

# Wellness Policy Assessment Tool and Report Template

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## 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: CTC of Lackawanna County      Reporting Timeframe (month/year to month/year): 7/20 - 10/23  
 Name(s) of Reviewer(s): Wellness Committee      School Name (if applicable): CTC of Lackawanna County

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

Notes on public involvement, notification, and assessment:

### Nutrition Education\*

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

## Wellness Policy Assessment Tool and Report Template

**Included in the written policy?**

Yes    No

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

- |                       |                       |                                  |
|-----------------------|-----------------------|----------------------------------|
| <input type="radio"/> | <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"/> |
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| <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |

Notes on goals for nutrition education:

### Nutrition Promotion\*

- |                                  |                       |  |                                  |                       |                       |
|----------------------------------|-----------------------|--|----------------------------------|-----------------------|-----------------------|
| <input checked="" type="radio"/> | <input type="radio"/> | We use evidence-based techniques and nutrition messages in school and encourage participation in school meal programs.   | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | 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. | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | We cooperate with community agencies and organizations to provide opportunities for student projects related to nutrition.   | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | We implement behavioral economics techniques in the cafeteria to encourage consumption of whole grains, fruits, and vegetables and to decrease plate waste.  | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | We display and disseminate consistent nutrition messages in schools, classrooms, cafeterias, homes, community, and media.  | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | Our staff model healthy eating in front of students and avoid using unhealthy foods in classroom lesson plans.   | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input checked="" type="radio"/> | <input type="radio"/> | We offer health and nutrition resources to parents to help them provide healthy meals for their children.  | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
|                                  |                       | Other goal (describe):   |                                  |                       |                       |

Notes on goals for nutrition promotion:

### Physical Activity\*

- |                       |                                  |  |                       |                       |                                  |
|-----------------------|----------------------------------|--|-----------------------|-----------------------|----------------------------------|
| <input type="radio"/> | <input checked="" type="radio"/> | We provide a variety of developmentally appropriate opportunities for physical activity during the school day for all students.  | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| <input type="radio"/> | <input checked="" type="radio"/> | 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. | <input type="radio"/> | <input type="radio"/> | <input checked="" 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 type="radio"/>	<input checked="" 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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	We maintain a physical and social environment that encourages safe and enjoyable activity for all students.		<input type="radio"/>	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input checked="" 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 type="radio"/>	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input checked="" 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 type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	We encourage walking and biking to school.		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input checked="" 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 type="radio"/>	<input checked="" type="radio"/>
		Other goal (describe):				

Notes on goals for physical activity:

CTC will cooperate with sending schools in promoting physical education and activity

### Physical Education (PE)

<input type="radio"/>	<input checked="" type="radio"/>	We implement a PE program consistent with state academic standards. All students participate in PE.		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	PE instruction promotes skills and knowledge necessary for lifelong physical activity.		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	PE classes provide the means for students to learn, practice, and be assessed on developmentally appropriate skills.		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	Our curriculum promotes both team and individual activities.		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	We offer a comprehensive PE course of study with planned instruction time for students to meet standards at the proficient level.		<input type="radio"/>	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	We provide safe and adequate equipment, facilities, and resources for PE class.		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	Certified health and PE teachers teach our classes.		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	We provide professional development for PE staff.		<input type="radio"/>	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
		Other goal (describe):				

Notes on goals for physical education:

CTC will cooperate with sending schools in promoting physical education and activity

## Wellness Policy Assessment Tool and Report Template

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 checked="" type="radio"/>	<input 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 checked="" type="radio"/>	<input 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 checked="" type="radio"/>	<input 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 checked="" type="radio"/>	<input 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):			

Notes on goals for other school-based activities:

### 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 checked="" type="radio"/>	<input 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 checked="" type="radio"/>	<input 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"/>	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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input 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 checked="" type="radio"/>	<input 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 checked="" 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

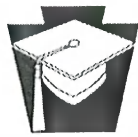
Notes on nutrition guidelines for foods and beverages at school:

**\* 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):**

Enhance our Wellness Committee with students and parents, that will meet quarterly to assess the Wellness Policy and provide feedback with questions and concerns.

Continue to work with our sending districts to promote nutrition education, physical activity and physical education. Our goal is to get more involved aligning and promoting our Wellness Policies. We hope to achieve this by inviting members of the sending districts' wellness committees to attend our future wellness committee meetings.



## Local School Wellness Policy Checklist

Each Local Education Agency (LEA) sponsoring the National School Lunch Program or School Breakfast Program is required to develop and implement a local school wellness policy. LEAs may use this checklist to ensure their written local school wellness policy includes the minimum elements required for compliance with federal regulations under the Healthy, Hunger-Free Kids Act of 2010. For additional information on local school wellness policies, visit the Pennsylvania Department of Education, Division of Food and Nutrition's webpage.

- The policy identifies by job title the LEA/school official(s) responsible to ensure each school in the LEA complies with the policy.
- The policy includes a requirement for a triennial assessment (i.e., at least every three years) of the wellness policy that is made available to the public and is used to update the local wellness policy, as needed.
- The triennial assessment is required to include the following components:
  - Compliance of participating schools with the wellness policy;
  - Comparison of the local policy to a model school wellness policy; and
  - Progress made in attaining the goals of the wellness policy.
- The policy describes how the LEA informs and updates the public about the content of the wellness policy, including any policy updates, on at least an annual basis.
- The policy describes a wellness committee or other means of permitting participation of the community (including parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public) in the development, implementation, periodic review, and update of the wellness policy.
- The policy contains specific goals for nutrition education.
- The policy contains specific goals for nutrition promotion.
- The policy contains specific goals for physical activity.
- The policy contains specific goals for other school-based activities that promote student wellness.
- The policy ensures that meals offered through the school meal programs are consistent with established federal meal standards.
- The policy contains nutrition guidelines for all foods and beverages available for sale on the school campus during the school day that are consistent with federal regulations for competitive foods (Smart Snacks in School nutrition standards).
- The policy includes standards established by the LEA for non-sold foods and beverages available to students on the school campus during the school day (e.g., at classroom parties, as shared classroom snacks, and as a reward or incentive).
- The policy allows marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.