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.
<table>
<thead>
<tr>
<th><strong>Goal</strong></th>
<th><strong>Action Steps</strong></th>
<th><strong>Timeline</strong></th>
<th><strong>Measurement</strong></th>
<th><strong>Lead Person</strong></th>
<th><strong>Stakeholders</strong></th>
<th><strong>Complete?</strong></th>
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| What do we want to accomplish? | Example: Food and beverages will not be used as a reward for students. | **a)** Provide teachers with list of non-food reward examples.  
**b)** Discuss changes at back-to-school staff training.  
**c)** Follow-up mid-year to discuss challenges and determine additional communication needed. | **Before the beginning of next school year.** | – Verbal check-ins with staff to ensure compliance.  
– Teacher survey at end of school year. | Principal | Teachers, staff, students | Yes |
| 1a. Increase physical activity opportunities for students regularly throughout the school day with activity breaks and mindful movement.  
1b. Increase the number of field trips, as a means of additional movement.  
1c. Promote Walk, Bike, Fun! curriculum and access to bikes/bike riding to increase Active Transportation messages. | 1a. Continue offering mindful movement daily and encourage exploration of physical activity.  
1b. Staff planned trips, based on student voice, incorporating movement and experiential learning.  
1c. Coordinate training for key staff, reserve bike fleet, schedule Active Transportation trips. | **1a. Sept, 2019 - May, 2020.**  
**1b. Ongoing thru school year.**  
**1c. Training by Oct., 2019; bike trips in spring, 2020.** | **1a. Student survey tracking movement time and preferred activity.**  
**1b. Track opportunities of movement and nature exposure; and/or track movement on phone apps.**  
**1c. Number of staff completing training; number of bike trips.** | 1a. Principal, staff and mindfulness consultant.  
1b. Principal and staff.  
1c. Wellness Coordinator, Principal, and staff. | Students. Staff. |