School LHD Activity Checklist

FFY 2025

*Developed by the*

*University of California Nutrition Policy Institute for the California Department of Public Health*

**Here is some basic information about the School LHD Activity Checklist (LAC):**

* **WHAT does it include?** A checklist to record the types of practices or written policies for which CalFresh Healthy Living (CFHL) funds or staff were used to improve. The sections on the checklist match the sections on the SLAQ.
* **WHO should complete it?** LHD staff who are familiar with the ways CFHL funds or staff were involved in improving or attaining policies and practices for this school. *LHD staff completing the LAC do not need to consult sites to complete the LAC to confirm if the policy or practice has been implemented.*
* **WHEN should this be completed?** Annually, to track the CFHL efforts carried out at a school during the federal fiscal year (October 1 to September 30). Please submit your completed checklist before the end of the federal fiscal year.
* **WHY?** To document an LHD’s efforts whether or not they have resulted in a change at the school site. This helps us capture work that is in the planning stage.
* **HOW?** It can be completed on paper or online. If you complete it on paper, you will need to enter your data online in order to submit your responses. You do not need to report on LAC completion in PEARS.
  + Access the LAC online: https://ucanr.edu/sites/SLAQ/SLAQ\_Questionnaires/

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**Contact (Name/Email)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Zip Code**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School District**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LHD** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**PEARS Site ID**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*PEARS Site ID is assigned by PEARS and can be found using the* [NPI PEARS Site Search tool](https://survey123.arcgis.com/share/281302f15fc549edbad838c30ed4a450?hide=submit)*. Watch this* [video tutorial](https://youtu.be/jtC2PgjxF_I) *on how to use this tool to search for a PEARS Site ID.*

**Date of current LAC** **(LHD Activity Checklist)** (MM/YYYY) \_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of last LAC** **(LHD Activity Checklist)** (MM/YYYY) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How was the corresponding SLAQ for this school conducted this year?** *(Choose the best option)*

* The school self-administered the SLAQ with minimal or no assistance from CFHL staff
* The school self-administered the SLAQ with assistance from CFHL staff
* CFHL staff interview-administered all or most of the SLAQ with staff at the school
* Using existing knowledge, CFHL staff completed some of the SLAQ and school staff completed the rest
* Using existing knowledge, CFHL staff completed most or all of the SLAQ on their own and then asked the school to confirm responses
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For which areas did your LHD’s CalFresh Healthy Living funds or staff work to improve or attain practices or written policy during the current federal fiscal year?**

|  |  |  |
| --- | --- | --- |
| 1. Wellness Policies and Meal Program Participation | * Yes or I don’t know    Go to [Section 1](#Section1) | * No |
| 2. Meals and School Meal Environment | * Yes or I don’t know    Go to [Section 2](#Section2) | * No |
| 3. Food and Drink around the School | * Yes or I don’t know    Go to [Section 3](#Section3) | * No |
| 4. Gardens | * Yes or I don’t know    Go to [Section 4](#Section4) | * No |
| 5. Nutrition Education | * Yes or I don’t know    Go to [Section 5](#Section5) | * No |
| 6. Physical Education | * Yes or I don’t know    Go to [Section 6](#Section6) | * No |
| 7. Physical Activity | * Yes or I don’t know    Go to [Section 7](#Section7) | * No |
| 8. Parent and Family Involvement | * Yes or I don’t know    Go to [Section 8](#Section8) | * No |

For each area with a “yes or I don’t know” above, skip to that section below to mark the items your CFHL program worked on. There is no need to complete sections with a “no” response.

Section 1: Wellness Policies and Meal Program Participation

Listed below are different types of healthy practices and policies that CalFresh Healthy Living staff may be working towards. For each of the areas you worked in this fiscal year, indicate whether you were working towards improving practices, written policy, or both by marking the appropriate boxes.

|  |  |  |
| --- | --- | --- |
| **During the current federal fiscal year, which of these efforts were CalFresh Healthy Living funds or staff involved in improving?** | **Practices** | **Written**  **Policy** |
| 1.1a Reviewed the district’s or school’s wellness policy |  |  |
| 1.1b Helped revise the district’s or school’s wellness policy |  |  |
| 1.1c Provided training on your district’s or school’s wellness policy to school staff |  |  |
| 1.1d Distributed your district’s or school’s wellness policy to parents and families |  |  |
| 1.2 There is an official who is responsible for implementation and compliance with wellness policy at the school (not district) level |  |  |
| 1.3 There is an active school level wellness committee |  |  |
| 1.4 Families from this school are active members of a school or district level wellness committee |  |  |
| 1.5 School participates in the National School Lunch Program |  |  |
| 1.6 School participates in the School Breakfast Program |  |  |
| 1.7 School participates in the Fresh Fruit & Vegetable Program   N/A (this is a middle/high school) |  |  |
| 1.8 Strategies that reduce or recover waste from food or beverages that are not consumed by students |  |  |
| 1. Accommodating and broadening student preferences and familiarity with menu items |  |  |
| 1. Helping students deal with early meal schedules and insufficient time to eat |  |  |
| 1. Redistributing uneaten, intact items to school community |  |  |
| 1. Donate to a charitable agency or community organization |  |  |
| 1. Composting or bio-gas generation |  |  |
| 1. Provide education to students about food waste |  |  |
| 1. Other food waste reduction and recovery strategies, please describe: |  |  |
| 1.9 Other, describe: |  |  |

Section 2: Meals and School Meal Environment

Listed below are different types of healthy practices and policies that CalFresh Healthy Living staff may be working towards. For each of the areas you worked in this fiscal year, indicate whether you were working towards improving practices, written policy, or both by marking the appropriate boxes.

|  |  |  |
| --- | --- | --- |
| **During the current federal fiscal year, which of these efforts were CalFresh Healthy Living funds or staff involved in improving?** | **Practices** | **Written Policy** |
| 2.1 These breakfast programs are offered:  a. Breakfast in the classroom  b. “Grab and go” breakfast options  c. “Second chance” breakfast  d. Breakfast is offered but none of the above specific programs |        |        |
| 2.2 School participates in one or more programs that promote locally or regionally sourced food for meals |  |  |
| 2.3 All foods and beverages provided in school meals meet nutritional requirements of the National School Lunch Act (as updated in 2012) |  |  |
| 2.4 Students receive at least one fruit or vegetable with each meal |  |  |
| 2.5 Sliced or cut fruit is offered with meals |  |  |
| 2.6 Fruit and vegetables are prominently displayed in attractive containers on all service lines |  |  |
| 2.7 More than one fruit choice (not including juice) is offered at lunch |  |  |
| 2.8 More than one vegetable choice is offered at lunch |  |  |
| 2.9 Pre-packaged salads or a salad bar is available to all students at lunch |  |  |
| 2.10 The only beverages available to students at breakfast are milk (dairy or non-dairy) and water |  |  |
| 2.11 The only beverages available to students at lunch are milk (dairy or non-dairy) and water |  |  |
| 2.12 Milk (dairy or non-dairy) served with meals is limited to non-flavored and 1% fat or less |  |  |
| 2.13 White milk is placed for easier access than flavored milk (including both dairy or non-dairy) |  |  |
| 2.14 School provides access to free, palatable drinking water during meal times in the food service areas |  |  |
| **During the current federal fiscal year, which of these efforts were CalFresh Healthy Living funds or staff involved in improving?** | **Practices** | **Written**  **Policy** |
| 2.15 Students have at least 30 minutes for eating lunch, including **20 minutes of “seat time” after getting their food.** |  |  |
| 2.16 Lunch (on campus) is served no earlier than 11:00 am and no later than 1:00 pm |  |  |
| 2.17 Classroom nutrition education is reinforced in the cafeteria with promotional materials such as posters, displays, taste testing, etc. |  |  |
| 2.18 Students help promote the meal program, e.g. making menu announcements or helping develop materials promoting meals |  |  |
| 2.19 Students take part in taste tests, surveys, or other methods to determine preferences for menu items |  |  |
| 2.20 Students have adequate space to sit down and eat at a table |  |  |
| 2.21 Dining facilities can be described as pleasant (very clean, well-lit, not too chaotic or noisy, and inviting) |  |  |
| 2.22 Other, describe: |  |  |

Section 3: Food and Drink around the School

Listed below are different types of healthy practices and policies that CalFresh Healthy Living staff may be working towards. For each of the areas you worked in this fiscal year, indicate whether you were working towards improving practices, written policy, or both by marking the appropriate boxes.

|  |  |  |
| --- | --- | --- |
| **During the current federal fiscal year, which of these efforts were CalFresh Healthy Living funds or staff involved in improving?** | **Practices** | **Written Policy** |
| 3.1 Food and beverage advertising is limited to foods that meet the state and federal competitive food requirements |  |  |
| 3.2 Items sold as part of fundraisers are limited to non-food items or foods that meet the state and federal competitive food criteria |  |  |
| 3.3 All foods and beverages at school events and celebrations meet the state and federal competitive food nutrition standards |  |  |
| 3.4 During this school year, less nutritious foods and beverages are intentionally priced at a higher cost relative to more nutritious foods and beverages |  |  |
| 3.5 All foods and beverages sold during the school day meet the state and federal competitive food requirements |  |  |
| 3.6 All foods and beverages sold on campus at any time after school meet the state and federal competitive food standards |  |  |
| 3.7 Limit the number of separate venues that sell foods and beverages other than school meals   N/A (this is an elementary school) |  |  |
| 3.8 Beverages sold to students on campus during the school day meet the state and federal competitive food standards |  |  |
| 3.9 Sugar-sweetened beverages are not served at school events |  |  |
| 3.10 Teachers are discouraged from serving sugar-sweetened beverages at classroom celebrations |  |  |
| 3.11 Safe and clean drinking water is available to students |  |  |
| 3.12 Students are allowed to carry and fill refillable water bottles |  |  |
| 3.13 Students have access to water bottle fillers |  |  |
| 3.14 Other, describe: |  |  |

Section 4: Gardens

Listed below are different types of healthy practices and policies that CalFresh Healthy Living staff may be working towards. For each of the areas you worked in this fiscal year, indicate whether you were working towards improving practices, written policy, or both by marking the appropriate boxes.

|  |  |  |
| --- | --- | --- |
| **During the current federal fiscal year, which of these efforts were CalFresh Healthy Living funds or staff involved in improving?** | **Practices** | **Written**  **Policy** |
| 4.1 The school has access to an onsite or community garden for used and maintained for growing fruits and/or vegetables |  |  |
| 4.2 When nutrition education is offered the garden is incorporated |  |  |
| 4.3 All students tend the garden |  |  |
| 4.4 Students tend the garden throughout the year |  |  |
| 4.5 Produce from the garden is distributed to families |  |  |
| 4.6 Produce from the garden is used in meals or snacks |  |  |
| 4.7 Other, describe: |  |  |

Section 5: Nutrition Education

Listed below are different types of healthy practices and policies that CalFresh Healthy Living staff may be working towards. For each of the areas you worked in this fiscal year, indicate whether you were working towards improving practices, written policy, or both by marking the appropriate boxes.

|  |  |  |
| --- | --- | --- |
| **During the current federal fiscal year, which of these efforts were CalFresh Healthy Living funds or staff involved in improving?** | **Practices** | **Written Policy** |
| 5.1 All students receive nutrition education |  |  |
| 5.2 Nutrition education follows these practices  a. uses a standards-based curriculum with specific wellness goals  b. is skills-based and participatory  c. is integrated into other parts of the curriculum, e.g. in a math or science lesson  d. is integrated with the broader school environment  e. incorporates agriculture and the food system  f. includes information about the benefits of drinking water |            |            |
| 5.3 Teachers of nutrition education receive annual training/professional development in nutrition |  |  |
| 5.4 Other, describe: |  |  |

Section 6: Physical Education

Listed below are different types of healthy practices and policies that CalFresh Healthy Living staff may be working towards. For each of the areas you worked in this fiscal year, indicate whether you were working towards improving practices, written policy, or both by marking the appropriate boxes.

|  |  |  |
| --- | --- | --- |
| **During the current federal fiscal year, which of these efforts were CalFresh Healthy Living funds or staff involved in improving?** | **Practices** | **Written Policy** |
| 6.1 Students who are required to complete Physical Education (PE) participate in PE for at least:   * *For Elementary Schools:* 150 minutes per week * For Secondary Schools: 450 minutes every 10 school days (two school weeks) |  |  |
| 6.2 At least 50% of PE class time is spent in moderate to vigorous physical activity |  |  |
| 6.3 PE curriculum as implemented aligns with California state PE standards, with grade-level benchmarks |  |  |
| 6.4 The student-teacher ratio in PE classes is comparable to that in core classes |  |  |
| 6.5 PE is taught by a certified/endorsed PE teacher |  |  |
| 6.6 Teachers of PE complete annual professional development on PE or physical activity |  |  |
| 6.7 Other, describe: |  |  |

Section 7: Physical Activity

Listed below are different types of healthy practices and policies that CalFresh Healthy Living staff may be working towards. For each of the areas you worked in this fiscal year, indicate whether you were working towards improving practices, written policy, or both by marking the appropriate boxes.

| **During the current federal fiscal year, which of these efforts were CalFresh Healthy Living funds or staff involved in improving?** | **Practices** | **Written**  **Policy** |
| --- | --- | --- |
| 7.1 In addition to a lunch break, recess is provided for all students for 30 or  more minutes per day  N/A (this is a middle/high school) |  |  |
| 7.2 Staff actively facilitate physical activity during recess   N/A (this is a middle/high school) |  |  |
| 7.3 Recess is not restricted for any students, unless there is a field trip, whole-school educational program, or a threat to safety   N/A (this is a middle/high school) |  |  |
| 7.4 Free time **during, before, and/or after school (including recess)** is characterized by the provision of:  a. ample loose equipment (e.g., balls, jump ropes, hula hoops)  b. fixed sports and play equipment (e.g., slides, climbing walls, monkey bars, basketball hoops, soccer goals, volleyball nets, stationary bikes)  c. strategic playground or game markings (e.g., stencils, four square, hopscotch) |      |      |
| 7.5 Teachers are encouraged to provide movement breaks throughout the day |  |  |
| 7.6 Teachers and staff are discouraged or prevented from using physical activity to punish or manage behavior (e.g., assigning students to run a mile) |  |  |
| 7.7 The school offers physical activity, including PE, indoors when bad weather prohibits outdoor activities |  |  |
| 7.8 Indoor and outdoor spaces (gym, multipurpose, locker rooms) are adequate to accommodate the needs of PE classes, recess, team practices, and other activities when they occur simultaneously |  |  |
| 7.9 The school offers opportunities for students to participate in organized physical activities before and/or after school |  |  |
| 7.10 Intramural sports programs or physical activity clubs are offered for students regardless of gender and ability |  |  |
| 7.11 The school offers interscholastic sports to students   N/A (this is an elementary school) |  |  |
| 7.12 School grounds/physical activity facilities are used by the public when school is not in session |  |  |
| 7.13 Active transport to school is supported by the following safety features or other supports on or near the school campus  a. Sufficient, well-marked crosswalks around the school  b. Sufficient crossing guards around the school  c. Speed bumps/traffic calming on school grounds or neighboring streets  d. Adequate bike racks on the school campus  e. Organized walk-to-school groups, such as a “walking school bus” |          |          |
| 7.14 Other, describe: |  |  |

Section 8: Parent and Family Involvement

Listed below are different types of healthy practices and policies that CalFresh Healthy Living staff may be working towards. For each of the areas you worked in this fiscal year, indicate whether you were working towards improving practices, written policy, or both by marking the appropriate boxes.

|  |  |  |
| --- | --- | --- |
| **During the current federal fiscal year, which of these efforts were CalFresh Healthy Living funds or staff involved in improving?** | **Practices** | **Written**  **Policy** |
| 8.1 The school refers parents and families to community-based nutrition and physical activity services and programs |  |  |
| 8.2 Nutrition education is offered to parents or caregivers at least once a year:  a. Opportunities with active engagement (e.g., live nutrition lessons offered in-person or online; interactive activities that engage participants through cooking, taste testing, goal setting, etc.)  b. Opportunities without active engagement (e.g., printed or digital recipes or other materials, social media posts, pre-recorded or non-interactive demonstrations or lessons)  c. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |      |      |
| 8.3 Physical activity education is offered to parents or caregivers at least once a year:   1. Opportunities with active engagement (e.g., live physical activity lessons offered in-person or online; interactive activities that engage participants through games, activities, goal setting, etc.) 2. Opportunities without active engagement (e.g., printed or digital activity instructions or other materials, social media posts, pre-recorded or non-interactive demonstrations or lessons) 3. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |      |      |
| 8.4 The nutritional content of foods and beverages served to students is made available to families (sent home to families or posted online) |  |  |
| 8.5 Easy-to-understand information about accessing the school meal program is distributed to all families at least annually |  |  |
| 8.6 Guidelines for food brought in for holidays or celebrations are provided to families at least once a year |  |  |
| 8.7 Information is provided to families about how to enroll students in physical activity opportunities on campus before and after school |  |  |
| 8.8 Other, describe: |  |  |