

2014-2015 Wellness Plan

Checklist of Responsibilities

This checklist should be completed by the school Health/Wellness Contact and signed off by the Principal. The checklist will be sent to the county Wellness Coordinator, Becky Tyson placed on file as documentation that the Wellness Policy was implemented.

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|--------------------------|--|--|
| <input type="checkbox"/> | Review of Wellness Policy and Plan with Faculty
(Attach Sign-In Sheet/Agenda of Faculty meeting) | Date of Review _____ |
| <input type="checkbox"/> | Distribute Wellness Policy and Plan Brochure to
Faculty and Staff | Date Completed _____ |
| <input type="checkbox"/> | Inform parents of Wellness Policy and Plan via
school newsletter, flyer, etc. (Keep copy for
documentation) | Date Completed _____ |
| <input type="checkbox"/> | Nutrition Education (minimum of five hours
required) documentation completed and
collected by Health/Wellness contact. (Use
Health Education Tracking Link as follows:
http://www.levy.k12.fl.us/health/default.asp) | Date Verified _____ |
| <input type="checkbox"/> | Health/Wellness Contact and Administration
have verified that vending machines on campus
adhere to plan requirements and school
administration has made faculty/staff aware of
the new federal legislative Competitive Food Rule
Guidance policies, procedures and responsibilities
as it applies to the State of Florida. (Reference
FDACS, FNW, 5P-1.003 – Responsibilities for the
School Food Service Program) | Date Verified _____ |
| <input type="checkbox"/> | Middle/High School Principals – Drug checks,
twice yearly, through the Levy County Sheriff’s
Department | Dates Completed _____
_____ |
| <input type="checkbox"/> | Quarterly building/grounds inspection by
Health/Wellness Contact and selected custodian(s) | Dates Completed _____ |
| <input type="checkbox"/> | Sign off of Food Service Manager that food service
guidelines are being adhered to | _____
<i>Food Service Manager
Signature</i> |

Please attach any documentation that can be used to support our efforts of implementation for the School Board of Levy County Wellness Policy and Plan.

To be signed by school Wellness Contact and Principal and submitted to Becky Tyson,
Coordinator of Food, Nutrition and Wellness no later than **Friday, May 15, 2015.**

Wellness Contact Signature

Principal Signature