

Local School Wellness Policy Action Implementation Tool

Developing an action plan will ensure progress is being made on your wellness policy and will help your school or LEA prioritize a few action steps each year. The chart on the following pages serve as a template to organize your plans. The first chart is a sample action plan, which includes examples for physical activity and nutrition related goals. This is not a comprehensive list but a sample of what could be included in your action plan. Be sure to consider all areas such as nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness such as each of the 10 domains in the Whole School, Whole Community, Whole Child Model.

We encourage you to develop 3-5 goals to support your wellness efforts. After writing the action plan, evaluate what additional resources, if any, will be needed for each action step. Consider how your wellness policy and school wellness efforts might align with other school efforts such as LEA-wide School Wellness Team (or WSCC Team) activities, PBIS, MTSS, Continuous School Improvement plans, school handbooks, policies, protocols, or procedures, and school health and wellness related grant activities.

To ensure success, LEAs and schools must monitor the implementation of the policy. Monitoring policy implementation allows LEAs/schools to determine what is working and what isn't so the policy can be revised and improved as needed. Consider how your LEA/school will communicate ongoing implementation efforts with LEA/School leadership, faculty and staff, school boards, parents and caregivers, and the community.

Tip: When developing your wellness policy action plan, ensure your activities are well grounded in your goals by developing **SMART** objectives:

- **Specific:** Identify the exact area to improve.
- **Measurable:** Quantify the progress.
- **Attainable:** Determine what is achievable within your school
- **Results Oriented/Relevant:** A results oriented and relevant goal helps maintain focus on the mission or the “bigger picture”.
- **Time bound:** Identify deadlines for goals and related tactics.

For Example: In the school year 2016-2017, 100% of schools in our Supervisory Union will increase physical activity to a minimum of 30 minutes per day for students in K-12 by implementing brain breaks and active academics in classrooms.

Vermont School Wellness Policy

Action Plan Sample

Goal What do we want to accomplish?	Action Steps What activities need to happen?	Timeline	Measurement How is progress measured?	Lead Person	Team Members involved	In Progress or Complete
<p><u>Physical Activity:</u> <i>Example:</i> All students will be engaged in at least 30 minutes of physical activity during the school day, on top of physical education</p>	<p>a.) All schools in SU will be notified of requirement b.) Teachers will be provided with guidance and Professional Development on Active Learning in the classroom c.) Use in service days to learn new Active Learning techniques d.) Provide resources to afterschool program staff to integrate physical activity into program e.) Allocate funding to support classroom activities that promote physical activity</p>	<p>January 2017- Fall 2017</p>	<ul style="list-style-type: none"> – Number of schools in SU that implement policy – Number of training opportunities given to staff – Number of activities offered outside of PE – End of year review of benefits of physical activity in classroom: attendance, behavior, academics, etc. 	<p>Principal and PE Teacher</p>	<p>Health teacher, afterschool program coordinator, students, parents</p>	<p><i>In progress:</i> February 2017 PLC day included physical activity training PE Teacher met with Afterschool program staff to provide resources and training on physical activities</p>
<p><u>Nutrition and PE/PA</u> <i>Example:</i> Physical activity, food, or beverages will not be used as a reward for students.</p>	<p>a.) The District will provide teachers and other relevant school staff a list of alternative ways to reward children b.) Discuss changes at back-to-school staff training. c.) Follow-up mid-year to discuss challenges and determine additional communication needed.</p>	<p>Before the beginning of 2017 school year.</p>	<ul style="list-style-type: none"> – Verbal check-ins with staff to ensure compliance. – Teacher survey at end of school year. 	<p>School Nurse</p>	<p>Teachers, staff, students, parents</p>	<p>Completed All schools in SU in compliance. Information distributed to staff. Ongoing PD as needed.</p>

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<u>Nutrition Promotion:</u> <i>Example:</i> Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards	a.) <i>School Health Team will review current marketing material in the school and send notice to school staff</i> b.) <i>Food service professionals will utilize USDA Team Nutrition and Harvest of the Month print materials to hang in cafeteria</i> c.) <i>Healthy food options and local food, such as salads and fruit, will be prominently displayed in the cafeterias to encourage students to make healthy choices</i>	2016-2017 school year School will replace or update scoreboard or other durable equipment when existing contracts are up for renewal	<ul style="list-style-type: none"> – <i>Verbal check-ins with food service staff to ensure compliance.</i> – <i>Number of USDA and HOM print materials hung throughout school</i> – <i>School food service revenue- determine success of marketing healthier options</i> 	Food Service Director	Food service staff, principal, PE teacher, students, farm to school coordinator	<i>In progress: December 2016- Reviewed the various marketing materials including vending machines, sports equipment, school store, etc. To the extent possible, materials have been replaced with healthier marketing materials.</i>
<u>Nutrition Education</u> <i>Example:</i> School will establish a school garden as a hands-on teaching tool to influence student food choices and lifelong eating habits	a) <i>Team members will connect with local agriculture community, including local farm to school organization</i> b) <i>Team will determine space, funding, student/staff support, and nutrition education opportunities</i>	February 2017-June 2018	<ul style="list-style-type: none"> – <i>Farm to School subcommittee makeup</i> – <i>School garden creation</i> – <i>Number of FTS nutrition education activities integrated into core subjects</i> 	Health Educator	School Nurse, Principal, farm to school coordinator, farmer, food service staff	<i>In progress: Initial meeting with FTS Nonprofit set for February 2017</i>
<u>Nutrition Services</u> <i>Example:</i> The school nutrition program will menu at least one local food per month.	a) <i>Create menus that incorporate locally grown fruits or vegetables into monthly NSLP/SPB menus.</i> b) <i>Purchase locally grown fruit/vegetable from local Farmer, market, or vendor</i>	Start date Fall 2017	<ul style="list-style-type: none"> – <i>Monthly menus</i> – <i>Invoices</i> – <i>YRBS Fruit and vegetable consumption rates</i> 	Food service Director	Farm to School Coordinator	<i>Beginning the procurement process</i>

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Action Plan Template

School Name: _____ Date: _____

School Health Team Leader (s) (Name, position, title): _____

School Wellness Policy Website Address for Public: _____

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