



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)

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.