

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: Worthington Middle School _____ Date: 9/20/18 _____

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?
<i>Example:</i> Food and beverages will not be used as a reward for students.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> – Verbal check-ins with staff to ensure compliance. – Teacher survey at end of school year. 	Principal	Teachers, staff, students	Yes
1. Encourage staff to promote a healthy image w/in school.	<ul style="list-style-type: none"> 1a. Eat with students 1b. Model good food/drink habits 1c. Model health behaviors 	On-going	Check-ins with staff and set days to promote health	TBD	Teachers, students	On-going
2. Provide healthy options to WMS staff	<ul style="list-style-type: none"> 2a. Promote access to health related trainings 2b. Promote healthy food/drink choices to staff 	On-going each year	Increasing the number of healthy opportunities, and gathering staff feedback	TBD	All WMS staff	On-going
4.	<ul style="list-style-type: none"> 4a. 4b. 4c. 					