

Action Plan Template School Wellness Policies

Background

The Healthy Hunger Free Kids Act of 2010 requires Local Educational Agencies to update or modify their wellness policy, as appropriate. When your wellness committee meets on a regular basis throughout the school year, consider using an action plan to ensure progress is being made on your wellness policy and procedures.

Developing an action plan will help your school or district prioritize a few action steps each year. You may use the chart on the following page as a template to organize your plans. Add additional rows if necessary. Be sure to consider all areas such as nutrition guidelines for school meals and snacks, physical fitness activities, and related school activities. After writing the action plan, evaluate what additional resources, if any, will be needed for each action step.

Tip: When developing your wellness plan, ensure your activities are well grounded in your goals by developing SMART objectives:

- **Specific:** Identify the exact area to improve.
- **Measurable:** Quantify the progress.
- **Attainable:** Determine what is achievable.
- **Realistic:** Consider your resources and determine what can reasonably be accomplished.
- **Time bound:** Identify deadlines for goals and related tactics.

The Centers for Disease Control and Prevention (CDC) has [tips for developing SMART objectives](#).



School Wellness Policy Action Plan

School Name: **Brooklyn Center Elementary STEAM School** _____ Date: **July 8, 2021** _____

Goal What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start dates	Measurement How is progress measured?	Lead Person	Equitable and Just Practices How will the goal reflect the diverse needs of stakeholders?	Stakeholders Who will be involved and/or impacted?	Completed?
1. Physical Activity will not be withheld as a consequence nor will physical activity be used as a negative consequence. 2. A dedicated lactation space will be designated and communicated to staff. 3. Increase exposure of culturally diverse menus items served in the kitchen; normalize global foods	1. Provide communications and resources through multiple sources (school and district emails, the district website, Open House fliers and verbal communications, staff newsletters, etc.) to all staff and families. 2. Designate a dedicated space for staff and partner lactation needs. Communicate to staff through administration and Wellness emails and newsletters. 3. Offer monthly taste tests of fresh produce and culturally diverse recipes. Offer occasional videos for staff to view with students of the Wellness and/or Farm to School Coordinators exploring nutrition and body impacts.	1. Aug, 2021 - resources and reminders provided throughout the school year. 2. Aug., 2021 - ongoing. 3. Sept., 2021 and ongoing throughout the year.	1. Verbal conversations with staff, including resources to support compliance. Administration support. 2. Space designation and signage installed. 3. Monthly taste tests during the year; increase of culturally diverse menu items on the monthly menu	1. Wellness Coordinator and Administration team 2. Administration; Wellness Coordinator support 3. Farm to School and Wellness Coordinators, kitchen staff, administration	BCCS is committed to creating environments and opportunities for every student to utilize movement as needed and to have access to fresh produce, for optimal academic growth and mental, emotional, physical wellbeing. BCCS is also committed to creating inclusive and accessible spaces for holistic wellness needs of the staff.	1. Staff, students, families 2. Staff 3. Students, staff, families	

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