

Action Plan Template School Wellness Policies

Background

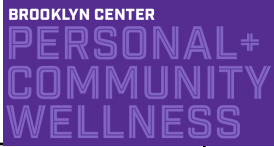
The Healthy Hunger Free Kids Act of 2010 requires Local Educational Agencies to update or modify their wellness policy, as appropriate. When your wellness committee meets on a regular basis throughout the school year, consider using an action plan to ensure progress is being made on your wellness policy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

Date: **October 2, 2025**

Goal What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start dates	Measurement How is progress measured?	Lead Person(s)	Equitable and Just Practices How will the goal reflect the diverse needs of stakeholders?	Stakeholders Who will be involved and/or impacted?	Complete?
1. Implement intentional wellness breaks for staff. 2. Student wellbeing for birth - 3 year olds. 3. Staff Wellness PD with Michelle targeting Community Ed. team. 4. Student wellbeing for elementary students in after school care.	1. Schedule monthly breaks on days where subs are available. Use supports 2a. Access to fresh fruits and vegetables for meals and snacks b. Meaningful movement breaks, access to outdoors, daily. 3. Meet with Michelle to talk through the needs of the Community Education staff. Schedule First Friday dates with Michelle. 4a. Access to fresh fruits and vegetables. b. Meaningful movement breaks, access to outdoors, daily.	1. October, 2025 2. October, 2025 3. August, 2025 4. October, 2025	1. Dates tracked per group each month 2 and 4: a. Community Ed Staff collaborate with Nutrition Services on menus b. Integration of intentional movement activities in daily schedules 3. PD workshops scheduled & implemented on the annual PD calendar	1. Department leadership 2 and 4: Program managers, staff and Nutrition Services staff 3. Shel, Jakarta, Yenestra	BCCS is committed to creating environments and opportunities for every student to utilize movement as needed; have access to fresh, nutritious produce; and access to the time and space to safely experience and express emotions. A holistic approach to student (and staff) wellbeing is optimal for academic growth and the ability to thrive in the school climate and culture.	1. Staff 2. Students, staff, families 3. Staff 4. Students, staff and families	