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](http://www.cdc.gov/).
# School Wellness Policy Action Plan

**School Name:** Brooklyn Center Elementary STEAM School  
**Date:** July 13, 2020

<table>
<thead>
<tr>
<th>Goal</th>
<th>Action Steps</th>
<th>Timeline</th>
<th>Measurement</th>
<th>Lead Person</th>
<th>Equitable and Just Practices</th>
<th>Stakeholders</th>
<th>Completed?</th>
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| What do we want to accomplish? | 1. Provide communications and resources through multiple sources (school and district emails, Open House fliers and verbal communications, staff newsletters, etc.) to all staff and families.  
2. Discuss practices at staff welcome week trainings and suggest practices and programs at staff meetings and/or newsletters. Encourage staff to participate in movement with students, for distance learning and in-person instruction.  
(Also provide staff and families with updated group food plans for the district due to COVID19. Non-edible celebration, reward and incentive suggestions and resources provided to staff and families.) | 1. Aug, 2020 - ongoing.  
2. Resources and reminders provided throughout the school year.  
3. Wellness programs throughout the year to support (i.e.: “stretch” program in the fall) | 1. Verbal conversations with staff and families, including resources to support compliance.  
2. Staff, student and family participation in applicable Wellness programs.  
3. Staff survey /implementation rubric in spring, 2021. | 1. Wellness Coordinator and Administration team | 1. Understanding that BIPOC students are more likely to be negatively impacted by practices of withholding physical activity as a punishment, BCCS is committed to creating environments and opportunities for each student to utilize movement as needed for optimal academic growth and mental, emotional, physical wellbeing. | Staff, students, families | |

(Note: Continue communications to staff and families that celebration, reward and/or incentive items during the school day will be non-edible.)