

# 801 Program Guidance

## Tips on Policy Development and Dissemination

**This guidance is provided to help you determine the direction of your program and how to effectively navigate change throughout this cooperative agreement.**

### 801 Expectations

Policy development and dissemination are recipient activities under priorities 2--HIV Prevention; 3-- Coordinated School Health Programs and Promotion of Physical Activity, Nutrition, and Tobacco-Use Prevention (CSHP and PANT); and 4--Asthma Management.

### Policy Development and Dissemination Activities

- HIV Prevention: Develop and disseminate HIV policies related to HIV education, infection control/universal precautions, confidentiality of HIV-infected students and staff, and other relevant HIV prevention issues.
- CSHP and PANT: Develop and disseminate policies to promote and improve:
  - School health councils and school health coordinators in local school districts,
  - Health education curriculum, instruction, and assessment,
  - Physical education curriculum, instruction, and assessment,
  - Opportunities for physical activity, including environmental interventions (e.g., walking to school),
  - Opportunities for healthy eating, including environmental interventions (e.g., increasing fruit and vegetable offerings, limiting foods of less nutritional value at school),
  - Tobacco use prevention, including environmental interventions (e.g., tobacco-free school campuses), and/or
  - Other relevant activities in areas such as health services, counseling and psychological services, or staff wellness.
- Asthma Management: Develop and disseminate policies related to preventing and reducing asthma episodes and absences among students with asthma (such as

ensuring students with asthma have immediate access to medications and health services, asthma action plans are on file, asthma education and case management are provided, and environmental triggers are reduced).

### Using Policy Development and Dissemination to Navigate Your Program

Policies — including laws, mandates, regulations, standards, resolutions, and guidelines— provide the foundation for effective school programs, practices, and procedures. School policies establish parameters in areas such as:

- The goals and expected outcomes of health and physical education programs;
- Students' and staff members' rights and responsibilities;
- Infection control guidelines; and
- Accommodations available to students and staff.

Sound policies also contribute to a positive school environment and provide reassurance to students, staff, and the community.

### **Assess**

- Use data from *School Health Profiles* and the *School Health Policies and Programs Study* to determine areas in need of policy development or dissemination.
- Work with DASH-funded NGOs such as the National Association of State Boards of Education and National School Boards Association to assess existing policies and determine whether changes are needed.
- Work with the leadership of your agency to assess the climate in which the policies are being developed and implemented (i.e. factors that can affect policy change).

### **Plan**

- To gain commitment and buy-in when initiating a process to develop new policies or revise existing ones, listen to and work with the leadership of your agency, education and public health leaders, parents, students, and other stakeholder groups.
- Identify groups that need to be aware of your policy development, revision, or dissemination processes so that you can maintain effective communication with them.



- Involve key leaders in your planning process. Consider conducting focus groups to provide input on issues related to policies that you plan to develop or revise.
- Determine how to link policies that you plan to develop with state and local laws, mandates, regulations, state and national standards, resolutions, and guidelines (e.g., school wellness policies).

### Implement

- Field test drafts of new policy statements with key stakeholders.
- Work with the leadership of your agency to ensure effective policy dissemination. Work with your state school board association to incorporate policies into the guidance it prepares for local school districts.
- Use media, websites, newsletters, student/parent communications, meetings, and partner networks to build support for policies.
- Communicate and collaborate with other agencies and nongovernmental organizations to learn from one another (see Resources below).
- Report successes in policy development through various methods, including:
  - Print publications such as newsletters, fact sheets, executive summaries, and comprehensive reports;
  - Media presentations, such as videos, public service announcements, or webinars or webcasts;
  - Electronic publications such as online success stories and newsletters; and
  - Oral presentations to stakeholders.

### Evaluate

- Develop a plan for periodic review and monitoring of policy content, implementation, and enforcement. Consider using *School Health Profiles* to track policy implementation.
- Provide data to districts or schools for use in conducting evaluations to determine how existing policies are being implemented.
- Involve key stakeholders in monitoring policy implementation and effectiveness.

## Resources

CDC and other partners provide information, tools, and resources to support school policy and program development, implementation, and evaluation.

### Federal Resources

- DASH -- Local Wellness Policies Tools and Resources: [www.cdc.gov/HealthyYouth/healthtopics/wellness.htm](http://www.cdc.gov/HealthyYouth/healthtopics/wellness.htm)
- CDC's Division of Nutrition, Physical Activity, and Obesity-- searchable database of state legislation: <http://apps.nccd.cdc.gov/DNPAleg/index.asp>
- Team Nutrition Local Wellness Policy Clearinghouse: [www.fns.usda.gov/tn/Healthy/wellnesspolicy.html](http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html)
- CDC's National Center for Environmental Health asthma policy page: [www.cdc.gov/asthma/policy.htm](http://www.cdc.gov/asthma/policy.htm)
- CDC's Office on Smoking and Health--State Tobacco Activities Tracking and Evaluation Systems: <http://apps.nccd.cdc.gov/statesystem/>

### Select Federal Legislation

- Child Nutrition and Women Infants and Children (WIC) Reauthorization Act of 2004 (Sec. 204 of P.L. 108-205): [www.fns.usda.gov/TN/Healthy/108-265.pdf](http://www.fns.usda.gov/TN/Healthy/108-265.pdf)
- No Child Left Behind Act of 2001 (NCLB): [www.ed.gov/nclb/landing.jhtml](http://www.ed.gov/nclb/landing.jhtml)
- Individuals with Disabilities Education Improvement Act of 2004 (IDEA): [www.ed.gov/policy/speced/guid/idea/idea2004.html](http://www.ed.gov/policy/speced/guid/idea/idea2004.html)

### Non-Federal Resources

- The National Association of State Boards of Education (NASBE)--State-Level School Health Policies Database: [www.nasbe.org/HealthySchools/States/State\\_Policy.asp](http://www.nasbe.org/HealthySchools/States/State_Policy.asp)
- NASBE's Fit, Healthy, and Ready to Learn: A School Health Policy Guide: [www.nasbe.org/HealthySchools/fithealthy.html](http://www.nasbe.org/HealthySchools/fithealthy.html)
- NASBE's Someone at School has AIDS: A Complete Guide to Education Policies Concerning HIV Infection: [www.nasbe.org/HealthySchools/SASHA.pdf](http://www.nasbe.org/HealthySchools/SASHA.pdf)
- The Council of State Governments--Healthy States School Health information: [www.healthystates.csg.org/Public+Health+Issues/School+Health/](http://www.healthystates.csg.org/Public+Health+Issues/School+Health/); [www.healthystates.csg.org](http://www.healthystates.csg.org)
- The National Conference of State Legislatures, Youth website: [www.ncsl.org/programs/cyf/youth.htm](http://www.ncsl.org/programs/cyf/youth.htm)