

**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:

Coopersville Area Public Schools (3 Elementary Schools, 1 Middle School, and 1 High School)

Month and year of current assessment: 10/24

Date of last Local Wellness Policy revision: 5/17/21

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

<https://go.boarddocs.com/mi/coop/Board.nsf/Public?open&id=policies#>

Section 2: Wellness Committee Information

How often does your school wellness committee meet? 2-3 meetings per year

***NOTICE: Anyone interested in joining the CAPS Wellness Committee should contact the School Wellness Leader.**

How do we ensure stakeholders (including but not limited to: parents/guardians, students, representatives of the school or district, teachers of physical education, school health professionals, the school board, school administrators, and the general public) are permitted to participate in the development, implementation, review, and update of the Local School Wellness policy?

The School Wellness leader organizes the volunteers of the Wellness Committee and ensures that there is representation (or an offer of participation) to members of all stakeholder groups. Personal invites are sent in September of each year.

How will stakeholders be informed of their ability to participate?

Volunteers from all stakeholder groups are requested each year in September. Participation is also advertised on the school's social media page and in each building's parent newsletter/email blast. It is also advertised on the district's website.

How will stakeholders be updated on all steps of the process?

The Triennial Assessment will be posted to the website along with meeting agendas and minutes.

School Wellness Leader:

Name	Job Title	Email Address
Brent Hadden	Director of Human Resources	bhadden@capsk12.org

School Wellness Committee Members:

Name	Job Title	Email Address
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Aaron Wood	PE/Health Teacher (MS and HS)	awood@capsk12.org
Amanda Rennells	HS Assistant Principal	arennells@capsk12.org
Tom Gordon	Director of Food Service	tgordon@capsk12.org
Stacey Goodwin	Parent/Instructional Coach	sgoodwin@capsk12.org
Krista Bolthouse	School Nurse	kbolthouse@capsk12.org
RJ Jebb	School Nurse	rjebb@capsk12.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.

Overall, our policy mirrors that of the Michigan State Board of Education Model Local School Wellness Policy.

Both policies (CAPS and MDE) aims to establish a school environment of health and wellness by providing both physical and mental well-being.

Both the CAPS policy and MDE policy require goals in the following areas: Nutrition Education, Physical Activity, Other School-based Activities, and Nutrition Promotion. The Wellness Committee meets to address these goals.

The triennial assessment is part of the MDE Local School Wellness policy, and CAPS's Wellness Committee reviews/completes this assessment every three years.

Both policies address the need to follow nutritional guidelines/recommendations and USDA SMART Snack standards regarding the food that is served to students and staff in the district.

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: Coopersville Area Public Schools

Date: 10/24

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
Nutrition Education	Nutrition education is included in both the Health and the PE courses. Intentional teaching of nutrition standards occurs approximately once a week.	At the beginning of the school year	Teachers ensure that standards are taught, and principal verifies. Students are assessed on content standards.	Principal, PE and Health Teachers	Teachers and Students	On-going
Instruction relating to nutrition will be provided by highly qualified teachers	Instruction related to nutrition will be provided by highly qualified teachers	At the beginning of the school year	Appropriately certified teachers in each building will be audited and provided with certification upkeep on a yearly basis	Principal and certified teachers	Teachers and students	On-going
Education and Promotion	Each school nurse will receive professional development specific to their roles on a yearly basis	During the school year	Professional development opportunities will be pre-approved and documented; school nurse association will be utilized	Director of HR	Nurses and students	On-going

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?
All K-12 students will be enrolled in a PE program that utilize state standards in PE/Health	All buildings, all school year long, at least 2-3 meetings per week per grade	Beginning of the school year	All PE students will be measured on their ability to earn proficiency on the grade-level essential standards	Principal and teachers	Staff and Students	Every year
6-12 students have the opportunity to take more than one PE class per year	MS/HS students advancing through the PE courses (Intro classes – advanced classes)	Beginning of the school year	Student enrollments will be studied and adjustments to expand will be considered	Principal and teachers	Staff and Students	Every year
PE classes will be fitness-based to promote lifelong wellness, but blend sports/activities as well	Courses will be designed/alterd to promote lifelong fitness.	Beginning of the school year	Students will be assessed on their physical progress throughout the courses.	Teachers	Staff and Students	On-going

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?
Fitness opportunities offered beyond the school day.	Students will be able to participate in wellness activities (outside of MHSAA/team sports) after the school day. Weight Training/Agility Training, Girls on the Run, etc.	Beginning of the school year and summer	Students will measure their progress in the physical activity (increases in weights, decrease in times)	Principal/Supervisor	Staff and Students	On-going
All students in grades K-12 will have the opportunity to participate in interscholastic sports	A variety of sports will be available to both boys and girls, from 6 th grade to Varsity level.	Beginning of the school year	Athletic department staff will provide an interest survey each year.	Athletic Director/Coaches	Staff and students	On-going
In order to promote student mental wellbeing, every school in the district will establish an SEL team and support system to	All buildings will implement a PBIS program, guided by a PBIS team, and consulted by an SEL team.	On-going	SWIS data, SEL data/surveys, information from both counselors and social workers	School Administration	Staff and students	On-going

address student mental and behavioral wellness.						
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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?
No food or beverage outside of the food service's meal plans should be sold during school hours.	All buildings/groups will adhere to this guideline. Vending machines will be turned off during school hours and concessions will not open until events begin after school.	Approximately 2:30 for HS/MS, and 3:45 for Elem		Principal	Students	Yes
Use technology to communicate meals, allergens, and other important information that can be individualized to the student	The district will utilize Meal Magic to ensure all students and parents are aware of potential allergens and meal selections each day.	Beginning of school	The Director of Food Service will monitor information and data on Meal Magic.	Director of Food Service	Students, Parents	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?
All food and beverages that are provided (not for sale) shall comply with CAPS district board policy.	Principals will communicate to staff that non-sold food items must comply with USDA Dietary Guidelines per Board Policy 8510.	Beginning of the school year	Principal observation and oversight	Principals	Students, Staff, Parents	Yes, policy in place

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?
Signage regarding Smart Snacks	-Ensure that the cafeteria has signage regarding Smart Snack standards and other benefits	Beginning of the school year	Visual observation of the cafeteria	Director of Food Service	Students, Staff	Yes