schools should select one or two areas to focus on this year based on budget, time needed to make a difference, district/building priorities and expertise and resources of your team.
3. Use the space at the end of each section for notes on action plan items or for items specific to the district wellness policy that may not have been addressed. Complete the Final Action Plan on page seven (7). Please remember that the action plan items are based on the challenges identified and priorities of individual schools.

**Scoring Criteria:** **Fully Implemented** -- in full implementation currently and plan in place to continue  
**Partially Implemented** – implementation has begun  
**Still in Planning Process** --plan to implement not currently in place  
**Not applicable** – item not applicable to chosen school level  
**Don't know**

Component 1: Nutrition Education	Not Applicable	Still in Planning Process	Partially Implemented	Fully Implemented	Don't know (√)
Action Steps					
1.1 Provide nutrition education curricula that is skills-based and incorporates nutrition concepts from the 2010 Dietary Guidelines for Americans.					
1.2 Provide classroom nutrition resources that are current and easily accessible, and have a plan in place for periodic up-dating.					
1.3 Make nutrition education part of a comprehensive health education curriculum, or integrate it throughout the curriculum in subject areas such as math, science, language arts, or social studies					
1.4 Provide teachers with opportunities for professional development with a nutrition education focus.					
1.5 Provide nutrition education instruction comprised of hands-on activities that engage students in participatory learning.					
1.6 Have classrooms participate in one or more events that are either centered on nutrition or include nutrition as a main component.					
1.7 Display attractive, current nutrition education materials in dining areas.					
1.8 Include nutrition education in before and after school programming.					
1.9 Provide nutrition education to parents, community, and school board (e.g. brochures sent home).					
1.10 Conduct staff wellness activities related to healthy eating habits and nutrition.					
<b>Notes:</b>					

Component 2: <b>Physical Education/Physical Activity:</b>	Not Applicable	Still in Planning Process	Partially Implemented	Fully Implemented	Don't know (√)
<b>Action Steps</b>					
2.1 Establish a framework and curriculum for the physical education department.					
2.2 Ensure that physical education teachers are endorsed in physical education.					
2.3 Ensure that classroom health education includes the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities such as watching television.					
2.4 Incorporate physical activity into other subject areas (e.g. math, language arts, social studies, science), or between lessons.					
2.5 Do not use physical activity (e.g. running laps) or withhold it (e.g., recess, physical education) as punishment. This guideline does not apply to extracurricular sports teams.					
2.6 Encourage physical activity verbally and through the provision of adequate space and age-appropriate equipment.					
2.7 Provide other supervised opportunities for physical activity throughout the day.					
2.8 Offer extracurricular physical activity programs, clubs or intramural programs.					
2.9 Provide information and resources to help families incorporate physical activity into their lives.					

**Notes:**

Component 3: Nutrition Guidelines	Not Applicable	Still in Planning Process	Partially Implemented	Fully Implemented	Don't know (√)
Action Steps					
3.1 Ensure that all foods and beverages comply with USDA regulations and state policies.					
3.2 Prohibit or restrict using food as a discipline or reward for students.					
3.3 Encourage parents to provide a variety of nutritious foods if students bring lunch or snacks from home.					
3.4 Require that healthy food choices are made available to students at every school function that includes food.					
3.5 Provide students access to a school facility with a sufficient number of functioning water fountains in accordance with local building codes, or other means which provide him or her with sufficient water.					
3.6 Ensure that at least 50 percent of fundraising activities will NOT involve the sale of food or beverages.					
3.7 Do not have fundraising activities involving the sale of food or beverages take place until after the end of last lunch period.					
3.8 Encourage non-food fundraisers, such as flowers, gift wrap, sporting events, and family fun events.					
3.9 Put restrictions in place for student access to vending machines, school stores, and other venues that contain foods of minimal nutritional value.					
3.11 Guidelines have been established for food offered in school stores.					
3.12 Guidelines have been established for food offered in concession stands.					

**Notes:**

Component 4: USDA Meal Guidelines and Regulations	Not Applicable	Still in Planning Process	Partially Implemented	Fully Implemented	Don't know (√)
Action Steps					
4.1 Provide adequate seating in the cafeteria to accommodate students during each serving period.					
4.2 Allow students to converse with one another while they eat their meals.					
4.3 Have adequate adult supervision in the dining area.					
4.4 Make information available to students and their parents/guardians concerning USDA school meal requirements and the nutrition content of food and beverages provided/sold.					
4.5 Have school administrators encourage food service personnel to attend nutrition-related training and to support their participation.					
4.6 Ensure that all school breakfast and lunch meals comply with USDA regulations and state policies.					
4.7 Provide students at least 10 minutes to eat breakfast and 15 minutes to eat lunch, not including time spent walking to and from class or waiting in line.					
4.8 Address portion size in the food goals.					
4.9 Schedule recess for elementary students before lunch.					
4.10 Have students participate in taste tests and/or surveys to obtain their input on school meals.					

**Notes:**

\*This form was adapted from the Colorado Healthy Schools Summit "Action For Healthy Kids/Colorado Coalition On Physical Activity and Nutrition School Health Environment Practice School Improvement Checklist", which was itself adapted from the "School Improvement Checklist" in *Changing the Scene: A Guide to Local Action (CTS)*. To order CTS, call the National Team Nutrition Office (USDA,FNS) at 703-3-5-1624.

**Final Local Wellness Policy Implementation Action Plan**  
**Complete this sheet for each priority area identified by your school team**

Plan developed by: \_\_\_\_\_

Date: \_\_\_\_\_

Priority area that we are targeting: \_\_\_\_\_

<b>Action Steps</b>	<b>Resources</b>		<b>Required</b>	<b>Indicator of Success (What will be accomplished?)</b>	<b>Date for Completion</b>
	<b>Staff</b>	<b>Budget</b>	<b>Time Required</b>		

