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 STEAM Middle and High School  
**Date:** June 24, 2019

<table>
<thead>
<tr>
<th>Goal</th>
<th>Action Steps</th>
<th>Timeline</th>
<th>Measurement</th>
<th>Lead Person</th>
<th>Stakeholders</th>
<th>Completed?</th>
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</thead>
</table>
| 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 communications. | 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 |
| What activities need to happen? | 1. Schedule, coordinate and promote opportunities for students and staff during the school day.  
  2a. Regular communications available, providing policy and program updates for staff and students (written and in-person).  
  2b. Admin and staff will continue to use the Coordinator for decisions on foods served. | 1. Sept., 2019 - May, 2020  
  2a. Thru school year  
  2b. On-going, as needed | 1. Program exit surveys for students and staff  
  2a. Verbal conversations with admin, staff and students to gauge reception of info.  
  2b. Continued decrease in non-compliant foods served to students and community | 1. Admin team, staff, consultant and Wellness Coordinator  
  2a. Wellness Coordinator and Principal  
  2b. Wellness Coordinator | 1. Students, staff and admin team | 1. Students, staff and admin team |

1. Continued support for mindfulness and movement opportunities for students and staff throughout the school day.  
2. Continue wellness communications practices and following policy guidelines on foods served during the school day.