

Action Planning Form

SAMPLE 1 – DEVELOPING DISTRICT POLICY FOR ACCOMMODATING SPECIAL DIETS

This sample is intended as a guide only. Your district may require different actions, resources or personnel.

STEP 1. Identify the objective and target date for completion. Complete a separate action planning form for each objective.

Objective	Target Date
To develop a district policy on providing special dietary accommodations in school meals.	April 30

STEP 2. Identify the actions needed to meet the objective above. For each action, identify the materials/resources needed, the person(s) responsible and the target date for completion.

Actions	Materials and Resources Needed	Person(s) Responsible	Target Date
1. Identify district procedures and time line for approving policies. Schedule time on the agenda for any required policy review and approval meetings.	<ul style="list-style-type: none"> District policy requirements, committee meeting schedules, e.g., board of education, policy examples 	Food service director, school nurse supervisor	November 30
2. Review the federal and state requirements for special dietary accommodations.	<ul style="list-style-type: none"> CSDE Accommodating Special Dietary Needs guide Federal and state regulations, e.g., USDA, ADA, Section 504, IDEA CSDE Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools CSDE Special Diets Web page 	Food service director, school nurse supervisor, special education director, pupil services director	November 30
3. Identify existing policies on special diets (federal, state and local) through Web search and contacting other schools and organizations. If using other districts' policy language as a template, review for consistency with federal and state requirements.	<ul style="list-style-type: none"> Sample policies, standard operating procedures, guides, handouts and other districts' Web pages Federal and state requirements 	Food service director, school nurse supervisor, special education director, pupil services director, support staff	November 30
4. Identify topics to be included in the policy, such as federal and state requirements, procedures for families to request special dietary accommodations, procedures for obtaining nutrition information for school meals and responsibilities of schools, students and families in managing special diets. Write draft of policy.	<ul style="list-style-type: none"> CSDE's Accommodating Special Dietary Needs guide Federal and state regulations, e.g., USDA, ADA, Section 504, IDEA CSDE's Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools Sample policies 	Food service director, school nurse supervisor, support staff	January 31
5. Get feedback on the draft policy from other school personnel. Assemble review committee and submit draft policy for review.	<ul style="list-style-type: none"> Review committee of representatives from various disciplines, such as food service, health services, medical advisor, registered dietitian, special education, administration, board of education policy committee and parent/teacher organizations 	Food service director, school nurse supervisor	March 1
6. Make edits and submit policy for final board of education review and approval.	<ul style="list-style-type: none"> District team responsible for final policy approval, e.g., policy committee, superintendent, board of education 	Food service director, school nurse supervisor, support staff	April 3
7. Convert final policy to PDF document for distribution.	<ul style="list-style-type: none"> Policy document Access to district's computer technology department 	Food service director, district's computer technology personnel	April 30



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