# 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://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fns.usda.gov%2Ftn%2Flocal-school-wellness-policy&data=02%7C01%7CWoodC15%40michigan.gov%7C63b8f00e1cf547c4aed908d787c27f56%7Cd5fb7087377742ad966a892ef47225d1%7C0%7C0%7C637127141897074960&sdata=7j%2BzxZb3aiHyIEaM6RvOuOzBvyw6PsM%2BkPr3T3DNMOA%3D&reserved=0)

[https://www.michigan.gov/mde/0,4615,7-140-66254\_50144-194546--,00.html](https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.michigan.gov%2Fmde%2F0%2C4615%2C7-140-66254_50144-194546--%2C00.html&data=02%7C01%7CWoodC15%40michigan.gov%7C63b8f00e1cf547c4aed908d787c27f56%7Cd5fb7087377742ad966a892ef47225d1%7C0%7C0%7C637127141897084956&sdata=k9ywqPPJoetUO59OBvugbKmC0hfP1mXFUfdjejgABiE%3D&reserved=0)

# Section 1: General Information

School(s) included in the assessment:

Sparta High School, Sparta Middle School, ECC, Appleview and Ridgeview Elementary buildings

Month and year of current assessment: February 2024

Date of last Local Wellness Policy revision: June 2021

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

<https://www.spartaschools.org/downloads/food_services/po_8510_-_wellness.pdf>

# 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** |
| --- | --- | --- |
| Erin Kavanagh  Melissa Alley | Director of Student Services  Director of Dining Services | [Erin.kavanagh@spartaschools.org](mailto:Erin.kavanagh@spartaschools.org)  [Melissa.alley@spartaschools.org](mailto:Melissa.alley@spartaschools.org) |

School Wellness Committee Members:

| **Name** | **Job Title** | **Email Address** |
| --- | --- | --- |
| Joel Stoner | Superintendent | Joel.stoner@spartaschools.org |
| Teresa Converse | High School Counselor | Teresa.converse@spartaschools.org |
| Amy Roeles | School Nurse | Amy.roeles@spartaschools.org |
| Elaine Spencer | School Nurse | Elaine.spencer@spartaschools.org |
| Hannah VanderWall | ECC SSW | Hannah.vanderwall@spartaschools.org |
| Michael Graham | High School PE Teacher | Michael.graham@spartaschools.org |
| Kim Degraaf | Appleview School Counselor | Kim.degraaf@spartaschools.org |
| Amy Soumis | Ridgeview Counselor | Amy.soumis@spartaschools.org |
| Nicole Aldrich | Parent Community Member | nickialdrich@gmail.com |
| Kristen Burleson | Parent Community Member | akburleson@live.com |
| Ashley McCarty | Parent Community Member | ashleymccarty.am@gmail.com |
| Kari Balcom | Parent Community Member | balcomgvpd@gmail.com |
| Jodi West | Community Member |  |
| Andy Jensen | Community Member/BoE | andy.jensen@spartaschools.org |
| Katherine Ley | Appleview Teacher | katherine.ley@spartaschools.org |
| Sarah Spitler | Community Member | sarahspitler1980@gmail.com |
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# 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 -We used this model for our 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.

| | In our last wellness policy update we included and incorporated the local wellness policy sample goals provided by the MDE and the Michigan Board of Education.  We have also incorporated all of the different areas outlined in the Michigan Model Policy into our local policy.  Focusing on smart goals and more nutrition education and promotions.  We follow all of the standards and Nutritional guidelines for food and beverage requirements for reimbursable school meals set by the United States Department of Agriculture.  We also follow all the marketing guidelines as well. Sparta Area Schools also follow the physical activity, education and other school-based activity standards that are in the Model Policy. | | --- | |
| --- | --- |

# 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](https://www.cdc.gov/phcommunities/resourcekit/evaluate/smart_objectives.html).

# Michigan Department of Education Local Wellness Policy Assessment Plan

School Name: Sparta Area Schools Date: 2023-24

## 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. | 1. Provide teachers with a list of non-food reward examples. 2. Discuss changes at back-to- school staff training. 3. 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 |
| **Create a section on the website for teachers, students, and parents where they can find nutritional information and activities** | **Need to update the section monthly with new activities and nutrition information on the food service website** | **October 2023** | **check the food service website monthly to ensure the information has been updated and current** | **Melissa**  **Amberly** | **Teachers, staff, families, & students** | i**n progress done monthly by Melissa** |
| Promote and serve more local food especially produce | Find more local vendors to purchase produce from  Once established order local produce weekly or biweekly | Aug. 2023 | check monthly to ensure the produce has been ordered  Check to see if any new local vendors have been found. New local vendors-Tom Maceri and Son, Mike & Lisa Rasch, Gavin Orchards | Melissa  Amberly | Students | **Done Jan. 2024** |
| Promote and share more local produce educational activities | Once local vendors are established ask to see if they have any educational activities they would like to share  put up new local produce activities and educational items monthly on food service website and in school cafes | Nov. 2023 | Do monthly check ins with lead cooks to see if signage and activities have been updated  Check the website monthly to ensure the new information has been posted | Melissa  Amberly | Teachers, staff, students | in progress |
| Monthly Food Service District Newsletters | Food Service Director & Assistant prepares a newsletter monthly that is posted on webpage and electronically sent out to families | Sept. 2023 | Check website and email for communication monthly | Melissa/ Amberly | teachers, students, families, staff | May 2024 |
| Update Public Annually about Wellness Policy, goals, committee | send out a wellness summary in the bell ringer at the end of the school year.  Include wellness info in 1 monthly food service newsletter | May/June 2024 | send out to go in the bell ringer. | Melissa | teachers, students, community members | June 2024 |

| **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?** |
| --- | --- | --- | --- | --- | --- | --- |
| Create Staff wellness activities to engage our staff | Wellness Challenge for March-K-12 & Staff  Wellness Wednesday Flyer | March 2023  9/6/23 | Challenge event is held and has participants  Weekly flier is emailed out to staff and posted on Website | Erin Kavanagh | Staff and students | **Done April 2024** |
| Personal Wellness Survey for parents/staff/students | Survey developed  Send survey out  Summarize data | November/ December 2023 | Surveys sent out to stakeholders and summary compiled | Erin Kavanagh | Staff, students, parents/guardians | **Done** |
| Engage and educate students in wellness activities and information | Wellness Wednesday - weekly Spartan News segment  Wellness Challenge in March  Student Wellness webpage on | Ongoing  March 2024  February 2024 | weekly recorded segment presented on Spartan News and posted on the website  Students invited to participate in wellness challenge  Student Wellness webpage has link to the Wellness Wednesday Spartan News segments and opportunities for students to engage in wellness activities/opportunities | Erin Kavanagh | Students | **Done March 2024** |

## 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?** |
| --- | --- | --- | --- | --- | --- | --- |
| Mental Health  Personnel Wellness curriculum search | created a SEL PLT to lead the curriculum search for a program to address the social, emotional and behavioral needs of our students | Ongoing | Following the steps and board guidelines to identify, pilot and adopt a new curriculum | Erin Kavanagh | Staff, administrators, students | In progress |
| Blue Envelope Project | Apply to be a Blue Envelope school  Training sessions for all district staff | November 2023 | Training sessions held for each group of staff members  70%+ of all staff members who work with/around students are trained | Erin Kavanagh | Staff | Done |
| Host a community wellness event | Conduct a needs assessment survey  Collaborate with KSSN to create 1-2 community events for the 2023-24 school year.  Developed family and community wellness workshop series: Sparta Thrives Together and held first event on 4/25/24 | November 2023 | Summary of the needs assessment  Hold at least one community workshop | Erin Kavanagh | staff, students, parents/guardians, community members | Series - on going  Event - April 25, 2024 |

## 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?** |
| --- | --- | --- | --- | --- | --- | --- |
| All School buildings following the smart snack guidelines including the Michigan exempt allowing each building 2 non smart snacks sold per week per building | Make sure each building has the smart snack exempt tracker | Gave to all principals at beginning of school year Aug. 2023 | Check in with principals mid year and end of year to make sure completing the tracker.  Melissa will check in with admin at March 2024 cabinet meeting | Melissa  All Principals | students, staff | in progress |
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## 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?** |
| --- | --- | --- | --- | --- | --- | --- |
| Ask teachers what they do for school parties/events(food, prizes, etc.) |  | Fall 2024-25 |  |  |  |  |
| K-12 snack survey | send out teacher survey | fall 2024-25 |  |  |  |  |
| Healthy snack options/prices flier | Create a flier to share with parents on healthy class party options | SUMMER 2024 | make sure fliers are sent out to all staff. Ask for pictures from staff using healthy snacks as treats and rewards | amberly and melissa | students, teachers, parents |  |

## 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?** |
| --- | --- | --- | --- | --- | --- | --- |
| Continue to advertise and market only food and beverages that meet smart snacks guidelines | Food Service Director and Assistant will do school sweeps Three times per year to make sure all school buildings are only advertising and marketing approved items | Sept. 2023 | Food Service Director and assistant will do school sweeps 3 times per year to make sure all school buildings are only advertising and marketing approved items | Melissa/ Amberly | students and staff | June 2024 |
| Make awareness to all staff about the food and beverage guidelines | The Food Service Director will address smart snacks in 1 monthly newsletter per school year. Food service will do taste samples for students to try healthy snack options | 2023-24 School Year | The Food Service Director will keep the smart snack flier in the wellness binder to ensure the task is completed. Food service will document taste testing events | Melissa | students, staff, teachers, parents | May 2024 |
|  |  |  |  |  |  |  |