

Action Plan Template School Wellness

Background

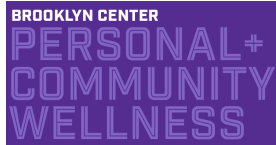
The Healthy Hunger Free Kids Act of 2010 requires Local Educational Agencies to update or modify their wellness policy, as appropriate. When your wellness committee meets on a regular basis throughout the school year, consider using an action plan to ensure progress is being made on your wellness policy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

School Name: **Operations Department**

Date: **October 23, 2025**

Focus: What do we want to accomplish?	Action Steps What activities need to happen?	Time line Start dates	Measurement How is progress measured?	Lead Person	Equitable and Just Practices How will the goal reflect the diverse needs of stakeholders?	Stakeholders Who will be involved and/or impacted?	Completed?
1. Wellbeing-related PD: a.) Schedule and implement trauma training series; b.) Comm of Care, Nutrition Justice workshop(s), and/or “mini” wellbeing topics PD sessions 2. Promote and support implementation of employee wellbeing communications, resources and services throughout the Operations Department teams	1a. Schedule trauma training series for four 45-min. workshops for all Operations Dept staff and management throughout the school year. 1b. Dept leads and Wellbeing Specialist (WS) collaborate to schedule (management), create and present (WS) mini wellbeing PD sessions (through staff meetings, etc.), and/or full-length PD workshops in relevant topics (PD days, conference days, etc.) 2.) Collaboration with district and Operations management team to distribute and promote the employee wellbeing services and resources, especially the onsite options (BCCS wellbeing services appointments, Good Human Work mental health, AllOne Health EAP, serenity spaces, monthly moments of wellness, Kavira Health, etc.)	1. Aug., 2025 - May, 2026 2. Aug., 2025 - all school year	1a. Workshops scheduled, planned and presented by the Wellbeing program and/or relevant collaborators; 1b. Management assign and communicate to staff, ensuring staff engagement 2. Usage data + Staff year-end survey	1. Director, managers and WS 2. Director, managers and WS	1. BCCS is committed to creating environments and opportunities for staff and students to access and utilize personal and communal wellness practices as needed (such as movement; nutritious foods; restoration breaks; the time and space to safely experience and express emotions and/or practice mindfulness, and more) during the day to optimize mind and body function for optimal academic growth and wellbeing.	1. Staff, management, district stakeholders 2. Staff, management	