

Local Wellness Policy: Triennial Assessment Template

Background Information

An assessment of your school wellness policy must be conducted a minimum of once every three years; however, Local Educational Agencies (LEAs) may assess their policy more frequently if they wish. The results of the assessment must be made available to the public.

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 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 (e.g. WellSAT 3.0 report) 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.

January 2020

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Local Wellness Policy: Triennial Assessment Summary

Section 1: General Information

School(s) included in the assessment:

Nova Clinical Academy

Month and year of current assessment:

2/2020

Date of last Local Wellness Policy revision:

School yr 2018-2019

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

Nova Clinical Academy website

Section 2: Wellness Committee Information

How many times per year does your school wellness committee meet? 3-4

Designated School Wellness Leader

Name	Job Title	Email Address
JENNIFER KING	HEALTH OFFICE MANAGER	JKING@NOVACLINICAL.ACADEMY

School Wellness Committee Members

Name	Job Title	Email Address
WISSEL ESTELLE	HR DIRECTOR, CLERK ALICE THOMPSON + DATA CLERK OFFICER	ESTELLE@NOVACLINICAL.ACADEMY
KIM HYUNHEE	FOOD SERVICE DIRECTOR	KHYUNHEE@NOVACLINICAL.ACADEMY
KATH BOHANNON	ADMIN ASSISTANT	KBOHANNON@NOVACLINICAL.ACADEMY
MISSY JOHNSON	ASSISTANT PRINCIPAL	MJ@NOVACLINICAL.ACADEMY
ITZON REYNOLDS	LATIN TEACHER	IREYNOLDS@NOVACLINICAL.ACADEMY
DANA KINKER	P.E. TEACHER	DKINKER@NOVACLINICAL.ACADEMY

been identified.

Using the tables below, indicate the language that is currently written in the district local wellness policy in relation to each topic area. Next, assess and discuss whether the district 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

- Description of public involvement, public updates, policy leadership, and evaluation plan.
- Beverages that meet the Smart Snacks in School nutrition standards.
- Policies for food and beverage marketing that allow marketing and advertising of only those foods and classroom parties, classroom snacks brought by parents, or other foods given as incentives).
- Standards for all foods and beverages provided, but not sold, to students during the school day (e.g., in and the Smart Snacks in School nutrition standards.
- 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,
 - o Other school based activities that promote student wellness.
 - o Physical activity
 - o Nutrition promotion and education
- Specific goals for:

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

Section 4. Compliance with the Wellness Policy and Progress towards Goals

Describe how your wellness policy compares to model wellness policies.

ENCOURAGING START TO MODEL HEALTHY EATING + PHYSICAL ACTIVITIES BETWEEN

ESTABLISHING DIVISIONS DISTRICT WELLNESS COMMUNITIES

A HANDS-ON STRATEGY TO SUPPORT EMPLOYEE WELLNESS.

- Indicate model policy language used for comparison:
- Alliance for a Healthier Generation: Model Policy
 - WellSAT 3.0 example policy language
 - Other (please specify): _____

Complete the WellSAT3.0 assessment tool and keep a copy of the results on file for at least three full school years plus the current year, as it will be reviewed during the next administrative review of your school nutrition program.

Section 3. Comparison to Model School Wellness Policies

Guidelines for other foods and beverages available on the school campus, but not sold	Meeting Goal	Partially Meeting Goal	X	
Describe progress and next steps	Not Meeting Goal			- (work days) - snacks from the prep/cook/previewer By APD or staff

Nutrition guidelines for all foods and beverages for sale on the school campus (i.e. school meals and smart snacks)	Meeting Goal	Partially Meeting Goal	X	
Describe progress and next steps	Not Meeting Goal			

School-based activities to promote student wellness goal(s)	Meeting Goal	Partially Meeting Goal	X	
Describe progress and next steps	Not Meeting Goal			ACHIEVE HEALTHIER LIFESTYLE & CONTRIBUTE TO A more dynamic learning environment in schools

Physical Activity Goal(s)	Meeting Goal	Partially Meeting Goal	X	
Describe progress and next steps	Not Meeting Goal			STAFF SESSION w/ FOGA/MEDICATION "Work Day" from 1-17-2022 with money to MHAU SECTION RESEARCH TO MATH-20th of a "RE-DO"

Nutrition Promotion and Education Goal(s)	Meeting Goal	Partially Meeting Goal	X	
Describe progress and next steps	Not Meeting Goal			SHARE OR EAT HEALTHY snacks, diet + exercise - staff are encouraged to bring a 5oz form item or "work day"

Include any additional notes, if necessary:

Describe progress and next steps	Not Meeting Goal	Partially Meeting Goal	Meeting Goal	Marketing and advertising of only foods and beverages that meet Smart Snacks
			X	



Local Wellness Policy Checklist

Use this checklist to ensure that your Local Education Agency's local school wellness policy is meeting the regulations set forth by the U.S. Department of Agriculture (USDA) under the Healthy, Hunger-Free Kids Act of 2010. For additional information on the requirements for local wellness policies, visit the Minnesota Department of Education's webpage.

Policy Document

<input checked="" type="checkbox"/>	The district has a wellness policy.
<input checked="" type="checkbox"/>	A copy of the written local school wellness policy is kept on file.
<input checked="" type="checkbox"/>	The wellness policy is posted on the school website.
<input checked="" type="checkbox"/>	The district updates or modifies the wellness policy as appropriate, identified by the triennial assessment.

Wellness Committee

<input checked="" type="checkbox"/>	An identified leader, who has the authority and responsibility to ensure each school complies with the policy, has been selected to oversee the wellness policy work in the district.
<input checked="" type="checkbox"/>	The wellness committee has a meeting schedule to regularly meet with members.
<input checked="" type="checkbox"/>	Participation in the wellness committee is permitted for the general public and the school community (including parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, and school administrators) to participate in the wellness policy process.

Policy Content

<input checked="" type="checkbox"/>	The policy contains specific goals for nutrition promotion and education.
<input checked="" type="checkbox"/>	The policy contains specific goals for physical activity.
<input type="checkbox"/>	The policy contains specific goals for other school-based activities that promote student wellness.
<input checked="" type="checkbox"/>	The policy contains nutrition guidelines for all foods and beverages for sale on the school campus during the school day that are consistent with Federal regulations for Smart Snacks in School nutrition standards.
<input checked="" type="checkbox"/>	The policy contains locally developed guidelines for other foods and beverages available on the school campus during the school day, not sold (e.g. in classroom parties, classroom snacks brought by parents, or other foods given as incentives).
<input checked="" type="checkbox"/>	The policy allows marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.

Public Updates

<input checked="" type="checkbox"/>	The district updates the public on the wellness policy, including any updates to and about the wellness policy, on an annual basis, at a minimum.
<input checked="" type="checkbox"/>	Documentation is kept on file of efforts to provide annual updates to the local wellness policy including who was involved in the process and how stakeholders were permitted to participate.
<input checked="" type="checkbox"/>	Documentation is kept on file demonstrating how the policy and updates are made available to the public.
<input checked="" type="checkbox"/>	The district updates the public on the Triennial Assessment, including progress toward meeting the goals of the policy.

Triennial Assessment

<input checked="" type="checkbox"/>	The district conducts an assessment of the wellness policy every three years, at a minimum.
<input type="checkbox"/>	This assessment contains the following components: <ul style="list-style-type: none"> • Compliance with the wellness policy. • How the wellness policy compares to model wellness policies. • Progress made in attaining the goals of the wellness policy.
<input checked="" type="checkbox"/>	The most recent triennial assessment is kept on file.

[Note: All school districts that participate in the National School Lunch and School Breakfast Programs are required by the Healthy, Hunger-Free Kids Act of 2010 (Act) to have a wellness policy that includes standards and nutrition guidelines for foods and beverages made available to students on campus during the school day, as well as specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. The Act requires the involvement of parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development, implementation, and periodic review and update of the wellness policy. The Act also requires a plan for measuring implementation of the policy and reporting wellness policy content and implementation issues to the public, as well as the designation of at least one person charged with responsibility for the implementation and oversight of the wellness policy to ensure the school district is in compliance with the policy.]

I. PURPOSE

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

II. GENERAL STATEMENT OF POLICY

A. Nova Classical Academy recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.

B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.

C. Nova Classical Academy encourages the involvement of parents, students, representatives of the school food authority, teachers, school health professionals, the Board of Directors, school administrators, and the general public in the development, implementation, and periodic review and update of Nova's wellness policy.

D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities, such as watching television;

B. Physical Activity

2. Nova Classical Academy will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school programs, such as through a la carte/snack lines, vending machines, fundraising events, concession stands, and student stores.

c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.

b. part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and

a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;

1. Nova Classical Academy will encourage and support healthy eating by students and engage in nutrition promotion that is:

A. Nutrition Promotion and Education

[Note: The Act requires that wellness policies include goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness.]

III. WELLNESS GOALS

F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will try to provide clean, safe, and pleasant settings and adequate time for students to eat.

E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

1. Nova Classical Academy will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.

[Note: The Act specifically requires that the wellness policy contain standards and nutrition guidelines for all foods and beverages sold to students during the school day that are consistent with the meal requirements for lunches and after-school snacks set forth in 7 C.F.R. § 210.10 and the meal requirements for breakfasts set forth in 7 C.F.R. § 220.8.]

A. School Meals

[Note: The Act requires that school districts have standards, selected by the school district, for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity. For foods and beverages sold to students during the school day on school campus, the Act requires that school districts also have nutrition guidelines.]

IV. STANDARDS AND NUTRITION GUIDELINES

1. Nova Classical Academy recognizes that parents and guardians have a primary role in promoting their children's health and well-being.
2. Nova Classical Academy will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. Nova Classical Academy encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. Nova Classical Academy will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

C. Communications with Parents

2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods." Competitive

C. Competitive Foods and Beverages

2. As part of its responsibility to operate a food service program, Nova Classical Academy will provide continuing professional development for all food service personnel.

1. Nova Classical Academy shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.

B. School Food Service Program/Personnel

10. Nova Classical Academy will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

9. Nova Classical Academy will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.

8. Nova Classical Academy will provide students access to hand washing or hand sanitizing before they eat meals or snacks.

7. Nova Classical Academy will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

6. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.

5. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.

4. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.

3. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.

- 1. School-based marketing will be consistent with nutrition education and health promotion.
- 2. Nova Classical Academy will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

Food and Beverage Marketing in Schools E.

- 2. Rewards and incentives. Nova Classical Academy will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
- 3. Fundraising. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas.
- b. Classroom snacks brought by parents. Nova Classical Academy will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.

[Note: Healthy party ideas are available from the USDA.]

- 1. Celebrations and parties. Nova Classical Academy will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
- 1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those provided through:

Other Foods and Beverages Made Available to Students D.

- 2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods between 8:00 am and 3:45 pm, and create an environment that reinforces the development of healthy eating habits.
 - 3. Before and Aftercare (child care) programs will comply with the school district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they will comply with all applicable USDA standards.
- foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.

V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

A. Wellness Coordinator

[Note: The Act requires that local school wellness policies identify the position of the local education agency or school official(s) responsible for the implementation and oversight of the local school wellness policy.]

1. The Executive Director will designate a Nova employee to oversee the Nova's wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school (Lower and Upper) implements the policy.
2. The principal of each school (Lower and Upper), or a designated school official, will ensure compliance within their school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

[Note: The Act requires a description of the manner in which parents, students, representatives of the school food authority, teachers of physical education, school health professionals, Nova's Board of Directors, school administrators, and the general public are provided an opportunity to participate in the development, implementation, and periodic review and update of the local school wellness policy.]

1. The Wellness Coordinator will engage parents, students, representatives of the school food authority, teachers of physical education, school health professionals, Nova's Board of Directors, school administrators, and the general public in the development, implementation, and periodic review and update of the wellness policy.
2. The Wellness Coordinator will hold meetings periodically for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the Nova's website and will be open to the public.

VI. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

1. After approval by Nova's Board of Directors, the wellness policy will be implemented throughout the school.
[Note: The Act requires a description of the plan for measuring the implementation of the local school wellness policy.]

D.

Recordkeeping

1. At least once every three years, Nova Classical Academy will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
 - a. the extent to which Nova Classical Academy is in compliance with the wellness policy;
 - b. the extent to which Nova's wellness policy compares to model local wellness policies; and
 - c. a description of the progress made in attaining the goals of Nova's wellness policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.
3. The triennial assessment report shall be posted on Nova's website or otherwise made available to the public.

[Note: The Act requires a triennial assessment of schools' compliance with the wellness policy. The Act also requires school districts to inform the public about progress toward meeting the goals of the wellness policy by making the triennial assessment available to the public in an accessible and easily understood manner.]

C.

Triennial Assessment

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

[Note: The Act requires that school districts inform the public about the content and implementation of the local wellness policy and make the policy and any updates to the policy available to the public on an annual basis.]

B.

Annual Reporting

[Note: Per Minn. Stat. § 121A.215, when available, a school district must post its current local school wellness policy on its website.]

2. Nova Classical Academy will post its wellness policy on its website, to the extent it maintains a website.

[Note: The Act requires school districts to retain records to document compliance with the requirements of 7 C.F.R. § 210.30.]

Nova Classical Academy will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. Nova's written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.
3. Documentation of the triennial assessment of Nova Classical Academy's efforts to review and update the wellness policy (including an indication of who is involved in the update and methods Nova uses to make stakeholders aware of their ability to participate on the Wellness Committee).

Legal References:

- Minn. Stat. § 121A.215 (Local School District Wellness Policy)
- 42 U.S.C. § 1751 *et seq.* (Health and Hunger-Free Kids Act)
- 42 U.S.C. § 1758b (Local School Wellness Policy)
- 42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)
- 7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
- 7 C.F.R. § 210.10 (School Lunch Program Regulations)
- 7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources:

- Minnesota Department of Education, www.education.state.mn.us
- Minnesota Department of Health, www.health.state.mn.us
- County Health Departments
- Action for Healthy Kids Minnesota, www.actionforhealthykids.org
- United States Department of Agriculture, www.fns.usda.gov

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