

SCHOOL HEALTH INDEX – MIDDLE SCHOOL/HIGH SCHOOL
School Health Improvement Plan (Asthma Example)

Instructions

1. In the first column: list, in priority order, the **actions** that the School Health Index team has agreed to implement.
2. In the second column: list the specific **steps** that need to be taken to implement each action.
3. In the third column: list the people **who** will be responsible for each step and **when** the work will be completed.

Actions	Steps	By Whom and When
1. School Health and Safety Policies and Environment - Provide professional development (PD) on asthma.	<ol style="list-style-type: none"> a. Identify 2-3 staff to work on this activity. b. Conduct a needs assessment <ul style="list-style-type: none"> • Which teachers have students with asthma and need PD? • What topics need to be covered (e.g., daily/emergency needs) b. Connect with internal (e.g., school nurses) and external partners or organizations, like Prevention First, who provide PD on the daily and emergency needs of students with asthma. c. Work with internal and external partners to schedule a training (e.g., in-person or webinar), or a series of trainings, for the school. d. Have the school nurse or the Prevention First staff member implement training complete with follow-up activities (e.g., sending free asthma action plans, outdoor/indoor air quality tips, differentiating physical activity for students with asthma, etc.) e. Develop a tracking log to monitor teachers who received training and those who still need training. f. Each year, have internal or external partners provide PD for teachers who need/want training on asthma. 	School Wellness Team – 9/30/15 Team Member A – 10/15/15 Team Member B – 10/20/15 Team Member B – 10/30/15 Prevention First staff – 11/15/15 Team Member A/School Admin. – 11/15/15 School Wellness Team – 9/30/15

Actions	Steps	By Whom and When
2. Physical Education (PE)/ Physical Activity (PA) – address special health care needs (asthma).	a. Identify 2-3 staff to work on this activity. b. Conduct a needs assessment <ul style="list-style-type: none"> • What are the policies for students with asthma who participate in PE? • Do these policies need to be revised to align with best practices? • Which PE teachers have students with asthma and need PD c. Connect with internal (e.g., school nurses) and external partners or organizations, like Prevention First, who provide PD on how to differentiate instruction to ensure that students with asthma fully participate in PA. d. Work with internal and external partners to schedule a training (e.g., in-person or webinar) that align with the school’s wellness policies. e. Have the school nurse or the Prevention First staff member implement training complete with follow-up activities (e.g., differentiating physical activity for students with asthma, daily management procedures, medication adherence, etc.) f. Develop a tracking log to monitor teachers who received training and those who still need training. g. Each year, have internal or external partners provide PD for teachers who need/want training on physical activity and asthma.	School Wellness Team – 9/30/15 Team Member C – 10/15/15 Team Member D – 10/20/15 Team Member D – 10/30/15 Prevention First staff – 11/15/15 Team Member C/School Admin. – 11/15/15 School Wellness Team – 9/30/15
3. Physical Education (PE)/ Physical Activity (PA) – safety	a. Identify 2-3 staff to work on this activity. b. Review district daily management/emergency response for policies and procedures with PE staff or staff working with students during PA. c. Set aside time for teachers instructing students with asthma to review their Individual Health Plans or Asthma Action Plans. d. Have the school nurse monitor students with uncontrolled asthma and follow up with the PE teachers and other staff as necessary.	School Wellness Team – 9/30/15 Team Member C – 10/15/15 Site Administrator – 10/20/15 School Nurse – 10/30/15

FUNDRAISING, CLASSROOM CELEBRATIONS AND CLASSROOM REWARDS (Sample plan)

THE LOCAL SCHOOL WELLNESS POLICY STATES: <i>The Superintendent or designee shall ensure that school organizations use healthy food items or non-food items for fundraising purposes . He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students’ academic performance, accomplishments, or classroom behavior. The Superintendent will also ensure that classroom celebrations include at least 50% healthy food items.</i>				
Steps to be Taken	By Whom	Resources Needed	Due Date	<i>Monitoring /Evaluation</i>
2.1 Send emails to PTA, Sports Boosters and presidents of clubs informing them of policy to use healthy fundraisers and classroom celebrations.	Wellness Committee Chair gets contact list Food Service Director drafts email Wellness Chair sends emails	Email about policy Contact list	August.	Date email sent out
2.2 Meet with PTA, to hear concerns and discuss options for healthy fundraising and classroom celebrations.	Food Service Director contacts PTA and arranges meeting and develops talking points Wellness Chair assigns committee members to assist FSD at meeting	Talking points Sign in sheet Volunteers or staff to attend meetings, take notes and communicate concerns and opinions	August	Sign in Sheet Minutes
2.3 Provide list of healthy fundraising, classroom celebration and snack alternatives, and classroom rewards to school community.	FSD develops Informational Handouts Communication Officer posts informational handouts on district and school websites	Informational Handouts on Healthy Fundraising, Classroom Celebrations, Classroom Rewards	September	Handouts
2.4 Conduct meetings/trainings to communicate healthy fundraising options and classroom celebrations for parents, and representatives from school clubs.	FSD develops training outline Wellness Chair contacts PTA to schedule PTA meetings and Principals to schedule school club meeting Wellness Chair assigns committee members to conduct trainings	Training Outline/Agenda Sign in Sheet Copies of Training Materials and Informational Handouts Schedule of Meetings Training Evaluation	Sept-October	Sign in Sheets Agendas Training Evaluations
2.5 Inform all teachers of Classroom Rewards and Celebrations policy at staff meeting in Fall.	Wellness Chair contacts all principals to schedule meeting Principals put on the agenda FSD develops talking points Wellness Chair assigns committee members to teacher meetings	Talking points Sign in Sheet Copies of Informational handouts	Sept.-October	Sign in Sheet Agenda item on agenda

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<p>1. Provide effective, standards-based nutrition education programs for students as part of a comprehensive health education program in grades K-12 and, as appropriate, integrate into other content areas.</p>	<p>a. <u>Develop list of suggested free nutrition education curriculums that meet policy guidelines. Refer to CDE Nutrition Education Resource Guide to identify resources.</u></p> <p>b. <u>Connect with administration to get support and approval for implementation of programs.</u></p> <p>c. <u>Develop training program and/or communication to staff.</u></p> <p>d. <u>Get feedback from staff on usage, effectiveness and commitment to nutrition education.</u></p> <p>e. <u>Connect with before and after school staff to integrate nutrition education through lessons, training and/or activities.</u></p> <p>f. <u>Provide a nutrition education program for parents such as menu backs, newsletters, school events, etc.</u></p> <p>g. <u>Provide staff wellness activities related to nutrition education and physical activity.</u></p>	<p>Anna Apple, 9/1</p> <p>Bob Breakfast, 9/15</p> <p>Mary MyPlate, 9/30</p> <p>Sam Smoothie, 10/15</p> <p>Gary Grains, 10/1</p> <p>Bob Breakfast, 9/15</p> <p>Mary MyPlate, 9/30</p>

<p>2. Build nutrition education opportunities in the cafeteria and connect the school to the local food environment.</p>	<p>a. <u>Invite the SFS Director to participate on wellness committee, if not already.</u></p> <p>b. <u>Implement Smarter Lunchrooms Movement practices to ensure meal environment supports healthy food choices. Includes seeking out Technical Advisor of the Smarter Lunchroom Movement (SLM) of CA to assess the cafeteria environment to provide suggestions for improvement based on SLM principles.</u></p> <p>c. <u>Get students involved in taste testing, naming of menu items, recipe suggestions and surveying their peers.</u></p> <p>d. <u>Put up educational posters and imagery to promote healthy food choices such as fruits, vegetables, whole-grain products, and low-fat or fat-free dairy foods.</u></p> <p>e. <u>Schedule local farm visit tours, food system related field trips and mobile assemblies.</u></p> <p>f. <u>Identify community-based organization to help start a school garden program.</u></p>	<p>Sally Sandwich, 9/1</p> <p>Melissa Milk, 1/1</p> <p>Gary Grains, 10/1</p> <p>Betty Broccoli, 11/10</p> <p>Sam Smoothie, 10/15</p> <p>Gary Grains, 10/1</p>
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School Health Improvement Plan for Physical Activity

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Actions	Steps	By Whom and When
1. Implement Daily Recess	a. Schedule 20 minutes each day into daily schedule b. Seek funding for equipment	District-PE Coordinator and Finance Director Schedule and equipment purchase prior to school year beginning.
2. Require students in K-12 to participate in daily Physical Education that uses planned and sequential curriculum.	a. Require that students get a minimum of 100 minutes of Physical Education each week. b. Secure instructional materials that have passed state review. c. Include protocols for student assessment.	PE Coordinator or designee. Review and implement prior to each year.

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Actions	Steps	By Whom and When
<p>3. Provide physical activity breaks during the school day.</p>	<p>a. Plan breaks during class to teach subjects like math and language arts.</p> <p>b. Secure free curriculum.</p> <p>c. Provide training and coaching to teachers.</p>	<p>PE Coordinator. Prior to school year, and mid-year check-in.</p>
<p>4. Offer intramural sports during afterschool hours.</p>	<p>a. Partner with community based sports organizations.</p> <p>b. Implement joint use agreements.</p> <p>c. Promote local sports and other physical activities that other agencies provide.</p>	<p>Principals and district-level staff. Year Round.</p>

Sample Local School Wellness Policy Implementation Plan for Smarter Lunchrooms

Actions	Steps	By Whom and When
1. Conduct assessment of school cafeteria using Smarter Lunchrooms Movement (SLM) Self-Assessment Scorecard	<ul style="list-style-type: none"> a. Gather team b. Schedule date c. Conduct assessment and take before photos 	FSD , Cafeteria Manager Late August
2. Set priorities	<ul style="list-style-type: none"> a. Schedule debriefing with team b. Review results of assessment c. Select 1-2 action items to implement d. Identify any evaluation methods 	FSD, Cafeteria Manager Early September
3. Develop budget	<ul style="list-style-type: none"> a. Identify small equipment needs b. Purchase them 	Cafeteria Manager Late September

4. Train Front Line Staff	a. Explain implementation plan b. Provide overview of SLM c. Clarify roles and provide inservice	Cafeteria Manager Early October
5. Implement changes	a. Schedule changes b. Notify key personnel c. Implement changes d. Conduct evaluation	Cafeteria Manager Front Line Staff Mid October
6. Conduct post assessment	a. Gather team b. Schedule date c. Conduct assessment and take after photos d. Debrief with FLS and CM	FSD and Cafeteria Manager Mid February
7. Share results	a. Summarize key impacts b. Celebrate with FLS and CM c. Prepare report to management d. Share best practice story on line with SLM of CA collaborative e. Add SLM language to Wellness Policy	FSD March FSD May

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