

Local Wellness Policy Implementation Action Plan Checklist

How to use this checklist:

1. Form a Physical Activity and Nutrition Council and schedule a meeting. Suggested team members: parents, students, school board members, school food authority, school administrators, and general public.
2. Provide copies of the district wellness policy and this checklist for all members, but complete one master copy as a team. Add up the points for each column, based on the number of checks in each. Add the scores for each of the 4 components and write that score underneath each section. If you need additional information before you can choose a response, put a check under the “Don’t Know” column and assign a team member to find the answer if possible. Adjust the score when you change from “don’t know” to one of the other responses.
3. After completing the checklist and writing a score for each component, look through the checklist and circle the **“2’s and 3’s”**. These are areas in which implementation has either begun but is not fully implemented yet, or in which implementation hasn’t begun yet, but your team is interested in beginning implementation. Select one of the “2” or “3” areas to focus on this year based on budget, time needed to make a difference, district/building priorities and expertise and resources of your team.
4. Use the space at the end of each section for notes on action plan items or for items specific to the district wellness policy that may not have been addressed. Complete the Final Action Plan on page seven (7).

Scoring Criteria:

4=Fully Implemented -- in full implementation currently and plan in place to continue

3=Partially Implemented – implementation has begun

2=Applicable but not addressed --plan to implement not currently in place

1=Not applicable – item not applicable to chosen school level

√=**Don’t know**

| Component 1: Nutrition Education | Not Applicable (1) | Applicable but not addressed (2) | Partially Implemented (3) | Fully Implemented (4) | Don't know (√) |
|---|-----------------------------------|---|--|--------------------------------------|-------------------------------|
| Action Steps | | | | | |
| 1.1 Provide nutrition education curricula that is skills-based and incorporates nutrition concepts from the 2005 Dietary Guidelines for Americans. | | | | | |
| 1.2 Provide classroom nutrition resources that are current and easily accessible, and have a plan in place for periodic up-dating. | | | | | |
| 1.3 Make nutrition education part of a comprehensive health education curriculum, or integrate it throughout the curriculum in subject areas such as math, science, language arts, or social studies. | | | | | |
| 1.4 Provide teachers with opportunities for professional development. | | | | | |
| 1.5 Provide nutrition education instruction comprised of hands-on activities that engage students in participatory learning. | | | | | |
| 1.6 Have classrooms participate in one or more events that are either centered on nutrition or include nutrition as a main component. | | | | | |
| 1.7 Display attractive, current nutrition education materials in dining areas. | | | | | |
| 1.8 Include nutrition education in before and after school programming. | | | | | |
| 1.9 Provide nutrition education to parents, community, and school board (e.g. brochures sent home). | | | | | |
| 1.10 Conduct staff wellness activities related to healthy eating habits and nutrition. | | | | | |
| COMPONENT #1 SCORE (Total for 1.1 - 1.10) = _____ Possible points: 40 | | | | | |
| Notes: | | | | | |

| Component 2: Physical Education/Physical Activity: | Not Applicable (1) | Applicable but not addressed (2) | Partially Implemented (3) | Fully Implemented (4) | Don't know (√) |
|---|---------------------------|---|----------------------------------|------------------------------|-----------------------|
| Action Steps | | | | | |
| 2.1 Establish a framework and curriculum for the physical education department. | | | | | |
| 2.2 Ensure that physical education teachers are endorsed in physical education and licensed by the Colorado Department of Education. | | | | | |
| 2.3 Address the student/teacher ratio in physical education class. | | | | | |
| 2.4 Ensure that classroom health education includes the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities such as watching television. | | | | | |
| 2.5 Incorporate physical activity into other subject areas (e.g. math, language arts, social studies, science), or between lessons. | | | | | |
| 2.6 Do not use physical activity (e.g. running laps) or withhold it (e.g., recess, physical education) as punishment. This guideline does not apply to extracurricular sports teams. | | | | | |
| 2.7 Encourage physical activity verbally and through the provision of adequate space and age-appropriate equipment. | | | | | |
| 2.8 Provide other supervised opportunities for physical activity throughout the day. | | | | | |
| 2.9 Offer extracurricular physical activity programs, clubs or intramural programs. | | | | | |
| 2.10 Provide information and resources to help families incorporate physical activity into their lives. | | | | | |
| COMPONENT #2 SCORE (Total for 2.1 - 2.10) = _____ Possible points: 40 | | | | | |
| Notes: | | | | | |

| Component 3: Nutrition Guidelines | Not Applicable (1) | Applicable but not addressed (2) | Partially Implemented (3) | Fully Implemented (4) | Don't know (√) |
|--|---------------------------|---|----------------------------------|------------------------------|-----------------------|
| Action Steps | | | | | |
| 3.1 Ensure that all foods and beverages comply with USDA regulations and state policies. | | | | | |
| 3.2 Prohibit or restrict using food as a discipline or reward for students. | | | | | |
| 3.3 Encourage parents to provide a variety of nutritious foods if students bring lunch or snacks from home. | | | | | |
| 3.4 Require that healthy food choices are made available to students at every school function that includes food. | | | | | |
| 3.5 Provide students access to a school facility with a sufficient number of functioning water fountains in accordance with local building codes, or other means which provide him or her with sufficient water. | | | | | |
| 3.6 Ensure that at least 50 percent of fundraising activities will NOT involve the sale of food or beverages. | | | | | |
| 3.7 Do not have fundraising activities involving the sale of food or beverages take place until after the end of last lunch period. | | | | | |
| 3.8 Encourage non-food fundraisers, such as flowers, gift wrap, sporting events, and family fun events. | | | | | |
| 3.9 Put restrictions in place for student access to vending machines, school stores, and other venues that contain foods of minimal nutritional value. | | | | | |
| 3.10 Provide at least 50% of foods and beverages in vending machines that meet the following nutritional standards. These guidelines are recommended, but not required. | | | | | |
| -- plain, non caloric water. | | | | | |
| --milk, including chocolate, milk, soy beverage, rice beverage and other similar dairy or nondairy beverage. | | | | | |
| --100% fruit juices, or fruit drinks with no less than 50% juice without additional sweeteners. | | | | | |
| --electrolyte replacement beverage containing 42 g or fewer of additional sweetener per 20 oz serving. | | | | | |
| --nuts, seeds, dairy products, fresh fruits or vegetables, and packaged fruits in their own juice. | | | | | |
| --any other food item containing no more than 35% of total calories from fat and no more than 35% of its total weight in sugar. | | | | | |
| 3.11 Guidelines have been established for food offered in school stores. | | | | | |
| 3.12 Guidelines have been established for food offered in concession stands. | | | | | |

| | | | | | |
|--|-----------------------------------|---|--|--------------------------------------|-------------------------------|
| COMPONENT #3 SCORE (Total for 3.1 - 3.17) = _____ Possible points: 48 | | | | | |
| Notes: | | | | | |
| | | | | | |
| Component 4: USDA Meal Guidelines and Regulations | Not Applicable (1) | Applicable but not addressed (2) | Partially Implemented (3) | Fully Implemented (4) | Don't know (√) |
| 4.1 Provide adequate seating in the cafeteria to accommodate students during each serving period. | | | | | |
| 4.2 Allow students to converse with one another while they eat their meals. | | | | | |
| 4.3 Have adequate adult supervision in the dining area. | | | | | |
| 4.4 Make information available to students and their parents/guardians concerning USDA school meal requirements and the nutrition content of food and beverages provided/sold. | | | | | |
| 4.5 Have school administrators encourage food service personnel to attend nutrition-related training and to support their participation. | | | | | |
| 4.6 Ensure that all school breakfast and lunch meals comply with USDA regulations and state policies. | | | | | |
| 4.7 Provide students at least 10 minutes to eat breakfast and 15 minutes to eat lunch, not including time spent walking to and from class or waiting in line. | | | | | |
| 4.8 Address portion size in the food goals. | | | | | |
| 4.9 Schedule recess for elementary students before lunch. | | | | | |
| 4.10 Have students participate in taste tests and/or surveys to obtain their input on school meals. | | | | | |
| COMPONENT #4 SCORE (Total for 4.1 - 4.) = _____ Possible points: 40 | | | | | |

Notes:

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

*This form was adapted from the Colorado Healthy Schools Summit 2003 “Action For Healthy Kids/Colorado Coalition On Physical Activity and Nutrition School Health Environment Practice School Improvement Checklist”, which was itself adapted from the “School Improvement Checklist” in *Changing the Scene: A Guide to Local Action (CTS)*. To order CTS, call the National Team Nutrition Office (USDA, FNS) at 703 305-1624 or order online at: www.fns.usda.gov/tn.

Final Local Wellness Policy Implementation Action Plan
Complete this sheet for each priority area identified by your school team

Plan developed by: _____

Date: _____

Priority area that we are targeting: _____

| Action Steps | Resources Required | | | Indicator of Success (What will be accomplished?) | Date for Completion |
|--------------|--------------------|--------|---------------|--|---------------------|
| | Staff | Budget | Time Required | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Making It Happen (MIH) is a resource to use when completing your plan. To order MIH, call the National Team Nutrition Office (USDA, FNS) at 703 305-1624 or order online at: www.fns.usda.gov/tn.