

Action Plan Template School Wellness

Background

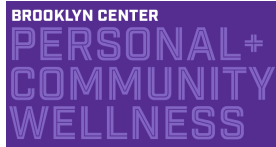
The Healthy Hunger Free Kids Act of 2010 requires Local Educational Agencies to update or modify their wellness policy, as appropriate. When your wellness committee meets on a regular basis throughout the school year, consider using an action plan to ensure progress is being made on your wellness policy 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: **Brooklyn Center Early College Academy & Insight School of Minnesota**

Date: **July 20, 2026**

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: schedule and implement Nutrition Justice workshop; quarterly mini wellbeing workshops 2. School nutrition: appealing lunches + increased produce access; breakfast schedule; OST snacks (1 day/week) 3. SRTS safety, policy, access, encouragement for students, increased bike storage 4. Communications for staff wellbeing resources, including Nurture Nooks	1a.) Schedule the 45-min. Nutrition Justice workshop for all licensed staff, and administrators to attend 1b.) Admin and Wellbeing Specialist (WS) collaborate on SY topic (WS develop and present; admin schedule); 2.) Admin, Nutrition Services Manager (NSM) and WS collaborate on school meals comms and promotions (taste tests, etc.); better lunch packaging + additional vegetable and fruit supplementation; breakfast time; NSM options for homework help snacks on Wednesday afternoons 3.) Admin and staff collaborate with the SRTS on content and presentation needs; identify bike storage options 4.) Admin to distribute and promote the staff wellbeing services and resources provided by the WS	1. Aug., 2026 - May, 2027 2. Aug., 2026 - all school year 3. Sept, 2026 - on 4. Aug., 2026 - May, 2027	1. Workshops scheduled, planned and presented, and attended by assigned staff 2. Usage data + collection of student voice 3. SRTS Specialist scheduled for class / group presentations; bike storage identified 4. Weekly all staff emails + Staff year-end survey	1. Administrators, W.S. 2. Administrators, Nutrition Services Manager, W.S. 3. Administrators, teachers, SRTS Specialist 4. W.S., Administrators	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, admin; students and families 2. Students, staff and admin 3. Students, admin; staff and families 4. Staff and admin	

