



Michigan Department of Education Local School Wellness Policy Assessment Plan

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.

Developing an assessment plan will help LEAs prioritize a few action steps each year. The chart on the following page may be used as a template to organize plans or used as a school level guide for the triennial assessment. Consider all areas such as nutrition guidelines for school meals and snacks, physical fitness activities, and related school activities. After writing the assessment plan, evaluate what additional resources, if any, will be needed for each action step.

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](#).



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School Name: _____ Date: _____

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
1.						

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2.						
3.						

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4.						
5.						