

Worksheet 3: Identify Connections between Policy and Practice

This document assists local educational agencies (LEAs) with meeting the U.S. Department of Agriculture’s (USDA) triennial assessment requirements for the local school wellness policy (LSWP). For information on the triennial assessment process, review *Guidance for School Wellness Policy Triennial Assessment*. For additional worksheets, visit the “What’s Next” section of the CSDE’s School Wellness Policies webpage.



The USDA requires that LEAs must publicly share the results of their wellness policy triennial assessment (e.g., through the district’s website). Information shared with the public must include 1) how the language in the LEA’s wellness policy compares to the model wellness policy; and 2) areas where there is a strong or weak policy, but practice implementation is either absent or limited.

This worksheet includes four sections that assess the connections between the LEA’s wellness policy and practices. The table below summarizes which sections the LEA must post to meet the USDA’s LSWP requirement for public notification.

Assessing Connections between the LEA’s Wellness Policy and Practices		
Section	Page	Public Posting Required
1 – Strong Policies and Aligned Practices	2	Yes
2 – Create Practice Implementation Plan	3	Yes
3 – Update Policies	4	No *
4 – Opportunities for Growth	5	No *
* Any federal requirements in these sections must be reported. Otherwise, LEAs may choose to share this information or additional materials as desired.		

Instructions: Use the LEA’s **WellSAT 3.0 scorecard** to enter the applicable policy item numbers and descriptions for each of the four sections. Post the information for all federal requirements and for sections 1 and 2 on the district’s website and share through other communication channels.

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Section 1 – Strong Policies and Aligned Practices



This document identifies where the district has a strong policy and is fully implementing practices that align with the policy.

Describe the items that received a written policy score of 2 **and** an interview practice score of 2. **Start with the Federal Requirements for each section.**

Item number	Item description
	Section 1. Nutrition Education
	Section 2: Standards for USDA Child Nutrition Programs and School Meals
	Section 3: Nutrition Standards for Competitive and Other Foods and Beverages
	Section 4: Physical Education and Physical Activity
PEPA8	Ongoing professional development is offered every year for PE teachers that is relevant and specific to physical education.
PEPA11	There are opportunities for families and community members to engage in physical activity at our schools. Opportunities are mostly on the weekends and outside of school hours on the school playgrounds and outdoor athletic facilities.
PEPA12	There are opportunities for all students to engage in physical activities before and after school through clubs, intramural and interscholastic events.
	Section 5: Wellness Promotion and Marketing
	Section 6: Implementation, Evaluation & Communication

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Section 2 – Create Practice Implementation Plan

This document identifies areas where there is a strong or weak policy, but practice implementation is either absent or limited. The Connecticut State Department of Education (CSDE) recommends working with key stakeholders and developing a plan to fully implement the policy as written.

- ▶ Enter the items that received either (1) a written policy score of 1 **and** an interview practice score of 0 or (2) a written policy score of 2 **and** an interview practice score of 1 or 0. **Start with the Federal Requirements for each section.**

Item number	Item description
	Section 1. Nutrition Education
	Section 2: Standards for USDA Child Nutrition Programs and School Meals
SM2	The district does not currently offer breakfast.
	Section 3: Nutrition Standards for Competitive and Other Foods and Beverages
	Section 4: Physical Education and Physical Activity
PEPA14	It is unclear if all teachers conduct regular physical activity breaks for students in the classroom. Opportunities for physical activity outside of the classroom are available throughout the day.
	Section 5: Wellness Promotion and Marketing
	Section 6: Implementation, Evaluation & Communication
IEC3	The principal at each school is responsible for the implementation and compliance with the wellness policy in their school.
IEC7	The wellness policy has not been revised yet based on the triennial assessment.

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Section 3 – Update Policies



This document identifies areas where the LEA is (a) fully implementing practices but there is no or only weak language in the written policy, or (b) partially implementing practices with no policy language. Best practice is to update the policy to match the implementation level.

▶ Enter the items that received a written policy score of 0 or 1 **and** an interview practice score of 2. **Start with the Federal Requirements for each section.**

Item number	Item description
	Section 1. Nutrition Education
NE1	The district has goals for nutrition education designed to promote student wellness which include federal, state and local curriculum standards.
NE2	Nutrition education is provided through skills-based, behavior focused and interactive methods; reading nutrition labels, menu planning, media awareness.
NE3	All elementary students receive sequential and comprehensive nutrition education.
NE4	All middle school students receive sequential and comprehensive nutrition education.
NE6	Nutrition education is integrated into other subjects besides health.
NE7	Nutrition education is linked to the school food environment.
	Section 2: Standards for USDA Child Nutrition Programs and School Meals
SM1	The district’s meal program is in compliance with the Healthy Hunger-Free Kids Act.
SM3	All students follow the same process for receiving a meal at lunchtime. The district follows strict guidelines to ensure the privacy of students who qualify for free/reduced meals.
SM4	Students with unpaid balances are not stigmatized in anyway and are always given the regular reimbursable meal. Parents are notified by phone call.
SM5	Multiple strategies are used consistently to inform families about eligibility for free/reduced meals through school website, emails to the entire district from the business office and local press releases.
SM8	Free drinking water is available to all students during meals.
SM9	The food staff receives training that meets the USDA Professional standards.
	Section 3: Nutrition Standards for Competitive and Other Foods and Beverages
NS1	There are no competitive foods sold a la carte at any of the schools.
NS2	The Smart Snack standards are located in the Guide to Smart Snacks In School booklet as well as on the USDA website.

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NS3	There are no competitive foods sold a la carte at any of the schools.
NS4	There are only vending machines accessible to the high school students and they meet Smart Snacks nutrition standards.
NS6	The schools do not have food or beverage fundraisers that sell food to be consumed during the school day.
NS8	No food or beverages with caffeine are sold at the high school.
NS9	Food-based celebrations occur at the elementary schools throughout the year. The district and the principals of each school regulate what can be served.
NS10	Food and beverages are not served to students on school grounds after the school day.
NS11	Nutrition standards are not addressed for all food and beverages sold to students after the school day.
NS12	None of the teachers use food as a reward in the classroom.
NS13	All students have consistent access to free drinking water throughout the day.
Section 4: Physical Education and Physical Activity	
PEPA1	The district has a written physical education curriculum and it is implemented for every grade.
PEPA2	The district's physical education curriculum is aligned with national and state standards
PEPA3	The district's physical education program promotes a physically active lifestyle by offering and teaching a variety of activities and skills to suit each student's interests and needs.
PEPA7	All PE classes are taught by state certified/licensed Phys. Ed. teachers.
PEPA9	Few students do not take PE due to enrollment in other courses; math, science, vocational, etc.
PEPA10	Few students do not take PE due to substitutions.
PEPA13	Daily recess is provided for all elementary grades for at least 20 minutes.
PEPA15	Community members use the indoor and outdoor school facilities when school is not in session per the building use policy.
Section 5: Wellness Promotion and Marketing	
WPM2	The district has specific strategies to support employee wellness.
WPM3	Teachers use physical activity as a reward; extra recess, interactive dance videos, walk around the school, etc.
WPM4	Teachers never use physical activity as a punishment.
WPM5	Teachers do not withhold physical activity as a classroom management tool.
WPM7	There are no foods marketed at any of the schools during the day or if there are, they meet Smart Snacks criteria.
WPM8	There is no food or beverage marketing on any of the district property.
WPM9	There is no food or beverage marketing on any of the educational materials.

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WPM10	There is no food or beverage marketing anywhere that food is purchased in the district.
WPM11	There is no food or beverage marketing in any of these places and if there is, it meets Smart Snack criteria.
WPM12	Any foods associated with fundraisers or corporate-sponsored programs meet Smart Snacks criteria.
	Section 6: Implementation, Evaluation & Communication

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Section 4 – Opportunities for Growth

This identifies areas where the district has either not addressed the topic in policy or practice; or has only addressed the topic in a very limited way.



▶ Enter the items that received either (1) a written policy score of 0 **and** an interview practice score of 0 or 1 or (2) a written policy score of 1 **and** an interview practice score of 1. **Start with the Federal Requirements for each section.**

Item number	Item description
	Section 1. Nutrition Education
NE5	Nutrition education is provided to only some high school grades.
NE8	Agriculture and the food system are addressed in nutrition education but no specific examples are available.
	Section 2: Standards for USDA Child Nutrition Programs and School Meals
SM6	Infrequent or inconsistent strategies are used; beginning of the year or on special days.
SM7	Students sometimes have 20 minutes to eat their meals.
SM10	Some locally grown foods are used in the cafeterias but it is not a priority.
	Section 3: Nutrition Standards for Competitive and Other Foods and Beverages
NS5	There are no school stores in the district.
NS7	Not applicable.
	Section 4: Physical Education and Physical Activity
PEPA4	Elementary students receive less than 150 minutes per week of PE most weeks.
PEPA5	Middle school students receive less than 225 minutes per week of PE most weeks.
PEPA6	High school students receive less than 225 minutes per week of PE most weeks.
PEPA16	It is rare for students to walk or bike to school.
	Section 5: Wellness Promotion and Marketing
WPM1	Staff are encouraged to model healthy eating and physical activity but no specific examples are available.
WPM6	Efforts are made to promote healthy food and beverage choices but not consistently.
	Section 6: Implementation, Evaluation & Communication
IEC1	There is a district wellness committee but it has not met in the last year.

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IEC2	The wellness committee has 6 of the listed roles represented; parent, school food authority reps, PE teacher, school nurse, school administrators and community member.
IEC4	The policy is posted on the district website. There has been no communication regarding the policy in over a year.
IEC5	District compliance with the wellness policy has been assessed but not within the last 3 years and not using a systematic process.
IEC6	There has not been a triennial assessment.
IEC8	There is a school wellness committee but it has not met in the last year.

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For information on the USDA's LSWP requirements, visit the Connecticut State Department of Education's (CSDE) [School Wellness Policies](#) website and the Rudd Center's [WELLSAT](#) website, or contact the school nutrition programs staff in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/SWP/Worksheet_3_Identifying_Connections_Policy_Practice.docx.



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