

**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:

Dundee Community School

Month and year of current assessment:

May 2020

Date of last Local Wellness Policy revision:

February 2019

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

www.dundeecommunityschools.org

Section 2: Wellness Committee Information

How often does your school wellness committee meet?

3 times per year

School Wellness Leader:

Name	Job Title	Email Address
Rachel Palmer	District Nurse	rachel.palmer@dundee.k12.mi.us
Shelita Farris	Director of Food Service	sheilta.farris@dundee.k12.mi.us

School Wellness Committee Members:

Name	Job Title	Email Address
Amanda Plum	parent/assistant principal	amanda.plum@dundee.k12.mi.us
August Ost	building principal	august.ost@dundee.k12.mi.us
Cindy Edelbrock	student service coordinator	cindy.edelbrock@dundee.k12.mi.us
Donald Stump	Community member	donstump52@gmail.com
Jenny Wilson	administrative assistant	jenny.wilson@dundee.k12.mi.us

Jenny Dolezal	classroom teacher	jenny.dolezal@dundee.k12.mi.us
Kathrynn Thompson	board member	kathrynn.thompson@dundee.k12.mi.us
Jason Reinhardt	business owner	info@gomadfitness.com
Deb Sontag	health teacher	debra.sontag@dundee.k12.mi.us
Carrie Adrahtas	classroom teacher	carrie.adrahtas@dundee.k12.mi.us
Shely Ott	para assistant	shely.ott@dundee.k12.mi.us
Carolyn Hasley	classroom teacher	carolyn.hasley@dundee.k12.mi.us
Stephanie Rorke	parent	s.hale5040@yahoo.com
Dan Salenbien	physical education teacher	dan.salenbien@dundee.k12.mi.us
Ryan Atkinson	student	ryan.atkinson@dundee.k12.mi.us
Megan Horkey	student	megan.horkey@dundee.k12.mi.us
Nate Hall	physical education teacher	nate.hall@dundee.k12.mi.us

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 at Dundee Community Schools is taken directly from the Alliance for a Healthier Generation. We used their template and with the help of our new members, were able to build a new policy. The suggestions that were provided were a huge help and guided us in the right direction. We also used the Michigan Department of Education and our schools previous policy as well. We were able to focus on our schools' strength as well as work on our weaknesses.

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: Dundee Community Schools Date: May, 2020

Nutrition Promotion and Education Goal(s):

Goal	Action Steps	Timeline	Measurement	Lead Person	Stakeholders	Complete?
What do we want to accomplish?	What activities need to happen?	Start dates	How is progress		Who will be involved and/or	

			measured?		impacted?	
Example: Food and beverages will not be used as a reward for students.	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.	– Verbal check-ins with staff to ensure compliance. – Teacher survey at end of school year.	Principal	Teachers, staff, students	Yes
School will implement a farm to school program - school garden	a) sub committee created b) supplies gathered c) area for garden approved d) plant garden with student help	January 2020	garden is planted by end of 2020-2021 school year	food service director	teachers, students, food service	no
students can bring in water bottle from home	a) access to clean water via fountain or refill stations b) provide students ample time to rehydrate as needed	beginning of school year 2019-2020	data gathered from refill stations	district nurse	parents, students, staff	on-going

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?

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?
Students will be moderately to vigorously active for at least 50% of class time during most or all PE class sessions	a)continuing education for current PE teachers b)invite PE teachers to wellness committee	beginning of 2019-2020 school year	evaluation of physical education classes	physical education teachers	staff, students	yes
physical activity during the school day will not be withheld as punishment for any reason. The district will provide teachers and	a) policy in handbook and will be revised or reviewed yearly by staff	beginning of 2019-2020 school year	teacher feedback end of year survey	building principal	teachers, staff, students	yes

staff with a list of ideas for alternative ways to discipline 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?
The school principals will encourage the use of healthy food for all classroom parties, snacks, and celebrations.	a) update current policy regarding parties and celebrations b) inform staff and parents c) encourage staff to set good example	beginning of 2019-2020 school year	monitor classroom parties new policy approved and in place	district nurse	teachers, parents, staff, students	yes
Morning bus routes will be scheduled to allow students to arrive at school in time to eat breakfast	a) involve head of transportation to coordinate bus routes b) encourage students to utilize grab and go breakfast daily after leaving bus in the morning	beginning of 2019-2020 school year	monitor amount of breakfast purchased	food service director	bus drivers, cafe workers, students	yes

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?
Sugary foods (candy, fruit snacks, sugary gum) are not used for "food as reward" in the classroom(s)	a) written in handbook b) educate staff and give non food item suggestions to use as rewards	beginning 2019-2020 school year	monitor classrooms survey end of year	building principal	staff, teachers, students	no
students are encouraged by 50% of teachers to drink tap water throughout the school day	a) encourage staff to promote water intake b) provide clean water c) provide water refill stations d) allow students access to water multiple times during the school day	beginning of the 2019-2020 school year	no reports of sugary drinks in the classroom	building principal	staff, teachers, students	yes

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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?
Food and beverage marketed or promoted to students on the campus during the school day will meet or exceed the USDA Smart Snack in School nutrition standards	a) written in policy b) educate staff and food service employees	beginning of 2019-2020 school year	monitoring of school promotions	Food Service director	staff, students. teachers	on going
All school cafeterias will have minimum of 3 taste tests per year	a) food service director to schedule b) order and prepare food c) check any food allergies or intolerances before food served	beginning of 2019-2020 school year	a) student feedback b) end of year survey	food service director	food service, students, teachers	yes