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>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>Complete?</th>
</tr>
</thead>
<tbody>
<tr>
<td>What do we want to accomplish?</td>
<td>What activities need to happen?</td>
<td>Start dates</td>
<td>How is progress measured?</td>
<td></td>
<td>How will the goal reflect the diverse needs of stakeholders?</td>
<td>Who will be involved and/or impacted?</td>
<td></td>
</tr>
<tr>
<td>1. Increase physical activity opportunities for students regularly throughout the school day - both for distance learning and for in-person instruction - with activity breaks, utilizing active workspaces equipment and/or mindful movement. (Note: Quantity and quality of school lunches are a concern. Opportunities to inform staff and students of the Federal and state mandates around serving sizes. Also may bring a greater focus to including supplemental fresh vegetables and fruits - through a daily salad bar and Farm to School program. Also may explore the option of better delivery equipment with the Food Services Dept.)</td>
<td>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 in newsletters. Encourage staff to participate in movement with students, for distance learning and in-person instruction. 3. Staff continue offering mindful movement and encourage exploration of daily physical activity.</td>
<td>1. Aug, 2020 and ongoing throughout the school year. 2. Reminders and updates in newsletters and/or staff meetings at mid-point of the year.</td>
<td>1. Student survey tracking movement time and preferred activity. 2. Staff survey tracking preferred movement activities and/or resources.</td>
<td>1. Wellness Coordinator and Principal 2. Principal, Wellness Coordinator and staff. 3. Wellness Coordinator, Principal, and staff.</td>
<td>1. Understanding that BIPOC students are more likely to be negatively impacted by lack of physical activity practices, 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.</td>
<td>Students, staff, families</td>
<td></td>
</tr>
</tbody>
</table>