The following plan delineates actions, roles, and timelines to address general implementation requirements, as well as actions aligned to our goals.

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| **Action Step** | **Responsible** | **Expected Outcome** | **Timeframe** |
| **General** |
| Conduct a [self-assessment](https://schools.healthiergeneration.org/) of school wellness programs or activities; identify trends and needs | Administrator | Self-assessment complete; list of needs identified | Summer |
| Review self-assessment and revise Wellness Policy and implementation plan | Wellness Committee | Wellness Policy revised | Summer |
| Coordinate with food vendor/food services to review menus, nutrition guidelines, etc. and confirm compliance | Administrator | Sample menu nutritional analysis complete | Summer |
| Secure and provide training to all school nutrition staff, including on how to appropriately encourage students to “complete the meal” | Administrator | Training requirements met | Summer; ongoing |
| Ensure the school website is updated to include the current Wellness Policy and notify all stakeholders of the location of the published Wellness Policy on the school website | Administrator | All stakeholders know how to find the Wellness Policy | By end of first month of school; within one week of any revisions |
| **Nutrition Promotion** |
| Participation in meal programs is encouraged as appropriate (School Breakfast, National School Lunch). |
| Develop and implement student/parent/family communication plan for school meal program offerings, including any application processes/timelines | Administrator | Students and parents aware of meal programs offered | Summer and first month of school |
| Update new student registration packets to include information about school meal programs | Office Staff | Students and parents aware of meal programs offered | Summer |
| Update processes for enrolling students who transfer during the year to include promotion of school meal programs | Office Staff | Students and parents aware of meal programs offered | Summer |
| School meal program menus are posted on the school website. |
| Coordinate with caterer/food services staff to establish schedule for receiving monthly meal menus | Administrator  | School staff and food providers know when menus are to be provided | Summer |
| Post monthly meal menus on website and in school building | Office Staff | Menus posted for current month | Before 1st of each month |
| **Nutrition Education** |
| Teachers and other staff receive training in nutrition education. |
| Develop professional learning calendar and/or identify professional learning opportunities for instructional staff on addressing nutrition in their curriculum | Administrator | Professional development opportunities listed | Summer, ongoing |
| Nutrition education is taught through other subjects like math, science, language arts, social sciences and electives. |
| Establish and communicate expectations for incorporating nutrition education in the curriculum (i.e., frequency by grade/subject, topics, etc.) | Administrator | Staff know expectations for addressing nutrition education | Quarter 1 |
| Develop unit/lesson plans and/or activities to teach nutrition in other subject areas; implement units/lessons/activities | Teachers | Unit/lesson plans developed and taught | Ongoing |
| **Physical Activity** |
| Physical activity during the day (including but not limited to recess, classroom physical activity breaks, or physical education) is not used or withheld as punishment for any reason. |
| Evaluate discipline practices and their impact on opportunities for physical activities  | Discipline and Wellness Committee | Staff know when/how discipline practices interfere with physical activity | Quarter 1 |
| Revise discipline policies and practices to eliminate interference with physical activity opportunities | Discipline and Wellness Committee | Discipline practices do not interfere with physical activity opportunities | Quarter 2-3 |
| Develop and implement staff training and buy-in plan for use of revised practices the following school year | Discipline and Wellness Committee | Training and communication plan developed | Quarter 4 |
| Inventories of physical activity supplies and equipment are known and, when necessary, we work with community partners to ensure sufficient quantities of equipment are available to encourage physical activity for as many students as possible. |
| Inventory athletic/physical activity equipment and identify needs | Athletic Director/PE Teacher | Inventory complete | Quarter 1-2 |
| Create and communicate process for staff/teachers to communicate needs or requests | Athletic Director/PE Teacher | Staff know process | Quarter 1-2 |
| Seek donations and/or additional equipment as needed | Athletic Director/PE Teacher | Sufficient equipment available | Ongoing |
| **Other School Based Activities to Promote Wellness** |
| School-sponsored events incorporate wellness components including physical activity and healthy eating opportunities. |
| Compile and distribute resources for teachers, coaches, sponsors, etc. of healthy incentives, fundraising, etc. | Administrator  | Staff aware of resources | Quarter 1 |
| Establish expectations or guidelines (i.e., requirements, exceptions) for inclusion of healthy eating/physical activity in school sponsored events (e.g., assemblies, dances, club meetings/events) | Administrator or Events and Wellness Committee | Guidelines developed | Quarter 1-2 |
| Revise processes for requesting/approving school-sponsored events to reflect new expectations/guidelines; communicate with event sponsors/staff | Administrator or Events and Wellness Committee | Request/approval processes for events require addressing how events will meet guidelines | Quarter 3 |
| The benefits of and approaches to healthy eating and physical activity are promoted to parents/caregivers, families, and the general community throughout the school year (i.e. the school provides information about nutrition and physical activity to parents throughout the year). |
| Conduct an audit of opportunities (e.g., newsletters, parent nights, events) to provide wellness information to parents/families | Administrator | List of opportunities created | Quarter 1 |
| Form a parent committee to own promotion of wellness to parents/caregivers; set purpose, expectations, parameters with committee | Administrator | Committee established and members know purpose, goals | Quarter 2 |
| Create a list of topics (e.g., balanced meals; games that promote being active) and develop the content (i.e., material), method (e.g., video link in e-newsletter; inviting local rec center to open houses), and schedule for sharing information with parents in upcoming school year | Wellness Promotion Committee | Plan with content, method, and target date/event created | Quarter 3-4 |