



# Develop a School Nutrition Policy

There are seven steps toward developing a school nutrition policy.

1. **Establish a committee.**
  - a. Involve all members of the school community: parents, teachers, students, local businesses, school board members, public health, foodservice staff and administrators.
  
2. **Complete the School Healthy Eating Assessment Tool.**  
(Downloadable from [www.healthyeatingatschool.ca](http://www.healthyeatingatschool.ca))
  
3. **Establish/create a shared vision.**
  - a. Get the committee together to create a vision for a healthy school.
  - b. Develop a guide outlining where you want to go in the future.
  
4. **Select a priority issue.**
  - a. Priority issues may be selected from:
    - i. The ideas and issues that were formed while doing the assessment or creating a shared vision.
    - ii. Surveys, observations, interviews or reviewing food sales/production records.
  
5. **Develop a plan.**
  - a. Begin with short-term, easily attainable objectives. Use the form on pages 7 and 8 of the School Healthy Eating Assessment Tool to develop a plan.
  - b. Start where you are most likely to succeed. This builds credibility and gives an immediate sense of accomplishment.
  
6. **Put the plan into action.**
  - a. Make sure you have taken steps 1 to 5 to completion as they lay important groundwork for launching your project.
  - b. As you move into action, be sure to promote your activities in the school and the community.
  - c. Share your stories using the media, newsletters, posters, announcements and other means available to you.
  
7. **Evaluate and celebrate.**
  - a. One year from making your plan, redo the assessment. How did you do? You may wish to select another focus for improvement.