

Action Planning Form

Sample 1 – Promoting District Policy for Accommodating Special Diets

This sample is intended as a guide. 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 promote the district’s policy for special dietary accommodations in school meals to school staff, families, and students.	August 31

Step 2: Identify the actions needed to meet the objective above. For each action, identify the materials and resources needed, the staff responsible, and the target date for completion.

Actions	Materials and resources needed	Staff responsible	Target date
1. Develop communication strategies for various groups, including school staff, families, and students.	<ul style="list-style-type: none"> Team 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, special education director, pupil services director	April 30
2. Review existing webpages from state agencies, organizations and other school districts. Develop district webpage on special diets in school meals that will be linked to the school food service website.	<ul style="list-style-type: none"> Access to district’s webmaster 	Food service director, school nurse supervisor, district webmaster	April 30

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Sample 1 – Developing District Policy for Accommodating Special Diets

Actions	Materials and resources needed	Staff responsible	Target date
<p>3. Identify resources for special diets webpage, including district policy, state and federal resources and links to national health organizations for special diets, such as food allergies, diabetes and celiac disease. Review the CSDE’s Special Diets in School Nutrition Programs webpage and the CSDE’s Special Diets Resource List for appropriate websites. Develop a list of common questions and answers (Q&A) for special diets in school meals. Post district policy and resources on district website.</p>	<ul style="list-style-type: none"> • Policy document • Federal and state regulations, e.g., USDA, ADA, ADA Amendments Act, Section 504, IDEA • Identified resources such as the CSDE’s guides, Accommodating Special Diets in School Nutrition Programs and Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools • Q&A on special diets in school meals 	<p>Food service director, school nurse supervisor, special education director, pupil services director, district webmaster</p>	<p>April 30</p>
<p>4. Include information on the district policy and web address in various communication channels, such as school menus, parent and staff newsletters, parent and student handbooks, e-mails, and handouts.</p>	<ul style="list-style-type: none"> • Access to school menus, parent and staff newsletters, parent and student handbooks, e-mails and handouts 	<p>Food service director, food service managers, school nurse supervisor, support staff</p>	<p>May 31</p>
<p>5. Develop PowerPoint presentation and training tools about the district policy, including supporting resources.</p>	<ul style="list-style-type: none"> • PowerPoint presentation, handouts 	<p>Food service director, school nurse supervisor</p>	<p>May 31</p>
<p>6. Schedule and deliver presentations to inform district school staff and families about the district policy, e.g., staff in-service days and parent events.</p>	<ul style="list-style-type: none"> • Schedule of district in-service days and parent events 	<p>Food service director, food service managers, school nurse supervisor, school nurses, support staff</p>	<p>August 31</p>

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For more information, visit the Connecticut State Department of Education's (CSDE) [Special Diets in School Nutrition Programs](#) webpage or contact the [school nutrition programs staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at <https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/SpecDiet/SpDietActionPromote.pdf>.

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