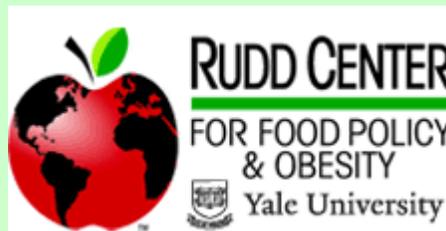


**Coding Tool for**

# **Connecticut School Wellness Policies**

Rudd Center for Food Policy and Obesity  
Yale University



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The *Coding Tool for Connecticut School Wellness Policies* was developed through a grant from the Robert Wood Johnson Foundation to the Rudd Center for Food Policy and Obesity at Yale University, in partnership with the Connecticut State Department of Education. It was adapted from the *Comprehensive Coding System to Measure the Quality of School Wellness Policies* developed by the Robert Wood Johnson Foundation Healthy Eating Research Program, consisting of the Rudd Center for Food Policy and Obesity at Yale University, Pennsylvania State University, the University of Minnesota and the University of Washington. This instrument was designed to be a common and reliable method for evaluating school wellness policies within and across states. To learn more about the development of the tool, go to [http://www.yaleruddcenter.org/what/communities/topic\\_school\\_wellness.html](http://www.yaleruddcenter.org/what/communities/topic_school_wellness.html).

The *Coding Tool for Connecticut School Wellness Policies* is based on the federal requirements for school wellness policy (Public Law 108-265, The Child Nutrition and WIC Reauthorization Act of 2004), applicable state statutes and regulations, and the Connecticut State Department of Education's (CSDE) recommendations for policy language. For additional information on the coding tool, contact:

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For additional information on the U.S. Department of Agriculture's requirements and the Connecticut State Department of Education's recommendations for Connecticut school wellness policies, see CSDE's *Action Guide for School Nutrition and Physical Activity Policies* at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320754#Action> or contact:

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## CODING TOOL FOR CONNECTICUT SCHOOL WELLNESS POLICIES

The *Coding Tool for Connecticut School Wellness Policies* provides guidance on using the *School Wellness Policy Rating Sheet* ([http://www.yaleruddcenter.org/what/communities/topic\\_school\\_wellness.html](http://www.yaleruddcenter.org/what/communities/topic_school_wellness.html)) to score district school wellness policies. Scoring is based on seven sections, containing a total of 96 policy items. The sections include:

- Section 1 Nutrition Education (page 3)
- Section 2 School Meals (page 4)
- Section 3 Other School Food and Beverages (page 6)
- Section 4 Physical Education (page 12)
- Section 5 Physical Activity (page 15)
- Section 6 Communication and Promotion (page 16)
- Section 7 Evaluation (page 19)

### CODING

This coding manual lists each policy item followed by an explanation of the item and examples of "1" and "2" statements. Each policy item is coded as "0," "1," or "2," using the definitions below. (Note: In this document, "coding" is used interchangeably with "rating." In the *School Wellness Policy Rating Sheet*, "rating" refers to how each item is coded.)

Code		Explanation
<b>0</b>	<b>= Not Mentioned</b>	The item is not included in the text of the policy.
<b>1</b>	<b>= Weak Statement</b>	<p>The item is mentioned, but the policy will be hard to enforce because either the statement is vague, and/or the item is only recommended. For example, if the words "should" or "may" are used, the item will be coded as "1." If there are clear "loopholes" in the policy that weaken the enforcement of the item, the item will be coded as "1." Code as "1" if the policy mentions a potential future plan to act without specifying when the plan will be established.</p> <p>Words that often imply the policy is weakened in an area and should be coded as "1" include: <b>may, can, could, should, might, encourage, suggest, urge, some, partial, make an effort,</b> and <b>try</b>. An exception to this would be if the district is unable to enforce action on the item, such as teachers role modeling healthy behaviors, or encouraging the use of sports facilities by community groups (in this case the item would be coded as "2").</p>
<b>2</b>	<b>= Meets/Exceeds Expectations</b>	<p>To be coded as "2," the item needs to be specifically described (e.g., a concept followed by specific plans or strategies for implementation) and there must be wording indicating that this component of the policy is required (e.g., shall or will). A "2" means that the policy makers are committed to making the item happen.</p> <p>Words that typically imply that action is required include: <b>shall, will, must, have to, insist, require, all, total, comply,</b> and <b>enforce</b>.</p>

#### Coding Hint

One method for deciding between a "1" and a "2" is to consider the scenario of a parent going to the board of education in a district to discuss something happening in a school. If the policy is written in a way that it is not clear exactly how the school should behave regarding the issue at hand, code the item as "1." If the policy is written in a way that the parent and board of education will have no trouble deciding if the school is or is not compliant with the policy, code the item as "2."

The federal wellness policy requirements are incorporated into the beginning of each section, as appropriate, and are labeled “Federal Wellness.” The language for these items is from the federal requirements (Public Law 108-265, The Child Nutrition and WIC Reauthorization Act of 2004).

## SCORING

Policies are scored to determine comprehensiveness and strength. Comprehensiveness reflects the proportion of item topics that are simply mentioned. Strength reflects the proportion of items that are addressed with *specific* and *directive* language.

Score	Explanation
<b>Comprehensiveness Score by section</b>	Comprehensiveness is calculated by counting the number of items coded as “1” or “2” in each section, dividing this number by the number of policy items in the section, and multiplying this number by 100.
<b>Strength Score by section</b>	Strength is calculated by counting the number of items coded as “2” in each section, dividing this number by the number of policy items in the section, and multiplying this number by 100.
<b>Total Comprehensiveness</b>	Total comprehensiveness is calculated by adding the comprehensiveness scores for each of the seven sections and dividing this number by 7.
<b>Total Strength</b>	Total strength is calculated by adding the strength scores for each of the seven sections and dividing this number by 7.

The example below shows the calculation of sample scores for Section 1: Nutrition Education.

Section 1. Nutrition Education		Rating
NE1	Includes goals for nutrition education that are designed to promote student wellness in a manner that the local education agency determines is appropriate ( <i>Federal Requirement</i> )	2
NE2	Nutrition curriculum provided for each grade level	0
NE3	Coordinates nutrition education with the larger school community	2
NE4	Nutrition education extends beyond the school environment	1
NE5	District provides nutrition education training for all teachers	0
NE6	Nutrition education is integrated into other subjects beyond health education	1
NE7	Nutrition education teaches skills that are behavior focused, interactive and/or participatory	2
NE8	Specifies number of nutrition education courses or contact hours	0
NE9	Nutrition education quality is addressed	2
<b>Subtotal for Section 1 Nutrition Education</b>	<b>Comprehensiveness Score</b> <i>Count the number of items rated as “1” or “2” and divide this number by 9. Multiply by 100. Do not count an item if it is rated as “0.”</i>	67
	<b>Strength Score</b> <i>Count the number of items rated as “2” and divide this number by 9. Multiply by 100.</i>	44

**Comprehensiveness Score** = There are two items rated as “1” and four items rated as “2,” for a total of six items. Six divided by 9 equals 0.67, multiplied by 100 for a score of 67.

**Strength Score** = There are four items rated as “2.” Four divided by 9 equals 0.44, multiplied by 100 for a score of 44.

## Section 1. Nutrition Education

#	Policy Item	Coding Guidance
NE1	Federal Wellness: Includes goals for nutrition education that are designed to promote student wellness in a manner that the local education agency determines is appropriate	0 No goals for nutrition education are mentioned
		2 Any nutrition education goal statement is mentioned
NE2	Nutrition curriculum provided for each <u>grade level</u>	0 Not mentioned
		1 Default if policy specifies "Healthy and Balanced Living Curriculum Framework," "Connecticut Frameworks," or "state standards;" OR policy describes general curriculum for "PK-12," "K-12," or "all levels," but it is unclear if each grade will receive nutrition education
		2 Clear that nutrition education is taught in each grade e.g., "Nutrition topics shall be integrated within the comprehensive health education curriculum taught at every grade level (PK-12)."
NE3	Coordinates nutrition education with the <u>larger school community</u>	0 Not mentioned
		1 Vague and/or suggested e.g., "The entire school environment, not just the classroom, shall be <u>aligned</u> with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity."
		2 Specific and required strategies mentioned e.g., "The nutrition education program shall work with school meal programs through school gardens and by having the cafeteria serve as a learning lab."
NE4	Nutrition education extends <u>beyond the school environment</u>	0 Not mentioned
		1 Vague and/or suggested e.g., "To the extent possible, families and community organizations are involved in nutrition education."
		2 Specific strategies required: Team Nutrition schools, student community nutrition projects, opportunities for students to volunteer in nutrition, homework students can do with families (reading and interpreting nutrition facts labels, preparing healthy recipes), etc. e.g., "Families are invited to attend exhibitions of student nutrition projects"; "School staff will cooperate with other agencies and community groups to provide opportunities for student projects related to nutrition."
NE5	District provides <u>nutrition education training for all teachers</u>	0 Not mentioned. Training on the school wellness policy does not qualify for a 1 or 2.
		1 Type of training is vague and/or provision of training is suggested e.g., "In service training for staff will be encouraged."
		2 Provision of nutrition education training is required e.g., "The school district will train teachers and staff on delivering nutrition education at all grade levels."
NE6	Nutrition education is <u>integrated</u> into <u>other subjects</u> beyond health education	0 Not mentioned
		1 Vague and/or suggested e.g., "...will encourage teachers to integrate nutrition education into the broader curriculum."
		2 Specific and required strategies mentioned e.g., "Nutrition education will be integrated into mathematics and English classes"; "Nutrition education will be integrated into the broader curriculum."

## Section 1. Nutrition Education (*continued*)

#	Policy Item	Coding Guidance
NE7	Nutrition education teaches <u>skills</u> that are behavior focused, interactive, and/or participatory	0 Not mentioned
		1 Nutrition education is suggested, or skills are specified but are not required e.g., “All students should possess the knowledge and skills necessary to make nutritious and enjoyable food choices for a lifetime.”
		2 Default if requires “Healthy and Balanced Living Curriculum Framework” or “Connecticut Frameworks;” skill-based nutrition education is required; OR specific skills or activities are taught (e.g., understanding calorie balance, energy expenditure, and nutrition facts labels; media awareness)
NE8	Specifies <u>number</u> of nutrition education <u>courses</u> or <u>contact hours</u>	0 Not mentioned
		1 Amount of nutrition education is vague and/or suggested e.g., “An appropriate number of class hours should be designated for nutrition education.”
		2 Number of hours or courses are specified and required e.g., “... <u>will</u> ensure that four hours of class time be designated for nutrition education every month.”
NE9	Nutrition education <u>quality</u> is addressed	0 Not mentioned
		1 Vague and/or suggested e.g., “... <u>should</u> provide high quality nutrition education.”
		2 Default if requires “Healthy and Balanced Living Curriculum Framework” or “Connecticut Frameworks,” OR curriculum is aligned with academic standards or benchmarks, comprehensive in scope and sequence. Possible wording: “ongoing / sequential / systematic / standards based.”

## Section 2. School Meals

#	Policy Item	Coding Guidance
SM10	<u>Federal Wellness</u> : Assures that guidelines for reimbursable school meals shall not be less restrictive than USDA school meal regulations	0 Guidelines clearly detract from USDA National School Lunch Program regulations, or there is no mention of USDA school meals
		1 Policy states that district “should” or “strives” to meet federal/USDA school meal regulations/guidelines
		2 Policy states that district will meet federal/USDA school meal regulations/guidelines e.g., “The district shall provide school breakfasts and lunches that meet the nutritional standards required by the USDA School Breakfast Program and National School Lunch Program.”
SM11	Addresses access to and/or promotion of the <u>School Breakfast Program (USDA)</u>	0 Not mentioned
		1 Promotes a breakfast program without specifying the “School Breakfast Program” (USDA) e.g., “... <u>encouraging</u> students to eat a healthy breakfast every day.”
		2 Includes language to institutionalize the School Breakfast Program e.g. “All schools will provide breakfast through the USDA School Breakfast Program.”
SM12	Addresses access to and/or promotion of the <u>Summer Food Service Program</u>	0 Not mentioned
		1 Promotes a summer food program without specifying the “Summer Food Service Program” (USDA)
		2 Includes language to institutionalize the Summer Food Service Program

## Section 2. School Meals (continued)

#	Policy Item	Coding Guidance
SM13	Addresses <u>nutrition standards</u> for school meals <u>beyond USDA</u> (National School Lunch Program / School Breakfast Program) minimum standards	0 Not mentioned
		1 Vague and/or suggested, OR only the <u>Dietary Guidelines for Americans</u> are specified e.g., "...encourage the consumption and choice of naturally nutrient-rich food, such as whole grains, fruits, and vegetables"; "...should assist students to comply with the <u>Dietary Guidelines for Americans</u> ."
		2 School meals are required to meet specific standards (e.g., 4 fruits and/or non-fried vegetables per day; only 1% and fat-free milk served; at least half of grains are whole grain; eliminates trans fats)
SM14	Specifies use of <u>low-fat versions</u> of foods and/or <u>low-fat methods</u> for preparing foods	0 Not mentioned. Low-fat food mandated by law does not qualify for 1 or 2.
		1 Vague and/or suggested e.g., "Cooking methods to reduce fat in school meals shall be used whenever possible."
		2 Specific and required e.g., "All cooked foods offered as part of a meal will be baked or steamed"; "Purchasing programs and preparation methods will be used to decrease fat, calorie, and sodium levels in food."
SM15	Specifies <u>strategies to increase participation</u> in school meal programs  "School meal programs" can be assumed to refer to breakfasts served in the School Breakfast Program and/or lunches served in the National School Lunch Program	0 Not mentioned. Notifying parents of eligibility requirements for free and reduced price meals is a federal requirement and does not qualify for 1 or 2.
		1 Weak language but specific strategy e.g., "School meals shall be <u>made attractive</u> to students by appealing to their taste preferences." ("Made attractive" is vague.)
		2 Specific strategy required such as promotional mailings or events, alternative breakfast systems, altered bus schedules, closed campus, or student input on the menu e.g., "Students will have the opportunity to provide input on local, cultural, and ethnic favorites"; "Shall provide periodic food promotions to encourage taste testing of healthy new foods being introduced on the menu."
SM16	<u>Optimizes scheduling</u> of meals to improve student nutrition	0 Not mentioned
		1 Vague and/or suggested e.g., non-specific reference to "appropriate times"; "...making <u>every effort</u> to have recess before lunch in cases where they are back to back"; "Lunch should be scheduled during appropriate hours"; "A short recess may be scheduled sometime before lunch so that the children will come to lunch less distracted and ready to eat."
		2 Specific strategy required, such as lunch between 11:00 a.m.-1:00 p.m., lunch to follow recess, or no events during meals unless students may eat e.g., "Recess will be scheduled before lunch"; "No events shall be held during lunch period unless students may eat during the event."
SM17	Ensures <u>adequate time to eat</u>	If no standards are mentioned, code according to state law. (State statute requires that all full day students are provided a daily lunch period of not less than 20 minutes.)
		0 Not mentioned
		1 Vague and/or suggested e.g., "Schools are encouraged to permit all full-day students a daily lunch period of not less than 20 minutes"; "Personnel will schedule enough time so students do not have to spend too much time waiting in line."  2 <b>Default in Connecticut</b> unless explicitly states less than 20 minutes is provided

## Section 2. School Meals (continued)

#	Policy Item	Coding Guidance
SM18	Addresses <u>access to hand-washing</u> before meals	0 Not mentioned
		1 Vague and/or suggested e.g., "School personnel will encourage all students in developing the healthy practice of washing hands before eating."
		2 Ensures assistance with hand washing or access to proper facility e.g., "School personnel will assist all students in developing the healthy practice of washing hands before eating"; "Students shall have convenient access to hand-washing facilities."
SM19	Requires <u>nutrition qualifications</u> of school food service staff	0 Not mentioned
		1 Qualifications are suggested
		2 Qualifications are required e.g., "...shall be directed by a qualified nutrition professional"; Acceptable: "Foodservice staff that is properly qualified according to <u>current professional standards</u> will administer the Child Nutrition Programs"; "...shall ensure that the Food Service Manager has <u>appropriate degree and certification</u> ."
SM20	Ensures <u>training or professional development</u> for <u>food service staff</u>	0 Not mentioned
		1 Vague and/or suggested, OR if only food safety training is addressed (food handling permit, HACCP, etc.)
		2 Specific and required. Food safety training does not qualify for a 2. e.g., "...shall ensure that professional development in the area of food and nutrition is provided for food service staff."
SM21	Addresses <u>school meal environment</u>	0 Not mentioned
		1 Vague and/or suggested
		2 Specific strategy required (ensures adequate space/seating; supervision; a clean, pleasant environment; etc.) e.g., "Appropriate supervision shall be provided in the cafeteria, and rules for safe behavior consistently enforced"; "Students shall be provided a pleasant environment in which to eat lunch."
SM22	<u>Nutrition information</u> for school meals (saturated fat, calories, etc.) is available	0 Not mentioned
		1 Vague and/or suggested e.g., "...will provide nutrition information to parents <u>upon request</u> ."
		2 Specific and required e.g., "...will share and publicize information about the nutritional content of meals with students and parents."

## Section 3. Other School Food and Beverages

Code according to state statute if no standards are mentioned or if less restrictive standards are used

#	Policy Item	Coding Guidance
OS23	<u>Federal Wellness</u> : Includes nutrition guidelines selected by the local education agency for ALL foods available on each school campus during the school day with the objective of promoting student health and reducing childhood obesity (Continues on next page →)	0 No guidelines for competitive foods mentioned
		1 Mentions districts guidelines but does not define them; mentions plans to create guidelines; only mentions federal law regarding the National School Lunch Program or Foods of Minimal Nutritional Value; OR only mentions state guidelines (if the state has guidelines). e.g., "Nutritious meals served by the food services operation and other nutritious food choices served in district schools and district sponsored events will comply with district guidelines and state and federal law," (and "district guidelines" are not defined in the policy).

## Section 3. Other School Food and Beverages (continued)

#	Policy Item	Coding Guidance																				
OS23 <i>cont'd</i>		2 Indicates specific district guidelines, even if only in reference to Dietary Guidelines, Connecticut Nutrition Standards, or Connecticut Healthy Food Certification requirements, and even if you feel the guidelines are weak e.g., "All foods served during the school day shall meet district guidelines, which include...ensuring the provision of whole grains and fruits and vegetables."																				
<p><b>Note: If district is implementing Healthy Food Certification (HFC) under Section 10-215f of the Connecticut General Statutes, minimum default codes for OS24-OS39 are:</b></p> <table border="1"> <thead> <tr> <th>Places food is sold</th> <th>Times food is sold</th> <th>Nutrition standards for foods</th> <th>Other nutrition standards</th> </tr> </thead> <tbody> <tr> <td>OS24. 2</td> <td>OS29. 2</td> <td>OS33. 2</td> <td>OS39. 2</td> </tr> <tr> <td>OS25. 2</td> <td>OS30. 2</td> <td>OS34. 2</td> <td></td> </tr> <tr> <td>OS26. 2</td> <td>OS31. 2</td> <td>OS37. 2</td> <td></td> </tr> <tr> <td></td> <td>OS32. 2</td> <td>OS38. 1</td> <td></td> </tr> </tbody> </table>			Places food is sold	Times food is sold	Nutrition standards for foods	Other nutrition standards	OS24. 2	OS29. 2	OS33. 2	OS39. 2	OS25. 2	OS30. 2	OS34. 2		OS26. 2	OS31. 2	OS37. 2			OS32. 2	OS38. 1	
Places food is sold	Times food is sold	Nutrition standards for foods	Other nutrition standards																			
OS24. 2	OS29. 2	OS33. 2	OS39. 2																			
OS25. 2	OS30. 2	OS34. 2																				
OS26. 2	OS31. 2	OS37. 2																				
	OS32. 2	OS38. 1																				
<p><i>Places food is available (OS24-OS28)</i></p>																						
OS24	Regulates <u>vending machines</u>	Note: If policy regulates "all foods" or "competitive food," code according to the strength of that statement																				
		0 Not mentioned, and no mention of umbrella statement regulating "all foods" or "competitive foods"																				
		1 Vague, suggested, overridden by principal's discretion, or time-specific e.g., "Vending machines shall include items which are healthful"; "Vending machines shall be unplugged during lunch hour."																				
		2 Default if implementing Healthy Food Certification, OR indicates regulation of ALL vending machine items or umbrella statement regulating "all foods" or "competitive foods"																				
OS25	Regulates <u>school stores</u>	Note: If policy regulates "all foods" or "competitive food," code according to the strength of that statement																				
		0 Not mentioned, and no mention of umbrella statement regulating "all foods" or "all competitive foods"																				
		1 Vague, suggested, overridden by principal's discretion, or time-specific e.g., "...ensure some healthy options are sold at school stores."																				
		2 Default if implementing Healthy Food Certification, OR indicates regulation of ALL school store items or umbrella statement regulating "all foods" or "competitive foods"																				
OS26	Regulates <u>food service a la carte</u>	Note: If policy regulates "all foods" or "competitive food," code according to the strength of that statement																				
		0 Not mentioned, and no mention of umbrella statement regulating "all foods" or "all competitive foods"																				
		1 Vague, suggested, overridden by principal's discretion, or time-specific																				
		2 Default if implementing Healthy Food Certification, OR indicates regulation of ALL a la carte items or umbrella statement regulating "all foods" or "competitive foods"																				
OS27	Regulates food served at <u>class parties</u> and other school <u>celebrations</u>	0 Not mentioned. Default if implementing Healthy Food Certification and celebrations are not addressed.																				
		1 Vague, suggested, and/or overridden by principal's discretion e.g., "District encourages healthy snacks at parties"; "Celebrations involving food during the school day shall be at the discretion of the school principal"; "The school food environment (including fundraisers and celebrations) on balance and over time should be consistent with healthy food guidelines"; "permits only one birthday party per month."																				
		2 Requires district nutrition standards for regulating "food at parties"/"food served at parties," OR policy specifies district nutrition standards will be followed at all times e.g., "Foods and beverages served at school celebrations must meet the District's Nutritional Standards," (and standards are defined).																				

## Section 3. Other School Food and Beverages

#	Policy Item	Coding Guidance
OS28	Regulates food <u>from home for the whole class</u>	Note: If not mentioned, assign the same code as OS27
		0 Not mentioned
		1 Vague, suggested, overridden by principal's discretion, and/or time-specific e.g., "Classroom snacks shall <u>feature</u> healthy choices that meet the District's Nutrition Standards."
		2 Requires nutrition standards for "foods in the classroom"/"food served in the classroom," OR policy specifies district nutrition standards will be followed at all times

Times food is sold (OS29-OS31)

Note:

- The Connecticut definition of "school day" is the period that begins with the arrival of the first child at school and ends after the last instructional period. If a school district defines "school day" in the policy, apply its definition.
- "All times" includes before, during, and after the school day but excludes fundraising off school grounds and evening and weekend events.
- "All times on school grounds" includes before, during and after school and evening and weekend events but excludes fundraising off school grounds.

OS29	Regulates food sold <u>before school</u>	Note: "All times" and "school day" includes "before school."
		0 No mention of nutrition standards for food sold before school, during the "school day," or "at all times"
		1 Vague, suggested, and/or overridden by principal's discretion
		2 Default if implementing Healthy Food Certification; nutrition standards are specified and required for food served before school; OR policy specifies district nutrition standards will be followed "at all times"

OS30	Regulates food sold <u>after school</u> that is not part of a district-run after school program	Note: "All times" includes "after school." "School day" does <u>not</u> include "after school."
		0 No mention of nutrition standards for food sold after school or "at all times"
		1 Vague, suggested, and/or overridden by principal's discretion
		2 Default if implementing Healthy Food Certification; nutrition standards are specified and required for food served after school; OR policy specifies district nutrition standards will be followed "at all times"

OS31	Regulates food sold at <u>evening and community events on school grounds</u> (e.g., concessions at athletic events, dances, or performances)	Note: "At all times" refers to all times students are in the custody of the school. Because evening and community events are open to the public, and children attending are no longer in the custody of the school, only the phrase, "at all times on school grounds" is specific enough to include evening and community events on school grounds.
		0 No mention of nutrition standards for food sold at evening/community events on school grounds or "at all times on school grounds"
		1 Vague, suggested, and/or overridden by principal's discretion e.g., "...will promote the availability of nutritional snacks at athletic events."
		2 Default if implementing Healthy Food Certification; nutrition standards are specified and required for evening and community events; OR policy specifies district nutrition standards will be followed "at all times on school grounds" e.g., "Food or beverages sold or served on school grounds or for activities shall meet the District's nutrition standards," (and standards are specified elsewhere in policy).

## Section 3. Other School Food and Beverages (*continued*)

#	Policy Item	Coding Guidance
OS32	Regulates food sold for <u>fundraising</u>	Note: Policy must specifically address “fundraising” for a code of 1 or 2. Regulating food during “the school day,” “at all times,” or “at all times on school grounds” does not qualify.
		0 No mention of nutrition standards for food sold for fundraising
		1 Vague, suggested, time-specific and/or overridden by principal’s discretion e.g., “... <i>strongly encouraging the use of only non-food items to raise funds</i> ”; “... <i>requiring administrative approval for all fundraisers</i> ”.
2 Default if implementing Healthy Food Certification, OR nutrition standards are specified and required for fundraising e.g., “ <i>Foods or beverages including snack foods that are made or purchased as part of the District’s school or parent organization efforts to raise funds must also meet the District’s nutrition standards,</i> ” (and standards are specified).		
<i>Nutrition standards for foods (OS33-38)</i>		
OS33	Addresses limiting <u>sugar</u> content of foods	0 Not mentioned. Default if specifies <u>Dietary Guidelines for Americans</u> , and no other standards are used.
		1 No limit specified and/or limit is suggested e.g., “ <i>Dry snacks sold at the K-8 level shall follow District Nutrition Standards, <u>minimizing</u> the content of...sugar.</i> ”
		2 Default if implementing Healthy Food Certification, OR policy states a specific and required limit e.g., “ <i>K-12 school food service, school store, and school vending machines sale of individual snack items per package shall include no more than 35% sugar by weight.</i> ”
OS34	Addresses limiting <u>fat</u> content of foods	0 Not mentioned.
		1 No limit specified and/or limit is suggested. Default if specifies <u>Dietary Guidelines for Americans</u> , and no other standards are used. e.g., “ <i>All food and beverages available to students at school are recommended to be food items low in fat...</i> ”
		2 Default if implementing Healthy Food Certification, OR policy states a specific and required limit e.g., “ <i>K-12 school food service, school store, and school vending machine sale of individual snack items per package shall include no more than 35% of calories from fat and 9 grams maximum per serving with the exception of nuts.</i> ”
OS35	Addresses limiting <u>sodium</u> content of foods	0 Not mentioned. Default if implementing Healthy Food Certification and limiting sodium is not mentioned
		1 No limit specified and/or limit is suggested. Default if specifies <u>Dietary Guidelines for Americans</u> , and no other standards are used. e.g., “ <i>Foods to avoid—consume only occasionally: High sodium foods (luncheon meats, cheeses, chips, salty popcorn, pickles).</i> ”
		2 Quantified and required limit e.g., “ <i>A snack food item sold individually shall contain no more than 240 mg of sodium per serving, and an individually sold entree shall contain no more than 600 mg of sodium per serving.</i> ”
OS36	Addresses limiting <u>calorie content</u> per serving size of foods	0 Not mentioned. Default if specifies <u>Dietary Guidelines for Americans</u> or Healthy Food Certification, and no other standards are used.
		1 No limit specified and/or limit is suggested e.g., “ <i>Foods sold outside of the National School Lunch Program shall contain a <u>reasonable</u> number of calories per package.</i> ”
		2 Quantified and required limit e.g., “ <i>Individually sold snack item shall not exceed 200 calories per package.</i> ”

## Section 3. Other School Food and Beverages (continued)

#	Policy Item	Coding Guidance	
OS37	Addresses limiting <u>serving size</u> of foods	0 Not mentioned. Default if specifies <u>Dietary Guidelines for Americans</u> , and no other standards are used.	
		1 No limit specified and/or limit is suggested e.g., "All food shall be sold in <u>appropriate portion sizes</u> ."	
		2 Default if implementing Healthy Food Certification, OR policy states a quantified and required limit e.g., "Individually sold food shall not exceed one serving per package."	
OS38	Addresses increasing "whole foods," e.g., whole grains, unprocessed foods or fresh produce	0 Not mentioned, or policy only mentions dried fruit, fruit juice, fruit roll-ups, etc.	
		1 Offering of whole grains, unprocessed foods, or fresh produce is encouraged. Default if specifies <u>Dietary Guidelines for Americans</u> or if implementing Healthy Food Certification, and no other standards are used.	
		2 District is definitively offering whole grains, unprocessed foods, or fresh produce. e.g., "Half of the grains served will be whole grains"; "Only brown rice shall be served."	
<i>Other nutrition standards (OS39-OS41)</i>			
OS39	Addresses limiting the use of <u>ingredients with questionable health effects</u> in food or beverages (e.g., artificial sweeteners, processed or artificial foods, <i>trans</i> fats, high fructose corn syrup [HFCS])	0 Not mentioned. Default if specifies <u>Dietary Guidelines for Americans</u> , and no other standards are used.	
		1 Discourages use of these ingredients e.g., "We will make every effort to limit sales of snacks with high fructose corn syrup."	
		2 Default if implementing Healthy Food Certification, OR policy states required and quantified limits or prohibition e.g., "Food served during the school day shall include no more than 10% of calories from saturated and trans fat and two grams maximum per serving;" "All district foods shall contain 0 grams of trans fat."	
OS40	Addresses food not being used as a <u>reward</u> and/or withheld as a <u>punishment</u>	0 Not mentioned	
		1 Discourages or only allows healthy food as a reward e.g., "...strongly discourage the use of food/beverages as a reward or punishment"; "...will encourage non-food alternatives as student rewards"; "Only healthy foods will be used as reward."	
		2 Prohibits e.g., "Food rewards or incentives shall not be used in classrooms to encourage desirable behavior."	
OS41	<u>Nutrition information</u> available for foods <u>other than school meals</u>	0 Not mentioned	
		1 Suggested	
		2 Required	
<i>Nutrition standards for beverages (OS42-OS50)</i>			
<p>Note: Section 10-221q of the Connecticut General Statutes only allows the sale of five categories of beverages to students in Connecticut schools, and specifies specific nutrition standards for each allowable category (<a href="http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Student/NutritionEd/Allowable_Beverages.pdf">http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Student/NutritionEd/Allowable_Beverages.pdf</a>). Since <b>Connecticut statute regulates school beverages</b>, minimum default codes for <b>OS42-OS50</b> are:</p>			
OS42. 2	OS45. 2 (1 if other beverages can be sold during events)	OS47. 2	OS50. 2
OS43. 2	OS46. 2 (1 if other beverages can be sold during events)	OS49. 2	
OS42	Addresses limiting <u>sugar</u> content of beverages	0 Not mentioned	
		1 Limit is suggested, not quantified, and/or time- or location-specific e.g. "Shall prohibit beverages that contain sugar or any other caloric sweetener as the first ingredient."	
		2 <b>Default in Connecticut.</b> Quantified and required limit. e.g. "Only water and 100% juice will be allowed at school."	

## Section 3. Other School Food and Beverages (continued)

#	Policy Item	Coding Guidance
OS43	Addresses limiting <u>fat</u> content of drinks (other than milk)	0 Not mentioned
		1 Limit is suggested, not quantified, and/or time- or location-specific
		2 <b>Default in Connecticut.</b> Quantified and required limit e.g., "Only water and 100% juice will be allowed at school."
OS44	Addresses limiting <u>calorie content</u> per serving size of beverages	0 Not mentioned or does not limit calorie content
		1 Limit is suggested, not quantified, and/or time- or location-specific
		2 Quantified maximum number of calories permitted per beverage or serving size
OS45	Addresses limiting <u>regular (sugar-sweetened) soda</u>	0 Not mentioned
		1 Regular soda allowed during certain times or in certain locations
		2 <b>Default in Connecticut.</b> Soda is prohibited e.g., "Soda will not be available on school grounds"; "Only water, 100% juice, and fat-free milk will be available at school."
OS46	Addresses limiting <u>beverages other than soda containing added caloric sweeteners</u> such as sweetened teas, juice drinks, energy drinks and sports drinks	0 Not mentioned
		1 Beverages with added caloric sweeteners allowed during certain times or in certain locations
		2 <b>Default in Connecticut.</b> Other beverages with added caloric sweeteners prohibited at any time or location e.g., "Only unflavored, low-fat milk, water, and 100% juice will be available at school."
OS47	Addresses limiting <u>sugar/calorie</u> content of <u>flavored milk</u>	0 Not mentioned
		1 Limit on sugar or calorie content is not specific or required, or high sugar/calorie flavored milk allowed at certain times or locations
		2 <b>Default in Connecticut.</b> Quantified limit for sugar or calories e.g., "Flavored milk shall contain no more than 22 g of total sugars per 8-oz. portion."
OS48	Addresses limiting <u>fat content of milk</u>	0 Not mentioned. Mentioning nonfat or low-fat dairy products/foods does not qualify for a 1 or 2. If policy explicitly allows whole milk, code as 0.
		1 Nonfat or low-fat (1%) milk is mentioned; OR whole milk is prohibited, but 2% milk or "reduced-fat" milk is allowed
		2 Only low-fat (1%) or nonfat milk is allowed (2% and whole are prohibited)
OS49	Addresses <u>serving size</u> limits for beverages	0 Not mentioned
		1 Limit for drinks other than water is greater than 12 ounces, or limit is suggested
		2 <b>Default in Connecticut.</b> Limit for drinks other than water is 12 ounces or less
OS50	Addresses limiting <u>caffeine</u> content of beverages (with the exception of trace amounts of naturally occurring caffeine substances)	0 Not mentioned
		1 Limit is suggested, not quantified, and/or time- or location-specific
		2 <b>Default in Connecticut.</b> Beverages with added caffeine prohibited, OR quantified limits specified e.g., "All beverages served shall be caffeine-free, with the exception of trace amounts of naturally occurring caffeine substances."

### Section 3. Other School Food and Beverages (continued)

#	Policy Item	Coding Guidance
OS51	Addresses access to <u>free drinking water</u>	0 Not mentioned
		1 Availability of free water is encouraged
		2 Free water is always available e.g., "Students and staff will have access to free, safe, and fresh drinking water throughout the school day."

### Section 4. Physical Education

See state statute and code accordingly if no standards or less restrictive standards are used. Many states list National Association for Sport & Physical Education (NASPE) standards. Only code according to NASPE if district actually requires schools to follow NASPE standards.

#	Policy Item	Coding Guidance
PE52	Addresses physical education curriculum for <u>each grade level</u>	0 Does not specify which students will be provided PE
		1 <b>Default in Connecticut.</b> Unclear if each grade has a physical education curriculum, or a curriculum is identified but limited to only some grade levels e.g., "Physical education will be provided in K-8."
		2 Clear that district has a physical education curriculum for each grade. Describes a general curriculum for "PK-12," "all levels," or "all students"
PE53	Addresses <u>time</u> per week of physical education for <u>elementary school</u> students	0 Not mentioned
		1 Specifies number of times per week without duration; specifies total amount of physical education, but it is less than 150 minutes/week; <u>suggests</u> that schools follow NASPE standards; OR time is specified for overall physical activity that specifically includes physical education
		2 Specifies 150 minutes/week or more of physical education; OR <u>requires</u> schools to follow NASPE standards
PE54	Addresses <u>time</u> per week of physical education for <u>middle school</u> students	0 Not mentioned
		1 Specifies number of times per week without duration; specifies total amount of physical education, but it is less than 225 minutes/week; <u>suggests</u> that schools follow NASPE standards; OR time is specified for overall physical activity that specifically includes physical education
		2 Specifies 225 minutes/week or more of physical education; OR <u>requires</u> schools to follow NASPE standards
PE55	Addresses <u>time per week of</u> physical education for <u>high school</u> students	0 Not mentioned
		1 Specifies number of times per week without duration; specifies total amount of physical education, but it is less than 225 minutes/week; <u>suggests</u> that schools follow NASPE standards; OR time is specified for overall physical activity that specifically includes physical education
		2 Specifies 225 minutes/week or more of physical education; OR <u>requires</u> schools to follow NASPE standards
PE56	Physical education promotes a <u>physically active lifestyle</u>  (Continues on next page →)	0 Not mentioned
		1 Suggests that physical education classes promote a physically active lifestyle e.g., "Physical education programs should promote an active lifestyle." OR Suggests that physical education programs focus on self-assessment
		2

## Section 4. Physical Education (continued)

#	Policy Item	Coding Guidance
PE56 <i>cont'd</i>		<p>2 Default if policy <u>requires</u> "Connecticut Frameworks", "Healthy and Balanced Living Curriculum Framework", "NASPE Standards", or "Connecticut Physical Education Guide to K-12 Program Development;" Requires physical education to teach lifetime activities; e.g., "Physical education shall focus on personal fitness"; "...shall provide students PK-12 physical education that teaches students the skills needed for lifelong physical fitness." OR Focuses on self-assessment through a "Fitnessgram" or "Activitygram."</p>
PE57	Specifies <u>competency assessment</u> (i.e., knowledge, skills, practice)	<p>0 Not mentioned</p> <p>1 Vague and/or suggested e.g., "...will promote rubrics that objectively evaluate and encourage active participation in physical education in all classes PK-12."</p> <p>2 Assesses knowledge, skill, or practice e.g., "Students shall be able to demonstrate [physical education] competency through application of knowledge, skill development, and practice"; "Evaluation procedures will use classroom based assessment or other strategies."</p>
PE58	Addresses physical education <u>quality</u>	<p>0 Not mentioned</p> <p>1 Vague and/or suggested e.g., "A quality PE program will be provided to all students"</p> <p>2 <b>Default in Connecticut.</b> Curriculum is aligned with academic standards or benchmarks, comprehensive in scope and sequence. Possible wording: "ongoing/sequential/systematic."</p>
PE59	Physical education program promotes <u>inclusive play</u>	<p>0 Not mentioned. "Age appropriate" play does not qualify for a 1 or 2.</p> <p>1 Vague and/or suggested</p> <p>2 Default if policy <u>requires</u> "Connecticut Frameworks", "Healthy and Balanced Living Curriculum Framework", "NASPE Standards", or "Connecticut Physical Education Guide to K-12 Program Development;" OR policy discourages bullying, restricts picking teams, promotes confidence building, encourages good sportsmanship, includes students who are not athletically gifted, and/or provides PE choices that match ability e.g., "The physical education program shall meet the needs of all students, including those who are not athletically gifted, and actively teach cooperation, fair play, and responsible participation."</p>
PE60	Addresses physical education <u>classes or credits</u>	<p>0 Not mentioned</p> <p>1 Suggested that physical education classes or credits count toward graduation and/or GPA</p> <p>2 <b>Default in Connecticut.</b> Required that physical education classes or credits count toward graduation and/or GPA</p>
PE61	Addresses <u>frequency of required</u> physical education (daily)	<p>0 Not mentioned</p> <p>1 Suggested that students will receive daily PE e.g., "Physical education should be provided every day"</p> <p>2 Clear that all students will receive daily PE e.g., "Physical education will be provided on a daily basis"</p>
PE62	Addresses <u>teacher-student ratio</u> for physical education	<p>0 Not mentioned</p> <p>1 Vague and/or suggested</p> <p>2 Specific and required</p>

## Section 4. Physical Education (continued)

#	Policy Item	Coding Guidance
PE63	Addresses <u>safe and adequate equipment and facilities</u> for physical education	0 Not mentioned
		1 Suggested or encouraged
		2 Ensures equipment and facilities are safe and adequate e.g., <i>"The physical education program shall be provided adequate space and equipment and conform to all applicable safety standards."</i>
PE64	Addresses amount of time devoted to <u>moderate to vigorous activity</u> in physical education	0 Not mentioned. Recess and other physical activity do not qualify.
		1 Suggested, duration not specified, and/or duration is less than 50% of class time e.g., <i>"The physical education program shall devote <u>as much class time as possible</u> to moderate and vigorous activity."</i>
		2 At least 50% of class time is designated for moderate to vigorous activity e.g., <i>"All physical education classes to include at least 50% of moderate to vigorous activity."</i>
PE65	Addresses qualifications for physical education <u>instructors</u>	0 Not mentioned
		1 Credentials are vaguely referred to or suggested e.g., <i>"Physical education shall be taught by an <u>appropriate staff member</u>"; "When possible, PE will be taught by a licensed instructor."</i>
		2 <b>Default in Connecticut.</b> Requires PE to be taught by a licensed instructor. Default if NASPE standards specified. e.g., <i>"Physical education will be taught by a licensed instructor."</i>
PE66	District provides <u>physical education training</u> for teachers	0 Not mentioned
		1 Refers to general training, not physical education training; AND/OR refers to general staff e.g., <i>"Provide teachers and other staff with adequate training in promoting active lifestyles"</i>
		2 Provision of physical education training is required e.g., <i>"Ensures physical education staff will receive professional development on a yearly basis."</i>
PE67	Addresses physical education <u>waiver requirements</u> (e.g., substituting physical education requirement with other activities)	0 Not mentioned, or waivers for physical education are explicitly allowed
		1 Physical education waivers are discouraged, or waivers are limited to physical activities (e.g., team sports)
		2 Prohibits substituting physical education for other physical activities
PE68	Requires students to participate in an <u>annual health assessment</u> (e.g., fitness or Body Mass Index [BMI])	0 Not mentioned
		1 Vague, suggested, and/or unclear how often e.g., <i>"...shall introduce developmentally appropriate components of a health-related fitness assessment (Connecticut Physical Fitness Assessment)."</i> OR Assessment is specific and required, but a positive approach to communicating results is not mentioned
		2 Type of assessment is specified and required, and a positive approach to communicating results is mentioned e.g., <i>"Confidential health reports will be sent directly to parents and will include additional resources."</i>

## Section 5. Physical Activity

#	Policy Item	Coding Guidance	
PA69	Federal Wellness: Includes goals for physical activity that are designed to promote student wellness in a manner that the local education agency determines is appropriate	0	Not mentioned, or policy clearly detracts from requirement
		1	Physical activity goal is implied
		2	Any physical activity goal is mentioned
PA70	Physical activity provided for <u>every grade level</u>	0	Not mentioned
		1	Policy refers to "students," but it is not clear that each grade level will receive physical activity outside of physical education e.g., "...provide adequate time for students to be engaged in physical activity, which includes physical education, recess, and co-curricular activities."
		2	Clear that each grade will receive physical activity outside of physical education e.g., "Physical activity will be integrated across the curricula for all grades (PK-12) and throughout the school day."
PA71	Includes physical activity <u>opportunities for school staff</u>	0	Not mentioned
		1	Suggested provision e.g., "...will <u>promote</u> periodic and ongoing programs to increase the activity choices for faculty and staff."
		2	Required provision
PA72	Regular physical activity opportunities are <u>provided throughout the day</u> (NOT including recess)	0	Not mentioned, or only addresses physical activity before or after school
		1	Vague and/or suggested e.g., "Classrooms shall incorporate, where possible, appropriate, short breaks that include physical movement."
		2	Required e.g., "Physical activity opportunities shall be offered daily during the school day."
PA73	Addresses physical activity through <u>intramurals or interscholastic activities</u>	0	Not mentioned
		1	Vague and/or suggested provision e.g., "Intramural offerings <u>should</u> be maintained at present levels and steadily increased to accommodate elementary, middle and high school grades."
		2	Provision of intramurals or interscholastic activities is required
PA74	Addresses <u>community use of school facilities</u> for physical activity outside of the school day	0	Not mentioned
		1	Availability of school facilities for physical activity is suggested e.g., "The district should allow community based organizations to use facilities outside of school hours."
		2	Policy states effort to <u>promote</u> the use of facilities, or policy clearly states that facilities will be available. e.g., "The district is encouraged to promote the use of school facilities outside of school hours for physical activity programs offered by community based organizations."

## Section 5. Physical Activity (continued)

#	Policy Item	Coding Guidance
PA75	Addresses <u>safe active routes</u> to school	0 Not mentioned
		1 Vague and/or suggested e.g., "The school district may consider programs such as promoting safe and walkable routes to school."
		2 Policy states effort to promote safe active routes to school (e.g., by seeking funding, working with local transit, organizing walking school bus, ensuring safe walking paths) e.g., "Each school is responsible for working with community groups to facilitate and promote walking and biking to school by students and staff using safe routes and safe practices."
PA76	Addresses not using physical activity (extra or restricted) as <u>punishment</u>	0 Not mentioned
		1 Discouraged e.g., "Students <u>should</u> not be pulled out of physical education for any other content area instruction or punishment."
		2 Prohibited e.g., "Staff members shall not deny participation in recess or other physical activity opportunities as a form of discipline or punishment unless the safety of students is in question."
PA77	Addresses <u>recess frequency</u> or <u>amount</u> in <u>elementary school</u>	0 Not mentioned
		1 Frequency or amount is vague and/or suggested e.g., "Supervised recess time should be provided to all students within each school day at all elementary schools."
		2 Specific and required e.g., "All elementary school students shall have daily recess..."
PA78	Addresses recess <u>quality to promote physical activity</u>	0 Not mentioned
		1 Vague or weak language
		2 Strong, specific language encouraging physical activity and/or outdoor play, even if it refers to elementary students only e.g., "All elementary school students shall have daily recess, during which schools shall provide space, equipment and an environment conducive to safe and enjoyable activity."

## Section 6. Communication and Promotion

#	Policy Item	Coding Guidance
CP79	Federal Wellness: Involve parents, students, and representatives of the school food authority, the school board, school administrators, and the public in the development of the school wellness policy	Note: This should have happened in the past because this language deals exclusively with policy DEVELOPMENT. However, language indicating future plans (i.e., "shall form a committee") is scored the same.
		0 Neither policy nor supporting documentation specifies who was on policy development team
		1 Policy (or supporting documentation) specifies who was on policy development team, but not all required groups were represented
CP80	Includes <u>staff wellness</u> programs specifically addressing the health of <u>staff</u>	2 Policy (or supporting documentation) specifies who was on policy development team and all required groups were represented
		0 Not mentioned
		1 Program suggested e.g., "...will <u>promote</u> periodic and ongoing programs to increase nutritional knowledge and activity for faculty and staff."
		2 Program required e.g., "Presentations on nutrition will be provided"; "Activity programs will be available for staff, and gym memberships will be subsidized."

## Section 6. Communication and Promotion *(continued)*

#	Policy Item	Coding Guidance
CP81	Addresses consistency of <u>nutrition messages</u>	0 Not mentioned
		1 Vague and/or suggested e.g., “The entire school environment...shall be <u>aligned</u> with healthy school goals” (Although “shall” is required, “aligned” is vague); “...will <u>encourage</u> menu choices linked with the nutrition education curriculum.”
		2 Specific and required e.g., “The school environment, including cafeteria and classroom, <u>shall provide clear and consistent messages</u> that reinforce healthy eating.”
CP82	Encourages staff to <u>role model healthy behaviors</u>	0 Not mentioned
		1 Suggested that school will encourage staff to model healthy behavior e.g., “Each school in the district <u>should</u> encourage staff to model...”
		2 Required that school will encourage staff to model healthy behavior e.g., “Staff <u>will be</u> encouraged to model healthy eating and physical activity as a valuable part of daily life.”
CP83	Specifies <u>who</u> in the district is responsible for wellness/health <u>communication</u> beyond required policy implementation reporting	0 Not mentioned
		1 Specifies who is responsible, and communication is suggested; OR “the district” is specified as being responsible for communication e.g., “Teachers and staff <u>can</u> post websites on nutrition topics.”
		2 Specifies who is responsible, and communication is required. Acceptable: “Superintendent” or “designee.” e.g., “Food services <u>will</u> provide families opportunities for input and monitoring of their children’s food purchases at the K-8 level.”
CP84	Specifies district using Centers for Disease Control and Prevention’s (CDC) <u>Coordinated School Health Program (CSHP) model</u> or other coordinated/comprehensive method.  The CSHP model consists of 8 interactive components: (1) health education, (2) family/community involvement, (3) health promotion for staff, (4) healthy school environment, (5) counseling, psychological and social services, (6) physical education, (7) health services, and (8) nutrition services.	0 Not mentioned
		1 Mentions that district is considering use or working toward use of a coordinated school health model e.g., “We <u>strive toward</u> integrating nutrition into a coordinated school health approach.”
		2 Includes language to institutionalize a coordinated school health model e.g., “Schools <u>will</u> link nutrition education activities with the coordinated school health program.”
CP85	Addresses <u>methods</u> to solicit or encourage <u>input</u> from stakeholder groups (e.g., two-way sharing)	0 Not mentioned
		1 Specific methods suggested e.g., “... <u>should</u> encourage feedback from parents and community through stakeholder meetings.”
		2 Required to solicit input from stakeholders, and specific methods are named e.g., “Students <u>will</u> be given the opportunity to provide input on local, cultural, and favorite ethnic foods”; “The school will consider student needs in planning for a healthy school nutrition environment. Students will be asked for input and feedback through the use of student surveys and attention will be given to their comments.”; “Shall provide periodic food promotions to encourage taste testing of healthy new foods being introduced on the menu”; “The food service director will be available to speak with parents during open house.”

## Section 6. Communication and Promotion (*continued*)

#	Policy Item	Coding Guidance
CP86	<p>Specifies <u>how</u> district will engage parents or community to meet district wellness goals</p> <p>(e.g., through website, email, parent conferences, events etc.)</p>	0 Not mentioned
		1 Unclear if school will engage parents or community, and specific methods are named e.g., "Nutrition information <u>should</u> be provided to parents and staff through newsletters, publications, health fairs, and other activities..."
		2 Clear that the school will engage parents or community, and specific methods are listed. OK if it is not clear that each specific method will be used. e.g., "Nutrition education <u>will</u> be provided to parents through handouts, the school website, articles and information provided in district or school newsletters, presentations that focus on nutrition and healthy lifestyles, and through any other appropriate means available to reach parents."
CP87	<p>Specifies <u>what</u> content/information district communicates to parents</p>	0 Not mentioned
		1 It is suggested that schools communicate content/information to parents e.g., "Nutrition information <u>should</u> be provided to parents on but not limited to: healthy snack ideas, healthy breakfast..."
		2 It is required for school to communicate content/information with parents and content is specific (wellness policy, lists of foods for healthy lunches or celebrations, opportunities for physical activity before and after school, etc.) e.g., "The District will provide parents with healthy snack ideas."
CP88	<p>Specifies <u>marketing</u> to promote healthy choices</p>	0 Not mentioned
		1 Vague and/or suggested e.g., "It is recommended that organizations operating concessions at school functions market healthy food choices at a lower profit margin to encourage student selection."
		2 Specific (posters, pricing structures, etc.) and required
CP89	<p>Specifies <u>restricting marketing of unhealthful choices</u></p>	0 Not mentioned
		1 Suggested and/or applicable in some areas or during certain times e.g., "Display and advertising of foods with minimal nutritional value is strongly discouraged on school grounds."
		2 Required (at all times implied) e.g., "Education materials shall be free of brands and illustrations of unhealthful foods"; "Soft drink logos are not allowed on school materials or on school property."
CP90	<p>Establishes a <u>health advisory committee</u> or school health council that is <u>ongoing</u> beyond policy development</p>	0 Not mentioned
		1 Suggested and/or not clear that the committee will be ongoing
		2 Committee is required and clearly ongoing e.g., "The Nutrition and Physical Activity Advisory Council shall include (list of stakeholders) and shall meet a minimum of two times annually to monitor and evaluate the implementation of the policy."

## Section 7. Evaluation

#	Policy Item	Coding Guidance
E91	<p><u>Federal Wellness</u>: Establish a plan for measuring implementation of the local wellness policy, including designation of one or more persons within the local educational agency or at each school, as appropriate, charged with operational responsibility for ensuring that the school meets the local wellness policy</p>	0 Not mentioned
		1 Describes a plan, and does not designate one or more persons charged with ensuring compliance
		2 Describes a plan and designates one or more persons charged with ensuring compliance e.g., <i>“A district-wide Wellness Committee shall be established for the purpose of monitoring the implementation of the district’s Wellness Policy and its nutrition and physical activity components through the Superintendent or his/her designee, as determined necessary”; “The Superintendent or designee shall ensure compliance with established district wide nutrition and physical activity policies. In each school, the building administrator or designee shall ensure compliance with those policies in his or her school.”</i>
E92	<p>Addresses a <u>plan for policy implementation</u>, including a person or group responsible (initial or ongoing)</p>	0 Not mentioned
		1 Identifies having or developing a plan without strong language, or without identifying a person or group responsible e.g., <i>“The district will strive to implement the policy by...”</i>
		2 Using strong language, identifies having or developing a plan for implementation and identifies a person or group responsible e.g., <i>“The Superintendent or designee shall ensure compliance with established district wide nutrition and physical activity policies. In each school, the building administrator or designee shall ensure compliance with those policies in his or her school ...”</i>
E93	<p>Addresses a plan for <u>policy evaluation</u>, including a person/group responsible for tracking outcomes</p>	0 Not mentioned
		1 Some kind of pre-post assessment is implied e.g., <i>“The district shall conduct an assessment of the health and fitness policy.”</i>
		2 An evaluation plan is required, a person/group responsible for tracking evaluation is/are identified, AND specific outcomes to be measured are stated (e.g., health impact, fiscal impact, student learning, School Health Index) e.g., <i>“The Advisory Council shall meet at least annually to review nutrition and physical activity policies, evidence on student health impact, and effective programs and program elements.”</i>
E94	<p>Addresses the <u>audience</u> and <u>frequency</u> of a report on <u>compliance and/or evaluation</u></p>	0 Not mentioned
		1 Some kind of report on compliance or evaluation is implied
		2 Policy must meet all of the following criteria: <ul style="list-style-type: none"> <li>- Reporting on compliance or evaluation is <u>required</u></li> <li>- <u>Specific items</u> are stated (e.g., compliance with nutrition guidelines, listing of activities and programs conducted to promote nutrition and physical activity, recommendations for policy and/or program revisions, feedback received from stakeholders)</li> <li>- It is clear that a report will be made to a <u>specific audience</u> (e.g., board of education, administration, Parent Teacher Association [PTA]/ Parent Teacher Organization [PTO], and the public)</li> <li>- <u>Frequency</u> of reporting is stated</li> </ul> <p>e.g., <i>“The advisory council shall prepare a report annually for the Superintendent evaluating the implementation of the policy and regulations and include any recommended changes or revisions.”</i></p>

## Section 7. Evaluation *(continued)*

#	Policy Item	Coding Guidance
E95	Identifies <u>funding support</u> for wellness activities or policy evaluation	0 Not mentioned
		1 Vague
		2 Identifies a specific source
E96	Identifies a plan for <u>revising the policy</u>	0 Not mentioned
		1 Future orientation in making a decision to revise e.g., "... <u>may</u> meet to discuss revisions to policy"; "... <i>may suggest changes.</i> "
		2 Discusses revision to policy in any way by any person or group e.g., "... <u>will</u> meet to discuss revisions to policy."