



Working Together for Student Success

Local School Wellness Policy: Triennial Assessment Template

Background Information

An assessment of your school wellness policy must be conducted a minimum of once every three years per United States Department of Agriculture (USDA) regulations; however, Local Educational Agencies (LEAs) may assess their policy more frequently if they wish.

Purpose

The template below is offered as a way to summarize the information gathered during your assessment. Members of a school wellness committee who are completing their 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 3) progress made in attaining the goals of the wellness policy.

Results

The copy of the assessment, as well as the current wellness policy, must be made available to the public. How these documents are shared publicly is the decision of the LEA. Many LEAs choose to post the results on their district website. Sponsors may use this template to organize the assessment conducted and make it available to the public.

Recordkeeping

Keep a copy of the most recent triennial assessment, along with supporting documentation on file. State agencies will assess compliance with the wellness policy requirements as a part of the General Areas of the Administrative Review every three years. Keep a copy of the results on file for at least three full school years plus the current year.

Section 1: General Information

School(s) included in the assessment: Paramount Schools of Excellence Cottage Home

Month and year of current assessment: September 2019

Date of last wellness policy revision: January 2020

Website address for the wellness policy and/or information on how the public can access a copy:
<https://cottage-home.paramountindy.org/>

Section 2. Compliance with the Wellness Policy and Progress Towards Goals

At a minimum, school wellness policies are required to include:

- Specific goals for:
 - Nutrition promotion
 - Nutrition 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 evaluation plan.

Using the tables below, indicate the language that is currently written in the school wellness policy in relation to each topic area. Next, assess and discuss whether the school is meeting the goal, partially meeting the goal, or not meeting the goal. Finally, indicate the progress made for each goal and next steps that have been identified.

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
Wellness Coordinator: Has identified at least one person as responsible for facilitating the wellness policy upkeep Name person responsible for facilitating the upkeep: <u>Kristin Cavolick</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe progress and next steps: The Assistant Principal has been tasked as the PCH Wellness Coordinator. She has formed a Wellness Advisory Council, met with them to create and update a School Wellness Policy on Physical Activity and Nutrition. Primary components of the policy include Nutrition Education and Nutrition Promotion, Standards for USDA Child Nutrition Programs pertaining to School Meals, Nutrition Standards for Competitive and Other Food and Beverages Sales, Physical Activity and Physical Education, Wellness Promotion and Marketing, and Policy Implementation, Evaluation and Communication.			

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
Stakeholder Participation: Allow parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, evaluation and update of the wellness policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe progress and next steps: PCH has engaged parents/guardians, food service professionals, teachers of physical education, students, school healthcare professionals, school board members, school administrators, and other interested community members in developing, implementing, monitoring and reviewing network-wide nutrition and physical activity policies. The Wellness Advisory Council formed as part of PCH's School Improvement Committee/Title Improvement Committee (SITIC) is maintained at the school level to oversee the development, implementation, and evaluation of the school's wellness policy. The council has met online as well as in person at least twice during SY19-20. The council will reconvene during the first semester of SY20-21 to review the policy and report progress made on its goals.			

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
USDA Requirements for School Meals: Has assured school meals meet the USDA requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe progress and next steps: PCH provides and promotes the National School Lunch and Breakfast Programs to ensure that all students have access to healthy foods that support healthier choices and promote optimal learning. Applications for free/reduced priced meals are available on the school website and sent home to all families at the beginning of the school year. Breakfast and lunches served throughout the network's food service program are comply with the USDA National School Lunch and Breakfast standards for meal patterns, nutrient levels and calorie requirements for the ages and grade levels served as specified in 7 CFR 210.10 (school lunches) and 7CFR 220.8 (school breakfasts). Special dietary needs of students are considered when planning meals, according to the document "Accommodating Children with Special Dietary Needs in the School Nutrition Programs". PCH uses the USDA's Smarter Lunchroom tools and other resources on the USDA website. Additionally, the school discourages the consumption of competitive foods and beverages in place of school meals by limiting competitive food choices during mealtimes in the cafeteria and prohibiting the purchase of snack foods during mealtimes. At least one water fountain is available in the cafeteria, allowing students access to free water throughout the meal period. The council will reconvene during the first semester of SY20-21 to ensure that schools meals meet USDA requirements.			

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
Nutritional Guidelines for all foods and beverages sold: Has set nutritional guidelines for foods and beverages sold on the school campus during the school day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Describe progress and next steps: PCH requires that foods and beverages served to students in before/aftercare, run by the school and outside parties (such as YMCA, Scouts of America, etc.) meet Child and After Care Food Program standards. All snacks sold to students during after school programs meet the same USDA nutrition standards as foods sold during the school day. The council will reconvene during the first semester of SY20-21 to ensure that Nutritional Guidelines are being met per USDA requirements for food and beverages sold on campus.</p>			

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
Nutritional Guidelines for non-sold foods and beverages: Has set nutritional guidelines for foods and beverages not sold but made available on the school campus during the school day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Describe progress and next steps: PCH supports proper and approved nutrition, promote healthy choices, and comply with federal nutrition standards to be brought into the school during the school day for events such as birthdays, classroom and student of the month celebrations, as well as after-school activities such as Back to School Night, SOC (School Community Organization) meetings, STEM (Science Technology, Engineering, Math) Night, tutoring sessions and other school-sponsored community events. The council will reconvene during the first semester of SY20-21 to review and ensure Nutritional Guidelines for non-sold foods and beverages are met.</p>			

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
Food & Beverage Marketing: Allow marketing on the school campus during the school day of only those foods and beverages that meet the competitive food/beverage requirements (Smart Snacks)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Describe progress and next steps: PCH has developed and follows specific marketing guidelines to promote healthy food and beverage choices. The most healthy, robust options, such as fresh fruits and vegetables, are prominently displayed in the cafeteria to encourage students to make healthy eating choices. Marketing on the school campus is limited to those products that are allowed to be sold according to the PSEO nutrition standards consistent with Smart Snacks. Advertising of foods and beverages that are not available for sale in the network schools is strictly prohibited on school property, including busses, building exteriors, scoreboards, etc. Further, the display of brand name foods, logos, and illustrations of unhealthful foods is not allowed. Criteria for selecting educational materials for the school campus include the review of advertising content to ensure that students are not exposed to food marketing of any kind. The network navigation team must approve all advertising in school publications and school media outlets. The council will reconvene during the first semester of SY20-21 to review and ensure marketing guidelines to promote healthy food and beverage choices are being met.</p>			

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
Nutrition Education: Has at least 2 goals for nutrition education List goals: <ol style="list-style-type: none"> 1. By May 2020, PCH will deliver at least two nutrition lessons per semester in PE class that foster the adoption and maintenance of healthy eating behaviors. 2. By June 2020, the nutrition education program will work with the school meal program to develop school gardens and use the cafeteria as a learning lab and teaching tool. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe progress and next steps: <p>PCH links nutrition education activities to existing health programs and other comparable comprehensive health promotion frameworks of the school and network. Nutrition topics and lessons are integrated into the mathematics, holistic health education, in addition to the broader curricula at PCH, where appropriate. Such topics and lessons are taught at every grade level (K-5) according to the standards of the Indiana Department of Education. The nutrition education lessons provide the knowledge and skills necessary to promote health and acquire skills for reading food Nutrition Facts labels and planning menus. The council will reconvene during the first semester of SY20-21 to review and report progress made on the above goals.</p>			

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
Nutrition Promotion: Has at least 2 goals for nutrition promotion List goals: <ol style="list-style-type: none"> 1. By September 2020, PCH will promote nutrition through enhancing the cafeteria with the addition of posters, displays, bulletin boards and food/nutrition/health-related artwork from students (pending Network Administrator's approval). 2. By September 2020, PCH will promote nutrition to parents, families and the community through sharing information on the school menu, parent information bulletin board, class newsletters, website and social media; in addition to food/nutrition/health-related classroom projects, school events or activities. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe progress and next steps: <p>PCH supports and encourages the health and well-being of its students and staff by creating and promoting policy and environmental supports to provide physical activity and healthy eating opportunities. School staff members are encouraged to model healthy eating and physical activity behaviors. The school network has developed a comprehensive school physical activity program which allows all staff members to participate in physical activity, programs and classes before and after school through free membership to the YMCA. Staff is prohibited from using food as rewards and are provided with a list of alternative ideas for rewards, such as extra recess or other physical activity when feasible. On the contrary, students shall never be required to engage in physical activity, such as running extra laps or performing other physical activities that the entire class is not involved in, as a behavioral consequence. Likewise, recess, PE, or other physical activities may not be withheld from students as a behavioral consequence for poor behavior or incomplete classwork. The council will reconvene during the first semester of SY20-21 to review and report progress made on the above goals.</p>			

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
Physical Activity: Has at least 2 goals for physical activity List goals: <ol style="list-style-type: none"> 1. By May 2020, physical education classes will provide students with opportunities to learn, practice, and be assessed on developmentally appropriate motor skills and social skills, as well as knowledge at least two times weekly. 2. By May 2020, PCH will provide daily physical activity for students. The physical activity may include the use of recess to meet such requirements. Physical activity/recess will not be taken away as a punishment. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe progress and next steps: <p>The school network's comprehensive, standards-based physical education curriculum is aligned with established state physical education standards and identifies the progression of skill development in grades K-8. The curriculum is designed to teach the skills needed to foster lifelong habits of physical activity and personal fitness. The network has developed and continues to grow comprehensive school physical activity programs that address family and community engagement in physical activity and provide a wide variety of offerings before and after school, including physical activity clubs and intramurals. The network has developed joint-use agreements with local government and community-based agencies to partner and provide expanded physical activity opportunities for all students and community members. All students of Paramount Community Schools of Excellence receive the minimum number of minutes per week of physical education instruction throughout the school year. Students may not be exempt from the required physical education class time, nor may there be any substitutions allowed for the physical education time requirement. Elementary students receive 150 minutes, and middle school students receive 225 minutes, all of which are taught by a certified teacher who is endorsed to teach physical education. PCH supports physical activity among its students by incorporating into the master schedule at least 30 minutes of active daily recess and providing at least one physical activity break for every 60 minutes of academic instruction daily. The council will reconvene during the first semester of SY20-21 to review and report progress made on the above goals.</p>			

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
<p>Other Activities: Has at least 2 goals for Other School-Based Activities that promote student wellness</p> <p>List goals:</p> <ol style="list-style-type: none"> 1. By May 2020 celebrations involving the serving of food during the school day will be limited to once per month and will follow school nutrition and allergy guidelines. 2. By June 2020, PCH will work with the community leaders in the school's new neighborhood to establish a plan for the use of school facilities, outside of school hours, can be utilized by community organizations or agencies to increase the physical activity opportunities for students and their families. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Describe progress and next steps:

Through the implementation and enforcement of the Wellness Policy, PCH maintains and cultivates an environment that supports opportunities for physical activity and healthy eating behaviors. Each year a letter is sent to the school community via email and is posted on the school website inviting members of the community to join the Wellness Advisory Council. Parents, students, representatives of the school food authority, PE teachers, school health professionals, the school board, school administrators, and the general public are encouraged to participate in the development, implementation, review, and update of the wellness policy. The council will reconvene during the first semester of SY20-21 to review and report progress made on the above goals.

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
<p>Evaluation: Every three years LEA has evaluated the wellness policy with an evaluation tool and has notified the public of the results. The assessment will determine:</p> <ul style="list-style-type: none"> ● to what extent the LEA is in compliance with the school wellness policy ● the extent to which the local wellness policy compares to model school wellness policies ● the progress made in attaining the goals of the school wellness policy <p>Name person responsible for monitoring the policy: <u>Kristin Cavolick</u></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Describe progress and next steps:

Each year a letter is sent to the school community via email and is posted on the school website inviting members of the community to join the Wellness Advisory Council. Parents, students, representatives of the school food authority, PE teachers, school health professionals, the school board, school administrators, and the general public are encouraged to participate in the development, implementation, review, and update of the wellness policy. The PCH Wellness Advisory Council meets at least twice yearly to review and assess nutrition and physical activity policies and create one or more action plan(s) for the following year. The PSOE Chief Operating Officer ensures compliance with network-wide nutrition and physical activity policies. The principal or building level administrator ensures that the wellness policy is promoted to the faculty, staff, parents, and students of the school, and is posted on the school website. The principal or building level administrator is responsible for retaining all compliance documentation including but not limited to policy and regulations, assessment and evaluation reports, and the current wellness policy and plan. The Wellness Advisory Council conducts a quantitative review of policy implementation every three years using the Wellness School Assessment Tool-Implementation (WellSAT-I 3.0). The triennial progress report includes an assessment on compliance, the extent to which the PCH Wellness Policy compares to model wellness policies, and progress made in achieving goals. The triennial progress report is posted on the school website, and the Wellness Advisory Council will review the latest national recommendations pertaining to school health and will update the wellness policy accordingly.

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
Communication: Annually inform and update parents, students, staff, and the community about the content and implementation of the wellness policy and provide a way for additional stakeholders to be able to participate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Describe progress and next steps:</p> <p><small>Each year a letter is sent to the school community via email and is posted on the school website inviting members of the community to join the Wellness Advisory Council. Parents, students, representatives of the school food authority, PE teachers, school health professionals, the school board, school administrators, and the general public are encouraged to participate in the development, implementation, review, and update of the wellness policy. The PCH Wellness Advisory Council meets at least twice yearly to review and assess nutrition and physical activity policies and create one or more action plan(s) for the following year. The PSOE Chief Operating Officer ensures compliance with network-wide nutrition and physical activity policies. The principal or building level administrator ensures that the wellness policy is promoted to the faculty, staff, parents, and students of the school, and is posted on the school website. The principal or building level administrator is responsible for retaining all compliance documentation including but not limited to policy and regulations, assessment and evaluation reports, and the current wellness policy and plan. The Wellness Advisory Council conducts a quantitative review of policy implementation every three years using the Wellness School Assessment Tool-Implementation (WellSAT-I 3.0). The triennial progress report includes an assessment on compliance, the extent to which the PCH Wellness Policy compares to model wellness policies, and progress made in achieving goals. The triennial progress report is posted on the school website, and the Wellness Advisory Council will review the latest national recommendations pertaining to school health and will update the wellness policy accordingly</small></p>			

Include any additional notes, if necessary:

Section 3. Comparison to Model School Wellness Policies

Indicate model policy language used for comparison. Model policies may be found [here](#).

- Alliance for a Healthier Generation: Model Policy
- Upgrade Sample Language
- Other (please specify): WellSAT: 3.0 (Rudd Center, UCONN), and School Wellness Policy Evaluation Checklist Indiana Department of Education, School and Community Nutrition _____

Describe how the school wellness policy compares to model wellness policies.

PCH Wellness Policy meets and exceeds the local and federal wellness policy examples.