

School Policy, System, and Environmental Change Assessment Form:

School:

Date:

Names and titles of those who helped to complete this assessment:

This tool will help to identify areas where we can partner together to make improvements around health and wellness at your school. With the results, we can promote the great work that is already happening, and also find new ways to improve.

Fill out follow-up survey document before starting with these questions (if applicable).

1. Does your school have a person who leads or coordinates school wellness efforts?
2. Does your school have a wellness team?
 - a. If yes, who is on your team (staff, admin, parents, students)?
3. What process does your school use to determine health and wellness changes? *(examples include principal makes all decisions, wellness team makes recommendations, school follows district priorities)*
4. Describe any health and wellness goals your school has this year? *(examples include promoting healthy foods at meetings, events, or in classrooms, brain breaks in the classroom, mental health etc.)*
 - a. What are the highest priority goals?
5. What food promotion/assistance does the school participate in? *(examples include Farm to School, Summer Feeding program, Backpack Program, Fuel up to Play 60, Fruit and Vegetable program etc.)*

In the table below, place a check mark next to any assessments your school completed last year and is planning to complete this year.

Additional Assessments	Completed last school year	Planning to complete this school year
Smarter Lunchroom Scorecard		
Smart Source		
Other, please specify:		
No Assessments completed		

Below is a list of best practices about your school's wellness policies, systems, and environment. For each question, check the box indicating the response that best represents what is true at your school.

Nutrition	Question Response
Garden	

1. Does the school have a garden? <i>(a fully maintained garden is one that is used to its full capacity with space being allocated well for produce, properly maintained, has all supplies and staff support).</i>	☐ Yes, fully maintained ☐ Yes, partially maintained ☐ Yes, not maintained ☐ No garden → Skip to question 2
1a. Where are fruits/vegetables from the garden made available for students to taste?	☐ Cafeteria ☐ Classroom ☐ Garden ☐ No fruits/vegetables tastings ☐ No, but we are interested
1b. Do students have the opportunity to interact with the school garden? <i>(Interaction means students participate in gardening activities such as planting, watering, or harvesting. Interaction is more than classroom-based lessons that include garden education.)</i>	☐ Yes, all grade levels ☐ Yes, but only certain grade levels ☐ No ☐ No, but we are interested
1c. Are parents engaged in garden activities? <i>(Engagement means that parents are encouraged to participate through a variety of volunteer opportunities, are encouraged to be part of the decision making on garden activities, or they are provided information on garden activities.)</i>	☐ Yes ☐ No ☐ No, but we are interested
1d. Do you use MyPlate visuals around your gardens or plants to reinforce that half your plate should be made up of fruits and vegetables?	☐ Yes ☐ No ☐ No, but we are interested
2. Are garden-based educational activities available for all students? <i>(Examples include farm field trips, classroom-based garden curriculum and/or garden-based lessons, tasting or cooking with local products, visits from farmers)</i>	☐ Yes, all grade levels ☐ Yes, but only certain grade levels ☐ No ☐ No, but we are interested
3. Are students allowed time to visit/help in the garden when they may be emotionally unregulated, so they can interact with plants and the natural world?	☐ Yes ☐ No ☐ No, but we are interested
Lunchroom/Farm to Child Nutrition Program	
4. Does the school provide students with access to drinking water during lunch where food is being served (typically cafeteria)? <i>(either drinking fountain or water dispenser, pitchers or self-serve containers)</i>	☐ Yes ☐ No
5. Does your school introduce local and seasonal foods into school meals through partnering nutrition services with local farmers and/or food hubs?	☐ Yes ☐ No ☐ No, but we are interested

6. Is Farm to School (Farm to Child Nutrition Program) a part of your school or local wellness policy?	☐ Yes ☐ No ☐ No, but we are interested
7. Do you make connections with local farmers to educate students on where their food comes from and how their food is grown (<i>could be posters of farmers with bios in cafeteria</i>)?	☐ Yes ☐ No ☐ No, but we are interested
8. Does your school have a share table for students to place safe, unwanted items that other students can access?	☐ Yes ☐ No ☐ No, but we are interested
9. Is there a food pantry in your school that students and caregivers can access?	☐ Yes ☐ No ☐ No, but we are interested
10. Are students engaged in creating creative or descriptive names for foods served? (<i>Examples include students vote on their favorite creative or descriptive name for cafeteria items</i>)	☐ Yes ☐ No ☐ No, but we are interested ☐ N/A for preschools who have restrictions on doing this
11. Are students involved in the creation of artwork or marketing materials to promote menu items? (<i>Engaging students in marketing materials (posters, flyers creation), test tasting menu items, or creating fun names for meal items encourages participation in the school lunch program.</i>)	☐ Yes ☐ No ☐ No, but we are interested
12. Is students' artwork displayed in the cafeteria or where food is served?	☐ Yes ☐ No ☐ No, but we are interested
13. Are MyPlate visuals used in or around the cafeteria to provide students with a visual reminder to encourage fruits, vegetables, whole grains, and other nutritious food choices?	☐ Yes ☐ No ☐ No, but we are interested
14. Check where the menus are displayed and accessible. (mark all that apply)	☐ In cafeteria/where food is served ☐ In main office ☐ On website ☐ In classroom ☐ No menus displayed
15. Do students, teachers, or administrators announce the menu of the day in daily announcements?	☐ Yes ☐ No ☐ No, but we are interested ☐ N/A no announcements
16. Does the school hold taste testing of cafeteria items?(<i>If the school is currently holding taste testing with</i>	☐ Yes ☐ No

the support of INEP you can select yes. Many ECE sites may not be able to hold taste testings of menu items. In the case of preschool, please select NA.)	☐ No, but we are interested ☐ N/A-preschool
For Preschool Only Are meals being served family style (where children serve themselves)?	☐ Yes ☐ No ☐ No, but we are interested
Do you use MyPlate visuals and resources to encourage nutritious eating for pre-schoolers?	☐ Yes ☐ No ☐ No, but we are interested
Physical Activity	
Recess /Outdoor Time	
17. Are there two or more different types of portable play equipment in usable condition available for kids every day during all recesses? (Portable play equipment includes items such as balls, jump ropes, hula hoops, etc).	☐ Yes ☐ No ☐ No, but we are interested
18. Do you have a list of indoor recess activities for structured physical activity options that teachers use when students are unable to go outside for recess?	☐ Yes ☐ No ☐ No, but we are interested
19. Is recess offered before lunch?	☐ Yes, for all students ☐ Yes, for some students ☐ No
20. Is there an option for organized activities provided for all grades during recess? (e.g. playground equipment or activity zones such as soccer balls, basketballs)	☐ Yes, during all recesses ☐ Yes, during some recesses ☐ No → Skip to question 17
20a. If yes, have your staff been trained on how to best facilitate these opportunities?	☐ Yes, all recess monitors have been trained ☐ Yes, but only some recess monitors have been trained ☐ No
Classroom Physical Activity Breaks	
21. Are teachers providing classroom physical activity breaks?	☐ All teachers do ☐ Some teachers do ☐ No teachers do ☐ N/A, all teachers are participating in INEP ☐ No, but we are interested

School-based Policies and Practices	
22. Are students permitted to have a water bottle during the school day?	☐ Yes in all locations ☐ Yes in certain locations ☐ No → Skip to question 16
22a. Where do students have access to a self-serve water dispenser or drinking fountain?	☐ Classroom ☐ Hallway ☐ Indoor PA space ☐ Outdoor PA space ☐ Other: _____
23. Are students allowed to access nutritious snacks when they are sent to the nurse, school counselor, or principal's office due to behavioral issues or if they are hungry?	☐ Yes ☐ No ☐ No, but we are interested
24. Check which of the following groups are asked to give suggestions on nutritious food served during classroom or school events. (check all that apply)	☐ Students ☐ Families ☐ School staff ☐ No suggestions are collected
25. Has your school adopted a wellness policy (school and/or district created)?	☐ Yes ☐ No ☐ Don't know
For the following questions we want to know if the school has a written policy or guideline on the following health practices and if yes how often is it practiced. <i>(This section should be completed by the staff member at the school who knows the most about elementary school policies. In most cases, this will be the principal of the elementary school)</i> Does the school have a <u>written</u> policy or guideline...	
26...that nutritious foods/beverages are served during classroom celebrations/parties? <i>(Nutritious foods and beverages include fruits, vegetables, low-sugar whole-wheat products, water, and low-fat or fat-free milk/dairy products. MyPlate resources can be used as a guide as well)</i>	☐ Yes, always practiced ☐ Yes, sometimes practiced ☐ Yes, but not practiced ☐ No/don't know, but always practiced ☐ No/don't know, but sometimes practiced ☐ No/don't know, not practiced ☐ No, but we are interested
27. ... regarding restricting food as a reward/incentive for academic performance or good behavior. <i>(Examples: food coupons for school store, food in the classroom etc.)</i>	☐ Yes, always practiced ☐ Yes, sometimes practiced ☐ Yes, but not practiced ☐ No/don't know, but always practiced ☐ No/don't know, but sometimes practiced ☐ No/don't know, not practiced ☐ No, but we are interested

28... that teachers should provide short (3-5 minute) physical activity breaks to students during and between classroom time at least 3 days per week?	☐ Yes, always practiced ☐ Yes, sometimes practiced ☐ Yes, but not practiced ☐ No/don't know, but always practiced ☐ No/don't know, but sometimes practiced ☐ No/don't know, not practiced ☐ No, but we are interested
29... for non-food or nutritious food at caregiver meetings? <i>(Nutritious foods and beverages include fruits, vegetables, low-sugar whole-wheat products, water, and low-fat or fat-free milk/dairy products. MyPlate resources can be used as a guide as well)</i>	☐ Yes, always practiced ☐ Yes, sometimes practiced ☐ Yes, but not practiced ☐ No/don't know, but always practiced ☐ No/don't know, but sometimes practiced ☐ No/don't know, not practiced ☐ No, but we are interested
30... regarding non-food or nutritious food events and/or fundraisers?	☐ Yes, always practiced ☐ Yes, sometimes practiced ☐ Yes, but not practiced ☐ No/don't know, but always practiced ☐ No/don't know, but sometimes practiced ☐ No/don't know, not practiced ☐ No, but we are interested
Wellness Committee	
31. Does the school have an established wellness committee? <i>(INEP staff answer this question based on preliminary discussion with school)</i>	☐ Yes, with parent participation ☐ Yes, but without parent participation ☐ No ☐ No, but we are interested

Who helped to fill out the overall Readiness to Make Change section (above)? *Check all that apply*

- ☐ Principal/Assistant Principal
- ☐ Wellness Team Leader
- ☐ Parent Liaison
- ☐ School Cafeteria
- ☐ Other:

How was the overall Readiness to Make Change section (above) filled out? *Check all that apply*

- ☐ In person
- ☐ Electronic
- ☐ Hard copy, not in person
- ☐ Over the phone
- ☐ Other:

INEP- PSE Wellness Change Follow-Up Assessment – Extent Implemented & Sustainability
(Assessing state of PSE changes from past years)

School Name:

Date:

School Health Champion and Title:

#	PSE Change Sustained	Extent being Implemented (fully, partially, not at all)	Comments:
1	Example There is a written policy/guideline that is always practiced regarding non-food or nutritious foods sold at school-wide events and/or fundraisers.	Partially	How is the PSE being implemented: Three events throughout the year have some nutritious foods available for sale for the past years.
			Sustainability Plan: Wellness team will continue this work and hopes to add more events with nutritious foods.
			How is the PSE being implemented:
			Sustainability Plan:
			How is the PSE being implemented:
			Sustainability Plan:
			How is the PSE being implemented:
			Sustainability Plan:

PSE wellness change Follow-Up Surveys Protocol- Will Completed at All INEP Schools

School Information	Protocol Notes
School name, date, school health champion	Please fill in according to your school. There can be more than one school health champion at your school.
PSE changes New and Sustained with INEP support	Follow-Up #1- <i>(Due by end of November)</i> Copy previous years #2 and #3 follow- up survey changes and update with current year information. Follow-Up #2- <i>(Due by end of April)</i> Add any new changes that happened with INEP's help during the current year. Follow-Up #3- <i>(Due by end of April)</i> Copy Fall's Follow-Up survey changes, update and highlight any changes. Use wording from PSE results pages for PSE changes. If change is not in results, do your best to create your own wording to best describe the change and make note that the change was not part of PSE assessment tool. (PEARS wording can be used if appropriate and if it describes the change appropriately.
Extent Being Implemented	Work with your health champion to assess to what extent the change is still being implemented. This is from the standpoint of the school champion and could mean many different things. You will ask questions to clarify with comments in the comments section, and they can answer their general feeling about this. • <u>Fully</u>- this would mean the health champion feels that the change is completely established and being sustained for all students who it should affect. • <u>Partially</u>- this would mean that the health champion feels that the change is still "a work in progress" and needs further support. • <u>Not at all</u>- this would mean the health champion does not feel that the change happened or is not happening anymore.
Comments	Ask the following questions to fill in the comments section: This can also help guide on answering extent change is being implimented. • How is the PSE being implimented • What is the sustainability plan for this PSE change

Note: For new schools you will not need to complete this follow-up survey until the Spring.

Funding Statement

Colorado Department of Human Services SNAP-Ed logo, Division of Food & Energy Assistance.

This material was funded by USDA's Supplemental Nutrition Assistance Program – SNAP.

This institution is an equal opportunity provider. Program Information

These materials are part of the Culture of Wellness in Preschools (COWP), a program of the Rocky Mountain Prevention Research Center at the Colorado School of Public Health.