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:

West Branch-Rose City Area Schools

Month and year of current assessment: June 2025

Date of last Local Wellness Policy revision: April 2023

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

Section 2: Wellness Committee Information

How often does your school wellness committee meet? Yearly

School Wellness Leader:

Name	Job Title	Email Address
Janis Phillips	Director of Dining Services	phillipj@wbrc.k12.mi.us

School Wellness Committee Members:

Name	Job Title	Email Address
Nikki Bragg	Teacher/Parent	braggn@wbrc.k12.mi.us
Ashley Buck	PE teacher	bucka@wbrc.k12.mi.us
Ashley Dowell	Heath Occupations	dowella@wbrc.k12.mi.us
Gwen Florida	Secretary	floridag@wbrc.k12.mi.us
Cindy Swope	Para Pro	swopec@wbrc.k12.mi.us
Gail Hughey	Superintendent	hugheyg@wbrc.k12.mi.us
Gregory Moore	Head Cook	ohhs@wbrc.k12.mi.us
Alexandra Clemens	Community Nutrition Instructor	Cleme176@msu.edu

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
- X WellSAT 3.0 example policy language

Describe how your wellness policy compares to model wellness policies.

The West Branch-Rose City Schools wellness policy has been reviewed and compared to WellSAT Policy language. Our policy meets standards and succeeds in many aspects of federal requirements, nutrition environment and services, nutrition education, physical education and physical activity, employee wellness, and integration and coordination.

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: West Branch-Rose City Schools Date: April 25, 2023

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.	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
Smart Snack food and beverages more common for elementary classroom celebrations and parties	A) Smart Snack guidelines will be added to the student handbook	Before the beginning of the 25-26 school year	A) School office staff will survey what food and beverage come in for parties and celebrations and take note B) Follow up assessment at end of 25-26 school year	Principal	Teachers, staff, parents, students	Continuing
Smart Snack food and beverages more common for elementary classroom celebrations and parties	A) Policy will be added to say: "A suggested list of Smart Snack food and beverages for class parties and celebrations will be made available for parents in the student handbook."	Before end of 2025 calendar year	A) Follow up assessment of policy in school year 25-26	Wellness Committee	Teachers, staff, students, parents, community	Yes
Purchase, promote, and serve locally grown foods	A) Policy will be added to reflect the practice of purchasing locally grown food to serve in school meals. The policy will read: "School meals will include fresh, locally-grown foods in school meals from local growers when possible."	Before the end of the 2025 calendar year	A) Follow up assessment of policy in school year 25-26	Wellness Committee	Teachers, staff, students, community	Yes - continuing

Nutrition lessons will be included in the health curriculum	A) Policy will be updated to reflect the practice of nutrition lessons being included in health curriculum. The policy will read: "Nutrition lessons are integrated into the curriculum and the health education program."	Before the end of the 2025 calendar year	A) Follow up assessment of policy in school year 25-26	Wellness Committee	Teachers, staff, students	

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 students will have access physical education	A) Policy will be updated to reflect the practice of physical education happening in schools. Policy will read: "A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the standards and benchmarks established by the State."	Before end of 2025 calendar year	A) Follow up assessment of policy school year 25-26	Wellness Committee	Teachers, staff, parents' students	Yes

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?**
Create school-level wellness committees	A) Principals will recruit and form a school-level wellness committee B) The committee will meet quarterly during the school year	Beginning in Fall of 2025	A) Follow up assessment at end of 25-26 school year	Principals	Teachers, staff, students, parents, community	

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?**
Smart Snack food and beverages more common for elementary classroom celebrations and parties	B) Policy will be added to say: "A suggested list of Smart Snack food and beverages for class parties and celebrations will be made available for parents in the student handbook."	Before end of 2025 calendar year	Follow up assessment of policy in school year 25-26	Wellness Committee	Teachers, staff, students, parents, community	Yes