



Action Planning: Getting Wellness Done

AFTER YOUR LOCAL SCHOOL WELLNESS COUNCIL/WELLNESS TEAM HAS ASSESSED your school's wellness practices and prioritized your goals, the next step is to select at least one of those goals and create an action plan that can be inserted into your School Improvement Plan section for School Climate and Culture.

Be mindful that the goals should be fall into one of the six categories—

1. Culturally responsive relationship-building
2. Mental and emotional health
3. Positive character development and empathy
4. Restorative justice and restorative practices
5. Physical health and wellness
6. Trauma informed practices

The action plan will serve as a blueprint to help your committee and school administration implement your selected goal(s). Your goal(s) may take one marking period or multiple to complete. Work with your committee to determine the length of time needed to accomplish each goal.

The action plan also will break your school's goals into activities (e.g., methods to reach the goals). You may use the following School Improvement Plan worksheet that we created to help you generate goals and the steps/timeline for each goal.

School Improvement Plan Worksheet

For your reference, the questions below are pulled directly from Attachment B of the School Improvement Plan (School Climate and Culture). Answering these questions will help you align one of your goals to your School Improvement Plan.

Here is an example of fitting a wellness goal into the School Improvement Plan. Use one of your goals created in the goal-setting section (page 18), and fill out each question in the blanks below.

Example 1: GOAL: Increase mindfulness resources to help support mental and emotional health

Question	Answer
What will the work-focus goal be?	<i>Increase mindfulness resources to help support mental and emotional health.</i>
Who will be leading this plan to accomplish your goal?	<i>Wellness Council/Wellness Team Chair.</i>
Action Step Description: (How will you accomplish the work-focus goal listed above)	<i>Discuss and source budget. Create mindfulness room for teachers and students to visit for an emotional reset. Buy mindfulness resources, calming music, brain break kits, fidgets, yoga equipment, lighting, and soft seating.</i>
Monitoring and Status: (Data points, date to complete by, where are we on this goal?)	<i>Goal to set up room by the beginning of the second marking period.</i>
Results: (What results did you see? What successes did you see?)	<i>Ask students for feedback on usage. Monitor usage.</i>

GOAL:

Question	Answer
What will the work-focus goal be?	
Who will be leading this plan to accomplish your goal?	
Action Step Description: (How will you accomplish the work-focus goal listed above)	
Monitoring and Status: (Data points, date to complete by, where are we on this goal?)	
Results: (What results did you see? What successes did you see?)	

Over the past few years, schools have set and accomplished the following wellness-related goals that meet the six categories. Examples include the following:

Culturally Responsive Relationship Building	<i>Increased mindfulness resources to help support mental and emotional health. Students will practice behaviors that are respectful and culturally sensitive to school community.</i>
Mental and Emotional Health	<i>Added mindful-moment breaks at the beginning and ending of school day, added wellness period one time per week to be used for students to balance weekly stress load, created tap in/ tap out for teachers who need a break.</i>
Positive character Development and Empathy	<i>Created heart-symbol notification system to let others know there is a student involved that has special circumstances.</i>
Restorative Justice and Restorative Practices	<i>Developing practices to assist students with creating responsible behaviors.</i>
Physical Health and Wellness	<i>Started running/walking clubs, had family-fitness fun nights, increased water consumption with water-bottle refill installations, set up activity walkways in the hallways to increase physical education, set up yoga club before or after school, created school garden for teaching of nutrition.</i>
Trauma-informed Care	<i>Staff training on RISE, trauma-informed care, and mindfulness practices.</i>

Once you have identified a goal to incorporate into your School Improvement Plan, you may select additional wellness goals (from those listed on page 18) to work on in your school. Copy those goals and develop an action plan to accomplish them. A sample action plan template is available on the following page, for your convenience.

School Wellness Action Plan

SAMPLE ACTION PLAN: (Example and blank worksheet below)

GOAL 1 (Example): Increase physical activity throughout the school day

Activity	Start Date	Completion Date	Estimated Budget Needed	Person(s) Responsible	Steps to Complete Activity	What Product Will Exist After Activity Completion?	Next Steps for This Activity
(EXAMPLE) <i>Add flexible seating to one classroom by December 15, 2019</i>	8/23/19	12/15/19	\$1,000.00	<i>Wellness Champion, classroom teacher</i>	<i>1) Determine which classroom should receive seating. 2) Research and determine which seating to purchase. 3) Purchase and utilize seating. 4) Evaluate effectiveness.</i>	<i>1) classroom with increased physical activity during the school day due to flexible seating. Ideally this will also positively impact student behavior.</i>	<i>Assess actual classroom impact to determine whether to fund-raise for flexible seating in additional classrooms.</i>

GOAL 2 (Example): Increase student access and exposure to nutrition education

(EXAMPLE) <i>Grow plants from seed for existing school garden, using greenhouse</i>	8/23/19	5/1/20	\$600.00	<i>Wellness Champion, parent garden volunteer</i>	<i>Research portable greenhouses used by other school gardens. Purchase greenhouse, seeds, cups, and soil. Begin growing plants from seed with student garden club in winter months.</i>	<i>Improved student nutrition and plant education. Garden more sustainable—lower cost to grow own plants instead of purchasing.</i>	<i>Increase garden productivity, volunteers, and student interest by recruiting Master Gardener program to donate time.</i>
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GOAL 1:

Activity	Start Date	Completion Date	Estimated Budget Needed	Person(s) Responsible	Steps to Complete Activity	What Product Will Exist After Activity Completion?	Next Steps for This Activity

GOAL 2:

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Implementation: Making Wellness Happen

NOW THAT YOU HAVE CREATED YOUR WELLNESS ACTION PLAN, IT IS TIME TO IMPLEMENT. Follow the action plan activity steps to complete each activity and meet each goal. It is important that the wellness council/wellness team lead checks on the assigned tasks monthly to see progress. The wellness council/wellness team can update the action plan if needed and report to the principal as requested. If you need additional assistance with implementing the action plan, please contact the Director of School Wellness Initiative at studentwellness@mcpsmd.org.

Record Keeping

You will need to keep records of your work to satisfy USDA requirements. You should place your items in this school wellness binder and keep it in an accessible location, such as the main office.

USDA Required Documents

- List of Local School Wellness Council/Wellness Team (LSWC) members, by year.
- Copy of each LSWC agenda, with list of attendees for each meeting.
- Copy of School Wellness Assessment, signed and dated.
- Completed Action plan, signed and dated.
- Photos of success.
- Evidence that you review your plan annually and create new goals each year.

ASSESSMENT: Per USDA regulations, every three years, the implementation goals and objectives of the school wellness plan will be reviewed.

CONGRATULATIONS on the formation of your **Local School Wellness Council!**