


Worksheet 1: Scorecard for WellSAT 3.0





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, refer to *Guidance for School Wellness Policy Triennial Assessment*. For additional worksheets, visit the “What’s Next” section of the CSDE’s School Wellness Policies webpage.









Federal Requirement

Section 1: Nutrition Education (NE)			Score
	NE1	Includes goals for nutrition education that are designed to promote student wellness.	2
	NE2	Nutrition education teaches skills that are behavior focused, interactive, and/or participatory.	2
	NE3	All elementary school students receive sequential and comprehensive nutrition education (mark as N/A if district does not have elementary schools).	1
	NE4	All middle school students receive sequential and comprehensive nutrition education (mark as N/A if district does not have middle schools).	1
	NE5	All high school students receive sequential and comprehensive nutrition education (mark as N/A if district does not have high schools).	1
	NE6	Nutrition education is integrated into other subjects beyond health education.	0
	NE7	Links nutrition education with the food environment.	1
	NE8	Nutrition education addresses agriculture and the food system.	0

Worksheet 1: Scorecard for the WellSAT 3.0

Section 2: Standards for USDA Child Nutrition Programs and School Meals (SM)			Score
	SM1	Assures compliance with USDA nutrition standards for reimbursable school meals.	1
	SM2	Addresses access to the USDA School Breakfast Program.	0
	SM3	District takes steps to protect the privacy of students who qualify for free or reduced priced meals.	1
	SM4	Addresses how to handle feeding children with unpaid meal balances without stigmatizing them.	0
	SM5	Specifies how families are provided information about determining eligibility for free/reduced price meals.	2
	SM6	Specifies strategies to increase participation in school meal programs	1
	SM7	Addresses the amount of “seat time” students have to eat school meals.	2
	SM8	Free drinking water is available during meals.	0
	SM9	Ensures annual training for food and nutrition services staff in accordance with USDA Professional Standards.	0
	SM10	Addresses purchasing local foods for the school meals program.	0


Worksheet 1: Scorecard for the WellSAT 3.0

Section 3: Nutrition Standards for Competitive and Other Foods and Beverages (NS)		Score
	NS1 Addresses compliance with USDA nutrition standards (commonly referred to as Smart Snacks) for all food and beverages sold to students during the school day.	2
	NS2 USDA Smart Snack standards are easily accessed in the policy.	2
	NS3 Regulates food and beverages sold in a la carte.	2
	NS4 Regulates food and beverages sold in vending machines	2
	NS5 Regulates food and beverages sold in school stores.	2
	NS6 Addresses fundraising with food to be consumed during the school day.	2
	NS7 Exemptions for infrequent school-sponsored fundraisers. (Connecticut has adopted an exemption policy that allows for no school-sponsored fundraisers during which foods and beverages sold do not have to meet Smart Snacks.)	0
	NS8 Addresses foods and beverages containing caffeine at the high school level.	2
	NS9 Regulates food and beverages served at class parties and other school celebrations in elementary schools.	1
	NS10 Addresses nutrition standards for all foods and beverages served to students after the school day, including, before/after care on school grounds, clubs, and after school programming.	0
	NS11 Addresses nutrition standards for all foods and beverages sold to students after the school day, including before/after care on school grounds, clubs, and after school programming.	0
	NS12 Addresses food not being used as a reward.	1
	NS13 Addresses availability of free drinking water throughout the school day	0







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Section 4: Physical Education Physical Activity (PEPA)			Score
PEPA1	There is a written physical education curriculum for grades K-12.		2
PEPA2	The written physical education curriculum for each grade is aligned with national and/or state physical education standards.		2
PEPA3	Physical education promotes a physically active lifestyle.		1
PEPA4	Addresses time per week of physical education instruction for all elementary school students.		0
PEPA5	Addresses time per week of physical education instruction for all middle school students		0
PEPA6	Addresses time per week of physical education instruction for all high school students.		0
PEPA7	Addresses qualifications for physical education teachers for grades K-12.		0
PEPA8	Addresses providing physical education training for physical education teachers.		0
PEPA9	Addresses physical education exemption requirements for all students.		1
PEPA10	Addresses physical education substitution for all students.		0
PEPA11	Addresses family and community engagement in physical activity opportunities at all schools.		0
PEPA12	Addresses before and after school physical activity for all students including clubs, intramural, interscholastic opportunities.		0
PEPA13	Addresses recess for all elementary school students		2
PEPA14	Addresses physical activity breaks during school.		0
PEPA15	Addresses joint or shared-use agreements for physical activity participation at all schools.		0
PEPA16	District addresses active transport (Safe Routes to School) for all K-12 students who live within walkable/bikeable distance.		0

Worksheet 1: Scorecard for the WellSAT 3.0

Section 5: Wellness Promotion and Marketing Section (WPM)		Score
	WPM1 Encourages staff to model healthy eating and physical activity behaviors.	0
	WPM2 Addresses strategies to support employee wellness.	0
	WPM3 Addresses using physical activity as a reward.	0
	WPM4 Addresses physical activity not being used as a punishment.	2
	WPM5 Addresses physical activity not being withheld as a punishment.	2
	WPM6 Specifies marketing to promote healthy food and beverage choices.	0
	WPM7 Restricts marketing on the school campus during the school day to only those foods and beverages that meet Smart Snacks standards.	0
	WPM8 Specifically addresses marketing on school property (e.g., signs, scoreboards, sports equipment).	0
	WPM9 Specifically addresses marketing on educational materials (e.g., curricula, textbooks, or other printed or electronic educational materials).	0
	WPM10 Specifically addresses marketing where food is purchased (e.g., exteriors of vending machines, food and beverage cups and containers, food display racks, coolers, trash and recycling containers, etc.).	0
	WPM11 Specifically addresses marketing in school publications and media (e.g., advertisements in school publications, school radio stations, in-school television, computer screen savers, school-sponsored Internet sites, and announcements on the public announcement (PA) system).	0
	WPM12 Specifically addresses marketing through fundraisers and corporate-sponsored programs (e.g., fundraising programs that encourage students and their families to sell, purchase, or consume products and corporate incentive programs that provide funds to schools in exchange for proof of purchases of company products, such as Box Tops for Education).	0

Worksheet 1: Scorecard for the WellSAT 3.0

Section 6: Implementation, Evaluation, and Communication (IEC)			Score
	IEC1	Addresses the establishment of an ongoing district wellness committee.	1
	IEC2	Addresses how all relevant stakeholders (parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrator, and the general public) will participate in the development, implementation, and periodic review and update of the local wellness policy.	1
	IEC3	Identifies the officials responsible for the implementation and compliance of the local wellness policy.	2
	IEC4	Addresses making the wellness policy available to the public.	0
	IEC5	Addresses the assessment of district implementation of the local wellness policy at least once every three years.	0
	IEC6	Triennial assessment results will be made available to the public and will include: 1. The extent to which schools under the jurisdiction of the LEA are in compliance with the local school wellness policy; 2. The extent to which the LEA's local school wellness policy compares to model local school wellness policies; 3. A description of the progress made in attaining the goals of the local school wellness policy.	0
	IEC7	Addresses a plan for updating policy based on results of the triennial assessment	0
	IEC8	Addresses the establishment of an ongoing school building level wellness committee.	0

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This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/SWP/Worksheet_1_Scorecard_WellSAT_3_0.docx.



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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 505, Hartford, CT 06103, 860-807-2071, levy.gillespie@ct.gov.

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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, refer to *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.

Worksheet 3: Identify Connections between Policy and Practice

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	
NE1	Includes goals for nutrition education that are designed to promote student wellness.
NE2	Nutrition Education teaches skills that are behavior focused, interactive, and/or participatory.
Section 2: Standards for USDA Child Nutrition Programs and School Meals	
SM5	Specifies how families are provided information about determining eligibility for free/reduced meals.
Section 3: Nutrition Standards for Competitive and Other Foods and Beverages	
NS1	Addresses compliance with USDA nutrition standards for all food and beverages sold to students during the school day.
NS3	Regulates food and beverages sold a la carte.
NS4	Regulates food and beverages sold in vending machines.
NS5	Regulates food and beverages sold in school stores.
NS6	Addresses fundraising with food to be consumed during the school day.
NS2	Connecticut Nutrition Standards are easily accessed in the policy.
NS8	Addresses foods and beverages containing caffeine at the high school level.
Section 4: Physical Education and Physical Activity	
PEPA1	There is written physical education curriculum for grades K-12.
PEPA2	The written physical education curriculum for each grade is aligned with national and/or state physical educational standards.
PEPA13	Addresses recess for all elementary school students.
Section 5: Wellness Promotion and Marketing	
WPM4	Addresses physical activity not being used as a punishment.
WPM5	Addresses physical activity not being withheld as a punishment.

**Worksheet 3: Identify Connections
between Policy and Practice**

	Section 6: Implementation, Evaluation & Communication
	N/A

Worksheet 3: Identify Connections between Policy and Practice

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
	N/A
	Section 2: Standards for USDA Child Nutrition Programs and School Meals
SM7	Addresses the amount of “seat time” students have to eat school meals.
	Section 3: Nutrition Standards for Competitive and Other Foods and Beverages
	N/A
	Section 4: Physical Education and Physical Activity
	N/A
	Section 5: Wellness Promotion and Marketing
	N/A
	Section 6: Implementation, Evaluation & Communication
IEC3	Identifies the officials responsible for the implementation and compliance of the local wellness policy.

Worksheet 3: Identify Connections between Policy and Practice

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
	N/A
	Section 2: Standards for USDA Child Nutrition Programs and School Meals
SM1	Assures compliance with USDA nutrition standards for reimbursable meals.
SM3	District takes steps to protect the privacy of students who qualify for free or reduced meals.
SM8	Free drinking water is available during meals.
	Section 3: Nutrition Standards for Competitive and Other Foods and Beverages
NS9	Regulates food and beverages served at class parties and other school celebrations in elementary schools.
	Section 4: Physical Education and Physical Activity
	N/A
	Section 5: Wellness Promotion and Marketing
WPM7	Restricts marketing on the school campus during the school day to only those food and beverages that meet the Connecticut Nutrition Standards.
	Section 6: Implementation, Evaluation & Communication

Worksheet 3: Identify Connections between Policy and Practice

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
	N/A
	Section 2: Standards for USDA Child Nutrition Programs and School Meals
SM9	Ensures annual training for food and nutrition services staff in accordance with USDA Professional Standards.
	Section 3: Nutrition Standards for Competitive and Other Foods and Beverages
	N/A
	Section 4: Physical Education and Physical Activity
	N/A
	Section 5: Wellness Promotion and Marketing
	N/A
	Section 6: Implementation, Evaluation & Communication
IEC2	Addresses how all relevant stakeholders will participate in the development, implementation, and periodic review and update of local wellness policy.
IEC4	Addresses making the wellness policy available to the public.
ICE5	Addresses the assessment of district implementation of the local wellness policy at least once every three years.
IEC6	Triennial assessment results will be made available to the public.
IEC7	Addresses a plan for updating policy based on results of the triennial assessment.

Worksheet 3: Identify Connections between Policy and Practice

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1. **mail:** U.S. Department of Agriculture
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2. **fax:** (833) 256-1665 or (202) 690-7442; or
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Worksheet 4: Summary of Findings

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



This worksheet can be used to create narrative descriptions to post alongside sections from **Worksheet 3: Identifying Connections between Policy and Practice**. The purpose of these narratives is to describe the LEA’s progress toward meeting their wellness goals. Not all districts will have information to share in all four sections. Note: in Section 3 and Section 4, the LEA is only required to comment on federally required items, but may add information about other wellness topics if desired.

Section 1 (Strong Policies and Aligned Practices). If applicable, write a narrative below to describe your district’s areas of success in meeting its wellness goals.

Newington Public Schools is committed to student wellness, including good nutrition and physical activity, which is promoted in the district’s educational program, school activities, and meal programs. NPS has been successful through both policy and practice promoting student wellness, fostering a positive relationship between good nutrition and physical education, achieving nutrition standards with both school meals and competitive foods and beverages and integrating wellness education into the school learning environment.

Worksheet 4: Summary of Findings

Section 2 (Create Practice Implementation Plans). If applicable, write a narrative below to describe how your district will create practice implementation plans to ensure full compliance with all elements of the LSWP.

Although students are given a 25 minute lunch period, some elementary students who participate in the School Lunch Program do not always have a 20 minute “seat time”. The Food Service Director will follow-up with the building principals to see if additional time can be given to those students not done eating lunch.

The Food Service Director will reach out to the building principals to see who is responsible for the implementation and compliance with the wellness policy at the building level and how they ensure compliance.

Section 3 (Update Policies). If applicable, write a narrative below to describe how the district will update its policy to include all federally required items. You may also add plans for additional policy updates if desired.

The Wellness Committee shall discuss updating current wellness policies to include the following in order to better align with practice:

- **Compliance with USDA nutrition standards for reimbursable meals.**
- **Steps to protect the privacy of students who qualify for free or reduced meals.**
- **Free drinking water is available during meals.**
- **Regulate food and beverages served at class parties and other school celebrations in elementary schools.**
- **Restricts marketing on the school campus during the school day to only those food and beverages that meet the Connecticut Nutrition Standards.**

Worksheet 4: Summary of Findings

Section 4 (Opportunities for Growth). If applicable, write a narrative below to describe how your district will update its policy and practices to include all federally required items. You may also add plans for additional wellness goals if desired.

Although the majority of food service employees receive the annual number of required training hours, new hires and substitutes oftentimes fall short. The Food Service Director will address.

The Wellness Committee shall discuss updating current wellness policies and aligned practices to include the following:

- **Address how all relevant stakeholders will participate in the development, implementation, and periodic review and update of local wellness policy.**
- **Address making the wellness policy available to the public.**
- **Address the assessment of district implementation of the local wellness policy at least once every three years.**
- **Triennial assessment results will be made available to the public.**
- **Address a plan for updating policy based on results of the triennial assessment.**

Worksheet 4: Summary of Findings

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