Local Wellness Policy: Triennial Assessment

Background Information
A local school wellness policy is a written document that guides a local education agency’s (LEA) or school district’s efforts to establish a school environment that promotes students’ health, well-being, and ability to learn. The wellness policy requirement was strengthened by the Healthy, Hunger-Free Kids (HHKA) Act of 2010. An assessment of the school wellness policy must be conducted a minimum of once every three years; however, LEAs may assess the policy more frequently. The first assessment is to be completed by June 30, 2020.

Triennial Recordkeeping
This assessment resource is offered as a way to summarize the information gathered during the assessment. It contains the three required components:

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

LEAs can document the assessment in other formats as long as the three required components are included. Keep a copy of the most recent triennial assessment, school building progress reports and additional supporting documentation on file. These will be needed during a School Nutrition Program administrative review.

Triennial Assessment Summary
The following sections are included in this resource as a tool to document compliance:

- Section 1: General Information and Wellness Committee
- Section 2: Compliance with the Wellness Policy
- Section 3: Comparison to Model School Wellness Policies
- Section 4: Progress Towards Goals

Public Updates
HHKA requires that LEAs make the following available to the public. This can include posting the information on the school website or information on how the public can request copies.

- The wellness policy, including any updates to and about the wellness policy, on an annual basis, and
- The Triennial assessment, which needs to include documentation of progress towards meeting the goals of the policy.

Resources
- Iowa Sample Wellness Policy: developed by Iowa Association of School Boards and Iowa Department of Education can be utilized as a guide when updating policies.
- Healthy Choices Count 5-2-1-0 Registered Sites: the Iowa Healthiest State Initiative has a registration process for schools that includes a questionnaire of current policies and practices. The questionnaire can be used as a tool to review and update the policy.
## Section 1: General Information and Wellness Committee

<table>
<thead>
<tr>
<th>LEA (Local Education Agency) Name</th>
<th>Dubuque Community School District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Triennial Assessment was Completed</td>
<td>May 2022</td>
</tr>
<tr>
<td>Website address for the policy, updates, and assessment results and/or information on how the public can access copies</td>
<td>Policies - Dubuque Community Schools (dbqschools.org)</td>
</tr>
<tr>
<td>How often does the school wellness committee meet? Date of last meeting?</td>
<td>No less than annually. 1/4/22.</td>
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### Designated School Wellness Leader

LEAs must designate at least one school official responsible for determining the extent to which each school under their jurisdiction is in compliance with the wellness policy.

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allie White</td>
<td>Health Services Coordinator</td>
<td><a href="mailto:awhite@dbqschools.org">awhite@dbqschools.org</a></td>
</tr>
</tbody>
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### School Wellness Committee Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title/Volunteer</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allie White</td>
<td>Health Services Coordinator</td>
<td><a href="mailto:awhite@dbqschools.org">awhite@dbqschools.org</a></td>
</tr>
<tr>
<td>Joann Franck</td>
<td>Food &amp; Nutrition Services Manager</td>
<td><a href="mailto:jfranck@dbqschools.org">jfranck@dbqschools.org</a></td>
</tr>
<tr>
<td>Jackie Ament</td>
<td>Food &amp; Nutrition Services Assistant Manager / Dietitian</td>
<td><a href="mailto:jament@dbqschools.org">jament@dbqschools.org</a></td>
</tr>
<tr>
<td>Tammy Lattner</td>
<td>Nationally Certified School Nurse (High School)</td>
<td><a href="mailto:tlattner@dbqschools.org">tlattner@dbqschools.org</a></td>
</tr>
<tr>
<td>Whitney Sanger</td>
<td>Parent</td>
<td><a href="mailto:whitneysanger@gmail.com">whitneysanger@gmail.com</a></td>
</tr>
<tr>
<td>Shirley Horstman</td>
<td>Director of Student Services</td>
<td><a href="mailto:shorstman@dbqschools.org">shorstman@dbqschools.org</a></td>
</tr>
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Section 2: Compliance with the Wellness Policy

At a minimum, local wellness policies are required to include (verify all the following are included in the school wellness policy by checking the boxes below):

**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 before, during and 30 minutes after the school day.
- 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 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.

Another form of documentation for Section 2 is the School Wellness Policy Checklist.

Section 3: Comparison to Model School Wellness Policies

The Alliance for a Healthier Generation Model Policy is to be used as a best practice guide.

Compare local wellness policy language with the model policy and identify areas where the language is comparable to the model policy and potential areas that can be strengthened.

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<tr>
<th>Areas with Similar Language</th>
<th>Potential Areas to Strengthen Language</th>
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| The Dubuque Community School Board (hereinafter “Board”) promotes wellness by supporting good nutrition and regular physical activity as a part of the total learning environment. The Board supports a healthy environment where students learn and participate in positive and healthy lifestyle practices. The Board recognizes that child health and nutrition affect student performance potential. The Superintendent will direct the Wellness Committee to monitor and review the district-wide wellness policy and related procedures. | DCSD could strengthen their wellness policy by incorporating the following language: “At least once every three years the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:
- The extent to which DCSD follows the wellness policy
- The extent to which DCSD’s wellness policy compares to the model policy.
- A description of the progress made in attaining the goals within the District’s wellness policy. |

The school district will identify at least one goal in each of the following areas:
1) Nutrition Education: Schools will provide age-appropriate, standard-based programs to all grades with the knowledge and skills necessary to promote and protect their health.
2) Physical Activity/ School-Based Activities Designed to Promote Student Wellness:
Schools will provide students with opportunities to engage in nationally recommended amounts of daily physical activity and fully embrace regular physical activity as a personal behavior.

3) Nutrition Guidelines: Meals served through the program will meet nutrition requirements established by local, state and federal law set forth by the Healthy Hunger-Free Kids Act of 2010.

4) Planned Implementation and Evaluation of School Wellness Policy: The wellness committee will use the assessment results to track progress and assess the quality of the wellness policy. The school district and individual schools within the school district will develop work plans to facilitate their implementation of the wellness policy.

Optional Resource:
- **WellSAT 3.0**: Online quantitative tool that determines where revisions are needed to strengthen the language in school wellness policies and provides sample language.

**Section 4: Progress Towards Goals**

- Use the School Wellness Policy Progress Report to document compliance and progress towards each goal at the school building level. The report can include information for each building or include progress for all buildings (please clearly identify buildings and associated progress).