

Mason County Schools

School Wellness Plan Guidelines

Step #1

Organize your school team, teachers, service personnel, school nurse and parents. Note: involve students if it is age appropriate for your school.

Step #2

Conduct your first few meetings, (keep minutes). Note meetings can be formal with elected officers or informal as desired by the team.

Review the County Wellness Policy

Evaluate your school – ask the following questions:

1. Are your students physically active?
2. How can you integrate physical activity into the curriculum?
3. Does the food being served in the school cafeteria meet the guidelines established by state policy?
4. Look at the balance of fresh fruits and vegetables versus fried and/or processed foods.
5. What are students bringing from home to eat?
6. Are students being provided with adequate time to eat?
7. Is drinking water available for students during meals?
8. How large are the portion sizes?
9. How are you providing wellness/health information to the parents and the community?
10. Are you covering any or all of the following topics in one or more classes?
 - Healthy food choices/nutrition/obesity
 - Empty calories
 - Dangers of a sedentary lifestyle
 - Exercise/fitness for life
 - Drug, tobacco, alcohol use and abuse
 - Safety at school at home and in the workplace
 - ATV Safety

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Step #3 Develop, (or revise the existing plan, due **November 1, 2011**), which should be customized for your school based on the outcome of your evaluation. The plan must include the following elements:

1. Goals (should correlate with County Wellness Policy)
2. Action Steps – include how will they be implemented and integrated into the curriculum and the school schedule?
3. Timelines for action steps.
4. Responsible parties – who is responsible for the implementation of the action steps.
5. Monitoring – School Team Monitors completion of action steps.
6. Mid Year Review – School Team reviews the plan and modifies as needed, (the written self evaluation is **due on or before February 1, 2012**).
7. End of the year evaluation, (establish a process).
8. Documentation/reporting process, (establish a method and responsible parties for documentation/reporting).

It is recommended that the school teams meet at as needed until the plan is written and/or revised. After the plan is written/revised teams should meet a minimum of one time per month. Note: the school team can meet more frequently as needed or as desired.

*The final report is due on or before **May 1, 2012** and must include the following: Team meeting minutes, end of the year self evaluation, (which should include activities completed, and results), and modified goals/plans for 2010-2011.