

Policy Component: Nutrition Guidelines

Sample Goals and Activities

Goal # 1 **School meal programs are consistent with State and U.S. Department of Agriculture (USDA) requirements and HealthierUS Schools criteria.**

Activities:

- 1.1 Inform appropriate constituencies (parents, teachers, school administrators, community, etc.) about this key element of the Wellness Policy.
- 1.2 Plan and prepare menus to comply with established nutrition standards.
- 1.3 Provide food service personnel with regular professional development on school meal programs, nutrition/health education, and wellness.
- 1.4 Share nutrition information about foods and beverages with school constituencies to the extent possible.
- 1.5 Promote participation in and application for locally or nationally-recognized awards programs.
- 1.6 Offer breakfast in all elementary and secondary schools when possible.
- 1.7 Promote the Maryland Meals for Achievement (MMFA) breakfast program.

Goal # 2 **Increase meal participation rates by offering quality, accessible, and appealing meals.**

Activities:

- 2.1 Provide students an opportunity for input on school menu items.
- 2.2 Feature menus with healthy choices that are flavorful and attractively presented.
- 2.3 Upgrade eating and serving areas to improve function and image of the cafeteria.
- 2.4 Promote the school meal programs to all constituencies.
- 2.5 Provide food safety training to all nutrition staff.
- 2.6 Conduct regular food tasting activities with students to introduce healthy menu items.

Goal # 3 **Vending and à la carte nutrition standards within the school meal programs will meet locally- or nationally-recognized standards.**

Activities:

- 3.1 Inform appropriate constituencies about this key element of the Wellness Policy.
- 3.2 Encourage meal participation with à la carte foods and beverages to supplement school meals.
- 3.3 Ensure à la carte foods and beverages meet established nutrition standards and support healthy eating.

Goal # 4 Vending nutrition standards outside the school meal programs will meet locally- or nationally-recognized standards.

Activities:

- 4.1 Inform appropriate constituencies about this key element of the Wellness Policy.
- 4.2 Ensure that all student-accessible vended foods meet established nutrition standards and support healthy eating.
- 4.3 Promote healthy choices for vended foods and beverages to ensure sustained sales volume.

Goal # 5 School parties/celebrations/meetings (PCM) and other school-sponsored events should maximize the use of healthy food choices.

Activities:

- 5.1 Inform appropriate constituencies about this key element of the Wellness Policy.
- 5.2 Provide the school system with alternatives to food for celebrations.
- 5.3 Establish food standards for school PCM and other school-sponsored events.
- 5.4 Provide recognition or an award to schools for meeting healthful food and beverage options for school PCM and other school-sponsored events.

Goal # 6 Use non-food rewards for school accomplishments.

Activities:

- 6.1 Inform appropriate constituencies about this key element of the Wellness Policy.
- 6.2 Provide the school system and Parent Teacher Association/Organization (PTA/PTO) with alternatives for food rewards.
- 6.3 Provide training to teachers on non-food related incentives.

Goal # 7 School-based organizations should raise funds with non-food options.

Activities:

- 7.1 Inform appropriate constituencies about this key element of the Wellness Policies.
- 7.2 Provide the school system and PTA/PTO with alternatives to food fundraisers.

Goal # 8 Students will have adequate space and time to eat in a pleasant dining environment.

Activities:

- 8.1 Inform appropriate constituencies about this key element of the Wellness Policy.
- 8.2 Provide facilities that are easy to access and adequate to meet demand.
- 8.3 Provide meal schedules that support healthy meal patterns.
- 8.4 Provide recess before lunch whenever possible.

Sample Goals and Activities

GOAL #1

School meal programs are consistent with State and USDA requirements and HealthierUS Schools criteria.

Activities:

- 1.1 Inform appropriate constituencies (parents, teachers, school administrators, community, etc.), about this key element of the Wellness Policy.
- 1.2 Plan and prepare menus to comply with established nutrition standards.
- 1.3 Provide food service personnel with regular professional development on school meal programs, nutrition/health education, and wellness.
- 1.4 Share nutrition information about foods and beverages with school constituencies to the extent possible.
- 1.5 Promote participation in and application for locally- or nationally-recognized awards programs.
- 1.6 Offer breakfast in all elementary and secondary schools when possible.
- 1.7 Promote the Maryland Meals for Achievement (MMFA) breakfast program.

GOAL #1 School meal programs are consistent with State and USDA requirements and HealthierUS Schools criteria.

Activity 1.1 Inform appropriate constituencies (parents, teachers, school administrators, community, etc.) about this key element of the Wellness Policy.		In place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Present to the school health council (SHC). 2. Meet with school principals and administrators. 3. Present to school nurses/health education (HE) and physical education (PE) teachers. 4. Present to school and county Board of Education (BOE) PTA/PTO. 5. Share with students through assemblies, councils, and classroom events. 6. Present at Back to School (BTS) nights. 	<ul style="list-style-type: none"> • All of these groups will have the background, information, and knowledge necessary to implement the policy. • Develop school action plans and goals to implement and monitor the policy. • Collaboration with PTA/PTO BTS nights in: <ul style="list-style-type: none"> ▪ 50% of appropriate schools by 12/2009 ▪ 75% of appropriate schools by 12/2011 ▪ 100% of appropriate schools by 12/2013 	<ul style="list-style-type: none"> • Number of meetings conducted. • Variety of constituencies involved. • Attendance at meetings. • Surveys of meal program quality. • Comment cards. • Number of assemblies conducted. • Attendee sign-in sheets. • Number of BTS nights. 	
Activity 1.2 Plan and prepare menus to comply with established nutrition standards.		In place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Identify menu items. 2. Conduct nutrient analysis. 3. Review nutrient analysis. 4. Make required changes in menu items to meet Standards. 	<ul style="list-style-type: none"> • Nutrient profile of meals will improve. • Meals meet USDA school meals requirements. 	<ul style="list-style-type: none"> • School Meals Initiative (SMI) review results and standards. • Participation rates. 	

GOAL #1 School meal programs consistent with State and USDA requirements and HealthierUS Schools criteria.

Activity 1.3 Provide food service personnel with regular professional development on School Meals Programs, nutrition/health education, and wellness.		In place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Identify training needs of staff. 2. Collaborate with Maryland School Nutrition Association (MSNA), Maryland State Department of Education (MSDE), Department of Health and Mental Hygiene (DHMH), Maryland Cooperative Extension (MCE), and others to provide training to staff. 3. Partner with HE and PE divisions to provide joint professional development for staff. 4. Establish a county School Nutrition Association (SNA) chapter to support training at monthly meetings. 5. Seek grants from Action for Healthy Kids (AFHK) or similar organizations. 6. Include nutrition training at staff development meetings that would include “train the trainer” modules for staff who provide their own training or direct training to food service staff during in-service times. 7. Establish a pay rate based on level of SNA certification. 	<ul style="list-style-type: none"> • Food service personnel will be more knowledgeable about the role of school meals in health and wellness. • Increase the number of SNA-certified staff. • More staff will participate in national, regional and statewide trainings. • Food service staff will write and submit grants. 	<ul style="list-style-type: none"> • Copies of training agenda, topics, dates and participants’ positions. • Number of trainings attended. • Number of SNA-certified members. • Number of training topics presented. • Pre and post test scores. • Grants written and submitted. • Interviews with staff. 	

GOAL #1 School meal programs consistent with State and USDA requirements and HealthierUS Schools criteria.

Activity 1.4. Share nutrition information about foods and beverages with school constituencies to the extent possible.		In place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Post nutrition information on school web site. 2. Place nutrition information on school menus. 3. Provide nutrition and wellness information to employees for personal wellness and health. 4. Display nutrition information on school walls, bulletin boards, and in other public areas. 	<ul style="list-style-type: none"> • Parents and students will be able to make informed choices regarding if and when to purchase meals at school. • Constituencies will be more informed about nutrition information. 	<ul style="list-style-type: none"> • Copies of nutrition charts or links to web sites. • Pre and post questionnaire on nutrition knowledge of constituencies. • Nutrition information on display. 	
Activity 1.5 Promote participation in and application for locally- or nationally-recognized awards programs.		In Place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Establish a school system team to identify eligible schools. 2. Evaluate school program to determine how it meets the guidelines. 3. Apply for the USDA HealthierUS Schools Award. 	<ul style="list-style-type: none"> • Be recognized as a representative of a locally- or nationally-recognized awards program. • Being a designated HealthierUS School may make schools eligible for additional resources (grants, etc.). 	<ul style="list-style-type: none"> • Recognition applied for. • Recognition granted. • Grants received. 	

GOAL #1 School meal programs consistent with State and USDA requirements and HealthierUS Schools criteria.

Activity 1.6 Offer breakfast in all elementary and secondary schools when possible.		In Place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Work with local advocacy groups to determine need for breakfasts. 2. Develop breakfast marketing and outreach activities. 3. Share goals of breakfast service with school administrators. 4. Offer breakfast programs in schools. 	<ul style="list-style-type: none"> • Breakfast will be offered in all schools. • Barriers to breakfast participation will be identified. • Solutions to breakfast participation will be identified. • Participation will increase. • Students will eat breakfast. • School administrators will embrace the importance of breakfast. 	<ul style="list-style-type: none"> • Breakfasts offered. • Participation rates. • Student surveys. • Administrator survey. 	
Activity 1.7 Promote the Maryland Meals for Achievement (MMFA) breakfast program.		In Place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Identify eligible schools (40% or more free and reduced). 2. Form team to plan school's application. 3. Submit application and follow up. 4. Offer MMFA breakfast program in schools. 	<ul style="list-style-type: none"> • Eligible schools will be identified. • Administration will support MMFA. • Breakfast participation will increase. • MMFA funding will be awarded. 	<ul style="list-style-type: none"> • Breakfasts offered. • Participation rates. • Student surveys. • Administrator survey. 	

Sample Goals and Activities

GOAL #2

Increase meal participation rates by offering quality, accessible, and appealing meals.

Activities:

- 2.1 Provide students an opportunity for input on school menu items.
- 2.2 Feature menus with healthy choices that are flavorful and attractively presented.
- 2.3 Upgrade eating and serving areas to improve function and image of the cafeteria.
- 2.4 Promote the school meal program to all constituencies.
- 2.5 Provide food safety training to all nutrition staff.
- 2.6 Conduct regular food tasting activities with students to introduce healthy menu items.

GOAL #2 Increase meal participation rates by offering quality, accessible, and appealing meals.

Activity 2.1 Provide students an opportunity for input on school menu items.		In place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Form and conduct regular meetings with a student nutrition advisory team. 2. Hold student focus groups and meet with the student government associations. 3. Distribute an electronic or paper survey for those who cannot attend focus groups. 4. Establish a comment card system for the school meal program. 	<ul style="list-style-type: none"> • School meals participants will have more input on school meals. • Students will be more likely to purchase meals. • Student satisfaction with school meals will increase. 	<ul style="list-style-type: none"> • Number of meetings conducted. • Number of surveys conducted and collected. • Variety of constituencies involved. • Participation rates. • Pre and post surveys of meal quality. • Number of comment cards. • Number of suggestions. 	
Activity 2.2 Feature menus with healthy choices that are flavorful and attractively presented.		In place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Involve students in menu planning and food tastings. 2. Provide freshly prepared food as available. 3. Use locally-grown foods when available. 4. Provide appropriate variety and consider seasonal or international themes. 5. Make meal presentation and meal items attractive. 6. Provide staff training and support for the preparation of fresh foods. 7. Change preparation techniques to reduce sodium and fat content and increase fiber and flavor. 8. Provide raw vegetables and/or cut fruit at least three times per week. 9. Offer a salad bar to teachers and students. 	<ul style="list-style-type: none"> • Perception of school meals will be enhanced by offering appealing foods. • Students will select school meals over snacking. • Locally-grown foods will be offered in school meals. • Staff will take on additional initiatives to support food quality. • School meal participation rates will increase. • Plate waste will be reduced. • Meal taste profiles will improve. • School Meals will meet 2010 Dietary Guidelines for Americans (DGA). • Students will select more raw vegetables and/or cut fruit. • Students will choose reimbursable salads. 	<ul style="list-style-type: none"> • Customer service surveys conducted. • School meal participation rates. • School Meals Initiative (SMI). • Self review of service line set up and presentation. • Plate waste surveys. • Amount of locally-grown food purchased. • School meal secret shopper's survey. • School revenue records. • Compare meals to Institute of Medicine recommendations and 2010 DGA. • Student interviews. • School focus groups. 	

GOAL #2 Increase meal participation rates by offering quality accessible and appealing meals.

Activity 2.3 Upgrade eating and serving areas to improve function and image of the cafeteria.		In place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Consider international food court arrangements. 2. Include salad or fruit bars. 3. Add themed décor, fresh paint, murals, etc. 4. Replace long institutional-style tables and benches with smaller tables and chairs. 5. Provide catering services to the school system. 6. Train cafeteria staff in customer-oriented service. 7. Provide themed or other attractive attire for cafeteria staff. 	<ul style="list-style-type: none"> • Students will perceive the cafeteria as a more welcoming environment. • Students will select more fruits and vegetables. • Participants will choose reimbursable salad meals. • Participation rates will increase. • Food services will become customer oriented. • Food services will become a provider for special activities and catered events. 	<ul style="list-style-type: none"> • Audit school cafeteria facilities (see resource section samples). • Participation rates. • Number of fruit and salad bar sales. • Number of participants trained. • Customer service comment cards. • Number of events conducted by food services. 	

GOAL #2 Increase meal participation rates by offering quality, accessible, and appealing meals.

Activity 2.4 Promote the school meal program to all constituencies.		In place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Distribute application for the free and reduced-price meal program (i.e., send home with elementary children in their parent folders). 2. Develop attractive menus with pictures of meal options, and nutrition information to send home to parents and pass out to students; 3. Develop promotional materials with student input (signs, posters, in-class promotions, public address system, bulletins, and school cable TV ads). 4. Contact reporters about improvements in the meal program. 5. Train spokespersons to speak about school meal program. 6. Speak at meetings of the various stakeholders such as: parents, teachers, school administrators, and students, to garner their support. 7. Invite BOE members and PTA/PTO officers to have meals at schools. 8. Hold information sessions with BOE, PTA/PTO and elected officials on the school meal programs. 	<ul style="list-style-type: none"> • More students will submit free and reduced-price meal applications. • Participation rates will increase. • Students will perceive the cafeteria as a source for nutrition information. • Teachers will become more involved with the school meal program. • Administrators will become more knowledgeable about the school meal program. • Local media will report about your school meal program in a favorable manner. • Identify and utilize individuals who are effective at public presentations. • Administrators will become more involved with the school meal programs. 	<ul style="list-style-type: none"> • Applications submitted. • Participation rates. • Comments on menus. <p>Number of:</p> <ul style="list-style-type: none"> • promotional materials created; • administrators and teachers involved; • positive news articles published; • public presentations; • informational sessions conducted; • spokespersons identified; • interviews with customers; and • on-line surveys. 	

GOAL #2 Increase meal participation rates by offering quality, accessible, and appealing meals.

Activity 2.5 Provide food safety training to all nutrition staff.		In place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Offer food safety training classes to all managers and persons in charge (PIC). 2. Offer food safety training classes to all elementary, middle, and high school workers. 3. Offer annual food safety update training. 4. Offer regular food safety recertification classes. 5. Conduct annual audits of food safety practices. 6. Implement food safety self-inspection process. 	<ul style="list-style-type: none"> • All managers and PIC will be certified. • More staff will be certified. • Staff will be more focused on food safety. • More staff will maintain certification. • Self-inspection results will improve. • More positive comments will be noted on food safety inspections and state reviews. 	<ul style="list-style-type: none"> • Number of certified managers. • Number of certified staff. • Pass/fail rate. • Number of updates provided. • Self-inspections results. • State reviewers' comments. • Health Department inspections. 	
Activity 2.6 Conduct regular food tasting activities with students to introduce healthy menu items.		In place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Offer classes to all managers and PIC on how to conduct food tastings. 2. Offer food tastings at 50% of elementary schools. 3. Offer food tastings at 50% of middle and high schools. 4. Submit application for USDA Fresh Fruit and Vegetable Program (FFVP). 	<ul style="list-style-type: none"> • Managers will learn how to conduct food tastings. • Students will have a better outlook on school meals. • Conduct more food tastings. • Students will select more healthy items. • School will be awarded the FFVP. 	<ul style="list-style-type: none"> • Pre and post tests for classes. • Number of classes attended. • Customer comment cards. • Number of food tastings conducted. • Number of healthy items selected. 	

Sample Goals and Activities

GOAL #3

Vending and à la carte nutrition standards within the school meal programs will meet locally- or nationally-recognized standards.

Activities:

- 3.1 Inform appropriate constituencies about this key element of the Wellness Policy.
- 3.2 Encourage meal participation with à la carte foods and beverages to supplement school meals.
- 3.3 Ensure à la carte foods and beverages meet established nutrition standards and support healthy eating.

GOAL #3 Vending and à la carte nutrition standards within the school meal programs will meet locally- or nationally-recognized standards.

Activity 3.1 Inform appropriate constituencies about this key element of the Wellness Policy.		In Place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Present to the school health council (SHC). 2. Meet with school principals and administrators. 3. Present to school nurses, HE and PE teachers. 4. Present to school and county BOE and PTA/PTO. 5. Share with students through assemblies, councils, and classroom events. 6. Present at BTS nights. 	<ul style="list-style-type: none"> • All of these groups will have the background, information, and knowledge necessary to implement the policy. • Develop school action plans and goals to implement and monitor the policy. • Collaboration with PTO BTS nights in: <ul style="list-style-type: none"> ▪ 50% of appropriate schools by 12/2009 ▪ 75% of appropriate schools by 12/2011 ▪ 100% of appropriate schools by 12/2013 	<ul style="list-style-type: none"> • Number of meetings conducted. • Variety of constituencies involved. • Attendance at meetings. • Pre and post surveys of meal program quality. • Comment cards. • Number of assemblies conducted. • Attendee sign-in sheets. • Number of BTS nights. 	
Activity 3.2 Encourage meal participation with à la carte foods and beverages to supplement a school meal.		In Place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Identify high quality and nutritional foods to offer in the cafeteria. 2. Gradually remove foods that do not meet nutrition criteria from the cafeteria line. 3. Market healthier choices through activities such as varied pricing and promotion. 	<ul style="list-style-type: none"> • Create a list of high-quality and nutritional foods. • Reduce monitoring associated with compliance to nutrition standards of à la carte foods. • Improve nutritional balance of food that students consume. • Offerings will meet nutrition standards. 	<ul style="list-style-type: none"> • State or local reviews. • Sales of healthier options. • Peer reviews. • Customer service surveys. 	

GOAL #3 Vending and à la carte nutrition standards within the school meal programs will meet locally- or nationally-recognized standards.

Activity 3.3 Ensure that à la carte foods and beverages meet established standards and support healthy eating.		In Place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Provide vendor with nutrition specifications in all bid documents. 2. Double-check vendor food lists to ensure the foods and beverages meet school’s standards. 3. Work with a group of students to select the items they believe will be most popular. 4. Conduct taste tests with students. 5. Track sales volume to identify best-sellers. 6. Conduct student satisfaction/preference surveys. 7. Involve students in promoting the healthy options. 8. Have the vendor work with students to develop and market healthy product lines. 	<ul style="list-style-type: none"> • Student input will be considered when planning à la carte food offerings. • Students will have access to a wide variety of food offerings that meet the established nutrition standards. • Students will choose healthier options. 	<ul style="list-style-type: none"> • Product lists. • Bid documents. • Student sales. • Surveys conducted. • Taste tests. • Student satisfaction surveys. • Vendor/student meetings. 	

Sample Goals and Activities

GOAL #4

Vending nutrition standards outside the school meal program will meet locally- or nationally-recognized standards.

Activities:

- 4.1 Inform appropriate constituencies about this key element of the Wellness Policy.
- 4.2 Ensure that foods and beverages in all student-accessible vending on the school grounds meet established nutrition standards and support healthy eating.
- 4.3 Promote healthy choices for vended foods and beverages to ensure sustained sales volume.

GOAL #4 Vending nutrition standards outside the school meal program will meet locally- or nationally-recognized standards.

Activity 4.1 Inform appropriate constituencies about this key element of the Wellness Policy.		In Place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Present to the SHC. 2. Meet with school principals and administrators. 3. Present to school nurses, HE and PE teachers. 4. Present to school and county BOE PTA/PTO. 5. Share with students through assemblies, councils, and classroom events. 6. Present at BTS nights. 	<ul style="list-style-type: none"> • All of these groups will have the background, information, and knowledge necessary to implement the policy. • Develop school action plans and goals to implement and monitor the policy. • Collaboration with PTA/PTO BTS nights in: <ul style="list-style-type: none"> ▪ 50% of appropriate schools by 12/2009 ▪ 75% of appropriate schools by 12/2011 ▪ 100% of appropriate schools by 12/2013 	<ul style="list-style-type: none"> • Number of meetings conducted. • Variety of constituencies involved. • Attendance at meetings. • Pre and post surveys of meal program quality. • Comment cards. • Number of assemblies conducted. • Attendee sign-in sheets. • Number of BTS nights. 	
Activity 4.2 Ensure that foods and beverages in all student-accessible vending on the school grounds meet established nutrition standards and support healthy eating.		In Place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Monitor and collect a list of current vending activities. 2. Ensure greater than 50% of options in vending machines meet nutrition standards. 3. Conduct a Competitive Foods Inventory. 4. Change vended foods to meet established nutrition standards. 	<ul style="list-style-type: none"> • Catalog all foods and beverages offered. • Identify revenue streams and impact of change. • Identify and collect actual costs and profits of food and beverage sales. 	<ul style="list-style-type: none"> • Competitive Foods Inventory. • Requisitions from all school purchases. • Interviews with students. • Costs and profits of food and beverage sales. 	

GOAL #4 Vending nutrition standards outside the school meal program will meet locally- or nationally-recognized standards.

Activity 4.3 Promote healthy choices for vended foods and beverages to ensure sustained sales volume.		In Place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Allow high school students to bring bottled water into classrooms. 2. Market healthier choices through activities such as price structure and promotion. 3. Conduct one or more activities to engage students in leading the change toward a healthier school environment. 4. Conduct a marketing campaign to promote nutritious snack choices where competitive foods are sold. 	<ul style="list-style-type: none"> • Students will select healthier foods. • Students will engage in creating a healthier school environment. • Students will be more interested in healthier options. • Raised awareness of healthier options. 	<ul style="list-style-type: none"> • Observation of high school beverage choices. • Sales of healthier foods. • Number of student-led activities to support a healthier school environment. • Self reporting student survey. 	

Sample Goals and Activities

GOAL #5

School parties/celebrations/meetings (PCM) and school-sponsored events should maximize the use of healthy food choices.

Activities:

- 5.1 Inform appropriate constituencies about this key element of the Wellness Policy.
- 5.2 Provide the school system with alternatives to food for celebrations.
- 5.3 Establish food standards for school PCM and other school-sponsored events.
- 5.4 Provide recognition or an award to schools for meeting healthful food and beverage options for school PCM and other school-sponsored events.

GOAL #5 School PCM and school-sponsored events should maximize the use of healthy food choices.

Activity 5.1 Inform appropriate constituencies about this key element of the wellness policy.		In Place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Present to the School Health Council (SHC). 2. Meet with school principals and administrators. 3. Present to school nurses, HE and PE teachers. 4. Present to school and county BOE PTA/PTO). 5. Share with students through assemblies, councils, and classroom events. 6. Present at Back to School Nights (BTS). 	<ul style="list-style-type: none"> • All of these groups will have the background, information, and knowledge necessary to implement the policy. • Develop school action plans and goals to implement and monitor the policy. • Collaboration with PTA/PTO BTS nights in: <ul style="list-style-type: none"> ▪ 50% of appropriate schools by 12/2009 ▪ 75% of appropriate schools by 12/2011 ▪ 100% of appropriate schools by 12/2013 	<ul style="list-style-type: none"> • Number of meetings conducted. • Variety of constituencies involved. • Attendance at meetings. • Pre and post surveys of meal program quality. • Comment cards. • Number of assemblies conducted. • Attendee sign-in sheets. • Number of BTS night. 	
Activity 5.2 Provide the school system with alternatives to food for celebrations.		In Place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Monitor and collect current celebration practices. 2. Work with PTA/PTO, SHC and students to develop a list of alternative foods for celebrations. 3. Provide a list of alternative foods for celebrations to all constituencies, especially teachers and parents. 4. Provide feedback to schools on their celebration practices. 	<ul style="list-style-type: none"> • PTA/PTO and SHC will develop and recommend nutrition standards. • Distribute a list of alternative foods for celebrations to all schools. 	<ul style="list-style-type: none"> • Teacher surveys. • Parent surveys. • Survey of celebration practices. • On-line surveys. 	

GOAL #5 School PCM and school-sponsored events should maximize the use of healthy food choices.

Activity 5.3 Establish food standards for PCM and other school-sponsored events.		In Place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Establish food standards in elementary schools. 2. Have the principal and PTA/PTO president from each school sign a pledge to comply with standards. 3. Implement standards in middle schools. 4. Implement standards in high schools. 	<ul style="list-style-type: none"> • All elementary schools will comply by 12/09. • All middle schools will comply by 12/10. • All high schools will comply by 12/11. 	<ul style="list-style-type: none"> • Classroom observations. • Pledges signed by principals and PTA/PTOs. 	
Activity 5.4 Provide recognition or an award to schools for meeting healthful food and beverage options for school PCM and other school-sponsored events.		In Place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Create a healthy celebration award standard. 2. Inform schools of the healthy celebration award and how to apply for recognition. 3. Evaluate schools and present recognition awards yearly. 4. Recognize schools for having healthy celebrations. 	<ul style="list-style-type: none"> • Standard will be created by 12/2009. • All schools will be informed by 12/2010. • The first recognition awards will be given by 12/2011. 	<ul style="list-style-type: none"> • State PTA/PTO and SHC review and application. • Classroom observations. • Awards applied for. • Awards presented. 	

Sample Goals and Activities

GOAL #6

Use non-food rewards for school accomplishments.

Activities:

- 6.1 Inform appropriate constituencies about this key element of the Wellness Policy.
- 6.2 Provide the school system and PTA/PTO with alternatives to food rewards.
- 6.3 Provide training to teachers on non-food related incentives.

GOAL #6 Use non-food rewards for school accomplishments.

Activity 6.1 Inform appropriate constituencies about this key element of the Wellness Policy.		In Place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Present to the SHC. 2. Meet with school principals and administrators. 3. Present to school nurses, HE and PE teachers. 4. Present to school and county BOE and PTA/PTO. 5. Share with students through assemblies, councils, and classroom events. 6. Present at BTS nights. 	<ul style="list-style-type: none"> • All of these groups will have the background, information, and knowledge necessary to implement the policy. • Develop school action plans and goals to implement and monitor the policy. • Collaboration with PTA/PTO BTS nights in: <ul style="list-style-type: none"> ▪ 50% of appropriate schools by 12/2009 ▪ 75% of appropriate schools by 12/2011 ▪ 100% of appropriate schools by 12/2013 	<ul style="list-style-type: none"> • Number of meetings conducted. • Variety of constituencies involved. • Attendance at meetings. • Pre and post surveys of meal program quality. • Comment cards. • Number of assemblies conducted. • Attendee sign-in sheets. • Number of BTS nights. 	
Activity 6.2 Provide school system and PTA/PTO with alternatives to food rewards.		In Place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Monitor and collect current reward practices. 2. Work with PTA/PTO, SHC and students to develop a list of alternative reward systems. 3. Provide a list of alternatives to food as rewards to all constituencies. 4. Implement a new reward system. 5. Sponsor “Brain Food Breaks” in schools during state assessments. 	<ul style="list-style-type: none"> • PTA/PTO/SHC will develop and recommend items to be considered for classroom rewards. • Sponsor 10 high school brain breaks per year. • New reward system will be implemented. 	<ul style="list-style-type: none"> • Teacher surveys. • Parent surveys. • Survey of reward practices. • On-line surveys. 	

GOAL # 6 Use non-food rewards for school accomplishments.

Activity 6.3 Provide training to principals and teachers on non-food related incentives.		In Place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Present to school principals. 2. Present to teachers. 3. Present to school and county PTA/PTO. 4. Provide a list of viable alternatives to all groups. 	<ul style="list-style-type: none"> • Present to all involved groups in: <ul style="list-style-type: none"> ▪ 50% of elementary schools by 12/2009 ▪ 75% of elementary schools by 12/2011 • Teachers will be less likely to fall back on candy and other foods as a reward. 	<ul style="list-style-type: none"> • Number of presentations • List developed • Survey of all reward practices 	

Sample Goals and Activities

GOAL #7

School-based organizations should raise funds with non-food options.

Activities:

- 7.1 Inform appropriate constituencies about this key element of the Wellness Policy.
- 7.2 Provide the school system and PTA/PTO with alternatives to food fundraisers.

GOAL #7 School-based organizations should raise funds with non-food options.

Activity 7.1 Inform appropriate constituencies about this key element of the Wellness Policy.		In Place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Present to the SHC. 2. Meet with school principals and administrators. 3. Present to school nurses, HE and PE teachers. 4. Present to school and county BOE PTA/PTO. 5. Share with students through assemblies, councils, and classroom events. 6. Present at BTS nights. 	<ul style="list-style-type: none"> • All of these groups will have the background, information, and knowledge necessary to implement the policy. • Develop school action plans and goals to implement and monitor the policy. • Collaboration with PTA/PTO BTS nights in: <ul style="list-style-type: none"> ▪ 50% of appropriate schools by 12/2009 ▪ 75% of appropriate schools by 12/2011 ▪ 100% of appropriate schools by 12/2013 	<ul style="list-style-type: none"> • Number of meetings conducted. • Variety of constituencies involved. • Attendance at meetings. • Pre and post surveys of meal program quality. • Comment cards. • Number of assemblies conducted. • Attendee sign-in sheets. • Number of BTS nights. 	
Activity 7.2 Provide the school system and PTA/PTO with alternatives to food fundraisers.		In Place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Monitor and collect current fundraising practices. 2. Conduct a resource fair/workshop for PTA/PTO demonstrating how to implement non-food fundraisers. 3. Develop a resource list of non-food fundraisers. 4. Distribute resource list to all schools. 	<ul style="list-style-type: none"> • Schools and PTA/PTO will be more likely to forgo food fundraisers. • SHC or similar group will develop and recommend alternatives for fundraiser. • Schools will use resource list. 	<ul style="list-style-type: none"> • Number of food fundraisers. • Number of non-food fundraisers. • PTA/PTO school surveys. • Purchase requests. • Resources developed. 	

Sample Goals and Activities

GOAL #8

Students will have adequate space and time to eat in a pleasant dining environment.

Activities:

- 8.1 Inform appropriate constituencies about this key element of the Wellness Policy.
- 8.2 Provide facilities that are easy to access and adequate to meet demand.
- 8.3 Provide meal schedules that support healthy meal patterns.
- 8.4 Provide recess before lunch whenever possible.

GOAL #8 Students will have adequate space and time to eat in a pleasant dining environment.

Activity 8.1 Inform appropriate constituencies about this key element of the Wellness Policy.		In Place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Present to the SHC. 2. Meet with school principals and administrators. 3. Present to school nurses, HE and PE teachers. 4. Present to school and county BOE PTA/PTO. 5. Share with students through assemblies, councils, and classroom events. 6. Present at BTS nights. 	<ul style="list-style-type: none"> • All of these groups will have the background, information, and knowledge necessary to implement the policy. • Develop school action plans and goals to implement and monitor the policy. • Collaboration with PTA/PTO BTS nights in: <ul style="list-style-type: none"> ▪ 50% of appropriate schools by 12/2009 ▪ 75% of appropriate schools by 12/2011 ▪ 100% of appropriate schools by 12/2013 	<ul style="list-style-type: none"> • Number of meetings conducted. • Variety of constituencies involved. • Attendance at meetings. • Pre and post surveys of meal program quality. • Dining environment survey. • Comment cards. • Number of assemblies conducted. • Attendee sign-in sheets. • Number of BTS nights. 	
Activity 8.2 Provide facilities that are easy to access and adequate to meet demand.		In Place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Monitor and review the current dining environment. 2. Establish a team to update the environment. 3. Provide an adequate number of points of service. 4. Use snack carts for reimbursable grab and go meals. 5. Review serving line configuration/line layout to enhance student flow through the line. 	<ul style="list-style-type: none"> • Nutrition advisory councils or similar group will establish facility and time standards. • Customer satisfaction will increase. • Meal times will meet demand. • Service time (in line) will be reduced. 	<ul style="list-style-type: none"> • School schedules. • Survey of facilities. • Customer surveys. • Dining room surveys. • Service times. 	

GOAL #8 Students will have adequate space and time to eat in a pleasant dining environment.

Activity 8.3 Provide meal schedules that support healthy meal patterns.		In Place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Review student schedules to determine the number of students at each meal period and plan meal service to optimize time and number of students. 2. Schedule meals at appropriate time in the day. 3. Allow adequate time for serving and eating meals as established by national standards (such as American School Health Association). 4. Consider scheduling breakfast after the first period for middle and high school students. 6. Provide special areas to accommodate students receiving academic support at lunch. 7. Utilize vending and other alternative distribution method for reimbursable school meals. 	<ul style="list-style-type: none"> • Students will be more satisfied with school meals. • More students will select school meals. • Students will purchase more reimbursable meals. • Students will consume a full meal. • Students will not rush through lunch or skip their meals to get academic support or participate in extra-curricular activities. 	<ul style="list-style-type: none"> • Meal scheduling times. • Participation rates. • Customer service surveys. • Plate waste surveys. 	
Activity 8.4 Provide recess before lunch whenever possible.		In Place by	Responsibility
Steps	Expected Outcomes	Monitoring	
<ol style="list-style-type: none"> 1. Review school schedules with school administrative team to determine lunch and recess schedules. 2. Schedule recess before lunch for two grades per year. 	<ul style="list-style-type: none"> • Students will purchase more reimbursable meals. • Students will not rush through lunch or skip their meals in order to go outside for recess. 	<ul style="list-style-type: none"> • Participation rates. • Customer service surveys. • Focus Groups. • Recess schedules. 	

Goals and Activities

WORKSHEET

GOAL: #1

Activity

- 1.1
- 1.2
- 1.3
- 1.4

GOAL: #2

Activity

- 2.1
- 2.2
- 2.3
- 2.4

GOAL: #3

Activity

- 3.1
- 3.2
- 3.3
- 3.4

GOAL: #4

Activity

- 4.1
- 4.2
- 4.3
- 4.4

Steps - Outcomes - Monitoring

WORKSHEET

<u>GOAL:</u>				
<u>Activity</u>			In place by	Responsibility
Steps	Expected Outcomes	Monitoring		
1.	•	•		
2.	•	•		
3.	•	•		
4.	•	•		
5.				
6.				