

MDE Local Wellness Policy Checklist

Use this checklist to ensure that your Local Education Agency's local school wellness policy is meeting the regulations set forth by the USDA under the Healthy, Hunger-Free Kids Act of 2010. For additional information on the requirements for local wellness policies, visit the Michigan Department of Education's School Nutrition Programs website at <http://www.michigan.gov/schoolnutrition>.

Policy Document

- The district has a wellness policy.
- A copy of the written local school wellness policy is kept on file.
- The wellness policy is posted on the school website.
- The district updates or modifies the wellness policy as appropriate, identified by the triennial assessment.

Wellness Committee

- An identified leader, who has the authority and responsibility to ensure each school complies with the policy, has been selected to oversee the wellness policy work in the district.
- The wellness committee has a meeting schedule to regularly meet with members.
- Participation in the wellness committee is permitted for the general public and the school community (including parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, and school administrators) to participate in the wellness policy process.

Policy Content

- The policy contains specific goals for nutrition promotion and education.
- The policy contains specific goals for physical activity.
- The policy contains specific goals for other school-based activities that promote student wellness.
- The policy contains nutrition guidelines for all foods and beverages for sale on the school campus during the school day that are consistent with Federal regulations for Smart Snacks in School nutrition standards.

Policy Content Continued

- The policy contains locally developed guidelines for other foods and beverages available on the school campus during the school day, not sold (e.g. in classroom parties, classroom snacks brought by parents, or other foods given as incentives).
- The policy allows marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.

Public Updates

- The district updates the public on the wellness policy, including any updates to and about the wellness policy, on an annual basis, at a minimum.
- Documentation is kept on file of efforts to provide annual updates to the local wellness policy including who was involved in the process and how stakeholders were permitted to participate.
- Documentation is kept on file demonstrating how the policy and updates are made available to the public.
- The district updates the public on the Triennial Assessment, including progress toward meeting the goals of the policy.

Triennial Assessment

- The district assesses the wellness policy every three years, at a minimum.
- This assessment contains the following components:
 - Compliance with the wellness policy.
 - How the wellness policy compares to model wellness policies.
 - Progress made in attaining the goals of the wellness policy.
- The most recent triennial assessment is kept on file.

**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 1: General Information

School(s) included in the assessment:
Kaleva Norman Dickson

Month and year of current assessment: June 2023

Date of last Local Wellness Policy revision: 6/21

Website address for the wellness policy and/or information on how the public can access a copy:
<https://knd.manistee.org/>

Section 2: Wellness Committee Information

How often does your school wellness committee meet? _____

School Wellness Leader:

Name	Job Title	Email Address
Jakob Veith	Superintendent	veithj@manistee.org

School Wellness Committee Members:

Name	Job Title	Email Address
Jakob Veith	Superintendent	veithj@manistee.org
Cheryl Smith	Principal	smithc@manistee.org
Tim Klenow	FSD	klenowt@manistee.org

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.

Our policy could be reworded and simplified. Last I heard we didn't have much say in how it was worded because of the company it comes from. NEOLA

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: Bear Lake School District 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?
Example: Food and beverages will not be used as a reward for students.	<ul style="list-style-type: none"> a) Provide teachers with 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 next 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
School will host a minimum of 1 wellness meeting per school year	<ul style="list-style-type: none"> • Publicly Schedule and post an annual school wellness meeting/event 	Before the end of the school year	- Check-ins / follow up with wellness committee on scheduling	Food Service Director	Wellness committee	TBA
Ensure that students will have an ample time to eat lunch each day	<ul style="list-style-type: none"> • Discuss with school administration, teachers, students to determine if changes need to be made 	Before the beginning of next school year	Student/teacher survey?	?	WC/teachers/students	
Offer all students reimbursable school meals that meet USDA nutrition standards	<ul style="list-style-type: none"> • Annual child nutrition/USDA/MDE training to ensure proper meal patterns are followed 	Ongoing	Food Service Director	Food Service Director	Staff, Students	Yes
Morning bus routes will be scheduled to allow students to arrive at school in time to eat breakfast				?		

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?
K-5 students with have at least 60 -90 minutes of PE per week. 6-8, 45 minutes. 9-12 based on students' needs						

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?

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?

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?

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?