



# Wellness Policy Assessment Tool and Report Template

## Background

Federal regulations at [7 CFR 210.31](#) require local education agencies (LEAs) participating in the National School Lunch Program to complete an assessment of their local school wellness policy at least once every three years and make the results available to the public. This triennial assessment must measure the implementation of the local school wellness policy and include:

- The extent to which schools under the jurisdiction of the LEA are in compliance with the local school wellness policy;
- The extent to which the LEA's local school wellness policy compares to model local school wellness policies; and
- A description of the progress made in attaining the goals of the local school wellness policy.

LEAs may use a variety of methods to assess compliance and determine progress of their goals and objectives. Action planning documents that contain timelines, goals, and key tasks may assist in assessing changes over time. For example, the [School Health Index \(SHI\)](#) is a comprehensive self-assessment tool that helps with action planning and recordkeeping (a shorter version of the SHI is available from [Alliance for a Healthier Generation](#)), and the [WellSAT 2.0](#) is an online tool that indicates the strengths and weaknesses of your written policy.

## Triennial Assessment Tool and Report Template

When completed in full, this form may serve as both an assessment tool and triennial assessment report template to meet the requirements in federal regulations and prepare for the Administrative Review by the Pennsylvania Department of Education (PDE), Division of Food and Nutrition. This document is intended to be completed using LEA-level information; however, the LEA may determine that a report from each school site, or alternatively, each school level (i.e., elementary, middle, high school) works better in assessing compliance and progress over time. For larger school districts, reporting on a district level may be challenging due to variation in sites' programs and progress in attaining wellness goals. If completing this report for the entire LEA, answer questions using the best available information and consider noting individual building variations or concerns in the "notes" sections.

In the left columns, indicate whether the listed goal or practice is included in your local school wellness policy. **Bolded** policy elements are required by federal regulation to be included in the written policy. When bolded items are not in the local policy, include an explanation. This tool uses the Pennsylvania School Board Association's school wellness [policy template \(#246\)](#) as the model wellness policy for comparison purposes, but it can be used regardless of the template used to develop your local policy.

In the right columns, indicate implementation of the goal or practice at schools within the LEA. LEAs are always encouraged to develop additional policy elements and goals for schools under their jurisdiction to create a supportive environment for student nutrition and physical activity.

Space is provided at the bottom of the form for the LEA to describe the progress made in attaining the goals of the local school wellness policy as required.

## Wellness Policy Assessment Tool and Report Template

LEA / District Name: Smethport Area School District

Reporting Timeframe (month/year to month/year): Aug. 17 to April 19

Name(s) of Reviewer(s): SASD SSW Comm.

School Name (if applicable): Elementary and Jr./Sr. High School

Select grades:

PK  K  1  2  3  4  5  6  7  8  9  10  11  12

Included in the written policy?

Yes No

Implemented in the school building(s)?

Fully in Place Partially in Place Not in Place

### Public Involvement, Notification, and Assessment

- |   |                       |  |                                  |                                  |                       |
|---|-----------------------|--|----------------------------------|----------------------------------|-----------------------|
| <input checked="" type="radio"/>                                | <input type="radio"/> | <b>We have LEA official(s)/designee(s) in charge of wellness policy compliance.</b>  | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
|   |                       | Name(s)/Title(s):  |                                  |                                  |                       |
| <input checked="" type="radio"/>                                | <input type="radio"/> | <b>We complete an assessment of the local school wellness policy at least every three years ("triennial assessment").</b>  | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
|   |                       | <b>Triennial assessment results are made available to the public in an easily accessible manner.</b>   | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
|   |                       | Website address and/or description of how to access copy:  |                                  |                                  |                       |
| <input checked="" type="radio"/>                                | <input type="radio"/> | <b>At least every three years we use the results of the triennial assessment to update or modify the wellness policy as needed.</b>  | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
|   |                       | <b>The LEA informs and updates the public about the contents, updates, and implementation of the wellness policy at least annually and the policy is accessible to the public.</b>     | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
|   |                       | Website address for policy and/or description of how to access copy:   |                                  |                                  |                       |
| We retain records as required by federal regulations including: |                       |  |                                  |                                  |                       |
| <input checked="" type="radio"/>                                | <input type="radio"/> | <input checked="" type="checkbox"/> The written school wellness policy,  |                                  |                                  |                       |
|   |                       | <input checked="" type="checkbox"/> Documentation of making the wellness policy publicly available,  |                                  |                                  |                       |
|   |                       | <input checked="" type="checkbox"/> Documentation of outreach efforts inviting stakeholders to participate in the wellness committee / wellness policy process, and                    | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/> |
|   |                       | <input checked="" type="checkbox"/> Copy of triennial assessment and documentation of reporting results to public.   |                                  |                                  |                       |
| <input checked="" type="radio"/>                                | <input type="radio"/> | <b>The LEA utilizes a wellness committee that includes these community stakeholders in the development, implementation, review, and update of the wellness policy:</b>                 | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/> |
|   |                       | <input checked="" type="checkbox"/> Administrators <input type="checkbox"/> Food service staff <input checked="" type="checkbox"/> School health professionals                         |                                  |                                  |                       |
|   |                       | <input checked="" type="checkbox"/> Parents <input type="checkbox"/> School board members <input checked="" type="checkbox"/> PE teachers <input checked="" type="checkbox"/> Students |                                  |                                  |                       |
|   |                       | <input checked="" type="checkbox"/> Public   |                                  |                                  |                       |
| Other stakeholders (describe):                                  |                       |  |                                  |                                  |                       |

**Notes on public involvement, notification, and assessment:**

2019 Wellness Assessment Results will be shared with the Board of Education and the public April/May 2019.

The Safety/Security/Wellness Comm. should be expanded to include Food Service Staff, a Board member and additional parents.

### Nutrition Education\*

- |                                  |                       |  |                       |                       |                       |
|----------------------------------|-----------------------|--|-----------------------|-----------------------|-----------------------|
| <input checked="" type="radio"/> | <input type="radio"/> | Nutrition education is provided within PDE's sequential, comprehensive health education standards. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | We teach, model, encourage, and support healthy eating through nutrition education.                | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

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**Included in the written policy?**

Yes No

- We provide all students with knowledge and skills for healthy lives via nutrition education.
  - We offer age-appropriate nutrition education and activities to students in:  
 Elementary School     Middle School     High School
  - Our nutrition education curriculum teaches behavior-focused skills such as menu-planning, reading nutrition labels, and media awareness.
  - School food service and nutrition education classes work together to create a learning laboratory.
  - In addition to meeting academic standards for nutrition education, we integrate nutrition education into a variety of subjects (e.g., math, science, language arts).
  - We reinforce lifelong lifestyle balance by linking nutrition and physical activity.
  - Staff providing nutrition education receive standards-based training and professional development.
  - We engage and involve families and the community in nutrition education efforts.
- Other goal (describe):

**Implemented in the school building(s)?**

Fully in Place    Partially in Place    Not in Place

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- 
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- 

**Notes on goals for nutrition education:**

The SASD should provide more student outreach regarding nutrition including more community activities and increased collaboration with our Food Service Management Company, The Nutrition Group.

Health & PE curriculums should be audited and checked for compliance with the required nutrition education components.

### Nutrition Promotion\*

- We use evidence-based techniques and nutrition messages in school and encourage participation in school meal programs.
  - We participate in Farm to School activities such as having a school garden, taste-testing local products, incorporating local foods into school meals, and educating students in the classroom and on field trips about local agriculture.
  - We cooperate with community agencies and organizations to provide opportunities for student projects related to nutrition.
  - We implement behavioral economics techniques in the cafeteria to encourage consumption of whole grains, fruits, and vegetables and to decrease plate waste.
  - We display and disseminate consistent nutrition messages in schools, classrooms, cafeterias, homes, community, and media.
  - Our staff model healthy eating in front of students and avoid using unhealthy foods in classroom lesson plans.
  - We offer health and nutrition resources to parents to help them provide healthy meals for their children.
- Other goal (describe):

**Notes on goals for nutrition promotion:**

The SASD should provide more student outreach regarding nutrition including more community activities and increased collaboration with our Food Service Management Company, The Nutrition Group.

Health & PE curriculums should be audited and checked for compliance with the required nutrition education components.

### Physical Activity\*

- We provide a variety of developmentally appropriate opportunities for physical activity during the school day for all students.
- We contribute to the effort to provide students daily opportunities to accumulate at least sixty minutes of age-appropriate physical activity daily as recommended by the CDC.

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**Included in the written policy?**

Yes No

**Implemented in the school building(s)?**

Fully in Place Partially in Place Not in Place

- |                                  |                                  |  |                                  |                                  |                                  |
|----------------------------------|----------------------------------|--|----------------------------------|----------------------------------|----------------------------------|
| <input checked="" type="radio"/> | <input type="radio"/>            | In addition to planned physical education, we offer activities such as indoor and outdoor recess, before and after school programs, intramurals, interscholastic athletics, and clubs to meet the needs and interests of our students. | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            |
| <input checked="" type="radio"/> | <input type="radio"/>            | We maintain a physical and social environment that encourages safe and enjoyable activity for all students.  | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            |
| <input type="radio"/>            | <input checked="" type="radio"/> | We discourage extended periods of inactivity (two hours or more) for students.   | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> |
| <input type="radio"/>            | <input checked="" type="radio"/> | We provide physical activity breaks in the classroom.  | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |
| <input type="radio"/>            | <input checked="" type="radio"/> | We offer before and/or after-school programs that include physical activity for participating children.  | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            |
| <input type="radio"/>            | <input checked="" type="radio"/> | We partner with parents/guardians and community members and organizations (e.g., YMCA, Boys & Girls Clubs, local parks, hospitals, etc.) to offer programs supporting lifelong physical activity.                                      | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |
| <input type="radio"/>            | <input checked="" type="radio"/> | We do not use physical activity as a punishment (e.g., running laps).  | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> |
| <input type="radio"/>            | <input checked="" type="radio"/> | We do not withhold physical activity as a punishment (e.g., taking away recess).   | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |
| <input type="radio"/>            | <input checked="" type="radio"/> | We encourage walking and biking to school.   | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |
| <input checked="" type="radio"/> | <input type="radio"/>            | We encourage students and families to use our physical activity facilities, such as playgrounds and ball fields, outside of school hours in accordance with school rules.  | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |

Other goal (describe):

Health & PE programs should be audited for compliance with the latest requirements and recommendations. A partnership is being developed with the Bradford YMCA for an after school program in 19/20.

**Notes on goals for physical activity:**

The SASD needs to be more intentional regarding promoting physical activity.

Recess is provided at the EL level and the SASD PE program is strong. SASD offers PIAA sports in 11 different programs for grades 7-12 as well as supporting and offering youth athletic programs for grades K through 6.

### Physical Education (PE)

- |                                  |                                  |  |                                  |                                  |                       |
|----------------------------------|----------------------------------|--|----------------------------------|----------------------------------|-----------------------|
| <input checked="" type="radio"/> | <input type="radio"/>            | We implement a PE program consistent with state academic standards. All students participate in PE.  | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/>            | PE instruction promotes skills and knowledge necessary for lifelong physical activity.   | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/>            | PE classes provide the means for students to learn, practice, and be assessed on developmentally appropriate skills.   | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/>            | Our curriculum promotes both team and individual activities.   | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/>            | We offer a comprehensive PE course of study with planned instruction time for students to meet standards at the proficient level.  | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| <input type="radio"/>            | <input checked="" type="radio"/> | We use a local assessment system to track student progress on state standards. Students are moderately to vigorously active as much time as possible during PE class. Accommodations are made in class for documented medical conditions and disabilities. | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/>            | We provide safe and adequate equipment, facilities, and resources for PE class.  | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/>            | Certified health and PE teachers teach our classes.  | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/>            | We provide professional development for PE staff.  | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/> |
| <input type="radio"/>            | <input checked="" type="radio"/> | PE classes have a teacher-student ratio similar to other courses for safe and effective instruction.   | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| <input type="radio"/>            | <input checked="" type="radio"/> | We do not use or withhold physical activity as a form of punishment in PE class.   | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |

Other goal (describe):

SASD operates a quality PE program in grades PK to 12.

**Notes on goals for physical education:**

PE curriculum and instruction should be audited for compliance with the latest requirements and recommendations in physical education.

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Included in the written policy?

Yes No

Implemented in the school building(s)?

Fully in Place Partially in Place Not in Place

### Other School-Based Wellness Activities\*

- |                                  |                       |   |                                  |                                  |                       |
|----------------------------------|-----------------------|---|----------------------------------|----------------------------------|-----------------------|
| <input checked="" type="radio"/> | <input type="radio"/> | Free drinking water is available and accessible to students during meal periods and throughout the school day.  | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | School nutrition staff meet local hiring criteria and in compliance with federal regulations.   | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | We provide continuing education to school nutrition staff as required by federal regulations.   | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | We provide adequate space for eating and serving school meals.  | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | We provide a safe and clean meal environment for students.  | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | We offer students enough time to eat (10 minutes sit down time for breakfast; 20 minutes sit down time for lunch) and schedule meal periods at appropriate hours.   | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | We implement alternate school breakfast service models to increase participation, such as "grab & go," breakfast served in the classroom, and breakfast after first period.   | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | Students have access to hand washing or sanitizing before meals.  | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | Only authorized staff have access to the food service operation.  | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | We provide the nutrition content of school meals to the school community.   | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | We include students/parents in menu selections through taste-testing and surveys.   | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | We utilize outside funding and programs to enhance school wellness.   | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | We train all staff on the components of the school wellness policy.   | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | School based activities are planned with wellness policy goals in mind.   | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | Fundraising projects submitted for approval are supportive of healthy eating and student wellness.  | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | We encourage administrators, teachers, school nutrition professionals, students, parents/guardians, and community members to serve as positive role models through district programs, communications, and outreach. | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | We communicate information to parents/guardians to support their efforts to provide a healthy diet and daily physical activity for their children.  | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | Indoor air quality is in accordance with our healthy learning environment program and applicable laws and regulations.  | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |

Other goal (describe):

Water fountain in the girls HS locker room needs to be improved.

Notes on goals for other school-based activities:

SASD installed new HVAC equipment and controls during the summer of 2018.

Breakfast Grants were obtained to create and expand the Grab and Go breakfast program.

### Nutrition Guidelines for All Foods and Beverages at School

- |                                  |                       |  |                                  |                                  |                       |
|----------------------------------|-----------------------|--|----------------------------------|----------------------------------|-----------------------|
| <input checked="" type="radio"/> | <input type="radio"/> | We consider promoting student health and reducing obesity when offering foods and beverages to students at school.   | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | <b>Foods and beverages provided through the National School Lunch and School Breakfast Programs comply with federal meal standards.</b>  | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | We offer healthy food and beverage options at school-sponsored events, such as dances and sporting events.   | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | <b>Foods and beverages outside of the school meal, which are sold to students at school during the school day, meet or exceed the established federal competitive food standards (USDA Smart Snacks in School). Venues include vending, school stores, non-exempt fundraisers, and a la carte items.</b> | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/> |

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Included in the written policy?		Implemented in the school building(s)?		
Yes	No	Fully in Place	Partially in Place	Not in Place
<input checked="" type="radio"/>	<input type="radio"/>		<input checked="" type="radio"/>	<input type="radio"/>
We limit the number of food fundraisers at school and have procedures in place for requesting a fundraiser exemption (i.e., selling foods that do not meet Smart Snacks) in accordance with limits set by PDE.		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<b>We have local standards in our written policy for foods and beverages offered for free to students at school, including food rewards, items offered at classroom parties and celebrations, and foods/beverages provided to the class as shared classroom snacks.</b>		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
We provide a list of nonfood ideas and healthy food/beverage alternatives to staff and parents/guardians.		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>Only foods and beverages that meet or exceed federal nutrition standards (USDA Smart Snacks in School) are permitted to be marketed or promoted to students during the school day. Examples: posters, vending machines, menu boards, cups for beverage dispensing, coolers, trash cans.</b>		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Notes on nutrition guidelines for foods and beverages at school:

The SASD needs to be more intentional/compliant regarding the specific practices on fundraisers, parties, snacks brought into school, reward programs and food advertisement.

**\* At least one goal for these categories must be included in the written policy per federal regulations.**

### Report on the progress made in attaining the goals of the wellness policy (REQUIRED):

Over the last three years, the SASD has developed policies and practices to bring wellness issues to light within the school buildings. Included in this initiative are the following:

1. The SASD developed a Safety/Security Committee to meet on a regular basis and expanded that committee to include wellness issues during the 18/19 school year.
2. The SASD developed and has maintained a School Board Policy #246 on School Wellness.
3. The SASD reviewed/audited Policy #246 for adjustments and development of SASD Wellness Goals in April 2019.
4. The SASD developed a partnership with The Nutrition Group for improved food service management.
5. The SASD developed grants and implemented Grab and Go Breakfast Programs in each school building, increasing the number of students eating breakfast SASD wide.
6. The SASD developed curriculum maps for all curricula including maps for physical education & health classes PK to 12th grade.

#### Summary of Goals for 2019/2020 to 2021/2022

1. The SASD will continue with Safety/Security/Wellness Committee meetings on a quarterly basis.
2. The SASD will expand the Safety/Security/Wellness Committee to include all recommended membership categories.
3. The SASD will approve a revised Wellness Policy #246 based on the Spring 2019 review.
4. The SASD will promote proper nutrition with outreach activities to students, community events and collaboration, changes to practices regarding fundraising, rewards and classroom parties.
5. The SASD will repair the HS girls locker room water fountain.
6. The SASD will audit curriculum and instruction in the areas of health and physical education.
7. The SASD will develop and promote an after school program for EL students in cooperation with the YMCA of Bradford/Olean.
8. The SASD will develop partnerships for promoting nutrition, healthy eating and physical activity with other community agencies.