

WellSAT-i 2.0: Wellness School Assessment Tool for Implementation

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How to Rate Policy Implementation

This school wellness policy implementation tool (WellSAT-i) 2.0 measures the degree to which the 78 policy items from the Wellness School Assessment Tool (WellSAT) 2.0 are implemented. WellSAT-i 2.0 items are categorized into the six sections in the WellSAT 2.0: Nutrition Education, Standards for USDA Child Nutrition Programs and School Meals, Nutrition Standards for Competitive and Other Foods and Beverages, Physical Education and Physical Activity, and Wellness Promotion and Marketing, and Implementation, Evaluation and Communication.

For each of the 78 WellSAT 2.0 items, implementation is rated “0”, “1”, or “2”, using the definitions below. For each item on the WellSAT-i 2.0 we indicate the appropriate informant to interview, followed by the WellSAT 2.0 item it is paired with, and examples of “0”, “1”, and “2” implementation coding.

Abbreviation	Informant
P	Principal Note: The Assistant Principal can be interviewed in replace of the Principal.
T	Teacher who teaches nutrition education
PET	PE Teacher
FSD	Food Service Director
CM	Cafeteria Manager
DDLO	Designated District Level Official

Rating		Explanation
0	= Has not been implemented	Assign a rating of “0” when: <ul style="list-style-type: none"> • The practice is not in place at all.
1	= Partial implementation	Assign a rating of “1” when: <ul style="list-style-type: none"> • The practice has been partially implemented.
2	= Fully implemented	Assign a rating of “2” when: <ul style="list-style-type: none"> • The practice has been fully implemented.

Section 1. Nutrition Education				
Informant	Item	WellSAT 2.0 Item	Rating Guidance	
All Informants	1. Have you read your school's wellness policy? Note: bring copy of document with you.		0	Has not read school wellness policy
			1	Has scanned or partially read the school wellness policy
			2	Has fully read the school wellness policy
Observations/Notes:				

P	2. Is there a standards-based nutrition curriculum, health education curriculum or other curriculum that includes nutrition taught in the school? If yes, a. What is the title or titles of the curricula? b. For every grade? c. How many hours (or units) do the students receive in every grade?	NEPE1	0	A standards-based nutrition education curriculum, health education curriculum or other curriculum that includes nutrition does not exist.
			1	One of the following: The curriculum is taught in only some grades. The curriculum is taught in every grade but not every year.
			2	The curriculum is taught in every grade yearly.
Observations/Notes:				

P	<p>3. Do all elementary school students receive nutrition education? If yes,</p> <p>a. For every grade? b. Every year? c. How many hours of nutrition education do the students receive in each grade? d. What does the nutrition education entail?</p>	NEPE2	0	A nutrition education does not exist for any elementary grade.
			1	One of the following: Nutrition education is taught in only some grades. Nutrition education is taught in every grade but not yearly.
			2	Nutrition education curriculum is taught in every grade yearly.
Observations/Notes:				

P	<p>4. Do all middle school students receive nutrition education? If yes,</p> <p>a. For every grade? b. Every year? c. How many hours of nutrition education do the students receive in each grade? d. What does the nutrition education entail?</p>	NEPE3	0	A nutrition education curriculum does not exist for any middle school grade.
			1	One of the following: Nutrition education is taught in only some grades. Nutrition education is taught in every grade but not yearly.
			2	Nutrition education curriculum is taught in every grade yearly.
Observations/Notes:				

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P	<p>5. Do all high school students receive nutrition education? If yes,</p> <p>a. For every grade? b. Every year? c. How many hours of nutrition education do the students receive in each grade? d. What does the nutrition education entail?</p>	NEPE4	0	A nutrition education curriculum does not exist for any high school grade.
			1	One of the following: Nutrition education is taught in only some grades. Nutrition education is taught in every grade but not yearly.
			2	Nutrition education curriculum is taught in every grade yearly.
Observations/Notes:				

P	<p>6. Does the nutrition education link with the school food environment for every grade? If yes,</p> <p>a. How (e.g., school gardens, cafeteria learning lab, student nutrition projects)? b. Does the nutrition education link apply to all grades in the school?</p>	NEPE5	0	One of the following: Nutrition education does not exist. Nutrition education does not link with the school food environment.
			1	One of the following: Nutrition education links with school food environment only for some grades. Nutrition education links with the school food environment for every grade but not every year.

			2	Nutrition education links with the school food environment for all grades every year.
Observations/Notes:				

T	7. Do you offer nutrition education that teaches skills that are behavior focused, interactive, and/or participatory (e.g., media awareness, menu planning, reading nutrition facts labels)? If yes, please provide examples.	NEPE6	0	Nutrition education does not involve teaching skills that are behavior focused, interactive, and/or participatory.
			1	Nutrition education sometimes involves teaching skills that are behavior focused, interactive, and/or participatory. Example: School nurse teachers lecture on carbohydrates but there is no application of the material being taught.
			2	Nutrition education uniformly teaches skills that are behavior focused, interactive, and/or participatory.
Observations/Notes:				

T	8. Is the nutrition education curriculum that is taught sequential <i>and</i> comprehensive in	NEWP7	0	The curriculum is neither sequential or comprehensive.
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	scope? a. Is the curriculum grade appropriate for each grade? b. Does the curriculum meet state or federal learning objectives and standards?		1	One of the following: <ul style="list-style-type: none"> The curriculum is sequential, but not comprehensive. The curriculum is comprehensive but not sequential.
			2	Nutrition education curriculum is both sequential and comprehensive.
Observations/Notes:				

Section 2. Standards for USDA Child Nutrition Programs and School Meals				
FSD	9. Does the school participate in the School Breakfast Program? a. Is breakfast offered every day? b. Is breakfast offered to all students (all grade levels) every day?	SM1	0	The school does not participate in the School Breakfast Program.
			1	One of the following: The school participates in the School Breakfast Program but not every day (e.g., only Monday, Wednesday, and Friday). The school participates in the School Breakfast Program but it is not offered to every student or every grade.
			2	The school participates in the School Breakfast Program every school day for all grades.
Observations/Notes:				

FSD	10. Does every meal provide students with all of the required food components (i.e., fat-free or reduced-fat milk; whole-grain rich grains, lean protein, fruit and vegetable)?	SM2	0	School meals do not provide students the required meal components.
			1	One of the following: The school meals provide all food components but not every day. School meals provide less than the required food components on some days. School meals provide all food components on all days, but not in the specified quantity.
			2	Breakfast provides whole grain, fruit and milk in specified quantity. Lunch meals provide milk, fruit, vegetable, whole-grain rich grain and lean protein in specified quantities.
Observations/Notes:				

FSD	11. Are the nutrition standards for breakfast and lunch stricter than the USDA school meal regulations? a. If yes, how so?	SM3	0	The nutrition standards for breakfast and lunch are not stricter than the USDA school meal regulations.
			1	The nutrition standards for breakfast and lunch are stricter than the USDA school meal regulations, but the menu does not indicate the stricter standards are being done.
			2	The nutrition standards for breakfast and

			<p>lunch are stricter than the USDA school meal regulations, and the menu indicates the stricter standards are being done.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Juice is not offered during lunch. • Flavored milk is not offered during breakfast and/or lunch. • Sweet grains (e.g., cookies, cakes) are not offered as part of school meals.
Observations/Notes:			

FSD	<p>12. Does the district take steps beyond those required by federal law/regulation to protect the privacy of students who qualify for free or reduced-price meals?</p> <p>a. If yes, what are these steps?</p> <p>Note: All schools qualify for community eligibility.</p>	SM4	0	The district does not take steps beyond those required by federal law/regulation to protect the privacy of students who qualify for free or reduced-price meals.
			1	
			2	<p>The district takes steps beyond those required by federal law/regulation to protect the privacy of students who qualify for free or reduced-price meals and all of these steps are observed in the cafeteria.</p> <p>Examples:</p> <ul style="list-style-type: none"> • The cafeterias are cashless—all

				<p>students, regardless of the type of payment they make for school meals, or the food being purchased (meal or a la carte) are given a code to enter at the cash register.</p> <ul style="list-style-type: none"> • Competitive foods are sold from the same lines as reimbursable meals. • Competitive foods are not sold during lunch periods.
Observations/Notes:				

FSD	<p>13. Does the wellness policy provide the USDA National School Lunch Program and School Breakfast Program standards in full (or provide a link to the standards)?</p> <p>Note: if there is a link check to see if the link is active.</p>	SM5	0	The wellness policy does not provide the USDA NSLP and SBP standards in full.
			1	<p>Some but not all standards are outlined in the policy.</p> <p>Examples:</p> <ul style="list-style-type: none"> • The SBP standards are provided but not the NSLP. • The NSLP standards are provided but not the SBP.
			2	USDA NSLP and SBP standards are fully included in the policy or a working link to the USDA website is provided.
Observations/Notes:				

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FSD	<p>14. Does the district use strategies to increase participation in school meal programs?</p> <p>If yes, a. What are they?</p>	SM6	0	No strategies to increase participation in school meal programs are done.
			1	<p>One of the following:</p> <ul style="list-style-type: none"> • Strategies are used to increase participation for breakfast only. • Strategies are used to increase participation for lunch only.
			2	<p>Strategies are used to increase participation for both breakfast and lunch and they are observed.</p> <p>Examples:</p> <p>Access is limited to competitive foods in the cafeteria.</p> <p>All high school students have a scheduled lunch period.</p> <p>"Grab and Go" or Breakfast in the Classroom.</p>
Observations/Notes:				

P	15. Are high school students permitted to leave during the lunch period?	SM7	0	No restrictions on high school students leaving during the lunch period.
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	<p>If yes, a. What grades are permitted to leave during lunch?</p>			<p>Some restrictions on high school students leaving during the lunch period. Examples: 1 Only some grades are able to leave to obtain lunch off campus. Only on Fridays are students able to leave to obtain lunch off campus.</p>
		<p>2 Students are prohibited from leaving campus for lunch.</p>	<p>Observations/Notes:</p>	

<p>P</p>	<p>16. How much time does the school allot students to eat breakfast and lunch?</p> <p>Note: Oklahoma does not have a state policy on adequate time to eat school meals. The recommendation is 20 minutes table time for lunch and 10 minutes table time for breakfast.</p>	<p>SM8</p>		<p>0 The school does not allot the students the required table time to eat breakfast and lunch.</p>
		<p>1 The principal states students are allotted the required time to eat breakfast and lunch, but the school schedule does not indicate sufficient time.</p>	<p>Observations/Notes:</p>	
		<p>2 The school does allot the students the required time to eat breakfast and lunch as indicated by the school schedule.</p>		

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FSD	17. Is relevant annual training for food and nutrition services staff in accordance with USDA Professional Standards offered? Available: http://www.fns.usda.gov/sites/default/files/CN2014-0130.pdf	SM9	0	Relevant ongoing training is not offered to the Food Service Director and on site manager or person responsible for menu planning.
			1	Relevant ongoing training is offered to the Food Service Director but not the on site manager, person responsible for menu planning, or staff responsible for meal oversight.
			2	Relevant ongoing training is offered to the Food Service Director and on site manager, person responsible for menu planning, or staff responsible for meal oversight.
Observations/Notes:				

CM	18. Does the cafeteria have adequate seating space? a. Is the cafeteria a pleasant eating environment? b. Are students supervised during their meal period?	SM10	0	The cafeteria does not have adequate seating, the students are not supervised during meal periods, and the cafeteria is an unpleasant eating environment.
			1	The cafeteria has one or more of the following but not all: <ul style="list-style-type: none"> Adequate seating

				<ul style="list-style-type: none"> Supervision of students during all meal periods Pleasant eating environment
				2
Observations/Notes:				

CM	<p>19. Is nutrition information for school meals (calories, saturated fat, sodium, sugar) available to students and parents?</p> <p>If yes,</p> <p>a. Through what methods is this information communicated (e.g., website, menu is sent home)?</p> <p>Ask for a copy of these materials.</p>	SM11	0	The nutritional content of the school meals is not made available to all students and parents.
			1	<p>One of the following:</p> <ul style="list-style-type: none"> The nutritional content of the school meals is made available to students or parents but not both. The nutritional content of the school meals is made available to some students and parents. The nutritional content of the school meals is made available to students and/or parents but the information is not in multiple languages.
			2	The nutritional content of the school meals is

				made available to students and parents.
Observations/Notes:				

FSD	20. How are parents informed about the availability of free and reduced price meals? (e.g., websites, parent newsletter, news article, radio, social media) NA: All schools qualify for community eligibility	SM12	0	No effort is made to inform parents about F/R price meals.
			1	
			2	Applications for free/reduced priced meals are sent home to all families at the beginning of the school year. The application is also available on the district website.
Observations/Notes:				

P	21. Is recess (when offered) is scheduled before lunch in elementary schools?	SM13	0	Recess is never scheduled before lunch in elementary schools.
			1	One of the following: Some grades, but not all grades, have recess scheduled before lunch. Recess is scheduled before lunch 3 days a

			week.
		2	All grades have recess scheduled before lunch and this is indicated on the school schedule.
Observations/Notes:			

CM	<p>22. Is water available during breakfast and lunch?</p> <p>If yes,</p> <p>a. How is it made available for breakfast?</p> <p>b. How is it made available for lunch?</p>	SM14	0	Students are not permitted to access water during the school meals.
			1	<p>Students have limited access to water during the school meals.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Water is available only at the beginning of the school meal. • Students are denied access to water as a punishment. • Water fountains are not working.
			2	Students have access to water during school meals, and this is observed.
Observations/Notes:				

Section 3. Nutrition Standards for Competitive Foods and Other Foods and Beverages				
FSD	<p>23. Are there vending machine(s), school stores, or concession stands in the school or anywhere on the school campus that students have access to? (Note: This does not refer to vending machine(s) accessible to staff only).</p> <p>Elementary schools? Middle schools? High schools? If yes, a. Who operates them? b. Who receives the money from the purchases? c. Are there any restrictions on the types of foods that are sold? d. What types of foods are sold? e. Do students have access before, during, or after school?</p>	NS1	0	Vending machines, school stores and concession stands carry unhealthy foods and/or beverages without any restrictions.
			1	
			2	One of the following: No vending machines, school stores and concession stands on the school campus. Vending machines, school stores and concession stands only carry Smart Snacks approved food and beverage items.
Observations/Notes:				

FSD	<p>24. Are there vending machine(s), school stores, or concession standards in the school or anywhere on the school campus that students have access to during the EXTENDED</p>	NS2	0	Vending machines, school stores, and concession stands sells unhealthy foods and/or beverages without any restrictions.
			1	

	<p>school day? Elementary schools? Middle schools? High schools?</p> <p>If yes, a. Who runs the store? b. Where is it located? c. What hours is it open? d. Are there any restrictions on the types of food and/or beverages sold in the school store?</p>		2	<p>One of the following: No vending machines, school stores and concession stands on the school campus. Vending machines, school stores and concession stands only carry Smart Snacks approved food and beverage items.</p>
<p>Observations/Notes:</p>				

FSD	<p>25. Is before/after school care provided on school grounds which provides food and/or beverages? Elementary schools? Middle schools? High schools?</p> <p>If yes, a. Does the food service program provide the food and beverages? b. Are there any restrictions on the types of food and/or beverages provided?</p>	NS3	0	Food and beverages are provided during before and after school care without any restrictions.
			1	
			2	The food service program provides food and beverage to before and after school care and items are federally and state approved.

Observations/Notes:

P	<p>26. Do celebrations (e.g., birthday parties, holiday parties) that offer food and/or beverages occur during the school day? If yes,</p> <p>a. Are any foods and beverages restricted? b. Do celebrations occur in every grade? c. How often do the celebrations occur? d. Does the school prohibit scheduling of more than one party per class per month?</p>	NS4	0	Food celebrations occur at the school without any restrictions
			1	Food celebrations are allowed at the schools but with restriction(s). Examples: Food celebrations cannot occur before 2 pm. Soda is not allowed to be brought for food celebrations. Only one food celebration can occur per month per grade.
			2	Food celebrations are not allowed at the school and do not occur.

Observations/Notes:

FSD	27. Do all beverages sold to students during the school day meet USDA minimum nutrition standards	NS5	0	Beverages sold do not meet Smart Snacks standards.
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	(commonly referred to as Smart Snacks)?		1	Food Service Director states Smart Snacks standards are met but observations indicate standards are not met.
			2	Food Service Director states Smart Snacks standards are met and observations indicate standards are met.
Observations/Notes:				

FSD	28. Are there specific nutrition standards for all beverages sold to students during the extended school day (includes regular school day plus after school programming and clubs)?	NS6	0	There are no specific nutrition standards.
			1	Beverages meet nutrition standards but they are weaker than Smart Snack standards
			2	Beverages meet Smart Snack standards and this is indicated in observations.
Observations/Notes:				

FSD	29. Do foods and beverages sold outside of the school meals program and inside the school store and vending machines contain non-nutritive	NS7	0	FSD states foods/beverages sold outside of the school meal program and inside the school store and vending machines contain
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	sweeteners (e.g., diet beverage, zero-calorie)?			non-nutritive sweeteners
			1	FSD states foods/beverages sold outside of the school meal program and inside the school store and vending machines do not contain non-nutritive sweeteners, but it is indicated through some of the observations of the school store, all vending machines, and/or school menu(s) including a la carte items.
			2	FSD states foods sold outside of the school meal program and inside the school store and vending machines contain no non-nutritive sweeteners, and this is indicated through all observations of the school store, all vending machines, and school menu(s) including a la carte items.
Observations/Notes:				

FSD	30. Do foods and beverages sold outside of the school meals program and inside the school store and vending machines contain caffeine at the high school level? *As of 2014, USDA Smart Snacks standards prohibit the sale of foods and beverages containing caffeine	NS8	0	FSD states foods/beverages sold outside of the school meal program and inside the school store and vending machines contain caffeine.
			1	FSD states foods/beverages sold outside of the school meal program and inside the school store and vending machines do not

	in elementary and middle schools.			contain caffeine, but it is indicated through some of the observations of the school store, all vending machines, and/or school menu(s) including a la carte items.
			2	FSD states foods sold outside of the school meal program and inside the school store and vending machines contain no caffeine, and this is indicated through all observations of the school store, all vending machines, and school menu(s) including a la carte items.
Observations/Notes:				
FSD	31. Are the USDA Smart Snacks standards described in full (or a link to the standards) in the wellness policy? Note: if there is a link check to see if the link is active.	NS9	0	USDA Smart Snacks standards are not provided in the wellness policy.
			1	
			2	The complete Smart Snack standards are included in the policy or an active web link is provided that includes the complete Smart Snack standards.
Observations/Notes:				

P	<p>32. Is water available throughout the school day (excluding when meals are served)?</p> <p>If yes,</p> <p>a. How is it made available?</p> <p>b. Are students allowed to carry water bottles with them?</p>	NS10	0	Students are not permitted access to water during the school day.
			1	<p>Students have limited access to water during the school day.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Water is available only at certain times throughout the school day (e.g., only during meal times). • Students are denied access to water as a punishment.
			2	Students have access to water throughout the school day, and this is observed.
Observations/Notes:				

P	<p>33. Does the school participate in fundraisers during the school day that involve selling food and/or beverages?</p> <p>If yes:</p> <p>a. Who is in charge of approving all fundraising activities?</p> <p>b. Do any fundraisers occur during mealtimes?</p> <p>c. Is the use of food and beverages in fundraising restricted in some other way?</p> <p>d. Does the school encourage promotion of physical activity during or as fundraisers (e.g., walk-a-thons)?</p> <p>e. Does the District provide a list of approved non-</p>	NS11	0	The school permits food and beverage fundraisers without any restrictions.
			1	The school permits food and beverage fundraisers with some restrictions (e.g., no candy fundraisers are permitted but cookie fundraisers are allowed).
			2	<p>One of the following:</p> <ul style="list-style-type: none"> • The principal does not permit any food and beverage fundraisers and staff who conduct fundraisers state no food and/or beverages are permitted.

	food or healthy food fundraising activities?			<ul style="list-style-type: none"> Fundraisers meet the state policy on frequency and type of allowable foods and beverages sold.
Observations/Notes:				

Section 4. Physical Education and Physical Activity				
PET	34. Is there a formal written PE curriculum for every grade?	PEPA1	0	There is no formal written PE curriculum at the school.
			1	There is a formal written PE curriculum at the school for some grades.
			2	There is a formal written PE curriculum at the school for every grade.
Observations/Notes:				

PET	35. Does the written physical education curriculum follow the national and/or state physical education standards? Note: SHAPE American recommendations .	PEPA2	0	The curriculum does not follow national and/or state physical education standards.
			1	

			2	The curriculum follows the national and/or state physical education standards.
Observations/Notes:				

PET	<p>36. How many minutes of PE does each grade in elementary school receive?</p> <p>Note: SHAPE American recommends that schools provide a minimum of 150 minutes of instructional PE for elementary school children each week across the school year, in addition to time allotted for free and/or supervised play.</p>	PEPA3	0	All elementary school students do not receive the required minutes of PE each week.
			1	<p>One of the following:</p> <ul style="list-style-type: none"> Elementary school students do receive the required minutes of PE each week, but this is not indicated on the school schedule. The school schedule indicates some elementary school grades receive the required minutes of PE each week.
			2	All elementary school students do receive the

				required minutes of PE each week, and this is indicated on the school schedule.
Observations/Notes:				
PET	<p>37. How many minutes of PE does each grade in middle school receive?</p> <p>Note: SHAPE America recommends that schools provide a minimum of 225 minutes of instructional physical education for middle school students each week or 450 minutes every 10 days on block schedules.</p>	PEPA4	0	All middle school students do not receive the required minutes of PE each week.
			1	<p>One of the following:</p> <ul style="list-style-type: none"> • Middle school students do receive the required minutes of PE each week, but this is not indicated on the school schedule. • The school schedule indicates some middle school grades receive the required minutes of PE each week.
			2	All middle school students do receive the required minutes of PE each week, and this is indicated on the school

				schedule.
Observations/Notes:				

PET	<p>38. How many minutes of PE does each grade in high school receive?</p> <p>Note: SHAPE America recommends that schools provide a minimum of 225 minutes of instructional physical education for high school students each week or 450 minutes every 10 days on block schedules.</p>	PEPA5	0	All high school students do not receive the required minutes of PE each week.
			1	<p>One of the following:</p> <ul style="list-style-type: none"> • High school students do receive the required minutes of PE each week, but this is not indicated on the school schedule. • The school schedule indicates some high school grades receive the required minutes of PE each week.
			2	All high school students do receive the required minutes of PE each week, and this is indicated on the school schedule.
Observations/Notes:				

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PET	39. In PE, what is the student-teacher ratio for each grade? a. Is the student-teacher ratio for PE different than other classes in the corresponding grade?	PEPA6	0	The student-teacher ratio in physical education classes is not the same ratio as other classes.
			1	
			2	The student-teacher ratio in physical education classes is the same ratio as other classes.
Observations/Notes:				

PET	40. What are the qualifications for a PE teacher? a. Do PE teachers have to be licensed? b. Do PE teachers have to follow NASPE standards?	PEPA7	0	The school's PE teacher(s) are not qualified, not licensed, and do not follow NASPE standards.
			1	Some of the school's PE teacher(s) are qualified, licensed, and follow NASPE standards.
			2	All of the school's PE teacher(s) are qualified,

				licensed, and follow NASPE standards.
Observations/Notes:				

PET	41. For PE teachers, is relevant ongoing training offered every year? If yes, a. What kind or type of training is offered?	PEPA8	0	Relevant, ongoing training is not offered every year for PE teachers.
			1	Relevant, ongoing training is offered some years for PE teachers.
			2	Relevant, ongoing training is offered every year for PE teachers.
Observations/Notes:				

PET	42. Are waivers for physical education allowed? If yes, a. In what instances?	PEPA9	0	Waivers for physical education class are explicitly allowed, and students may substitute other physical activities for physical education class.
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			<p>One of the following:</p> <ul style="list-style-type: none"> • Waivers for physical education class are explicitly allowed, but students cannot substitute other physical activities for physical education class. • Waivers for physical education class are explicitly allowed, but students can substitute other physical activities for physical education class.
Observations/Notes:			<p>1</p> <p>2</p> <p>Waivers for physical education class are not allowed, and students are prohibited from substituting other physical activities for physical education class.</p>

PET	43. Are physical education exemptions for K-12 students allowed in the school?	PEPA10	0	Exemptions for PE are allowed with no restrictions.
			1	Exemptions for PE are allowed for some grades.
			2	Exemptions for PE for K-12 students are not allowed.
Observations/Notes:				
PET	44. Are physical education substitutions allowed for K-12 students (e.g., substituting PE requirements for other activities)?	PEPA11	0	Physical education substitutions are not restricted in K-12 students.
			1	Physical education substitutions are allowed for some grades.
			2	Physical education substitutions are restricted for all grades.
Observations/Notes:				
PET	45. Is there a comprehensive school physical activity program (CSPAP) plan at each school?	PEPA12	0	There is not a CSPAP plan at each school.

	If yes, ask for a copy.		1	
			2	There is a CSPAP plan at each school and a copy of the plan is obtained.
Observations/Notes:				
Designated district level official	46. Is active transport promoted for all K-12 students? If yes, a. What type of promotions?	PEPA13	0	The district does not promote active transport for K-12 students.
			1	One of the following: <ul style="list-style-type: none"> • The district promotes active transport for some grades. • The district promotes active transport for some schools.
			2	The district promotes active transport for all grades and all schools.
Observations/Notes:				

P	47. Is before and after school physical activity promoted for all K-12 students? If yes, a. How so?	PEPA14	0	Before and after school physical activity is not promoted to all students.
			1	Before and after school physical activity is promoted for some grades.
			2	Before and after school physical activity is promoted for all grades and this is observed.
Observations/Notes:				
P	48. Is there daily recess for every grade in elementary school? If no, a. How many days/week is recess? b. How long is recess? c. Is recess structured? If yes, a. How long is recess? b. Is recess structured?	PEPA15	0	Daily recess does not occur for every grade in elementary.
			1	One of the following: <ul style="list-style-type: none"> Daily recess occurs for some grades in elementary as indicated by the school schedule. Every grade in elementary receives recess a few days each week as

				indicated by the school schedule.
			2	Daily recess does occur for every grade in elementary as indicated by the school schedule.
Observations/Notes:				

PET	49. Are regular physical activity breaks provided for all K-12? If yes, a. Does this occur daily for all grades in elementary? b. What do the breaks consist of?	PEPA16	0	Regular physical activity breaks are not provided for all students.
			1	Regular physical activity breaks are provided for some grades.
			2	Regular physical activity breaks are provided for all grades.
Observations/Notes:				

Designated	50. Are there specific requirements for staff involvement in physical	PEPA17	0	There are no specific
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district level official	activity opportunities at all schools? If yes, a. How is this promoted?			requirements for staff involvement in physical activity opportunities at all schools.
			1	One of the following: There are specific requirements for staff involvement in physical activity opportunities at some schools. There are specific requirements for staff involvement in physical activity opportunities but this is not promoted.
			2	There are specific requirements for staff involvement in physical activity opportunities at all schools and this is promoted at all schools.
Observations/Notes:				
Designated district level official	51. Are there specific provisions for family and community engagement in physical activity opportunities at the school? If yes, a. What is offered?	PEPA18	0	There are no provisions for family/community engagement in physical activity opportunities.
			1	

			2	There are specific provisions for family and community engagement in physical activity opportunities at the school.
Observations/Notes:				
P	52. Is physical activity training provided for all teachers? If yes, a. What kind? b. Is this offered every school year?	PEPA19	0	Physical activity training is not provided to teachers.
			1	Physical activity training is provided to some teachers.
			2	Physical activity training is provided to all teachers yearly.
Observations/Notes:				
Designated district level official	53. Do schools have joint or shared-use agreements required for physical activity resources at all schools so expanded physical activity opportunities are available for students and community members?	PEPA20	0	The school does not have a joint or shared-use agreement to expand physical activity

	If yes, a. With who?			opportunities for students and community members.
			1	
			2	The school does have a joint or shared-use agreement to expand physical activity opportunities for students and community members.
Observations/Notes:				

Section 5. School Wellness Promotion and Marketing				
P	54. Are school staff encouraged to model healthy eating and drinking behaviors? If yes, a. Are staff encouraged to eat the school meals? b. Are staff encouraged to drink water? c. Are staff allowed to drink soda in front of the students? d. Is it possible for staff to sit and eat the school meals from the school meals program with students?	WPM1	0	School staff are not encouraged to model healthy eating and drinking behaviors.
			1	School staff are sporadically encouraged to model healthy eating and drinking behaviors.
			2	School staff are continuously encouraged to model healthy eating and drinking behavior.
Observations/Notes:				

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P	<p>55. Are school staff prohibited from modeling unhealthy eating and drinking behaviors?</p> <p>If yes,</p> <p>a. What are specific examples?</p> <p>b. What is considered unhealthy?</p>	WPM2	0	School staff are not prohibited from modeling unhealthy eating/drinking behaviors.
			1	School staff are encouraged to not model unhealthy eating and drinking behaviors but are not required to do so.
			2	School staff are prohibited from modeling unhealthy eating and drinking behavior.
Observations/Notes:				

P	<p>56. Are school staff encouraged to model physical activity behaviors?</p> <p>If yes,</p> <p>a. What are specific examples?</p>	WPM3	0	School staff are not encouraged to model physical activity behaviors.
			1	
			2	School staff are encouraged to model physical activity

				behaviors.
Observations/Notes:				

P	57. Are school staff prohibited from using food as a reward?	WPM4	0	One of the following: <ul style="list-style-type: none"> • School staff are allowed to use food as a reward. • The principal does not allow food as a reward but the staff do not follow this rule.
			1	School staff are permitted to use food as a reward with some restrictions. Example: <ul style="list-style-type: none"> • Only healthy foods can be used a reward.
			2	Staff are prohibited from using food as a reward
Observations/Notes:				

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P	58. Are school staff encouraged to use physical activity as a reward?	WPM5	0	School staff are not encouraged use physical activity as a reward.
			1	
			2	Staff are encouraged to use physical activity as a reward.
Observations/Notes:				

P	59. Do staff use physical activity as a punishment? If no, a. What types of punishments are used?	WPM6	0	School staff use physical activity as a punishment.
			1	
			2	School staff do not use physical activity as a punishment.
Observations/Notes:				

P	<p>60. Are staff prohibited from withholding physical activity as a punishment?</p> <p>If yes,</p> <p>a. Do staff withhold recess as punishment?</p> <p>b. Do staff withhold PE as punishment?</p>	WPM7	0	Staff are not prohibited from withholding physical activity as punishment.
			1	<p>One of the following:</p> <ul style="list-style-type: none"> • Staff are prohibited from withholding recess but not PE as punishment. • Staff are prohibited from withholding PE but not recess as punishment.
			2	Staff are prohibited from withholding recess and PE as punishment.
Observations/Notes:				

P	<p>61. Are specific marketing and encouragement of healthy food and beverage choices promoted in the school?</p> <p>If yes,</p> <p>a. How is it done (e.g., posters, menus)?</p> <p>b. What types of foods and beverages are promoted?</p> <p>c. Does this occur for both during and outside of school times?</p>	WPM8	0	There is no marketing/promotion of healthy foods and beverages in the school.
			1	Marketing/promotion of healthy foods and beverages is done for some grades and

				not the entire school.
			2	Marketing/promotion is done to promote healthy choices for the entire school.

P	62. Are specific strategies to encourage physical activity outside of PE promoted at the school? If yes, a. What are the strategies?	WPM9	0	Physical activity is not promoted at the school.
			1	Physical activity is encouraged to some grades but not the entire school.
			2	Physical activity is encouraged to all grades.
Observations/Notes:				

Designated district level official	63. Are family wellness activities planned and included in nutrition and physical activity events? If yes, a. What are the types of activities that occur? b. How many occur during the school year?	WPM10	0	Family wellness activities are not planned by the school.
			1	The school offers nutrition and physical activity events, but specific family wellness activities are not included.
			2	The school nutrition and physical activity events include family wellness

				events that are advertised to parents.
Observations/Notes:				

Designated district level official/ observation	64. Are foods and beverages that do not meet USDA Smart Snacks nutrition standards marketed on signs, scoreboards, and sports equipment on the school campus?	WPM11	0	Foods and beverages that <u>do not</u> meet the USDA Smart Snacks in Schools regulations are marketed on standards signs, scoreboards, and sports equipment.
			1	
			2	There is no marketing of food and beverages that cannot be sold during the school day (e.g., do not meet Smart Snack nutrition standards) on signs, scoreboards and sports equipment.
Observations/Notes:				

Designated district level official/P	65. Are foods and beverages that cannot be sold to students during the school day (i.e., do not meet USDA Smart Snacks nutrition standards) marketed in curricula, textbooks, websites used for educational purposes, or other educational materials (both printed and electronic) prohibited in the school?	WPM12	0	Foods and beverages that do not meet Smart Snacks standards are marketed in curricula, textbooks, websites for educational experiences, or other educational materials.
			1	
			2	There is no marketing of food and beverages that cannot be sold during the school day (e.g., do not meet Smart Snacks standards) in curricula, textbooks, websites, or other educational materials.
Observations/Notes:				

FSD, Designated district level official, P	66. Are foods and beverages that do not meet USDA Smart Snacks nutrition standards marketed/advertised on exteriors of vending machines, food or beverage cups or containers, food display racks, coolers, trash and recycling containers, etc.?	WPM13	0	Foods and beverages that do not meet Smart Snacks standards are marketed on exteriors of vending machines, food or beverage
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				cups or containers, food display racks, coolers, trash and recycling containers, etc.
			1	
			2	There is no marketing/advertising of food and beverages that do not meet Smart Snack nutrition standards on vending machines, food or beverage cups or containers, food display racks, coolers, trash and recycling containers, etc.
Observations/Notes:				

P, observations	67. Do staff market foods and beverages that do not meet USDA Smart Snacks nutrition standards in school publications, on school radio stations, in-school television, computer screen savers and/or school-sponsored Internet sites or announcements?	WPM14	0	Foods/beverages that do not meet the Smart Snacks requirements are advertised in school publications, school radio stations, in-school television, computer screen savers and/or school-sponsored Internet sites or
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				announcements.
			1	
			2	Foods/beverages that do not meet the Smart Snacks requirements are not advertised in school publications, school radio stations, in-school television, computer screen savers and/or school-sponsored Internet sites or announcements.
Observations/Notes:				

Designated district level official/P	68. Are foods and beverages that do not meet USDA Smart Snacks standards promoted in fundraisers and corporate-sponsored programs that encourage students and their families to sell, purchase, or consume products and/or provide funds to schools in exchange for consumer purchases of those products?	WPM15	0	Foods/beverages that do not meet the Smart Snacks requirements are promoted in fundraisers and/or corporate-sponsored programs.
			1	
			2	Foods/beverages that do not meet the Smart Snacks requirements are not

				promoted in fundraisers and/or corporate-sponsored programs.
Observations/Notes:				

Section 6. Implementation, Evaluation and Communication

Designated district level official	69. Has a district wellness committee been established? If yes, a. How often does the wellness committee meet?	IEC1	0	A district wellness committee has not been established.
			1	There is a district wellness committee, but it does not meet or does not meet on a regular basis.
			2	The committee meets on a regular basis throughout the year.

Observations/Notes:				
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Designated	70. Does the wellness committee have community-wide	IEC2	0	There is no community-wide
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district level official	<p>representation?</p> <p>If yes,</p> <p>Are the following groups represented:</p> <p>a. parents?</p> <p>b. students?</p> <p>c. PE teachers?</p> <p>d. school food authority?</p> <p>e. school health professionals?</p> <p>f. SNAP Ed coordinators?</p> <p>g. school board members?</p> <p>h. administrators?</p> <p>i. community-based organizations?</p> <p>j. general public?</p>			representation.
			1	There is some community-wide representation.
			2	The wellness committee has full community-wide representation.
Observations/Notes:				

Designated district level official	<p>71. Who is the district level official (position) who is accountable for ensuring each school is in compliance (ensuring that there is reporting-up)?</p> <p>If there is one,</p> <p>a. What is the position of the official (e.g., superintendent, asst. superintendent)?</p> <p>Contact them and ask how they make sure each school is in</p>	IEC3	0	There is no one accountable for ensuring each school is in compliance.
			1	
			2	A district level person is responsible for ensuring compliance of each school sites with the school wellness

	compliance.			policy and is actively reporting compliances and noncompliances of each school.
Observations/Notes:				

Designated district level official	72. Who is the leader (position) in each school who is accountable for ensuring compliance within the school and reporting-up to the district level?	IEC4	0	There is no one person responsible for ensuring compliance within the school.
			1	
			2	There is a designated leader in each school accountable for school level compliance and has reported to the district compliance and noncompliances.
Observations/Notes:				

Designated district level	73. Is there an annual assessment of SWP implementation and progress towards wellness goals?	IEC5	0	There is no annual assessment of SWP
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official	<p>If yes,</p> <p>a. How are assessments conducted? (e.g., WellSAT-I, School Health Index, Alliance for a Healthier Generation checklist, etc.)</p> <p>b. Is the assessment a written report? (If yes, obtain a copy.)</p> <p>c. Is the assessment distributed to the district and each school?</p>			implementation/progress towards wellness goals.
			1	Assessment of SWP implementation/progress towards wellness goals occurs, but less than annually.
			2	Annual assessments are conducted and distributed to the district and all schools.
Observations/Notes:				

Designated district level official	<p>74. Is there a progress report on compliance/implementation made to the school community (Board of Education, superintendent, principals, staff, students and parents)?</p> <p>If yes (ask for a copy),</p> <p>a. How often is it reported?</p> <p>b. How is it distributed?</p>	IEC6	0	There is no progress report.
			1	A progress report exists but is not made available to the school community.
			2	There is evidence (school newsletter, posted on website, etc.) that the report exists and is made to the school community.
Observations/Notes:				

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Designated district level official	75. Is there a progress report on compliance/implementation made to the public? If yes, a. What channels of communication are used? b. Is this done yearly?	IEC7	0	There is no progress report made to the public.
			1	A progress report is made but is not made available to the public.
			2	There is evidence (news article, posted on website, etc.) that the report is made to the public.
Observations/Notes:				

Designated district level official	76. Does the progress report include the web address of the wellness policy, a description of each school’s activities and progress towards meeting wellness? If yes, a. When is the progress report posted? b. Where is it posted? c. What does it include?	IEC8	0	One of the following: <ul style="list-style-type: none"> • There is no progress report. • There is no transparency providing information about the wellness
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				policy, the school's activities, or progress towards meeting wellness.
			1	The progress report includes some transparency but not all.
			2	The progress report identifies the web address of the school wellness policy and a description of the school's activities and progress towards meeting wellness.
Observations/Notes:				

Designated district level official	77. How often is the SWP reviewed and revised based on best practices? a. When was the last update? b. Is there a formal procedure for reviewing and revising?	IEC9	0	There is no plan for updating the policy based on best practices.
			1	
			2	The SWP is reviewed and revised on a specified basis.

Observations/Notes:

Designated district level official	78. What methods are used to communicate wellness policy information to the public? a. How often is this information shared? b. What information is shared with the public? c. Is the information in multiple languages?	IEC10	0	The wellness policy information is not shared with the public.
			1	Some communication of the wellness policy occurs.
			2	Specific communication methods are used to communicate the wellness policy to the public.

Observations/Notes:

Designated district level official	79. Does the district engage families to provide information and/or solicit input to meet district wellness goals ? If yes, a. How (through websites, email, parent meetings or events)?	IEC11	0	Families are not provided information about the goals and their input is not utilized for district wellness goals.
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			1	It is indicated that families should be included but there is no indication of this occurring.
			2	Specific methods and efforts for engaging families are used.
Observations/Notes:				