

Smart Choices – Dakota County Partnership

Assessment of the School Nutrition Environment

For technical assistance please contact

Sue Larsen at 651-554-6125 or Sue.Larsen@co.dakota.mn.us

NOTES

Once completed, please enter the data into the Smart Choices web site.

If you have questions, please contact Teresa Ambroz at 651-554-6099 or Teresa.Ambroz@co.dakota.mn.us.

THIS ASSESSMENT IS FOR:

School Year:	
School/Building Name:	
Type of School/Building:	
# of Staff per school/building:	
# of Students per school:	
Key Building Contact:	
E-mail Address:	
Phone Number:	

SECTION 1 – COMMON PRACTICES

Practices that support healthy choices

Please complete this section with at least one other person and reach a consensus for each item.

This Section Completed By:

First Name:

Last Name:

Email:

Phone:

Comments:

Staff Providing Input:

Food Service

Nurse

Parent

Principal

Teacher

Other:

Instructions:

Indicate if each statement reflects a common practice with a Yes or No or a school policy with a Yes or No. If it is not applicable to the school or building, check the "Not Applicable" box.

For statements that are NOT common practice (answered No to Common Practice), continue on to indicate the importance of the statement becoming common practice at your school.

0 = Not Important 1 = Somewhat Important 2 = Very Important

School Meal Practices

Question	Not Applicable	Common Practice	School Policy	Importance	Comments
1. Students are provided at least 20 minutes to eat lunch, once they are seated.	<input type="checkbox"/>				
2. Students are provided at least 10 minutes to eat breakfast, once they are seated.	<input type="checkbox"/>				
3. Students have recess before lunch.	<input type="checkbox"/>				
4. The school has a "closed campus", where by students may not leave school during the day to purchase foods from nearby stores and restaurants.	<input type="checkbox"/>				
5. The calorie or nutrition content of foods/beverages offered for sale is posted in the school cafeteria.	<input type="checkbox"/>				
6. When schools are built or renovated, consideration is given to school kitchens with adequate preparation and serving spaces and equipment.	<input type="checkbox"/>				
7. Cafeterias are of adequate size and layout so that students will not be rushed or uncomfortable.	<input type="checkbox"/>				

SECTION 1 – COMMON PRACTICES

Practices that support healthy choices

Classroom Food Practices					
Question	Not Applicable	Common Practice	School Policy	Importance	Comments
1. Our school uses nutrition criteria identified by the district to provide healthier choices for all foods and beverages sold or served outside of the school meal programs, including classroom snacks, celebrations, and vending.	<input type="checkbox"/>				
2. All foods sold in student snack carts during the school day meet the nutrition criteria adopted by the school district.	<input type="checkbox"/>				
3. <u>Classroom parties</u> that provide food and beverages, include healthy choices.	<input type="checkbox"/>				
4. The school provides parents with a list of acceptable “healthy” foods and beverages that are acceptable for snacks at school.	<input type="checkbox"/>				
5. Food and beverages, other than plain water, are not allowed in classrooms.	<input type="checkbox"/>				
6. Only non-food items or healthy foods are used as rewards in the classroom.	<input type="checkbox"/>				
7. Nutrition education is integrated into health and other classroom curriculum, to provide consistent, reinforced messages.	<input type="checkbox"/>				
8. School Food Service collaborates with teachers to reinforce nutrition education lessons taught in the classroom.	<input type="checkbox"/>				
9. Students are offered the opportunity to grow fruits and/or vegetables at school through school gardens.	<input type="checkbox"/>				
10. Students are offered the opportunity to take healthy cooking classes at school.	<input type="checkbox"/>				
11. Students are offered the opportunity to taste test fruits, vegetables, and other healthy foods.	<input type="checkbox"/>				

SECTION 1 – COMMON PRACTICES

Practices that support healthy choices

Other School Food Practices					
Question	Not Applicable	Common Practice	School Policy	Importance	Comments
1. All student vending machines that are available during the school day contain only foods that meet the nutrition criteria adopted by the school district.	<input type="checkbox"/>				
2. Vending machines in the staff lounge(s) meet the same nutrition criteria as those in the student areas.	<input type="checkbox"/>				
3. All foods sold to students and staff for fundraising purposes, during the school day and during after school activities, meet the nutrition criteria adopted by the school district. (Includes proceeds from sales at restaurants)	<input type="checkbox"/>				
4. The school limits fundraising activities that involve unhealthy foods.	<input type="checkbox"/>				
5. All foods sold in school stores during the school day meet the nutrition criteria adopted by the school district.	<input type="checkbox"/>				
6. Students and staff are provided with at least one healthy food and one healthy beverage option whenever food is sold at concession stands during school-related events.	<input type="checkbox"/>				
7. “Healthy” food options are promoted through marketing and communications strategies.	<input type="checkbox"/>				
8. Promotion or advertising is only allowed for healthy foods and beverages.	<input type="checkbox"/>				
9. “Healthy” foods and beverages are priced lower than unhealthy items to encourage their selection whenever possible.	<input type="checkbox"/>				
10. “Healthy” food and beverage choices are offered at school staff meetings, trainings and other staff functions.	<input type="checkbox"/>				
11. When food or beverages are offered as part of school events or celebrations, “healthy” options are available.	<input type="checkbox"/>				
12. Teachers and other staff (cafeteria aids, etc.) are offered in-service training to encourage healthy eating among students.	<input type="checkbox"/>				
13. Teachers, administrators, and school staff are encouraged to model healthy eating habits for students.	<input type="checkbox"/>				
14. Families are encouraged to provide healthy foods when sending a lunch to school.	<input type="checkbox"/>				

SECTION 1 – COMMON PRACTICES

Practices that support healthy choices

Other School Food Practices					
Question	Not Applicable	Common Practice	School Policy	Importance	Comments
15. Healthy eating, weight management and other wellness programs are offered to school staff.	<input type="checkbox"/>				
16. Practices to support healthy nutrition for students and staff also apply to the before- and after-school programs for children.	<input type="checkbox"/>				
17. The school communicates current nutrition and wellness policies to the majority of staff, students and parents during each year.	<input type="checkbox"/>				
18. The school ONLY allows fundraising activities that offer non-food or healthy food items.	<input type="checkbox"/>				

SECTION 2 – ACCESS AND AVAILABILITY

PART 1: A la carte, vending, school store, concessions, snack cart

Refer to “Healthy Food and Beverage Options” or your district's healthy food guidelines to complete this section.

		Beverage Items					Food Items			
	N/A	Total number of <u>beverages</u> offered	# of <u>calorie-free</u> <u>artificially sweetened</u> beverages	Healthy Beverages			Total number of <u>food items</u> offered	# of healthy food items	# of fruits (fresh, frozen, dried, canned)	# of vegetables (fresh, dried, frozen, canned)
				# of low fat milk options	# of un-sweetened water options	# of 100% fruit or vegetable juices				
Vending machine 6 <input type="checkbox"/> Accessible only by staff	<input type="checkbox"/>									
Vending machine 7 <input type="checkbox"/> Accessible only by staff	<input type="checkbox"/>									
Vending machine 8 <input type="checkbox"/> Accessible only by staff	<input type="checkbox"/>									
Vending machine 9 <input type="checkbox"/> Accessible only by staff	<input type="checkbox"/>									
Vending machine 10 <input type="checkbox"/> Accessible only by staff	<input type="checkbox"/>									
Vending machine 11 <input type="checkbox"/> Accessible only by staff	<input type="checkbox"/>									
Vending machine 12 <input type="checkbox"/> Accessible only by staff	<input type="checkbox"/>									
Vending machine 13 <input type="checkbox"/> Accessible only by staff	<input type="checkbox"/>									
Vending machine 14 <input type="checkbox"/> Accessible only by staff	<input type="checkbox"/>									
Vending machine 15 <input type="checkbox"/> Accessible only by staff	<input type="checkbox"/>									
Vending machine 16 <input type="checkbox"/> Accessible only by staff	<input type="checkbox"/>									
Vending machine 17 <input type="checkbox"/> Accessible only by staff	<input type="checkbox"/>									
Vending machine 18 <input type="checkbox"/> Accessible only by staff	<input type="checkbox"/>									
Vending machine 19 <input type="checkbox"/> Accessible only by staff	<input type="checkbox"/>									
Vending machine 20 <input type="checkbox"/> Accessible only by staff	<input type="checkbox"/>									

**Select one to three regularly occurring, well attended school events to assess.*

SECTION 2 – ACCESS AND AVAILABILITY

PART 2: School breakfast and lunch programs

This Section Completed By:

First Name:

Last Name:

Email:

Phone:

Comments:

Staff Providing Input: Food Service Nurse Parent Principal Teacher Other:

Food/Beverages Offered	Yes/No
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Fat-free/skim, ½% or 1% milk	<input style="width: 50px; height: 20px;" type="text"/>
2% or whole milk	<input style="width: 50px; height: 20px;" type="text"/>
100% fruit or vegetable juices	<input style="width: 50px; height: 20px;" type="text"/>
Water	<input style="width: 50px; height: 20px;" type="text"/>
Daily salad bar	<input style="width: 50px; height: 20px;" type="text"/>
Pre-portioned salad (lettuce/lettuce mix, along with fruits, vegetables, portion controlled low-fat or non-fat dressing)	<input style="width: 50px; height: 20px;" type="text"/>

Number of whole grain foods* offered at breakfast	<input style="width: 50px; height: 20px;" type="text"/>
Number of whole grain foods* offered at lunch	<input style="width: 50px; height: 20px;" type="text"/>
Number of real fruit choices** offered at breakfast (fresh, frozen, dried or canned)	<input style="width: 50px; height: 20px;" type="text"/>
Number of real fruit choices** offered at lunch (fresh, frozen, dried or canned)	<input style="width: 50px; height: 20px;" type="text"/>
Number of vegetable choices offered at lunch (fresh, frozen, dried or canned)	<input style="width: 50px; height: 20px;" type="text"/>

* Whole grain foods must list a whole grain as the first ingredient and the food must qualify for the FDA whole grain health claim.

**Does not include fruit pastries, deserts, juices, etc.

SECTION 3 – SCHOOL CAFETERIA SALES

School breakfast, lunch, and a la carte

This Section Completed By:

First Name:

Last Name:

Email:

Phone:

Comments:

Staff Providing Input: Food Service Nurse Parent Principal Teacher Other:

GENERAL CAFETERIA SALES

Number of Students who qualify for free and reduced school meals IN YOUR BUILDING (in November)	<input type="text"/>	
Number of school breakfasts sold during the month	<input type="text"/>	Price: <input type="text"/>
Number of school lunches sold during the month	<input type="text"/>	Price: <input type="text"/>
Number of free and reduced school breakfasts sold during the month	<input type="text"/>	
Number of free and reduced school lunches sold during the month	<input type="text"/>	

A LA CARTE FOOD SALES

Number of a la carte <u>food items</u> sold during the month	<input type="text"/>	
Number of “healthy” a la carte <u>food items</u> sold during the month	<input type="text"/>	
Number of fruit (not juice) items sold in a la carte during the month	<input type="text"/>	
Number of vegetable items sold in a la carte during the month	<input type="text"/>	

A LA CARTE BEVERAGE SALES

Number of a la carte beverage items sold during the month	<input type="text"/>	
Number of all “healthy” a la carte beverage items sold during the month	<input type="text"/>	
Number of fat-free/skim, ½% or 1% white or flavored milk sold during the month	<input type="text"/>	
Number of 100% fruit juices sold in a la carte during the month	<input type="text"/>	

FARM TO SCHOOL

Do you have a farm-to-school program to incorporate fresh, local produce into school meals?	<input type="text"/>	
How many different fruits and vegetables do you feature each school year through your farm-to-school program?	<input type="text"/>	

Smart Choices

Assessment of the School Nutrition Environment

-How to Gather Data-

Revised June 2010

“Smart Choices” Dakota County is a five year funded initiative that will assist your school district in creating a healthier food environment for your students, staff and community. The first step is to assess the current availability and affordability of fruits and vegetables and competitive foods in your district. This information will help your district wellness committee determine how to involve students, parents and staff in creating a healthier food environment.

Assessment Process Summary

Step 1:

1. Dakota County Public Health, in coordination with your district Smart Choices Leadership representatives, will ensure that all building principals or designees in your district are informed about the nutrition assessment and the process required to complete it.
2. District administration will designate a “Key Building Contact” for each building and provide them with the user name and password for the district to access the online assessment tool.
3. The “Key Building Contact” will coordinate with the Dakota County Community Health Specialist (CHS) that is assigned to your district. The CHS will assist with section 2 of the assessment (vending and school stores) and provide training, as needed, for staff to conduct an assessment of concessions stands, a’la carte, and snack carts. The CHS can also assist with other questions about the assessment.
4. The key building contact is responsible to ensure that all sections of their building assessment are completed by the February 28, 2010 deadline.

Step 2:

1. The principal or designee will identify individual(s) in each building responsible for completing each section of the assessments and, if desired, a person responsible for entering the data into the website.
2. Provide individuals with the necessary resources. See list on page 2.
3. Members of district wellness committee, nurses, teachers, parents, students, coaches and others interested in wellness are individuals to approach to assist with the assessment.
4. It is possible to have different individuals completing each section. See suggestions in Nutrition Assessment Components.

Step 3:

1. Designated person(s) complete assigned section of the assessment on paper copy. Or, if they have access to a Smart Phone or tablet PC, with wireless internet connection, then they could enter the data directly.
2. Designated person(s) enter(s) data into assessment tool at www.co.dakota.mn.us. Search “Smart Choices”, click on Smart Choices Assessment.
3. Deadline is February 28, 2010.

Step 4:

1. “Key Building Contact” checks Dakota County website to determine if assessment components are complete. Offer help and encouragement as needed.

Nutrition Assessment Components:

Section 1: Common Practices: Assesses common practices around school that influence student and staff’s eating behaviors. Does a building policy or practice exist? If something isn’t a common practice, you will be asked to indicate how important it is to make it a common practice.

1. Select two to four individuals in each building to complete this section.
2. Include the *school principal* or designee, possibly the *school nurse, food service manager, teacher, or wellness committee member*.
3. Only one answer will be accepted in the assessment so your group must come to a consensus. If desired, note differences in the comments section.
4. Possibilities: Divide questions among group to answer. Meet 1-2 times to review each question and come to consensus OR everyone in group answers questions and meets to discuss and come to consensus to complete assessment.
5. You may need to seek answers from others not on the assessment team.

Section 2: Access and Availability: Part 1 assesses vending machines, snack carts, school stores, and a la carte items.

1. Select one to two individuals to complete this section.
2. Complete Part 1 with the help of your Community Health Specialist (CHS) from Dakota County Public Health.
3. The CHS will assist you with the actual assessment of the vending machines and school store.
4. The CHS will train someone from the group to complete assessment of concessions and snack carts.
5. A La Carte options in Part 1 should be counted by a food service representative and, if possible, someone outside of food service.
6. Part 2 collects data about the school breakfast and lunch programs.
7. Part 2 should be completed by a food service representative and, if possible, someone outside of food service.

Section 3: School Cafeteria Sales: This section collects data about food sales for one month.

1. This section should be completed by the *food service manager or director*.

Please provide persons designated to complete any portion of the survey with:

- A paper copy of the appropriate section of the “Assessment of the School Nutrition Environment” document and cover page. (Available on the website)
- A copy of your district’s nutrition criteria for foods served outside of the school lunch program, if available. If your wellness policy does not contain any nutrition criteria please provide a copy of “Healthy Food and Beverage Options.” (Available on the website)
- Copy of your district’s wellness policy. (Optional)

Electronic Data Submission:

After a section of the assessment is completed, the data must be entered into the web-based assessment form located at www.co.dakota.mn.us. Search Smart Choices, click on “Smart Choices Assessment”. Typically, the person that completed the assessment completes the data entry. You will need the user name and password for the district to access the assessment.

A detailed “Website Users Guide” is available as a printable PDF on the Smart Choices Welcome page to assist you in entering your data. There are also directions and prompts to assist you directly on the website. For technical assistance, contact Sue Larsen at 651-554-6125 or Sue.Larsen@co.dakota.mn.us

After all data is entered for a section, be sure to click on “Completed.” Once each section has been “completed”, the page that lists all of the buildings will show the building assessment as completed, automatically.

All data must be collected and entered by February 28th, 2010.

Reports:

Your district will receive summary reports after the data is compiled. The reports are intended to provide districts with data to assess progress toward reaching their “Smart Choices” strategic plan goals and to provide information for future planning. In the near future, some of these reports will be directly accessible to you on the website.

Thank you for your help in completing the nutrition assessments! Your participation is important to the success of this grant and the improvement of the health and nutrition of school children.

If you have any questions or concerns, do not hesitate to contact the Smart Choices project coordinator, Teresa Ambroz, at 651-554-6099 or Teresa.Ambroz@co.dakota.mn.us.

For technical difficulties, contact Sue Larsen at 651-554-6125 or Sue.Larsen@co.dakota.mn.us.

“Health and success in school are interrelated. Schools cannot achieve their primary mission of education if students and staff are not healthy and fit physically, mentally, and socially.” - **The Link between Health and Education**
National Association of State Boards of Education

“Smart Choices” Initiative

Commonly Asked Questions:

Vending

Q. When counting items in the vending machine, what should I do when the same product appears in more than one slot?

A. Count each slot as an individual item. If a bag of peanuts appears in two slots, count this as two healthy items. If a slot is empty, do not count that slot.

Q. The vending machine contains healthy beverages like low-fat milk and 100% fruit juice, but the portions are larger than those recommended in the healthy food guidelines. How should I count this?

A. Count these beverages in the healthy columns for low-fat milk and 100% fruit juice and note in the comments section that the portion size was larger than recommended and note the actual portion size.

A la Carte Sales

Q. If my school doesn't sell a la carte items beyond school meal components (milk, extra fruit, etc.), how should these items be counted for sales data?

A. Do not include the sale of these items in your data. Select “No a la carte items outside of meal options are offered”.

Breakfast

Q. If my school doesn't offer breakfast, how should I fill out those sections?

A. Do not fill out those sections. Select “No breakfast offered”.

Administrative Buildings

Q. Why are we doing this in administrative buildings? The survey appears to be for schools.

A. The survey was developed with schools in mind, however, the goal is to assess and improve the nutrition environment for both students and staff in the district.

Technical Difficulties

Q. Who should I contact if I am having difficulties with the online data entry process?

A. Please contact Sue Larsen for assistance if you run into any difficulties. She can be reached at 651-554-6125 or Sue.Larsen@co.dakota.mn.us.

Thank you for your valuable assistance!