DEPARTMENT OF EDUCATION

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: Lakes International Language Academy Date: 1/2024

Goal What do we want to accomplish?	**Action Steps** What activities need to happen?	**Timeline** Start dates	**Measurement** How is progress measured?	**Lead Person**	**Stakeholders** Who will be involved and/or impacted?	**Complete ?**
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 communication needed.*	*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*
1. (IIIB) Attain SFA Status in order to change the school lunch program from processed foods to healthy fresh made food with fresh fruits and vegetables.	1a. Complete orientation 1b. Verify Food and Beverage License 1c. Complete new applicant application 1d. Decide on Service Model 1e. Procurement process-RFP 1f. Staffing needs and certifications 1g. Counting and claiming system 1h. Mandatory training	2/9/24 1/22/24 1/22/24 1/22/24 1/29/24 6/18/24 7/20/24 7/12/24	Following state checklist and attaining confirmation of each step as it is submitted and approved	Jill	Staff, Students and families	yes

Goal What do we want to accomplish?	**Action Steps** What activities need to happen?	**Timeline** Start dates	**Measurement** How is progress measured?	**Lead Person**	**Stakeholders** Who will be involved and/or impacted?	**Complete ?**
	1i. Complete new sponsor material application 1j. Demonstrate compliance with site visit	6/30/24 9/25 and 9/26				
2. (IIIB)Hire Food Service Management Company to provide students, staff and families with healthier and fresher foods.	2a. FRP 2b. Site visit for contractors 2c. Bid evaluation 2d. Draft contract 2e. Award contract 2f. Provide contract to MDE 2g. Provide contract to school board for approval	4/5/24 5/1/25 5/15/24 5/25/24 5/28/24 6/12/24 6/12/24 7/2024	Following the state provided checklist and confirmations.	Jill	Staff, students and families	yes
3. (IIIA)Provide healthy, scratch made meals with fresh fruits and vegetables.	3a. Discuss menus with new FSMC 3b. Review menus provided by FSMC 3c. Monitor food served 3d. Provide feedback to FSMC	8/24 8/24 9/24 and ongoing 9/24 and ongoing	• Become familiar with Federal Nutrition standards. • SFE uses Titan, a program that tracks all guidelines	Jill and Sunny	Staff, students and families	yes and ongoing
4. (IIIC1)Provide educational opportunities for students regarding	4a. Post daily fruit and vegetable information on the salad bar	9/24	Check to ensure signage is in place and legible	Sunny	Students	Yes

Goal What do we want to accomplish?	**Action Steps** What activities need to happen?	**Timeline** Start dates	**Measurement** How is progress measured?	**Lead Person**	**Stakeholders** Who will be involved and/or impacted?	**Complete ?**
healthy food options.	4b.Provide "Roaming chef" opportunities in classrooms to teach students about cooking with fresh foods	3/25	Dates of services provided and feedback from students	Sunny	Students	Yes
5.(IIIE2)Communication and healthy food education for parents.	5a. Provide fresh fruits and vegetable for Kinder Round up 5b. Provide print outs with nutrition facts 5c. Provide print outs with information about how to serve fruits and vegetables to children	2/25	Parental interest and interaction with the information and helping their children to take the fruits and vegetable from the lunch line	Jill and Sunny	Families and students	yes
6. (IIIA4)Provide hand washing/sanitizing prior to eating (students are at recess before lunch)	6a. Provide Access to hand-washing 6b. Provide time to wash hands 6c. Change from recess to lunch and instead do lunch to recess	10/24	• Found that lack of handwashing space and time between recess time and lunch resulted in unwashed hands. • Switching to lunch first allowed for a	Jill, Kathy and Melissa Carr	Students and staff	Yes

Goal What do we want to accomplish?	**Action Steps** What activities need to happen?	**Timeline** Start dates	**Measurement** How is progress measured?	**Lead Person**	**Stakeholders** Who will be involved and/or impacted?	**Complete ?**
			stop at the larger sinks by the bathroom and would allow more time during transition from class to cafeteria.			
7. (IIIA5)- Provide students sufficient time to eat lunch	7a. PIN numbers distributed prior to first day of school 7b. Students were not getting to tables in time due to back ups at the PIN Pad 7c. Student pages with bar codes were created and students pointed to photo 7d. Students were still waiting in long lines 7e. Students were given individual lanyards with scannable bar code	8/24	● Monitoring for the amount of time the last students through the line had to eat their meals. ● Changing methods to ensure everyone got through with ample time to eat. ● Continuing to monitor the amount of time available to eat for students.	Jill/Sunny /Tech team	Students	yes