

**Cobb County School District  
2022-2023 Annual Local Wellness Plan Timeline**

Action Item	Person/Persons Responsible	Due Date	Directions
Assign a Local School Wellness Representative who creates a School Health Advisory Council	*Principal	August 26, 2022	<b>Assign and provide Local School Wellness Representative contact.</b> Email FNS Wellness Assistant Director ( <a href="mailto:William.Snead@cobbk12.org">William.Snead@cobbk12.org</a> ) the name of your school's Wellness Representative.
Read District Administrative Rule EEE-R Wellness Program and JHA-R Student Activities Fund Raising	*Principal *Local School Wellness Representative *School Health Council	September 23, 2022	<b>Read:</b> <a href="#">District Administrative Rule EEE-R Wellness Program</a> <ul style="list-style-type: none"> <li>• <a href="#">EEE-1 Wellness Program Protocol</a></li> <li>• <a href="#">EEE-2 Nutrition Standards for All Foods Sold in Schools</a></li> </ul> <a href="#">District Administrative Rule JHA-R Student Activities Fund Raising Form JHA-2 Competitive Foods Fundraising Guidelines</a>
Submit name of Local School Wellness Representative and Members of School Health Advisory Council	*Local School Wellness Representative	September 23, 2022	<b>Enter and submit the Local School Wellness Representative contact information and the School Health Advisory Council Members information.</b> Members of the School Health Advisory Council will include: administrator, teacher, health and/or physical educator, café manager, school nurse, counselor, parent/guardian (parent can be a CCSD staff member and serve a dual role), and student. <i>Enter at <a href="#">CCSD Wellness Support Site</a> under the section titled "School Wellness Plan" then "<a href="#">School Health Council Form</a>".</i>
School Health Advisory Council must meet to discuss local wellness at least once a semester	*Local School Wellness Representative *School Health Advisory Council	Once a semester Mid-year– November 4, 2022 Year-end – April 14, 2023	<b>Enter the date that the School Advisory Council met and the number of members who attended the meeting.</b> <i>Enter at <a href="#">CCSD Wellness Support Site</a> under the section titled "School Wellness Plan" then "<a href="#">School Health Council Meeting Form</a>".</i>
Enter Local School Wellness Activities Action Plan/Goals	*Local School Wellness Representative *School Health Advisory Council	September 30, 2022	<b>Enter wellness activities that the school will engage in to address the school health assessment survey results. This is just for planning purposes. You will report actual activities completed in a different section.</b> Obtain Principal's approval of planned wellness activities. <i>Enter at <a href="#">CCSD Wellness Support Site</a> under the section titled "School Wellness Plan" then "<a href="#">School Wellness Activities Plan/Goals Form</a>".</i>
Continue to page 2.			<b>Thank you for your continued help in ensuring that Cobb County is compliant with the Wellness Policy. If you need any help with nutrition presentations, job fairs, or cooking demos, submit a <a href="#">Presentation/Event Request form</a> on our <a href="#">CCSD Wellness Support Site</a>.</b>

<p>Complete Alliance for a Healthier Generation’s Assessment</p> <p>OR</p> <p>Complete CDC’s School Health Index Modules</p> <p><i>*The Alliance Assessment is a living document. If completed the year before it takes &lt;30 minutes to complete.</i></p>	<p>*Local School Wellness Representative</p> <p>*School Health Advisory Council</p>	<p>November 4, 2022</p>	<p><b>PREFERRED: Complete Alliance Assessment Modules</b>  <i>Use Alliance tools which are located at <a href="#">CCSD Wellness Support Site</a> under “Health Assessment Resources” then “Alliance Assessments” to complete modules.</i></p> <p><b>Enter Alliance Module Completion Information.</b>  <i>Enter at <a href="#">CCSD Wellness Support Site</a> under the section titled “Health Assessment Resources” then “Alliance Modules Report Form”.</i></p> <p><b>OR</b></p> <p><b>Complete SHI Modules</b>  <i>Access your school’s reference number at <a href="#">CCSD Wellness Support Site</a> under “Health Assessment Resources” then “SHI Reference Numbers”. If you are having problems with your reference number, contact FNS Wellness Assistant Director (<a href="#">William Snead</a>) immediately. Do NOT create your own login.</i></p> <p><b>Enter SHI Module Scores.</b>  <i>Enter at <a href="#">CCSD Wellness Support Site</a> under the section titled “Health Assessment Resources” then “SHI Modules Report Form”.</i></p>
<p>Complete Smart Snack Documentation Form</p>	<p>*Principal or Designee</p>	<p>November 4, 2022</p>	<p><b>Complete and submit Smart Snack Documentation Form.</b>  <i>Enter at <a href="#">CCSD Wellness Support Site</a> under the section titled “Smart Snack Documentation” then “Smart Snack Documentation Form”.</i></p>
<p>Complete activities and submit reports; at least 3 for students and at least 2 for staff</p>	<p>*Local School Wellness Representative</p> <p>*School Health Advisory Council</p>	<p>1) <u>First Report</u> to be completed by <u>November 11, 2022</u></p> <p>2) <u>Second Report</u> to be completed by <u>April 14, 2023</u></p>	<p><b>Complete Wellness Activities; at least 3 for students (preferred one per semester) and 2 for staff. Submit Wellness Activity Reports; at least 3 for students and 2 for staff.</b>  <i>Enter at <a href="#">CCSD Wellness Support Site</a> under the section titled “School Wellness Plan” then “Wellness Activity Report Form”.</i></p>
<p>Communicate to Assistant Superintendents compliance with Rule EEE-R Wellness Program</p>	<p>*FNS Wellness Assistant Director</p>	<p>Mid-year – January 13, 2023</p> <p>Year-end – May 26, 2023</p>	<p><b>Submit Report of Compliance.</b>  <i>FNS Wellness Assistant Director emails a Report of Compliance to the Assistant Superintendents.</i></p>
<p>Add Wellness Report for view by the public.</p>	<p>FNS Wellness Assistant Director</p>	<p>May 31, 2023</p>	<p><b>Upload Wellness Report to <a href="#">public domain</a></b></p>