

Action Plan Template School Wellness Policies

Background

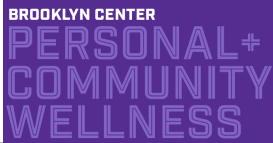
The Healthy Hunger Free Kids Act of 2010 requires Local Educational Agencies to update or modify their wellness policy, as appropriate. When your wellness committee meets on a regular basis throughout the school year, consider using an action plan to ensure progress is being made on your wellness policy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

Date: **July 13, 2026**

Focus What do we want to accomplish?	ActionSteps 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. Staff PD: a.) Trauma support; b.) Option to add specific wellbeing needs PD sessions 2. Continue cohesive communications re. nutrition during the school day for staff and families 3. Set up Nurture Nook and support communication 4. Plan and implement SRTS activities, specifically per the program strategic plan	1a.) Schedule trauma training series for more than one 45-min. trauma PD workshops for all BCE licensed staff, hourly staff, deans and administration to attend all sessions; 1b.) Schedule (administration), create and present (WS) mini wellbeing PD sessions (PLCs, identified small staff groups, etc.) 2.) Administration will support the communication of expectations of foods served during the school day (outside of cafeteria) and promotion of nutrition ed 3.) Employee Experience team: set up the room before the school year begins; WS create and send communications / promotions; Admin team will support the promotion 4.) Admin team will collaborate with the SRTS Specialist to plan, implement and promote SRTS activities and events (modeling Walking School Bus, walk and bike days, etc.)	1. Aug., 2026 - May, 2027 2. Aug., 2026 - all school year 3. Aug., 2026 4. Aug., 2026 - May, 2027	1. Workshops scheduled, planned and presented, and attended by assigned staff 2. Comms in newsletters and all-staff emails and weekly family emails 3. Space set up completed; Comms in newsletters and all staff emails 4. Events and activities implemented + participation numbers + Staff year-end survey	1. Admin team, Wellbeing Specialist (WS), Behavior and Mental Health Supervisor 2. Principal/ admin team, WS, all site staff 3. Employee Experience Team, admin team, WS 4. Admin team, SRTS Specialist	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, administration; students and families 2. Students, families, staff and administration 3. Staff, administration 4. Students, families, administration (More notes below on page 3)	

26-27:

- Nutrition / food during the school day / OST, outside of Nutrition Services
 - communications / resources for staff and families
 - nutrition education
 - classes: students and staff
 - families
 - school locus of control
 - Staff PD: wellbeing topics
 - trauma (staff / colleague relations)
 - co-facilitate with Anthony Monday, August 24 2:30 - 3:15: schedule meeting
 - “walking with”; guides toward resources
 - first day with staff + 1 - 2 more throughout the school year
 - trust, vulnerability: modeled consistently
 - processing of past to move into present
 - *The Speed of Trust*
 - *Non-Violent Communication*
 - *The Secret Language of the Body*
 - *My Grandmother's Hands*
 - SRTS strategic plan / family education, encouragement: once per month
 - routes plan
 - site communications
 - principal will model and support in action
 - meeting scheduled with Mary August 12, 12:15
 - Nurture Nooks;
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- Communications: staff wellbeing (appointments, resources, partner services)
 - continue as usual