

**Local Wellness Policy:
Triennial Assessment Agenda**

**Virtual Meeting
June 1, 2021
2:30pm - 3:30pm**

Agenda

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| 1. Welcome & Introductions | Julie Davis |
| 2. Purpose of Meeting | Julie Davis/Sarah Hawkins |
| 3. Assessment Components | Julie Davis/Sarah Hawkins |
| a. Compliance with wellness policy | |
| b. FHPS wellness policy compared to model policy | |
| c. Progress toward wellness policy goals | |
| 4. Wellness Policy Goals | Sarah Hawkins |
| a. Nutrition promotion and education | |
| b. Physical activity | |
| c. Other school-based activities | |
| 5. Next Steps | Julie Davis |

Resources:

[District Wellness Policy](#)

[MDE Model Wellness Policy](#)

[Smart Snacks Guidelines](#)

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.

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 1: General Information

School(s) included in the assessment:

Northern High/Middle/Trails, Central High/Middle/Woodlands, Eastern High/Middle, Ada, Ada Vista, Collins, Knapp Forest, Meadow Brook, Orchard View, Pine Ridge, Thornapple, Goodwillie, Transition Center

Month and year of current assessment: June 2021

Date of last Local Wellness Policy revision: _____

Website address for the wellness policy and/or information on how the public can access a copy:

<https://meetings.boardbook.org/Public/Book/691?docTypeId=2997&file=31393670-a559-4da0-9c68-c795040ff6b8>

Section 2: Wellness Committee Information

How often does your school wellness committee meet? Annually

School Wellness Leader:

| Name | Job Title | Email Address |
|-------------|--|-----------------|
| Julie Davis | Assistant Superintendent of Finance and Operations | jdavis@fhps.net |

School Wellness Committee Members:

| Name | Job Title | Email Address |
|---------------------|--------------------------|-------------------|
| Sarah Hawkins | Director of Food Service | shawkins@fhps.net |
| Dani Eggers McClure | District Chef | deggers@fhps.net |
| Lisa Smith | District Nurse | lsmith@fhps.net |
| Jacquie Brown | FHE PE Teacher | jbrown@fhps.net |

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| Laurie Ryan | FHC PE Teacher | lryan@fhps.net |
| Ashlyn Smith | FHE Student | |
| Kyle Webb | FHC Student | |

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

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
 - 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 and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in 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: Forest Hills Public Schools

Date: 6/1/2021

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? |
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| Example: 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. 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 the 2021-2022 school year. | <ul style="list-style-type: none"> • Verbal check-ins with staff to ensure compliance. • Teacher survey at end of school year. | Principal | Teachers, staff, students | Yes |
| The district will make water available to students throughout the school day. | <ul style="list-style-type: none"> a) Students will have access to either a water fountain or a water pitcher in the cafeteria b) Students will have access to water fountains throughout the school day | Discuss annually | <ul style="list-style-type: none"> • Will be verified with annual Self Monitoring Reviews | Principal, Director of Food Service | Teachers, staff, students | Yes |
| All students will receive nutrition education annually that is aligned with the Michigan Health Education Grade Level Content Expectations and the Michigan Merit Curriculum | <ul style="list-style-type: none"> a) Continue to comply with MDE standards b) Curriculum requirement for freshman students c) Offer grade appropriate curriculum via handouts, chef-to-school, cafeteria signage | By next annual Wellness Committee meeting | <ul style="list-style-type: none"> • Verify through student records, school lunch program records | Principal | Teachers, students | No |

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| Guidelines for Health Education. Teaching healthy eating behaviors will be part of the curriculum. | | | | | | |
| The district promotes healthy food and beverage choices for students. The district will implement evidence-based healthy food promotion and techniques through offering school meal programs; and publicizing foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards. The district may collaborate with public and private entities to promote student wellness. | <ul style="list-style-type: none"> a) School meal programs meet and/or exceed USDA nutritional guidelines b) Fresh fruit and vegetables are available in the cafeteria daily and students are encouraged to choose at least one per meal c) Ensure vending machines are on timers to comply with standards d) Marketing/signage for smart snacking | Ongoing, before beginning of 2021-2022 school year | <ul style="list-style-type: none"> • Printed menus and daily production records • Record of participation for reimbursable meals | Director of Food Service | Food service staff, students | Yes |

Physical Activity 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? |
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| <p>Students will have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and an understanding of the benefits of a physically active and healthy lifestyle.</p> | <p>a) Physical ed classes provide this b) The opportunity to participate in organized sports c) Recess offered at elementary level</p> | <p>Ongoing and before beginning of next school year</p> | <ul style="list-style-type: none"> • Student records and observation • School schedules posted on website | <p>Principals,</p> | <p>Teachers, parents, students</p> | <p>Yes</p> |
| <p>The district strives to provide physical activity breaks for all students, including recess for elementary students and before and after school activities, and encourages students to use active transport (e.e., walking, biking).</p> | <p>a) Students with safe routes and within a reasonable distance are allowed to walk or ride a bike to school</p> | <p>Ongoing and before beginning of 2021-2022 school year</p> | <p>Observation, written communication to families and on website, participation records for community enrichment programs</p> | <p>Principals, CAC staff</p> | <p>Parents, students</p> | <p>Yes</p> |
| <p>The district encourages parents/guardians to support their students' participation in physical activity, to be physically active role models, and to include physical activities in family events.</p> | <p>a) District's Focus newsletter - use for health reminders and physical fitness suggestions b) Work with local parks to share events, outdoor activities, etc.</p> | <p>2021-2022 school year</p> | <p>Families share experiences in school communications</p> | <p>Administration</p> | <p>Families</p> | <p>No</p> |

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? |
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| Participate in state and federal child nutrition programs as appropriate | a) SBP, NSLP | Ongoing | Participation and production records | Director of Food Service | Food service staff, students, families, community | Yes |
| Allow other health-related entities to use school facilities for activities such as health clinics, screenings, and wellness events consistent with Policy 3304 | a) Network with community health groups such as Spectrum Health, Kent County Health Dept, Red Cross b) Continue to provide health classes for staff, such as CPR | 2021-2022 school year | Include events in newsletter and on website | Community services coordinator, school building use scheduler | FHPS staff members, community, families | Yes |
| Use evidence-based strategies to develop structure, and support student wellness | a) Share student health needs between appropriate departments b) Allergens, diet accommodations | 2021-2022 school year | Use appropriate forms and communication for student needs and accommodations | District Nurse, Teachers, Food Svc Director | Students, food service staff, district nurse | Yes |
| Create environments conducive to healthy eating, physical activity and conveying consistent health messages | a) Cafeteria spaces b) Gyms c) Playgrounds d) Outdoor eating spaces | 2021-2022 school year | Observation and participation in NSLP (meals served records) | Principals, Food Svc Director, teachers | Students, building staff such as maintenance, custodial, food service etc | Yes |

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? |
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| The district will ensure that students have access to foods and beverages that comply with applicable laws and guidelines including, but not limited to, the USDA Nutrition Standards for School Meals and the USDA Smart Snacks in School nutrition standards | a) All snacks and beverages available to students throughout the school day will comply with USDA Smart Snacks standards | Ongoing and next school year | Purchase invoices, menus, production records | Food Service Director, District Chef | Food service director and staff, students | Yes |
| The district will offer students a variety of age-appropriate, healthy food and beverage selections including fruits, vegetables and whole grains aimed at meeting the nutrition needs of students within their calorie requirements to promote students' health and reduce childhood obesity. | a) Smart snacks for vending machines (granola bars, etc.) b) Offer variety of exotic fruits and veggies (fruit of the week) c) Cafeteria sampling of new fruits/veggies or healthy recipes d) Introduce variety of foods beginning in lower grades | Ongoing and 2021-2022 school year | Purchase invoices, production records, schedule of food promotions | Food Service Director, District Chef | Food service staff, students, teachers | Yes |

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

| 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? |
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| The district may provide a list of healthy food and beverage alternatives to parents/guardians, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. | <ul style="list-style-type: none"> a) FSD to provide a list at the beginning of the year b) Offer snacks for purchase for daytime events through catering program | 2021-2022 school year | Observation and communication with teachers before and after classroom events | Food Service Director | Students, teachers, parents | No |
| The district discourages the use of unhealthy food and beverages as a reward or incentive for performance or behavior. | <ul style="list-style-type: none"> a) Provide list to principal b) Offer snacks for purchase for events/incentives through catering program | 2021-2022 school year | Verify with principal | Principal | Students, teachers | No |

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? |
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| Marketing and advertising is allowed on school grounds or at school activities only for foods and beverages that meet or | <ul style="list-style-type: none"> a) Monitor signs and marketing on school grounds and for activities during school hours b) Provide list of compliant foods/snacks c) Provide during and after-school guidelines for | 2021-2022 school year | Communication with building principals and catering records | Principals, Food Service Director | Teachers and students, PTO | No |

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| <p>exceed the USDA Smart Snacks in School nutrition standards. Food and beverage fundraising and marketing that occurs at events outside of school hours need not comply with the USDA Smart Snacks in School nutrition standards.</p> | <p>parent groups, volunteers, and school staff d) Offer compliant snacks for daytime events through catering program</p> | | | | | |
| <p>In-school fundraising events must comply with Policy 5501 and MDE's Non-Compliant Food Fundraiser Guidance, which permits 2 fundraisers per week, per school buildings that do not comply with USDA Smart Snacks in School nutrition standards. In-school fundraising events may last up to 1 day and may not be held in the food service area during meal times.</p> | <p>a) Create form for non-compliant fundraisers b) Food Service Director send information to principals at the beginning of the school year</p> | <p>Before the start of 2021-2022 school year</p> | <p>Verify with building Principals</p> | <p>Food Service Director</p> | <p>PTO, teachers, students</p> | <p>No</p> |
| <p>Equipment that currently displays noncompliant marketing materials (e.g., scoreboard with</p> | <p>a) Review annually to ensure any new equipment that was installed meets or exceeds USDA Smart Snacks standards</p> | <p>Annually</p> | <p>Verify with athletic boosters</p> | <p>Athletic Directors</p> | <p>Students and community</p> | <p>yes</p> |

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| <p>soft drink logo) will not be removed or replaced. As the district reviews and considers new contracts and as durable equipment, like scoreboards, is replaced or updated, any food or beverages marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards.</p> | | | | | | |
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