

## 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: **South Koochiching Rainy-River ISD #363 Northome**

Date:

SY 2024-25					
Goal What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Completed Goal Date	Measurement How is progress measured?	Lead Person	Stakeholders Who will be involved and/or impacted?
<i>Parent/Guardian Communication:</i> Engage at least 50% of parents and guardians in health and wellness initiatives through online resources, newsletters, and one virtual workshop.	<ul style="list-style-type: none"> <li>• Discuss thought with Principal.</li> <li>• Researches types of workshops.</li> <li>• Plan quarterly newsletters to send out via JMC to families and add a "Wellness Program" tab on the school website.</li> </ul>	<i>January 2025</i>	<ul style="list-style-type: none"> <li>• Parent survey at the end of the year in May.</li> <li>• Activity tool in DOCs to track visits to newsletters.</li> <li>• Track engagement on school website and Facebook.</li> </ul>	1. Wellness Coordinator (WC)	<ul style="list-style-type: none"> <li>• Parents/guardians</li> <li>• Staff</li> <li>• Local Resources featured in newsletter</li> </ul>
<i>Physical Activity:</i> Increase student participation in physical activity by 10% by incorporating two structured activity breaks per day in grades K-4	<ul style="list-style-type: none"> <li>• Meet with Principal and Elementary staff.</li> <li>• Plan break times and activities.</li> </ul>	Trial run: March 2025	<ul style="list-style-type: none"> <li>• Participation tracking by grades.</li> <li>• Student survey at the end of trail run.</li> </ul>	1. WC 2. Ele. Staff	<ul style="list-style-type: none"> <li>• Students</li> <li>• Secretary (Support announcing breaks)</li> </ul>
<i>Mental Health &amp; Digital Well-Being Awareness:</i> All high school staff will complete a 60-90 minute Digital Wellbeing 101 training facilitated by a Public Health Educator from Koochiching County and will also participate in facilitated conversations demonstrating the power of LMSL.	<ul style="list-style-type: none"> <li>• Koochiching County Public Health Office will provide an educator to train staff during Work Shop week who will facilitate <i>Digital Wellbeing 101</i> training to staff.</li> <li>• Invite one guest speaker to talk about Suicide Prevention.</li> <li>• Staff will participate in a facilitated conversations throughout the year amongst co-workers, during workshop week, and Trial Run with students October 2025.</li> </ul>	End of 2024-25 SY	<ul style="list-style-type: none"> <li>• Track training attendance.</li> <li>• Send out student survey at the end of Mental Health Awareness Week.</li> </ul>	1. WC 2. Principal	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Koochiching County Public Health</li> <li>• Admin</li> </ul>

<p><b>Nutrition Promotion &amp; Education:</b></p> <p>Increase student engagement with SMART Snack standards by enhancing the appeal of nutritious snack options and integrating nutrition education into weekly activities—Aim for a 10% increase in students selecting healthier sides during school provided meals, particularly focusing on high school students.</p>	<ul style="list-style-type: none"> <li>• Nutrition activity once per quarter to increase student engagement.</li> <li>• Add nutrition education modules to Homeroom one per week.</li> <li>• Stakeholder support from MDE and MDH - Karyn Lutz.</li> </ul>	<p>Trial run: April 2025</p>	<ul style="list-style-type: none"> <li>• Tracking student selection of salad bar using JMC meal tab and spreadsheet.</li> </ul>	<p>1. Kitchen staff 2. Karyn Lutz</p>	<ul style="list-style-type: none"> <li>• Kitchen</li> <li>• Students</li> <li>• MDE/MDH</li> </ul>
SY 2025-26					
<p><b>Goal</b></p> <p>What do we want to accomplish?</p>	<p><b>Action Steps</b></p> <p>What activities need to happen?</p>	<p><b>Timeline</b></p> <p>Start dates</p>	<p><b>Measurement</b></p> <p>How is progress measured?</p>	<p><b>Lead Person</b></p>	<p><b>Stakeholders</b></p> <p>Who will be involved and/or impacted?</p>
<p><b>Parent/Guardian Communication:</b></p> <p>Increase engagement to 65% of parents, incorporating at least two in-person or hybrid workshops and/or events on wellness and health promotion.</p>	<ul style="list-style-type: none"> <li>• JMC messages and reminders during 1st quarter.</li> <li>• Continue quarterly newsletters.</li> <li>• Increase number of resources and events. One workshop and 2 in-person opportunities.</li> </ul>	<p>End of 2025-26 SY</p>	<ul style="list-style-type: none"> <li>• Quarterly surveys to families.</li> <li>• Attendance at events and Wellness Committee meetings.</li> <li>• Survey after events.</li> </ul>	<p>1. WC</p>	<ul style="list-style-type: none"> <li>• Parents</li> <li>• Students</li> <li>• Event Organizers</li> </ul>
<p><b>Physical Activity:</b></p> <p>Increase participation by an additional 10% (total of 20%) by expanding activity breaks to grades 5-8 and introducing movement-friendly classroom routines.</p>	<ul style="list-style-type: none"> <li>• Meet with teachers and principal</li> <li>• Schedule breaks and type of activities to have during routine.</li> <li>• Continue to implement activity breaks in grades K-4.</li> </ul>	<p>Trial run, grades 5-8 in October 2025.</p>	<ul style="list-style-type: none"> <li>• Participation tracking by grades.</li> <li>• Student survey at the end of trail run.</li> <li>• Teacher feedback after trail run.</li> </ul>	<p>1. WC 2. Staff</p>	<ul style="list-style-type: none"> <li>• Students</li> <li>• Secretary (Support announcing breaks)</li> </ul>
<p><b>Mental Health &amp; Digital Well-Being Awareness:</b></p> <p>Staff will be equipped with the LMSL Toolkit, facilitate conversations with students when needed, and 80% of families with students in grade 4 and under will attend a workshop/event, leaving with a concrete plan and follow-up support to reinforce learning.</p>	<ul style="list-style-type: none"> <li>• Staff will utilize LMSL Toolkit within the classroom when needed and during homeroom.</li> <li>• Parent education workshops will be provided during conferences/spotlight nights for families with students in grades 4 and under.</li> <li>• Increase amount of staff tracking cell phone violations in JMC.</li> <li>• Follow-up with families and students.</li> </ul>	<p>End of 2025-26 SY</p>	<ul style="list-style-type: none"> <li>• JMC report: Cell Phone violations by grade.</li> <li>• Attendance tracking both students and parents of workshops and webinars.</li> <li>• Homeroom implementation feedback from staff.</li> </ul>	<p>1. WC 2. Staff</p>	<ul style="list-style-type: none"> <li>• Mental Health Stakeholders</li> <li>• Students</li> <li>• Parents</li> </ul>

<p><i>Nutrition Promotion &amp; Education:</i> Expand SMART Snack standards to incorporate robust- age-appropriate nutrition education for elementary and middle school students, aiming for a 15% increase in both student understanding of healthy eating habits and healthy snack selection across the district.</p>	<ul style="list-style-type: none"> <li>• Aim to apply and be re-approved from FFVP (Fruits and Veggies Program).</li> <li>• Increase the data collected from the Salad bar tracking, focus on what students want within SMART Snack standards.</li> <li>• Access lesson plans to ensure compliance in Health Education.</li> </ul>	End of 2025-26 SY	<ul style="list-style-type: none"> <li>• FFVP Data</li> <li>• Student feedback and check for understanding</li> <li>• Principal report.</li> </ul>	1. WC 2. Principal	<ul style="list-style-type: none"> <li>• Students</li> <li>• Staff</li> </ul>
<b>SY 2026-27</b>					
<b>Goal</b> What do we want to accomplish?	<b>Action Steps</b> What activities need to happen?	<b>Timeline</b> Start dates	<b>Measurement</b> How is progress measured?	<b>Lead Person</b>	<b>Stakeholders</b> Who will be involved and/or impacted?
<p><i>Parent/Guardian Communication:</i> Achieve 80% parent engagement in health and wellness initiatives through workshops, accessible resources, and school-based wellness activities.</p>	<ul style="list-style-type: none"> <li>• Host a health fair twice this school year. Once in the summer leading up to SY 2026-27 and again during the SY.</li> <li>• Provide more hybrid workshops for students and their families.</li> <li>• Encourage and allow student/parent/guardian volunteer work for extracurricular events.</li> </ul>	End of 2026-27 SY	<ul style="list-style-type: none"> <li>• Mid year evaluation of progress.</li> <li>• Parent survey</li> <li>• Attendance to events and workshops.</li> <li>• Track interest to volunteer as a parent/guardian.</li> </ul>	1. WC	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents</li> </ul>
<p><i>Physical Activity:</i> Achieve a 30% increase in student participation by expanding structured activity breaks to high school students and reinforcing the importance of physical activity in academic success.</p>	<ul style="list-style-type: none"> <li>• Meet with teachers and principal</li> <li>• Schedule breaks and type of activities to have during routine.</li> <li>• Continue to implement activity breaks in grades K-8.</li> </ul>	Trial run, HS October 2026	<ul style="list-style-type: none"> <li>• Participation tracking by grades.</li> <li>• Student survey at the end of trail run.</li> <li>• Teacher feedback on breaks being implemented school-wide.</li> </ul>	1. WC 2. Staff	<ul style="list-style-type: none"> <li>• Students</li> <li>• Secretary (Support announcing breaks)</li> </ul>

<p><b><i>Mental Health &amp; Digital Well-Being Awareness:</i></b></p> <p>A student leadership program will be created where 90% of students in grades 10-12 will facilitate LMSL conversations with younger students, collecting feedback via “exit tickets” and sharing data with Koochiching County for analysis.</p>	<ul style="list-style-type: none"> <li>• Create student leadership team.</li> <li>• Track families in need of support implementing LMSL guidelines.</li> <li>• Host one Mental Health Awareness event in May.</li> </ul>	End of 2026-27 SY	<ul style="list-style-type: none"> <li>• Student “exit tickets”</li> <li>• Koochiching County data analysis.</li> <li>• Attendance at event.</li> </ul>	1. WC 2. Principal	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parent/ Guardians</li> <li>• Koochiching County</li> </ul>
<p><b><i>Nutrition Promotion &amp; Education:</i></b></p> <p>Achieve district-wide adoption of a comprehensive, K-12 nutrition education program, aiming for a 25% increase in students selecting nutrition food options. The program will be fully embedded into the curriculum and will include expanded engagement strategies across all grade levels.</p>	<ul style="list-style-type: none"> <li>• Ensure that all Health classes have a version of nutrition education embedded into the curriculum.</li> <li>• Increase FFVP program to both Elementary and Middle school.</li> <li>• Aim for a salad bar update that includes more intriguing options that follow the SMART Snack guidelines.</li> </ul>	End of 2026-27 SY	<ul style="list-style-type: none"> <li>• Lunch tracking.</li> <li>• Participation by grade in FFVP.</li> <li>• Kitchen compliance.</li> <li>• Lesson plan review.</li> </ul>	1. WC 2. Principal 3. Kitchen staff.	<ul style="list-style-type: none"> <li>• Kitchen</li> <li>• Students</li> </ul>