

5210 Healthy Washoe

Action Planning Packet

for Schools

Based off *Let's Go!* a nationally recognized program that promotes evidence-based strategies to increase healthy eating and active living among children through the age of 18.

- 5** or more fruits & vegetables
- 2** hours or less recreational screen time*
- 1** hour or more of physical activity
- 0** sugary drinks, more water

*Keep TV/Computer out of the bedroom. No screen time under the age of 2.



Packet Overview

This packet is designed to help you develop a successful Action Plan for the school year. The questions will help you understand what your staff is already doing in support of the 10 Strategies for Success and where you want to focus your efforts this year.

Directions:

1. Review the 10 Strategies for Success.
2. Complete the Getting Started Checklist.
3. Assess your current environment by answering the Strategy Questions.
4. Create your Action Plan.

Remember, we are here to take you from where you are to where you want to go!

Table of Contents

10 Strategies for Success.....pg	3
Getting Started Checklist.....pg	4
Strategy Questions.....pg	5
Example Action Plan.....pg	15
Blank Action Plan.....pg	16

School Name: _____

Date Completed: _____

Completed by: _____

10 Strategies for Success

The 10 Strategies for Success are evidence-based and align with national recommendations to increase healthy eating and active living. Please refer to the toolkit for ideas on how to implement each strategy. *5210 Healthy Washoe* recommends creating and implementing strong policies around these strategies.

The  Signifies *5210 Healthy Washoe* Priority Strategies

-  1. **Limit unhealthy choices for snacks and celebrations; provide healthy choices.**
-  2. **Limit or eliminate sugary drinks; provide water.**
-  3. **Prohibit the use of food as a reward.**
-  4. **Provide opportunities to get physical activity every day.**
-  5. **Limit recreational screen time.**
6. **Participate in local, state and national initiatives that support healthy eating and active living.**
7. **Engage community partners to help support healthy eating and active living.**
8. **Partner with and educate families in adopting and maintaining a lifestyle that supports healthy eating and active living.**
9. **Implement a staff wellness program that includes healthy eating and active living.**
10. **Collaborate with Food and Nutrition Programs to offer healthy food and beverage options.**

Definitions:

Unhealthy choices include foods and drinks high in sugar and/or salt such as soda, candy, cookies, cake, and chips.

Healthy choices include water, fruits, vegetables, whole grain foods, protein sources such as eggs, beans, dairy, fish and poultry, and healthy fats such as nuts, seeds, and avocados.

Sugary drinks are any drinks with added sugar, including soda, sports drinks, energy drinks, lemonade, and sweetened coffee or tea drinks.

Physical activity is any movement that increases heart rate and breathing such as running, climbing, jumping, dancing, etc.

Screens include TVs, computers, video games, tablets, and smartphones.

Recreational screen time is screen time used for non-educational purposes.

Celebrations honor a special day or event.

A food reward is a food used to encourage good behavior.

Adapted from Let's Go!
www.letsgo.com

5-2-1-0 Goes to School: Getting Started Checklist

Hip hip hooray! We are so excited to have you join the team of sites that are participating in *5210 Healthy Washoe* and helping students be healthy and ready to learn!

Review the list and check off any of the steps you have completed. You can then work on the other steps and check them off as you go.

At the start of the year:

- We have a 5-2-1-0 toolkit and all staff know where to find it.
- We have a team of at least a few people who are helping to bring 5-2-1-0 to life in our school and who meet a couple of times a year (*this may be your wellness team*).
- We are familiar with the 10 Strategies for Success.
- We have 5-2-1-0 posters up in key locations such as the front office, cafeteria, and in hallways.
- We have made our school community (*administrators, teachers, PTA/PTO, cafeteria staff, parents, etc.*) aware of our participation in *5210 Healthy Washoe* and they know what 5-2-1-0 means.

As the year goes on:

- We send home 5-2-1-0 parent handouts.
- We encourage all staff to role model 5-2-1-0.
- We integrate the 5-2-1-0 message into our healthy eating and physical activity curriculum and projects.
- We complete the survey each year to capture our progress.
- We celebrate our successes—even the small ones!

I. Limit unhealthy choices for snacks and celebrations; provide healthy choices.

Questions for Strategy I

<p>Does staff at your school limit unhealthy choices for celebrations?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes, some staff (less than 50%) <input type="checkbox"/> Yes, most staff (50% or more) <input type="checkbox"/> Yes, school-wide (100%) <input type="checkbox"/> Not applicable, our school never has food or drinks at celebrations <input type="checkbox"/> Don't know
<p>Does staff at your school encourage families to limit unhealthy choices that are brought in from home for school celebrations?</p> <p><i>Examples may include sending home a celebration sign-up sheet with only healthy options or setting classroom guidelines or policies.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes, some staff (less than 50%) <input type="checkbox"/> Yes, most staff (50% or more) <input type="checkbox"/> Yes, school-wide (100%) <input type="checkbox"/> Not applicable, our school never has food or drinks at celebrations <input type="checkbox"/> Don't know
<p>Does staff at your school encourage families to limit unhealthy choices for snacks that are brought in from home?</p> <p><i>Examples may include sending home a list of recommended snacks or setting classroom guidelines or policies.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes, some staff (less than 50%) <input type="checkbox"/> Yes, most staff (50% or more) <input type="checkbox"/> Yes, school-wide (100%) <input type="checkbox"/> Don't know

Describe what your school staff is already doing in support of this strategy.

Is there anything else your school staff would like to do for this strategy this year? If so, please describe.

2. Limit or eliminate sugary drinks; provide water.

Questions for Strategy 2

Does staff at your school promote drinking water during the school day?

Examples may include allowing students to carry water bottles, ensuring water fountains are in good working order, or holding water breaks.

- No
- Yes, some staff (less than 50%)
- Yes, most staff (50% or more)
- Yes, school-wide (100%)
- Don't know

Does staff at your school encourage families to limit or eliminate sugary drinks brought in from home?

- No
- Yes, some staff (less than 50%)
- Yes, most staff (50% or more)
- Yes, school-wide (100%)
- Don't know

Describe what your school staff is already doing in support of this strategy.

Is there anything else your school staff would like to do for this strategy this year? If so, please describe.

3. Prohibit the use of food as a reward.

Questions for Strategy 3

Does staff at your school prohibit the use of food as a reward?

- No
- Yes, some staff (less than 50%)
- Yes, most staff (50% or more)
- Yes, school-wide (100%)
- Don't know

Does staff at your school use physical activity as a reward?

Examples may include having open free gym time instead of a pizza party or providing an extra 5 minutes of recess as a reward.

- No
- Yes, some staff (less than 50%)
- Yes, most staff (50% or more)
- Yes, school-wide (100%)
- Don't know

Describe what your school staff is already doing in support of this strategy.

Is there anything else your school staff would like to do for this strategy this year? If so, please describe.

4. Provide opportunities to get physical activity every day.

Questions for Strategy 4

<p>Does staff at your school provide opportunities to get physical activity during every school day (not including recess)?</p> <p><i>Examples may include regular physical activity breaks, physical activity integrated into the curriculum, or daily PE.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes, some staff (less than 50%) <input type="checkbox"/> Yes, most staff (50% or more) <input type="checkbox"/> Yes, school-wide (100%) <input type="checkbox"/> Don't know
<p>Does your school provide daily recess for students in grades K–5?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not applicable, our school does not have grades K–5 <input type="checkbox"/> Don't know
<p>Does any staff at your school take away recess as a punishment?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> No, our staff does not withhold recess as a punishment <input type="checkbox"/> Yes, at least some staff withholds recess as a punishment <input type="checkbox"/> Not applicable, our school does not have recess <input type="checkbox"/> Don't know

Describe what your school staff is already doing in support of this strategy.

Is there anything else your school staff would like to do for this strategy this year? If so, please describe.

Recommendations for recess and physical education:

Elementary school students should receive at least 20 minutes of recess daily.
The National Association for Sport and Physical Education

Elementary school students should receive at least 150 minutes of physical education per week.
Shape America: Physical Education Guidelines

Middle/high school students should receive at least 225 minutes of physical education per week.
Shape America: Physical Education Guidelines

Physical education classes should include moderate to vigorous physical activity for at least 50% of the class time.
Shape America: Guide for Effective Physical Education Policy

5. Limit recreational screen time.

Questions for Strategy 5

Does staff at your school support families in limiting screen time?

Examples may include sending home suggestions for screen time alternatives, hosting family activity nights, providing screen-free activity bags or hosting screen-free challenges.

- No
- Yes, some staff (less than 50%)
- Yes, most staff (50% or more)
- Yes, school-wide (100%)
- Don't know

Does staff at your school limit recreational screen time?

- No
- Yes, some staff (less than 50%)
- Yes, most staff (50% or more)
- Yes, school-wide (100%)
- Don't know

Describe what your school staff is already doing to support this strategy.

Is there anything else your school staff would like to do for this strategy this year? If so, please describe.

6. Participate in local, state and national initiatives that support healthy eating and active living.

Questions for Strategy 6

Does staff at your school participate in any local, state or national initiatives, other than *Let's Go!*, that support healthy eating and active living?

Check all that apply:

- Farm to School
- Fuel up to Play 60
- National Nutrition Month
- National Screen-Free Week
- Physical Education Program (PEP)
- Walk or Bike to School
- WinterKids
- No, our school does not participate in any initiatives
- Don't know
- Other (specify):

Describe what your school staff is already doing to support this strategy.

Is there anything else your school staff would like to do for this strategy this year? If so, please describe.

7. Engage community partners to help support healthy eating and active living.

Questions for Strategy 7

Does staff at your school engage community partners, other than your *Let's Go!* Coordinator, to help support healthy eating and active living at your school?

Check all that apply:

- College student volunteers
- Cooperative Extension
- Farmers
- Healthy Maine Partnership staff
- Librarians
- Local businesses
- SNAP-Ed nutrition educators
- No, our school does not work with any community partners
- Don't know
- Other (specify):

Describe what your school staff is already doing to support this strategy.

Is there anything else your school staff would like to do for this strategy this year? If so, please describe.

8. Partner with and educate families in adopting and maintaining a lifestyle that supports healthy eating and active living.

Questions for Strategy 8

<p>Does your 5-2-1-0 Goes to School team include parents?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not applicable, we do not have a team for our <i>Let's Go!</i> work <input type="checkbox"/> Don't know
<p>Does staff at your school provide families with educational material on healthy eating and active living?</p> <p><i>Examples may include brochures, tip sheets or in-person educational sessions.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes, some staff (less than 50%) <input type="checkbox"/> Yes, most staff (50% or more) <input type="checkbox"/> Yes, school-wide (100%) <input type="checkbox"/> Don't know

Describe what your school staff is already doing to support this strategy.

Is there anything else your school staff would like to do for this strategy this year? If so, please describe.

9. Implement a staff wellness program that includes healthy eating and active living.

Questions for Strategy 9

<p>Does your school have a staff wellness program?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Don't know</p>
<p>Does your school provide opportunities for your staff to learn about healthy eating and active living?</p> <p><i>Examples may include providing staff training or educational handouts.</i></p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Don't know</p>
<p>Does staff at your school role model healthy eating and active living behaviors for students?</p> <p><i>Examples may include staff participating in active time, eating and drinking only healthy foods in front of students, practicing healthy staff celebrations and meetings, or using breaks to get physical activity.</i></p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes, some staff (less than 50%) <input type="checkbox"/> Yes, most staff (50% or more) <input type="checkbox"/> Yes, school-wide (100%) <input type="checkbox"/> Don't know</p>

Describe what your school staff is already doing to support this strategy.

Is there anything else your school staff would like to do for this strategy this year? If so, please describe.

10. Collaborate with Food and Nutrition Programs to offer healthy food and beverage options.

Questions for Strategy 10

<p>Does your 5-2-1-0 Goes to School team include school nutrition staff?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not applicable, we do not have a team for our <i>Let's Go!</i> work <input type="checkbox"/> Don't know
<p>Does staff at your school collaborate with the school nutrition program to host educational food opportunities for students?</p> <p><i>Examples may include Eat Your Way Through the Rainbow, March through the ABCs, taste testing, kitchen tours, etc.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes, some staff (less than 50%) <input type="checkbox"/> Yes, most staff (50% or more) <input type="checkbox"/> Yes, school-wide (100%) <input type="checkbox"/> Don't know
<p>Does staff at your school coordinate food events/celebrations with school nutrition staff?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes, some staff (less than 50%) <input type="checkbox"/> Yes, most staff (50% or more) <input type="checkbox"/> Yes, school-wide (100%) <input type="checkbox"/> Don't know

Describe what your school staff is already doing to support this strategy.

Is there anything else your school staff would like to do for this strategy this year? If so, please describe.

EXAMPLE Action Plan

Look back through the 10 strategies and choose 1 to 3 strategies that you would like to focus on this year. List them here:

1. Limit unhealthy choices for snacks and celebrations; provide healthy choices.
2. Provide opportunities to get physical activity every day.
3. Limit or eliminate sugary drinks; provide water.

Write one goal for each strategy that you selected above.

Goal 1. Our entire school will encourage families to limit unhealthy celebrations.

Goal 2. Every classroom teacher will provide at least one 5 minute classroom activity break every day.

Goal 3. Our entire school will encourage families to not send sugary drinks in for snacks and to provide water instead.

What steps do you need to take to achieve your goals? List the tasks below:

	What are the tasks for Goal 1?	Who will complete task?	By when?
1a	Work with the principal to obtain approval to send home the Healthy Snack Ideas and Healthy Foods for Celebrations Letters to Families.	Bill (Teacher, 5-2-1-0 Champion) Barbara (Principal)	September 31
1b	Send the letters home.	Classroom Teachers	October 15
1c	Gather feedback from the staff at November staff meeting on how it is going; problem solve as necessary.	Bill to lead conversation	November 20
	What are the tasks for Goal 2?	Who will complete task?	By when?
2a	Work with the principal to give staff permission and encouragement to provide physical activity breaks throughout the day.	Bill Barbara	October 10 (Staff development day)
2b	Provide classroom teachers with activity break options by making copies of Motor Breaks and Games for Elementary Schools booklet for each classroom.	Sheila (administrative assistant)	October 10
2c	Gather feedback from teachers and work with the PE teacher to tailor activities, if needed.	Bill	October 24
2d	Recognize the teachers who provide the most physical activity; recognition will be through intercom announcements and at school celebrations.	Chris (Teacher/Team member)	Monthly, Ongoing
	What are the tasks for Goal 3?	Who will complete task?	By when?
3a	Work with the principal to obtain approval to send home the Limit Sugary Drinks Sent in From Home Letter to Families.	Bill Barbara	September 31
3b	Send the letter home.	Classroom Teachers	October 15
3c	Gather feedback from the staff at November staff meeting on how it is going; problem solve as necessary.	Bill to lead conversation	November 20
3d	Work with the teachers to role model behavior and only drink water in the classroom. Recognize teachers who are seen drinking water with "I've been caught being health" stickers.	Jane	November 20, Ongoing

Remember to let people know about your efforts and to promote 5-2-1-0 throughout the community. Refer to your Action Plan regularly to make it happen.

Your 5210 Healthy Washoe partners are here to help you. Let's keep in touch!

Let's Go! Action Plan

Look back through the 10 strategies and choose 1 to 3 strategies that you would like to focus on this year. List them here:

1. _____
2. _____
3. _____

Write one goal for each strategy that you selected above.

Goal 1. _____

Goal 2. _____

Goal 3. _____

What steps do you need to take to achieve your goals? Lists the tasks below:

	What are the tasks for Goal 1?	Who will complete task?	By when?
1a			
1b			
1c			
1d			
	What are the tasks for Goal 2?	Who will complete task?	By when?
2a			
2b			
2c			
2d			
	What are the tasks for Goal 3?	Who will complete task?	By when?
3a			
3b			
3c			
3d			

Remember to let people know about your efforts and to promote 5-2-1-0 throughout the community. Refer to your Action Plan regularly to make it happen.

Your 5210 Healthy Washoe partners are here to help you. Let's keep in touch!

- 5** or more fruits & vegetables
- 2** hours or less recreational screen time*
- 1** hour or more of physical activity
- 0** sugary drinks, more water

*Keep TV/Computer out of the bedroom. No screen time under the age of 2.

