



Action for Healthy Kids Liaison Program Zone 8



A Worthy Cause... A Worthwhile Challenge



What is Ohio Action for Healthy Kids?

It is a statewide partnership of nutrition and health organizations working to improve the health and educational performance of Ohio children through better nutrition and physical activity.

Here in Central Ohio, AFHK organizes local businesses and community partners to provide schools and the community with resources to promote a healthy lifestyle through nutrition and physical activity. **Current AFHK activities include:**

1. Supporting Ohio Action for Healthy Kids by providing resources to schools to
 - w Increase the number of schools and students that eat breakfast.
 - w Ensure healthy food and beverage options are provided at all venues in school
 - w Provide adequate co-curricular physical activity programs.
2. Giving resources and technical assistance to schools to help them implement and evaluate local wellness policies.
3. Supporting legislative activities and advocating for healthy nutrition and physical activity at the local level.

What is the Ohio Action for Healthy Kids Zone 8 Liaison Program?

Federal Public Law 108-265 requires that no later than June 30, 2006, local education agencies participating in school meal programs must create a local school wellness policy that includes:

1. Goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness in an appropriate way determined by the local educational agency;
2. Nutrition guidelines for all foods available on the school campus during the school day;
3. An assurance that the guidelines for school meals will not be less restraining than those put in place by the U.S. Secretary of Agriculture;
4. A plan for measuring the implementation of the local wellness policy;
5. Parent, student, food service representative, school board, school administration, and community involvement.

In accordance with the Public Law and the Ohio Action for Healthy Kids goal of giving resources and technical assistance to schools to help them implement and evaluate local wellness policies, the Ohio Action for Healthy Kids Zone 8 Liaison program was created.

You are appreciated and valued for your participation in the program. Thank you from the Ohio Action for Healthy Kids!



Where do we start in order to improve the nutritional and physical activity settings in our school?

To begin:

1. Review or complete the “School Health Index for Physical Activity and Healthy Eating” from the United States Department of Health and Human Services.
 - w The “**School Health Index**” (SHI) was created as a preparation guide for schools to evaluate and develop their nutrition and physical activity policies and programs. The SHI consists of a tobacco-prevention component, but the Action for Healthy Kids program spotlights nutrition and physical activity only.
 - w The SHI is used to identify the school. It assesses the state of the school without placing blame on a particular person or group of people in the school.
 - w For example, the SHI enables healthy food choices in vending machines to become the center of policy changes rather than having fast food removed from the cafeteria indefinitely.

Even if the school has participated in the SHI, remember that:

Relationships = Partnerships

A positive aspect to completing the SHI is that it creates the groundwork for flourishing partnerships. In order to help the school and their staff to have an effect on the nutrition and physical activity environment problems in the school partnerships need to be developed. The Ohio Action for Healthy Kids Zone 8 liaison, along with the school, needs to participate in creating and maintaining partnerships inside and outside of the school. If important adult figures can present constant healthful messages about healthy eating and physical activity, the children will be enabled and encouraged to engage in a better lifestyle. This is the basis of CDC Coordinated School Health Program Model, which supplies the framework for the SHI.

If the school has not completed the School Health Index:

The Centers for Disease Control suggests that the School Health Index be completed in order to better evaluate the changes that need to be made in the school. This viewpoint is also supported by organizations in partnership with Ohio Action for Healthy Kids, including:

Ohio Department of Health
American Cancer Society
American Heart Association
Children’s Hunger Alliance
Columbus Children’s Hospital

Delaware General Health District
Ohio Department of Transportation
Ohio State Extension
Osteopathic Heritage Foundation

These organizations, along with Ohio Action for Healthy Kids, can provide the tools, resources, and information necessary to help you in assisting the school with completing the School Health Index.



What will be expected of the Ohio AFHK Zone 8 Liaison?

In the school:

- W** You are a volunteer liaison with the school. The use of the SHI will be able to better identify your role in the school and create practical goals for those involved
- w** It is important to identify a contact person at the school, and is also necessary to **keep the principal informed of ongoing activities.**

Role of the Ohio AFHK Zone 8 Liaison

The AFHK Liaison will:

- w** Develop a working relationship with a school
- w** Support the school in establishing a School Health Team
- w** Provide assistance in completing the School Health Index
- w** Provide technical assistance in completing an Action Plan that coincides with the schools wellness policy and priority needs of the SHI.
- w** Make a timeline for the completion of all activities, goals, and objectives
- w** Develop a marketing plan as a result of the new plan and policies
- w** Communicate activity of each school to the Ohio Action for Healthy Kids Zone 8 Committee

In addition: Ohio Action for Healthy Kids invites the liaisons to participate in the Ohio Action for Healthy Kids Zone 8 meetings to share your experiences with the schools, gain support, and acquire new resources to use in assisting the schools. For meeting times, contact:

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What will be expected of the Ohio AFHK Zone 8 Liaison? (Continued)

Nutrition:

- w The nutrition staff member at your school will act as a catalyst during the evaluation of the existing food and physical activity policies and procedures at your school. Ohio Action for Healthy Kids recommends that a School Health Team is created. Members of the School Health Team (nutrition and physical activity committee) include, but are not limited to: staff, parents, student representatives, etc.

- w School Food Service Departments must meet USDA Federal Guidelines; however, operation in each school may be very different. What works in one school may not work as well in another.

- w Your position is to promote nutrition and physical activity by supporting the school nutrition service. **By developing an early partnership with the School Food and Nutrition Services, you will not be viewed as a threat to them. It is important that they know you are there to help, not hinder what they are doing.**

Physical Activity

- w As an Ohio AFHK liaison, you will help the schools to assure that physical activity is in all schools, grades Kindergarten through 12th grade. The SHI will be give you the information necessary to make policy and curricula changes to better incorporate physical activity into your school and into the school day.

- w It will be important to help assist the school in making sure that physical activity is available beyond the school day. To accomplish this, the liaison should help form community partnerships to foster the created of after school physical activity opportunities.



TOOL FOR INITIAL CONVERSATION WITH SCHOOL

This page may be copied for individual conversations with schools and kept on file.

Request made by (name and position): _____

School Name: _____

School District: _____

County: _____

Ask what activities and/or programs the school or school community members have been engaged in relating to nutrition and/or physical activity. For example, have they: Completed the School Health Index? Partnered with any community organizations? Thought about a Local Wellness Policy?

Along with inquiring what activities and programs the school community has been involved in, below are questions to discuss with school staff members regarding nutrition, nutrition education, and physical activity? Please discuss each of the questions (if possible) with:

w Administrator(name)_____

w Health teacher_____

w PTA member_____

w Foodservice Director_____

w School Nurse_____

w Physical Education teacher_____

w Other_____



Ohio Action for Healthy Kids Zone 8 Liaison Program

Marketing Plan

The following are ideas and suggestions on how the School Health Team can begin to implement the Team Action Plan for their new wellness policy. This sheet is designed for the Ohio AFHK Liaison to **assist** the school and School Health Team during the implementation process.

1. Give a written description to the Superintendent and Board of Education including an outline of the proposed Team Action Plan. If possible, create a report for the whole faculty.
2. Inform the local paper of your involvement with the Ohio AFHK Zone 8 Liaison program and the creation of a school wellness policy.
3. Recruit additional team members for the School Health Team.
4. Schedule regular team meetings.
5. Adhere to the timeline (established in conjunction with the Ohio AFHK Liaison).
6. Go to in-service workshops that relate to the Team Action Plan.
7. Arrange to attend Ohio's Annual Coordinated School Health Conference, June 2007.
8. Inform other schools in your district and school districts in your area of your creation of a wellness policy and how they can develop one also.
9. Submit an application for the 2006-2007 Buckeye Best Healthy School Award.
10. Submit an application for the Mini-grant sponsored by the State Planning Committee, for Health Education in Ohio (SPCHEO). **Only schools that attend the Coordinated School Health Conference may apply for the mini-grant.
11. Keep track of your progress in improving health and academic behaviors.

Examples of Food and Beverage Policies from Other States

Numerous school districts have developed food and beverage policies. This sheet is designed to help the AFHK Liaison assist their school in creating a wellness policy. Included are several websites that may be accessed to see what other schools and states are doing with their wellness policies.

It is the opinion of the Ohio Action for Healthy Kids committee that the policies from Michigan and North Carolina offer good examples of policies that may be altered and or edited to fit the needs of your specific school district. Below you will find a website at which you can view and download the entire food and beverage policy and the Ohio Action for Healthy Kids Goal 2 subcommittee's evaluation and review.

MICHIGAN

Tips and Tools to Help Implement Michigan's Healthy Food and Beverages Policy

http://www.actionforhealthykids.org/filelib/toolsforteam/recom/Tool%20kit_Nutrition.pdf

Michigan's Healthy Food and Beverage Policy is a comprehensive kit that includes recommendations and tools to help schools implement healthy food and beverages for students and staff in all venues at school.

Healthy Snack recommendations include:

- Single-serving snacks (except for nuts, seeds, and cheese) with no more than 6 grams of fat and at least two of the following criteria:
 - Contain 300 or fewer calories
 - One or more grams of fiber, or
 - At least 10% of Calcium, Iron, Vitamin A, or Vitamin C

Healthy Beverage recommendations include:

- Plenty of water
- 2. 100% juice in 12-ounce servings or less
- 3. Fat free, low fat, plain and /or flavored milk in 16-ounce servings or less
- 4. Fruit/fruit juice smoothies in 16-ounce servings or less

Kit includes nutrition standards for snacks and beverages and specific recommendations for:

- Healthy School Parties
- Healthy School Stores
- Smart Fundraisers
- Healthy Food and Beverages for Student Activities
- Healthy Food and Beverages for Parents, Teacher and Staff Meetings
- Increasing fruit and vegetable consumption through a farm to school connection
- Resources by topic
- Resources by web sites

Pros of Kit:

1. Excellent suggestions and resources that may be adapted to any school setting.
2. Five basic nutrition recommendations are given to offer and promote foods and beverages in all venues outside the federally regulated child nutrition program. These statements are easy to follow and understand.
3. Step by step approach is given for developing a Food and Beverage Policy at your local school.

Cons of Kit:

1. School food service must be able to determine a healthy snack choice by reading a food label and applying the criteria for each individual snack food. Errors may be made in reading labels and applying criteria may be time consuming.
2. Recommendations for Healthy Beverage choices are not grade/age specific and therefore the generic serving sizes suggested may not be appropriate for all grade levels.
3. Snack and beverage recommendations are not grade/age specific and therefore do not reflect the increasing level of knowledge and decision making skills that students may have as they mature.
4. Recommended standards do not address the use of non-nutritive sweeteners in beverages.

NORTH CAROLINA

Eat Smart: North Carolina's Recommended Standards for All Foods in School

<http://www.eatsmartmovemorenc.com/tools.htm>

The Eat Smart North Carolina School standards are grade specific and outline four achievement levels so that schools may choose their starting point and the achievement level they want to pursue. Standards are in a chart format for grades PreK-5, grades 6-8, and grades 9-12.

ACHIEVEMENT LEVELS

Needs Improvement: Requires compliance with statutory requirements.

Basic: Requires adoption of a local policy with minimal standards

Proficient: Requires a higher level of effort and outcome

Superior: Requires what the consensus panel described as the best schools can achieve in the near future.

Background information and suggestions are included for vending machines, school stores, school celebrations, rewards and incentives, concessions, and fundraising.

Pros of Kit:

1. Recommended standards are voluntary, sequential and flexible. This enables schools to choose their starting point and plan an achievement level that is obtainable for them.
2. Nutrition Standards are listed in a chart format by grade level. Each venue within a school is addressed with desired outcomes for each achievement level.
3. Excellent background information and suggestions are given on a variety of topics.

Cons of Kit:

1. School food service must be able to determine a healthy snack choice by reading a food label and applying the criteria for each individual snack food. Errors may be made in reading labels and applying criteria may be time consuming.
2. Specific percentages for nutrient recommendations may be too restrictive for some schools.
3. Criteria applied for school events may be too difficult to understand and interpret and too cumbersome to accomplish.
4. Recommended standards do not address the use of non-nutritive sweeteners in beverages.

Additional web sites for food and beverage standards:

Minnesota:

<http://www.actionforhealthykids.org/filelib/toolsforteam/recom/MNHealthy%20Foods%20for%20Kids%208-2004.pdf>

California SB 19:

www.publichealthadvocacy.org/

Arizona:

<http://www.ade.az.gov/health-safety/cnp/nslp/NutritionPolicy-StateBoardMeeting.doc>



Ohio Action for Healthy Kids Steps to Implement a Wellness Policy

Step 1- Recruit School Wellness Members

- Representatives that are “school health champions”
(School nurses, food service personnel, physical education staff, health teachers, family and consumer science teacher, students, community hospital, registered dietitians local health department, extension, local business)
- Include team members that have expertise and knowledge about nutrition, physical fitness, and student health and wellness

Step 2- Assess District’s Needs

- Use **CDC School Health Index**; <http://apps.nccd.cdc.gov/shi/default.aspx> or **USDA Changing the Scene**; <http://www.fns.usda.gov/tn/Resources/changing.html>
- Determine what you are already doing about nutrition, nutrition education, and fitness and what you need to do differently.
- Use the assessment to develop your action plan for each area of concern.

Step 3- Draft the Policy

- Use **Team Nutrition** http://www.fns.usda.gov/tn/Healthy/wellness_policyrequirements.html, and AFHK <http://www.actionforhealthykids.org>, provide links to help draft your policy.
- Federal legislation requires that the policy address
 - § Goals for nutrition education, physical activity, and other school-based activities
 - § Nutrition guidelines
 - § Guidelines for reimbursable school meals
 - § A plan for measuring implementation of the policy
 - § Stakeholder involvement (parents, students, representatives of the school food authority, the school board)

Step 4- Implement the Policy

- This is the step that requires the real effort for team members. Establish your team that will work on guidelines to implement the policy.
- Divide and conquer. Use expertise from team members to work in different goal areas of your policy (nutrition education, reimbursable meal, nutrition standards, physical activity, and other school-based goals to promote wellness).
- Develop objectives that are measurable.
- Develop the plan of action to bring your goals and objectives to fruition.
- Establish how you will communicate the wellness policy and guidelines to staff, students, parents, and community.

Step 5- Monitoring and Evaluation

- Monitoring and evaluation is an ongoing process.
- Identify who will be responsible for overseeing the policy compliance.
- Identify how policy compliance efforts will be reported to other school board and administration.
- Establish how often the policy and implementation guidelines will be reviewed.
- Document any financial impact the policy has had to school food service, vending, and other school activities.
- Update and amend policy as the process moves on



Why is it important to create an Action Plan?

It is necessary to create an Action Plan with the School Health Team members so everyone is on the same page and the liaison is able to assist the school in meeting their goals and objectives in creating the wellness policy.

An Action Plan:

- w** Enhances the ability to write a wellness policy, improving student health, leading to increased academic proficiency.

- w** Develops strategies that contribute to the success of the Continuous Improvement Plan and positive school climate.

- w** Helps identify resources, tools, ideas, programs and training, which enhance the Coordinated School Health Model.

- w** Initiates and/or maintains a school-community health team process.



- w** Creates policies and environmental conditions in the school and community as a team.

- w** Improves and enhances skills in health related topics

- w** Facilitates participation in personal wellness activities to improve overall health and decrease healthcare costs



School Health Team Members

Potential School Health Council (SHC) Members	Names of Current or Potential SHC Members for Your School	Reasons/Suggestions for Involvement
Health Educators Health Education Teacher School Nurse Physical Education Teacher Community Health Education Professionals 		<ul style="list-style-type: none"> • Significant role models • Integrate nutrition education/skills and physical movement into classroom subjects Provide resources/support: <ul style="list-style-type: none"> • Facilities • Health information • Expertise • Credibility
Physical Educators 		<ul style="list-style-type: none"> • Significant role models • Integrate nutrition education/skills and physical movement into classroom subjects
Health Professionals Physicians County Health Nurses Dentists Health Educators Health Personnel		Provide resources/support: <ul style="list-style-type: none"> • Financial • Facilities • Health information • Expertise • Credibility • Networking potential • Role model
Nutrition Professionals School Food Service Director School Food Service Staff Dieticians		Provide opportunities to: <ul style="list-style-type: none"> • Develop positive attitudes, learn, and practice healthy food choices • Enhance student/family contact and support • Significant role models

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Ohio Action for Healthy Kids Zone 8 Liaison Program Team Action Plan Instructions

Mission Statement: A school's mission statement includes a comprehensive focus and a high priority on addressing barriers to learning and enhancing healthy development. The development process includes stakeholders for consensus of the mission.

Goals: Identify the goals that you wish to establish for your team on the lines below. A goal is a simple statement of intent (i.e. to improve the nutritional behaviors of faculty and students). Changing the complexion of the school environment takes time. Therefore, your team needs to select a three to five year goal. Some teams may wish to focus only on one goal for the year while others may wish to focus on several. Each goal should relate directly to one of six health risk behaviors and also address academic performance indicators (attendance rates, proficiency and graduation rates).

Objectives: For each goal your team establishes you will need to develop one or several objectives. The objective should be related directly to the goal and be measurable (i.e. By the end of this year's program, 40 percent of faculty and staff will be participating in planned fitness activities at least three times a week for a minimum of 20 minutes per session).

Strategies: For each objective, there should usually be numerous strategies identified to help meet the objective. It is the responsibility of the team or individual team members to see that the strategies are implemented.

Time Line Plan: In the development of a Team Action Plan, short and long range activities are needed to successfully implement the plan.

Evaluation: For each objective identified on your Team Action Plan, describe in detail how this objective will be evaluated. (i.e. survey, changes in menu, records of participation, fitness measures.) Remember, all objectives are measurable so you should be able to determine if any objective you develop has been met or not.

Risk Factors: *Six Key Health Risk Behaviors for Children and Adolescents*

Good school health programs need to address each of the following behaviors:

- Physical inactivity
- Poor eating habits
- Tobacco use
- Behaviors that result in intentional or unintentional injury
- Abuse of alcohol and other drugs
- Sexual behaviors that result in HIV infection, other sexually transmitted diseases, or unintended pregnancy

Partnership: Partnerships are relationships between two or more people or groups in which members contribute their distinctive assets to the resolution of problems and the advancement of shared interests.

Team Action Plan Instructions, cont'd.

1. **GOAL**

- Simple statement of intent.

2. **OBJECTIVES**

- **Components of Objectives**

Who? The group of people or systems expected to change.

What? The action of changes in behavior, health practice, or system change to be achieved.

How Much? The extent of the change to be achieved.

By When? The time in which the change is expected to occur.

- Objectives can specify health outcomes, behavioral outcomes, or environmental outcomes.
- Measurable objectives use action verbs such as “establish, enact, train, adopt, commit, institute, or organize”. Objectives should describe the desired program outcome on the intermediate and/or ultimate target populations.

3. **OBJECTIVES AND RELATED STRATEGIES/ACTIVITIES**

- **For each objective, state related strategies/activities.**

Example of Objective:

1. By 12/31/06, administrators from two middle schools in _____(community) will adopt building procedures related to food sold for fund raisers to meet or exceed criteria determined for nutritional value, as indicated by written protocol.

Strategies/Activities:

- a. Meet with nutritionist to identify nutritional criteria and exemplary foods.
- b. Conduct student focus group to identify appealing food items.

Example of Objective:

2. By 12/31/06, the school food service serving middle schools in _____(community) will propose a plan to offer healthy school lunches that reflect input from students as evidenced by menus compared to student preferences surveyed.

Strategies/Activities

- a. Survey students regarding lunch preferences.
- b. Meet with food service to compare preferences to recent menus.

4. **PERSON(S) RESPONSIBLE**

- Identify staff and appropriate team member(s) by name and/or the Organization represented who are responsible for completing the activity.

5. **TIMELINE PLAN**

- In this column, indicate the specific month(s) the activity will begin and end.

6. **RESOURCES NEEDED**

- Identify resources (i.e.) training, funding, materials, curriculum etc. to complete the activity.

7. **EVALUATION**

- Include brief descriptions of the evaluation indicators for each activity i.e. records, observation, questions/surveys etc

SAMPLE ACTION PLAN

Ohio District **ACTION PLAN**
School District / Building

Risk Factor: Nutrition Physical Activity Tobacco Injury Drugs/Alcohol HIV/STD Pregnancy Prevention

Goal: To Develop a "Food for Sale" Policy

Objective #1: By 12/31/06, administrators from two middle schools in Salt Fork (community) will adopt building procedures related to food sold for fund raisers to meet or exceed criteria determined for nutritional value, as indicated by written protocol.

STRATEGIES/ACTIVITIES	PERSON(S) RESPONSIBLE	TIME LINE PLAN	RESOURCES NEEDED	EVALUATION
1. Meet with nutritionist to identify nutritional criteria and exemplary foods	Barb M. – Team Leader Tom P. – Director, Food Service	August 15 – 25, 2006	- Changing the Scene and - School Health Index	A. Documentation of meeting minutes B. Follow up to superintendent
2. Conduct student focus group to identify appealing food items	Becky K. – Guidance Counselor Phyllis B. – Health Educator	September 15 – October 1, 2006	- Incentives / Healthy Snack	A. 4 focus groups - completed (1 per grade level) B. Post on web and in Cafeteria. "Most Appealing Food Items"

Evaluation Plan

Topic: Nutrition Services

Goal: Improve student and staff consumption of nutritious food.

OBJECTIVE: WHAT IS THE SPECIFIC RESULT TO BE ACHIEVED OF THIS PROGRAM?	PROGRAM ACTIVITIES: WHAT WILL BE DONE TO ACHIEVE DESIRED RESULTS?	EVALUTATION STRATEGY: WHAT QUESTION(S) OR OTHER METHOD WILL BE USED TO MEASURE PROGRESS?	INDICATOR: WHAT CHARACTERISTIC OF THE COUTCOME WILL BE MEASURED?	OUTCOME: WHAT DO WE EXPECT TO SEE AFTER THE PROGRAM IS IMPLEMENTED?
By April 2007, 25 percent of students and staff surveyed will report they eat more fruits and vegetable then they did the prior school year.	All elementary school lunches will include at least one low-fat fruit, vegetable, and dairy product every day.	Do you think you are eating more fruits and vegetables than during last school year? Survey/Pre- and Post-test	Percent of students and staff reporting increase in fruit and vegetable consumption.	School staff and students consuming more nutritious foods.
By April 2007, 25 percent of students and staff surveyed will report they eat more fruits and vegetables than they did the prior school year.	Place nutritional content and healthy food promotional posters and prominently position healthy food choices in the cafeteria.	Do you think you are eating more fruits and vegetables than during last school year? Survey Pre- and Post-test	Percent of students and staff reporting increase in fruit and vegetable consumption.	School and staff consuming more nutritious foods.

ACTION PLAN TEMPLATE

ACTION PLAN

School District / Building

Risk Factor: ___ Nutrition ___ Physical Activity ___ Tobacco ___ Injury ___ Drugs/Alcohol ___ HIV/STD Pregnancy Prevention

Goal:

Objective #1:

STRATEGIES/ACTIVITIES	PERSON(S) RESPONSIBLE	TIME LINE PLAN	RESOURCES NEEDED	EVALUATION

Goal:

Objective #2:

STRATEGIES/ACTIVITIES	PERSON(S) RESPONSIBLE	TIME LINE PLAN	RESOURCES NEEDED	EVALUATION

Goal:

Objective #3:

STRATEGIES/ACTIVITIES	PERSON(S) RESPONSIBLE	TIME LINE PLAN	RESOURCES NEEDED	EVALUATION



Ohio
Action for Healthy Kids® Communication Chart

