

# Policy Component: Policy Implementation Plan

## Sample Goal and Activities

**Goal: Adopt and implement a Wellness Policy to support collaboration and focus on total student wellness.**

1. Adopt a Wellness Policy that is consistent with the 2004 Congressional requirements.
2. Adopt administrative regulations (policies/procedures) that are aligned to the system's Wellness Policy.
3. Convene a wellness council or committee at each school.
4. Convene a school system's wellness council/committee meeting every other month.
5. Create a school system's wellness council/committee that is representative of the diversity of the student population.
6. Secure student wellness as a standing agenda item on the school's regular administrative meetings.
7. Provide students an opportunity to have meaningful input into the development and implementation of school health and wellness activities.
8. Dedicate funds in school system or school to implement the Wellness Policy.
9. Provide parents/guardians an opportunity to provide meaningful input into the development and implementation of school health and wellness activities.
10. Create a plan for the school system to evaluate and report progress on the implementation of the Wellness Policy.\*

\* See Sample Monitoring and Evaluation and Reporting Guide at the end of this section.

## Sample Implementation Plan Goals and Activities

**Goal: Adopt and implement a Wellness Policy to support collaboration and focus on total student wellness.**

Steps	Expected Outcomes	Monitoring
1. Adopt a Wellness Policy that is consistent with the 2004 Congressional requirements.	The Policy is adopted.	Copy of the school system Wellness Policy.
2. Adopt administrative regulations (policies/procedures) that are aligned to the system's Wellness Policy.	Administrative regulations are developed.	Copy of the school system's Wellness Policy with administrative regulations highlighted and labeled.
3. Convene a wellness council/committee at each school.	Committees will support wellness goals and activities.	List of council members.
4. Convene school system's wellness council/committee every other month.	Meetings are held regularly.	Sign-in sheets, agendas, and meeting minutes.
5. Create a school system's wellness council/committee (SWC) that is representative of the diversity of the student population.	Diverse views will support implementation.	Description of how the members of the SWC represent the varying linguistic, cultural, and socioeconomic needs of the school's students.
6. Secure student wellness as a standing agenda item on the schools' regular administrative meetings.	Wellness will be a priority at all levels of school administration.	Meeting agendas and minutes for school site council or parent group meetings.
7. Provide students an opportunity to have meaningful input into the development and implementation of health and wellness activities.	Student involvement will be supported.	Description of how students have the opportunity to provide meaningful input into the development and implementation of health and wellness activities.
8. Dedicate funds in school system or school to implement the Wellness Policy.	Resources will be available.	Copy of the document that demonstrates there are funds allocated to implement the Wellness Policy.
9. Provide parents/guardians an opportunity to provide meaningful input into the development and implementation of school health and wellness activities.	Input from parents/guardians will enhance policy implementation.	Description of how parents/guardians have the opportunity to provide meaningful input into the development and implementation of school health and wellness activities.
10. Create a plan for school system to evaluate and report progress on the implementation of the wellness policy.	A plan will increase accountability for implementation.	Copy of the evaluation plan or evaluation and progress reporting plan in the district wellness policy.

## A Plan to Monitor

A plan to monitor the Wellness Policy's goals and activities should consider the following questions:

1. What are the expected outcomes? What do you think will happen after the policy component is implemented?
2. What information (data source) will be monitored?
3. Who is responsible for monitoring?
4. How often will the data be reviewed?
5. To whom will you report the results?

By answering these questions before collecting the data you will be develop usable information or data. The chart below can serve as a template for thinking through this data collection process. The following chart is a modified version of a chart developed in California.

Sample Monitoring and Evaluation and Reporting Guide					
Key element of policy to monitor and evaluate	Type of Data	Data Source (How will this be monitored?)	Who is responsible?	How often will monitoring take place?	To whom will you report results?
Vending meets national standards.	Process	Vending surveys conducted.	FSD*	annually	Wellness committee
Inform constituencies about new health education policy.	Process	Meetings conducted to communicate policy.	FSD	annually	Wellness committee
School meals meet national standards.	Process	State SMI reviews.	FSD	annually	Wellness committee
Increase meal participation.	Outcome	Changes in participation rates.	FSD	annually	Superintendent School Board
Offer quality, accessible, and appealing meals.	Outcome	Changes in customer comments.	FSD	annually	FSD

\*FSD= Food Service Department