

Pickens County Schools District
2016-2017 Annual Local Wellness Plan Implementation and Evaluation Tool

Action Item	Person/Persons Responsible	Due Date	Directions/Documentation
Assign a Local School Wellness Representative who creates a Local School Wellness Committee (LSWC)	*Principal	September 9 2016	Assign and provide Local School Wellness Representative contact. <i>Email School Nutrition Director Beth Thompson beththompson@pickenscountyschools.org the name of your school's Wellness Representative.</i>
Read District Board Policy and Regulation EEE and EEE-R Wellness Program and forms	*Principal *Local School Wellness Representative *LSWC	September 9, 2016	Read District Board Policy EEE- Wellness Program. <i>Read Board Policy EEE- Wellness Program, PCSD Regulation EEE-R – Wellness Program Regulation, Nutrition Standards for All Foods Sold in Schools, Form EEE-2, State Board of Education Guidelines for Approving Exempt Fundraisers, Form EEE-3. Board Policy can be found on the PCSD website under EBoard</i>
Submit name of Local School Wellness Representative and Members of LSWC	*Local School Wellness Representative	September 16, 2016	Enter and submit the Local School Wellness Representative contact information and the Local School Wellness Committee Members information. Members of the LSWC will include: administrator, teacher, health and/or physical educator, café manager, school nurse, counselor, parent/guardian (parent can be a PCSD staff member and serve a dual role), and student. <i>(Form to enter this information will be provided via-Survey Monkey.)</i>
LSWC must meet to discuss local wellness at least once a semester	*Local School Wellness Representative *LSWC	Once a semester Mid-year– November 11, 2016 Year-end – April 24, 2017	Enter the date(s) that the LSWC met and the number of members who attended the meeting(s). <i>(Form to enter this information will be provided via—Survey Monkey.)</i>
Complete activities and submit reports; at least 2 for students	*Local School Wellness Representative *LSWC	April 24, 2017	Complete Wellness Activities; at least 2 for students (preferred one per semester). Obtain principal's approval of planned wellness activities. Submit Wellness Activity Reports; at least 2 for students. <i>(Form to enter this information will be provided via—Survey Monkey.)</i>
Communicate to Superintendent compliance with Policy EEE- Wellness Program	*School Nutrition Director	Year-end – May 19, 2017	Submit Report of Compliance. <i>School Nutrition Director will email a Report of Compliance to the Superintendent.</i>