



Office of the State Superintendent of Education

LOCAL WELLNESS POLICY: TRIENNIAL ASSESSMENT TEMPLATE

BACKGROUND INFORMATION

Local education agencies (LEAs) in the District of Columbia must conduct an assessment of their local wellness policy (LWP) a minimum of once every three years per United States Department of Agriculture (USDA) regulations ((7 CFR 210.31(e)) and the Healthy Schools Act (DC Official Code § 38–826.01(a)); however, LEAs may assess their policy more frequently if they choose.

PURPOSE

The Office of the State Superintendent of Education (OSSE) offers this template to assist LEAs in summarizing the information gathered during the assessment. This assessment template is aligned to the OSSE LWP guide, template and checklist available on the OSSE website. Members of a school wellness committee who are completing the triennial assessment for their LWP may use this template. It contains the three federally required components of the triennial assessment, including 1) compliance with the wellness policy; 2) how the wellness policy compares to model wellness policies; and 3) progress made in attaining the goals of the wellness policy.

RESULTS

LEAs shall make appropriate updates or modifications to the LWP based on the results of the triennial assessment. A copy of the assessment, as well as the revised LWP, must be made available to the public. LEAs have discretion regarding how these documents are shared publicly (such as posting the results and the revised LWP on their website). LEAs 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 and the current LWP on file for at least three full school years plus the current year. OSSE will assess compliance with the LWP requirements as a part of the USDA National School Lunch Program Administrative Review (AR) process. Healthy Schools Act (HSA) monitoring questions are included in this template to address requirements specific to the District.



SECTION 1: GENERAL INFORMATION

School(s) included in the assessment: _____

Month and year of current assessment: _____

Date of last LWP revision: _____

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

SECTION 2. COMPLIANCE WITH THE WELLNESS POLICY AND PROGRESS TOWARDS GOALS

At a minimum, LWPs are required to include:

- Specific goals for:
 - Nutrition promotion
 - Nutrition education
 - Physical activity
 - School-based activities that promote student wellness
 - Implementing an environmental literacy plan
 - Increasing environmental sustainability in schools
 - Increasing the use of locally grown foods
- 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 LWP in relation to each topic area. Next, assess and discuss whether the school(s) 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. There is also room to indicate where, if at all, the LWP includes elements beyond what is included in this template to meet the specific needs of schools in the LEA.

All ● **yellow** elements must be included in an LEA's LWP, all ● **green** elements are strongly encouraged, and all ● **blue** elements are recommendations to improve the quality of the LWP and the school community. If an element in green does not apply to your LEA (such as a goal for high school health education, but your LEA does not serve that grade band) you may leave it blank.

IDENTIFICATION OF LWP LEADERSHIP

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
<p>Wellness Coordinator: LWP identified at least one person as responsible for facilitating the wellness policy oversight</p> <p>Name the person(s) responsible for facilitating the upkeep: [insert name or title]</p> <p>[7 CFR] 210.31(c)(6)]</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Describe progress and next steps:</p>			

MEASUREMENT OF IMPACT AND IMPLEMENTATION OF LWP

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
<p>Measurement of Impact and Implementation of LWP: LWP provided a description of the plan for measuring the implementation of the LWP and for reporting LWP content and implementation issues to the public</p> <p>[7 CFR 210.31(c)(6)]</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Describe progress and next steps:</p>			

HEALTH EDUCATION

School Wellness Policies may Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
Health Education: Taught standard-aligned health instruction [DC Code § 38–824.02(b)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided adequate health education minutes for kindergarten through Grade 8 [DC Code § 38–824.02(b)(2)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided instruction on sexual misconduct and child abuse [DC Code § 38–824.02(b-2)(1)(A)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided cardiopulmonary resuscitation to students in Grades 9 through 12 [DC Code § 38–824.02(b-1)(1)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided 1.5 Carnegie units to meet high school graduation requirements [5A DCMR § 2203.3(b)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe progress and next steps:			

PHYSICAL EDUCATION AND PHYSICAL ACTIVITY

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
Physical Activity: Identified specific goals for increasing physical activity and other school-based activities that promote student wellness through physical activity [7 CFR 210.31(c)(1); DC Code § 38–824.01(a)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taught standard aligned physical education instruction [DC Code § 38–824.02(a)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set goals for providing an average of 150 physical education minutes per week, and 20 minutes of daily recess for kindergarten through Grade 5. Plans to provide no less than an average of 90 physical education minutes per week for kindergarten through Grade 5 [DC Code § 38–824.02(a)(1)(A)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
Set goals for providing an average of 225 physical education minutes per week, and 20 minutes of daily recess for grades 6 through 8. Plans to provide no less than an average of 135 physical education minutes per week [DC Code § 38–824.02(a)(2)(A)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Devoted at least 50 percent of physical education class time to moderate-to-vigorous physical activity [DC Code § 38–821.01(6C)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided suitably adapted physical education for students with disabilities [DC Official Code § 38–824.03(a)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prohibited the requirement or withholding of physical activity as a means for punishment [DC Official Code § 38–824.03(b)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided adequate daily physical activity for students (pre-K 3 and pre-K 4) [DC Official Code § 38–824.02(a-1)(1)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set a goal to engage students in physical activity for at least 60 minutes each day and promoted of this goal. [DC Official Code § 38–824.01(a-c)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe progress and next steps:			

NUTRITION ENVIRONMENT AND SERVICES

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
<p>Nutrition Promotion: Identified specific goals for nutrition promotion and nutrition education and other school-based activities that promote student wellness through nutrition. [7 CFR 210.31(c)]</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Describe progress and next steps:</p>			

School Wellness Policies may Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
<p>Nutrition Environment and Services: Distributed the menu for each breakfast and lunch served, nutritional content and ingredients of each menu item, and location of fruits and vegetables served are grown and processed, and making information available on school website, in school's office, and to family upon request [DC Official Code § 38-822.05(b)(1)]</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Made vegetarian food options available as a daily option for the main course for breakfast and lunch at all grade levels, and rotating the options to avoid repetition [DC Official Code § 38-822.01(a)(1)(B)(i-ii)]</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Labeled vegetarian food options [DC Official Code § 38-822.01(a)(1)(B)(iii)]</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Solicited input from students, faculty and parents through taste tests, comment boxes, surveys, a student nutrition advisory council, or other means, regarding nutritious meals that appeal to students [DC Official Code § 38-822.03(b)(3)]</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Hung meal signage, such as the <i>Offer vs. Serve</i> poster as a guide for students choosing a reimbursable meal [7 CFR 210.10(a)(2)]</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Describe progress and next steps:</p>			

FOOD AND BEVERAGES MARKETED TO STUDENTS

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
Food & Beverage marketed to students: Established policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the federal nutritional and Healthy Schools Act nutritional standards [7 CFR 210.31(c)(3)(iii); DC Official Code § 38-822.06(f)(2)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe progress and next steps:			

FOOD AND BEVERAGES PROVIDED TO STUDENTS

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
Nutritional Guidelines for foods and beverages provided to students: Established standards for foods and beverages provided, not sold, to students during the school day [7 CFR 210.31(c)(2)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Made cold, filtered water availability when meals are served [DC Official Code § 38-822.03(c); 7 CFR 210.18(h)(2)(v)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe progress and next steps:			

FOODS AND BEVERAGES SOLD TO STUDENTS

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
Nutritional Guidelines for all foods and beverages sold: Ensured foods and beverages sold in the LEA/schools are consistent with federal regulations for school meal nutrition standards and the Smart Snack in School nutrition standards [7 CFR 210.31(c)(3)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prohibited all third parties, other than school-related organizations and school meal service providers, from selling food or beverages of any type to students on school property from 90 minutes before the day school begins until 90 minutes after the school day ends [DC Official Code § 38-822.06(e)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe progress and next steps:			

SCHOOL MEALS

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
Local Requirements for School Meals: Established plans for increasing the use of locally grown, locally processed, and unprocessed foods from growers engaged in sustainable agriculture practices [DC Official Code § 38-826-01(b)(2)(B)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensured the use of the Locally Grown Food Item Tracking log [DC Official Code § 38-823.01]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Served meals that meet or exceed federal nutritional and HSA standards [DC Official Code § 38-822.02(a)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe progress and next steps:			

PHYSICAL ENVIRONMENT

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
Physical Environment: Included goals for improving the environmental sustainability of the LEA/school [DC Official Code § 38–826.01(b)(2)(A)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Included goals for developing and implementing an environmental literacy program [DC Official Code § 38–826.01(b)(2)(D)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe progress and next steps:			

SOCIAL AND EMOTIONAL CLIMATE

School Wellness Policies may Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
Social and Emotional Climate: Had schools covered by the Youth Risk Behavior Surveillance System (YRBSS), serving students in Grades 6 through 12, participate in the biennial DC data collection [DC Code § 38–826.06]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans for collecting annual school climate data that measures broad perceptions of student access to quality mental health supports [Refer to the Resource appendices in the LWP Guide document]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans for providing a designated safe space for LGBTQ students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe progress and next steps:			

COUNSELING AND PSYCHOLOGICAL SERVICES

School Wellness Policies may Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
<p>Counseling Psychological and Social Services: Ensured principals and teachers complete the Department of Behavioral Health online training on identifying, approaching, and referring students in psychological distress (to be completed at least once every two years)</p> <p>[DC Official Code § 7-1131.17(a)-(b)(1)]</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Ensured staff are trained on identifying, responding to, and reporting student-on-student acts of sexual harassment, sexual assault, or dating violence, including any mandatory reporting requirements under District or federal law</p> <p>[DC Official Code § 38952.02(b)(1)]</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Ensured staff are trained on recognizing and reporting sexual misconduct, student sexual abuse and child abuse and annual training for parents regarding sexual misconduct and student sexual abuse</p> <p>[DC Official Code § 38-951.02(c)(1-2)]</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Plans for developing written policy and procedures for suicide prevention and intervention, including a defined school crisis team</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Plans for providing a designated space for the delivery of behavioral and mental health services</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Plans for establishing a policy and procedure for suicide prevention and intervention including a defined school crisis team [See social and Emotional Climate section]</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Plans for encouraging and supporting behavioral health staff to participate in the School Behavioral Health Community of Practice</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Describe progress and next steps:</p>			

HEALTH SERVICES

School Wellness Policies may Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
Health Services: Collected annual Universal Health Certificates and Oral Health Assessments from each student [DC Official Code § 38-602(a)-(b)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stocked and maintained two undesignated epinephrine auto-injectors and at least two OSSE-certified staff trained to administer epinephrine in emergencies annually [DC Official Code § 38-651.04a(b)(3)); (c)(2)(B)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensured all schools verified student compliance with immunization requirements [DC Official Code § 38-502; DCMR § 5-E5300]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans for providing designated space recognized as a health or nurse suite in schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans for ensuring qualified staff, inclusive of a Registered Nurse, provide care and management of health services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans for sharing and making publicly available, nurse hours and availability, emergency care protocol, and undesignated epinephrine use plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans for establishing care coordination plans to increase access and referrals to primary care services and improve school-physician links following incidents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans for implementing a school preparedness system for medication storage and administration, tracking staff certifications and students without clearly identifiable action plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe progress and next steps:			

EMPLOYEE WELLNESS

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
Employee Wellness: Described how representatives of the LEA, teachers of physical education, school health professionals, the school board (if applicable) and school administrators are provided the opportunity to participate in the development, implementation and periodic review and update of the LWP [7 CFR] 210.31(c)(5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans for improving educator wellness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans for providing professional development (PD) training and preparedness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans for addressing and improving staff mental health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe progress and next steps:			

FAMILY ENGAGEMENT

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
Family Engagement: Described how parents and legal guardians with the opportunity to participate in the local wellness development process as well as serve on the committee [7 CFR] 210.31(c)(5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans for educating families on behaviors for contagious disease prevention and response and include guidelines for when to keep sick children at home and when they can return to school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans for communicating protocols in place to notify families of positive contagious disease cases that protect the privacy of affected individuals and their families consistent with DC Health guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans for informing parents of all hygiene and cleaning practices introduced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe progress and next steps:			

COMMUNITY INVOLVEMENT

School Wellness Policies are to Include:	Meeting Goal	Meeting Goal Partially	Not Meeting Goal
<p>Community Involvement: Described how community members are provided with the opportunity to participate in the LWP process as well as serve on the committee</p> <p>[7 CFR 210.31(c)(5)]</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Describe progress and next steps:</p>			

Include any additional notes or elements addressed in the LWP, if necessary:

SECTION 3. COMPARISON TO MODEL LOCAL 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): [Insert the name of the model policy you used.]

Describe how the LWP compares to model wellness policies.

SECTION 4. POLICY REVISIONS AND NOTIFYING THE PUBLIC

Indicate next steps that will be taken based on this assessment, such as making appropriate updates or modifications to the LWP, informing the public of the assessment results and informing the public how they may participate in the development, implementation and periodic review and update of the LWP

Describe next steps for the LWP based on assessment.