

**Michigan Department of Education
Office of Health and Nutrition Services
School Nutrition Programs**

**Local Wellness Policy:
Triennial Assessment Summary**

Background

The Healthy, Hunger-Free Kids Act of 2010 requires Local Educational Agencies (LEAs) to update or modify their wellness policy, as appropriate. When wellness committees meet on a regular basis throughout the school year, an assessment plan should be used to ensure progress is being made on the district's wellness policy and procedures.

Purpose

The template below is offered to help summarize the information gathered during your assessment. Members of a school wellness committee who are completing the triennial assessment for their school wellness policy may use this template. It contains the three required components of the triennial assessment, including 1) compliance with the wellness policy, 2) how the wellness policy compares to model wellness policies, and 3) progress made in attaining the goals of the wellness policy.

Results

The copy of the assessment must be made available to the public. How the assessment is made available is the decision of the LEA. Many LEA's choose to post the results on their district website. The triennial assessment summary and the assessment details must be shared.

Recordkeeping

Keep a copy of the most recent triennial assessment, along with supporting documentation on file. This will be needed when you have a School Nutrition Program administrative review.

Resources

<https://www.fns.usda.gov/tn/local-school-wellness-policy>

https://www.michigan.gov/mde/0,4615,7-140-66254_50144-194546--,00.html

Section 3. Comparison to Model School Wellness Policies

Indicate the model policy language used for comparison:

- Michigan State Board of Education Model Local School Wellness Policy
- Alliance for a Healthier Generation: Model Policy
- WellSAT 3.0 example policy language

Describe how your wellness policy compares to model wellness policies.

University Prep Wellness Policy utilized the Michigan State Board of Education Model Local School Wellness policy as a guide to curating a wellness policy with specific SMART Goals that were found to be necessary by the wellness committee.

Section 4. Compliance with the Wellness Policy and progress towards goals

At a minimum, local wellness policies are required to include:

- Specific goals for:
 - Nutrition promotion and education
 - Food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School standards
 - Physical activity
 - Other school based activities that promote student wellness.
 - Standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that are consistent with Federal regulations for school meal nutrition standards, and the Smart Snacks in School nutrition standards.
 - Standards for all foods and beverages provided, but not sold, to students during the school day (e.g., in classroom parties, classroom snacks brought by parents, or other foods given as incentives).
 - Policies for food school nutrition standards.
- Description of public involvement, public updates, policy leadership, and evaluation plan.

Using the table below to indicate the progress made with each goal included in the Wellness Policy. The table may be used for each school separately or the district as a whole.

Tip: When developing a wellness plan, ensure activities are meeting goals by developing SMART objectives:

- **Specific:** Identify the exact area to improve.
- **Measurable:** Quantify the progress.
- **Attainable:** Determine what is achievable.
- **Realistic:** Consider resources and determine what can reasonably be accomplished.
- **Time bound:** Identify deadlines for goals and related tactics.

The Centers for Disease Control and Prevention (CDC) has tips for developing [SMART objectives](#).

Michigan Department of Education Local Wellness Policy Assessment Plan

School Name: _____ Date: _____

Nutrition Promotion and Education Goal(s):

Goal What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start dates	Measurement How is progress measured?	Lead Person	Stakeholders Who will be involved and/or impacted?	Complete?
Food and beverages will not be used as a reward for students.	<ul style="list-style-type: none"> a) Provide teachers with a list of non-food reward examples. (Lucky tray day) b) Discuss changes at back-to-school staff training. c) Follow-up mid-year to discuss challenges and determine additional communication needed. 	Before the beginning of next school year.	<ul style="list-style-type: none"> - Monthly SOM meetings to ensure compliance. Meetings can be held in person and/or virtually. - Email updates will be sent regularly through the month 	SOM and School Directors	Teachers, staff, students	
Taste Testing for seasonal fruits and vegetables.	<ul style="list-style-type: none"> a) Plan with vendor b) Mass emails/announcements to parents c) Post flyers in school buildings 	Seasonal	- Quarterly	Food service staff and vendor	Students	
Contest	<ul style="list-style-type: none"> a) Lucky tray day b) Clean Environment Raffle 	Beginning of the year	- Self-created tracking system	Lunch monitors	Students	

Goal What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start dates	Measurement How is progress measured?	Lead Person	Stakeholders Who will be involved and/or impacted?	Complete?
Students receive at least 30 minutes of physical activity daily.	a) Coordinate with school directors on students' lesson plans.	Beginning of the school year.	- Assuring recess, gym class, and school sports are being implemented.	School Directors, gym teacher	Students	

Physical Activity Goal(s):

School-based activities to promote student wellness goal(s):

Goal What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start dates	Measurement How is progress measured?	Lead Person	Stakeholders Who will be involved and/or impacted?	Complete?
Restorative practice trainings.	- Schedule in person meetings with food staff to provide ongoing coaching on restorative practice teachings.	Beginning of the school year.	Professional development tracker	Food services director and managers	- Food services staff - Students	

Nutrition guidelines for all foods and beverages for sale on the school campus (i.e. school meals and smart snacks):

Goal What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start dates	Measurement How is progress measured?	Lead Person	Stakeholders Who will be involved and/or impacted?	Complete?
Encourage staff to only order foods from SMART Snack list	<ul style="list-style-type: none"> - Provide SMART Snack training - Provide lists and links that are easily accessible that provides all suggested SMART Snacks 	Beginning of the school year.	<ul style="list-style-type: none"> - Monthly SOM meetings - MDE SMART Snack Tracking toolkit. 	Assistant Director of Food Services	Students, SOMs, food services staff	

Guidelines for other foods and beverages available on the school campus, but not sold:

Goal What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start dates	Measurement How is progress measured?	Lead Person	Stakeholders Who will be involved and/or impacted?	Complete?
Monitor celebratory food items given to students (birthday parties)	<ul style="list-style-type: none"> - Coordinate with school directors about curating a specific food list allowed in the schools. 	Beginning of the school year.	<ul style="list-style-type: none"> - Monthly meetings with SOMs 	Assistant Director of FS	Teachers, students, food service staff, school directors, SOMs.	

Marketing and advertising of only foods and beverages that meet Smart Snacks:

Goal What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start dates	Measurement How is progress measured?	Lead Person	Stakeholders Who will be involved and/or impacted?	Complete?
Communication with parents about allowable foods in the schools.	<ul style="list-style-type: none"> - Email blasts - Enrollment packets 	Beginning of the school year.	<ul style="list-style-type: none"> - Follow up with SOMs to ensure they are monitoring food being brought into the schools. 	SOMs, Assistant Director of FS	SOMs, students, Assistant Director of FS	