

**Michigan Department of Education
Office of Health and Nutrition Services
School Nutrition Programs**

**Local Wellness Policy:
Triennial Assessment Summary**

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.

Purpose

The template below is offered to help summarize the information gathered during your assessment. Members of a school wellness committee who are completing the 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, and 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 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.

Resources

<https://www.fns.usda.gov/tn/local-school-wellness-policy>

https://www.michigan.gov/mde/0,4615,7-140-66254_50144-194546--,00.html

Section 1: General Information

School(s) included in the assessment: Houghton-Portage Township School District

Month and year of current assessment: May 2025

Date of last Local Wellness Policy revision: May 5 2022

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

<http://www.hpts.us/food-policies.php>

Section 2: Wellness Committee Information

How often does your school wellness committee meet? Annually or Biannual

School Wellness Leader:

Name	Job Title	Email Address
Anders Hill	Superintendent	ahill@hpts.us

School Wellness Committee Members:

Name	Job Title	Email Address
Anders Hill		ahill@hpts.us
Cole Klein	Elementary Principal	cklein@hpts.us
Julie Filpus	Middle School Principal	jfilpus@hpts.us
Tiffany Scullion	High School Principal	
Shelby Turnquist	Food Service Director	sturnquist@hpts.us
Erin Gerard-Bustos	Parent/ Nurse	egerardbustos@hpts.us
Micah Stipech	Counselor/ Coach	mstipech @hpts.us
Cory Markham	Physical Education Teacher	cmarkham@hpts.us

Section 3. Comparison to Model School Wellness Policies

Indicate the model policy language used for comparison:

- ☒ Michigan State Board of Education Model Local School Wellness Policy
- ☐ Alliance for a Healthier Generation: Model Policy
- ☐ WellSAT 3.0 example policy language

Describe how your wellness policy compares to model wellness policies.

The Houghton-Portage Township School District wellness policy closely follows the Michigan State Board of Education model policy. Both require a district wellness committee, regular review and updates, and involvement from parents, staff, and students. They set standards for healthy food, physical activity, and nutrition education based on federal and state guidelines. The main difference is that the district policy uses slightly more detailed language and includes some additional best practices, but overall, it meets or exceeds state requirements.

Section 4. Compliance with the Wellness Policy and progress towards goals

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

- 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 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 public involvement, public updates, policy leadership, and evaluation plan.

Using the table below to indicate the progress made with each goal included in the Wellness Policy. The table may be used for each school separately or the district as a whole.

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](#).

Michigan Department of Education Local Wellness Policy Assessment Plan

School Name: Houghton-Portage Township School District Date: May 2025

Nutrition Promotion and Education Goal(s):

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?
Eliminate the use of cookies and candy as rewards through PBIS at all school levels (elementary, middle, and high school).	a) Create and distribute a list of non-food reward alternatives (e.g., extra recess, certificates, privileges, points). b) Present the policy change at back-to-school staff training and provide implementation guidance. c) Share resources with teachers and staff monthly via email or newsletters. d) Conduct mid-year check-in with staff to identify barriers and provide support. e) Recognize and celebrate staff who successfully implement non-food rewards.	August (before school year begins)	– Staff compliance survey (fall and spring). – Classroom observations to monitor reward practices. – Student feedback on reward preferences. – Incident reports showing reduced food-based rewards.	Food Service Director & Principal(s)	Teachers, staff, students, parents, PBIS team, counselors	No

Physical Activity Goal(s):

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?
Use extra recess and physical activity as a reward for positive behavior and academic achievement at the elementary school	a) Develop and share a list of physical activity reward options (e.g., extra recess time, choice of playground games, movement breaks, outdoor activities). b) Train teachers and staff on implementing physical activity rewards during back-to-school professional development. c) Communicate the new reward system to students and families via classroom newsletters and announcements. d) Monitor implementation monthly and provide staff feedback and support. e) Celebrate student participation and staff success through announcements and recognition.	August (before school year begins)	– Staff survey on implementation and ease of use (fall and spring). – Classroom observations to track use of physical activity rewards. – Student feedback on preferred physical activity rewards. – Recess attendance and participation data.	Elementary Principal & PE Teacher	Teachers, staff, students, parents, PBIS team, recess monitors	No

School-based activities to promote student wellness goal(s):

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?
Implement a comprehensive school-wide wellness initiative that integrates healthy reward practices and physical activity across all grade levels	a) Establish a wellness subcommittee to coordinate nutrition and physical activity reward policies across all three school levels. b) Create and distribute a unified wellness communication plan	August (before school year begins)	– Staff and student surveys on wellness awareness and satisfaction. – Attendance and participation data for wellness events.	Superintendent or Designee & Wellness Committee	Teachers, staff, students, parents, administrators, school counselors, food service, PE teachers, PBIS team	No

(elementary, middle, and high school) to reinforce positive behaviors and healthy habits.	(newsletters, posters, announcements) highlighting non-food and physical activity rewards. c) Provide professional development for all staff on connecting PBIS rewards to wellness goals. d) Host a school-wide wellness event (e.g., health fair, activity day) to engage students, families, and staff. e) Share monthly wellness updates with families about reward practices and physical activity opportunities. f) Conduct quarterly reviews with the wellness committee		– Compliance tracking of non-food and physical activity reward use. – Family engagement metrics (newsletters opened, event attendance). – End-of-year report on wellness goal achievement			
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Nutrition guidelines for all foods and beverages for sale on the school campus (i.e. school meals and smart snacks):

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?
Ensure that all foods and beverages sold on the school campus during the school day meet or exceed USDA Smart Snacks in School nutrition standards and USDA reimbursable meal standards across all school levels.	a) Audit all food and beverage sales locations (cafeteria, vending machines, school stores, snack carts) to ensure compliance with Smart Snacks standards. b) Provide food service staff and nutrition professionals with training on Smart Snacks nutrition standards and implementation requirements. c) Review and update all menus and à la carte options to align with USDA nutrition standards. d) Communicate nutrition standards and compliant food/beverage options to students, families, and staff via website, newsletters, and cafeteria signage. e) Conduct quarterly compliance reviews of all foods and beverages sold on campus. f) Work with vendors and food service to replace non-compliant items with Smart Snacks-approved alternatives.	August (before school year begins)	– Quarterly compliance audits of all food and beverage sales locations. – Documentation of menu updates and Smart Snacks-compliant items. – Staff and vendor training completion records. – Family and student awareness survey on nutrition standards. – Vending machine and à la carte sales data showing compliant item sales.	Food Service Director (Shelby Turnquist)	Food service staff, nutrition professionals, students, families, vendors, school administrators, cafeteria managers	Yes

Guidelines for other foods and beverages available on the school campus, but not sold:

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?
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Establish and implement nutrition standards for all foods and beverages provided, but not sold, to students during the school day (e.g., classroom parties, classroom snacks brought by parents, rewards, and incentives) across all school levels.	a) Develop a comprehensive list of foods and beverages that meet or exceed USDA Smart Snacks nutrition standards for classroom use. b) Distribute guidelines to all teachers, staff, and parents at the beginning of the school year and include in staff handbook. c) Provide healthy party and snack ideas (non-food alternatives included) to teachers and parents via newsletters, website, and email. d) Train staff on the nutrition guidelines and how to communicate expectations to families. e) Monitor classroom celebrations and snack practices through staff check-ins and observations. f) Recognize and celebrate classrooms and families that follow nutrition guidelines.	August (before school year begins)	– Staff survey on implementation and challenges (fall and spring). – Classroom observations of parties and snack practices. – Parent feedback on guidelines clarity and ease of compliance. – Documentation of healthy party/snack events held. – End-of-year compliance report.	Principal(s) & Food Service Director (Shelby Turnquist)	Teachers, staff, students, parents, classroom volunteers, school administrators, counselors	No
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Marketing and advertising of only foods and beverages that meet Smart Snacks:

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?
Ensure that 100% of foods and beverages marketed or promoted to students on the school campus during the school day meet or exceed USDA Smart Snacks in School nutrition standards.	a) Conduct an audit of all marketing and advertising on school campus (vending machines, scoreboards, coolers, cups, posters, menu boards, equipment, school publications, social media). b) Remove or replace all non-compliant branded logos, advertisements, and promotional materials from school property.	August (before school year begins)	– Quarterly audits of all marketing materials and equipment on campus. – Documentation of removed/replaced non-compliant advertisements. – Contract review records showing compliance verification.	Food Service Director (Shelby Turnquist) & Superintendent (Anders Hill)	Food service staff, vendors, school administrators, athletic department, PTA/PTO, students, families, equipment providers, contract managers	Yes

	c) Develop marketing guidelines that align with Smart Snacks standards and communicate to all staff, vendors, and partners. d) Review and update existing contracts with vendors and equipment providers to ensure compliance with marketing policy. e) Promote only compliant foods and beverages through cafeteria announcements, posters, social media, and newsletters using evidence-based Smarter Lunchroom techniques. f) Establish a process for reviewing new contracts and partnerships to ensure marketing alignment with wellness policy before approval.		– Staff awareness survey on marketing guidelines. – Tracking of compliant promotional materials displayed. – End-of-year marketing compliance report.			
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