



Victory Collegiate Academy | Local Wellness Policy, Implementation Plan

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

Action Step	Responsible	Expected Outcome	Timeframe
General			
Conduct a self-assessment 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 1 st of each month
Nutrition Education			
Teachers and other staff receive training in nutrition education.			
Develop professional learning calendar and/or identify professional learning	Administrator	Professional development opportunities listed	Summer, ongoing



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opportunities for instructional staff on addressing nutrition in their curriculum			
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	Inventory complete	Quarter 1-2
Create and communicate process for staff/teachers to communicate needs or requests	Athletic Director	Staff know process	Quarter 1-2
Seek donations and/or additional equipment as needed	Athletic Director	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



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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