



Healthy Schools Toolkit Tools



Fact Sheet: Benefits of Creating a Healthy Schools Community

Research and evidence have shown that students, staff, and the entire school community benefit from being part of a healthy school. In a healthy school, students, staff, families, and the school community will benefit.

Students will...

- Be able to concentrate and learn better in class when their basic nutrition, physical activity, mental, and emotional well-being needs are met
- Develop greater confidence, motivation, self-esteem, and have the commitment and capacity to make important life and health choices
- Have access to community services
- Be more likely to achieve greater academic results
- Have strategies to interact effectively with peers
- Attend school more regularly
- Get involved in leadership opportunities, decision-making processes, and problem solving
- Build capacity to make important health and life choices
- Have more productive and satisfying relationships

Staff will...

- Feel healthier, more engaged, enthusiastic, and productive
- Experience reduced stress and absenteeism
- Model positive and healthy behaviour through daily interactions with students
- Develop positive professional relationships and staff-student connectedness

Families will...

- Have opportunities to become involved in the school community
- Participate in their child's health and learning
- Learn about keeping their children and their family's healthy at home

The school community will...

- Provide an opportunity to identify, prioritize, and raise awareness about health issues
- Give students, caregivers, and school staff the opportunity to work together and impact the health and well-being of all members of the school
- Provide more opportunities for student leadership/engagement
- Facilitate improved access to community resources

Adapted with the permission of York Region Community and Health Services



Tips: Healthy Schools Action Team Recruitment Strategies

- Encourage student, staff, and caregiver participation on the committee by promoting Healthy Schools and the Healthy Schools Action Team at your:
 - School Council meetings
 - Staff meetings
 - School assemblies
 - School-wide events
- Invite a variety of students in different grades to participate in the Healthy Schools Action Team and try to include students between grades four to eight. This strategy supports continuity of membership as well as program sustainability from year-to-year.
- Have students fill out a request to join the committee
- Put up flyers around the school advertising the Healthy Schools approach
- Include announcements supporting the school recruitment of Healthy Schools representatives
- Insert an announcement into the school newsletter requesting involvement
- Set-up displays and sign-up sheets at school events such as school BBQs, Meet-the-Teacher and Welcome to Kindergarten nights
- Invite your local Public Health staff to provide a Healthy Schools presentation for staff or School Council. This would include current research and statistics supporting Healthy Schools and evidence of its effectiveness
- Talk to parent volunteers that are already involved at the school
- Have school administrators or the Healthy Schools Champion spread the word; they may have additional influence on caregivers and teachers
- Promote recognition of volunteers participating on the Healthy Schools Action Team through features in the school newsletter or recognition awards at the end of the school year
- Identify champions who believe in the Healthy Schools approach and encourage these people to promote the benefits for the school
- Promote and highlight the healthy activities already taking place within the school
- Look to other schools for examples of what is working well to encourage the school to promote the benefits of the Healthy Schools approach

Adapted with the permission of York Region Community and Health Services



Sample Recruitment Flyer

Attention all Caregivers!



The Healthy Schools Action Team wants to know...

**What are important health issues for your family?
How can we work together to find solutions?**

Caregivers are a very valuable part of a “Healthy Schools” approach and we are inviting all interested caregivers, along with teachers, students, and school staff to work together towards improved school health!

You are invited to join the (insert school name) Action Team!

Get involved and **make a DIFFERENCE** in the health of your school, the health of your children, and the health of your school community!

The next Action Team meeting will be held on (insert date).
The Team meets approximately once a month.

If you have any questions, please contact: (insert contact name) at (insert contact information).



Raising Awareness Newsletter Insert

Healthy Schools, Healthy Kids!

Healthy Schools are positive environments where children are supported by their school community to make healthy lifestyle choices. Students, school staff, caregivers, and community partners can work together to improve the overall health and well-being of the school community.

Some of the benefits of becoming a Healthy School include improved academic success, increased mental health and well-being, increased skills to make healthy choices, student engagement, enhanced relationships, and improved connections between staff and students.

(insert school name) is interested in establishing a Healthy Schools Action Team to implement the Healthy Schools process. If you would like to learn more about the Healthy Schools process, contact (insert name of champion) at (insert contact information). An information session will be held soon. Stay tuned for more information.

Thank you!



Presentation Invitation

Come and Learn About Healthy Schools!

(insert school name) is **interested in creating a healthier school environment for students, staff, and all others involved in the school community**. We want to promote and support healthy choices at school, at home, and in the community. The school setting can provide an opportunity for children, staff, and caregivers to learn about health and develop skills to make positive, healthy choices.

A presentation will be given by (insert presenter's name) on (insert date, time) about the Healthy Schools initiative and how we, as a school community, can work together to become healthier.

Please participate. We want to hear your thoughts on the health issues that are important to you and your family.

If you plan on attending the Healthy Schools presentation, or if you have further questions, please contact (insert name of champion) at (insert contact information). We look forward to your support as we make (insert school name) a healthier school!



HASTINGS PRINCE EDWARD
Public Health

Healthy Schools

hpePublicHealth.ca

Learning Goals

Today, we will learn about:

- The Healthy Schools Approach
- The Ontario Foundations of a Healthy School
- The Healthy Schools Process



Minds on Activity

Answer these questions together:

- What does a Healthy School look like?
Sound like? Feel like?
- Why do we need Healthy Schools?
- What are the benefits for
students/staff/schools/families?



The Healthy Schools Approach

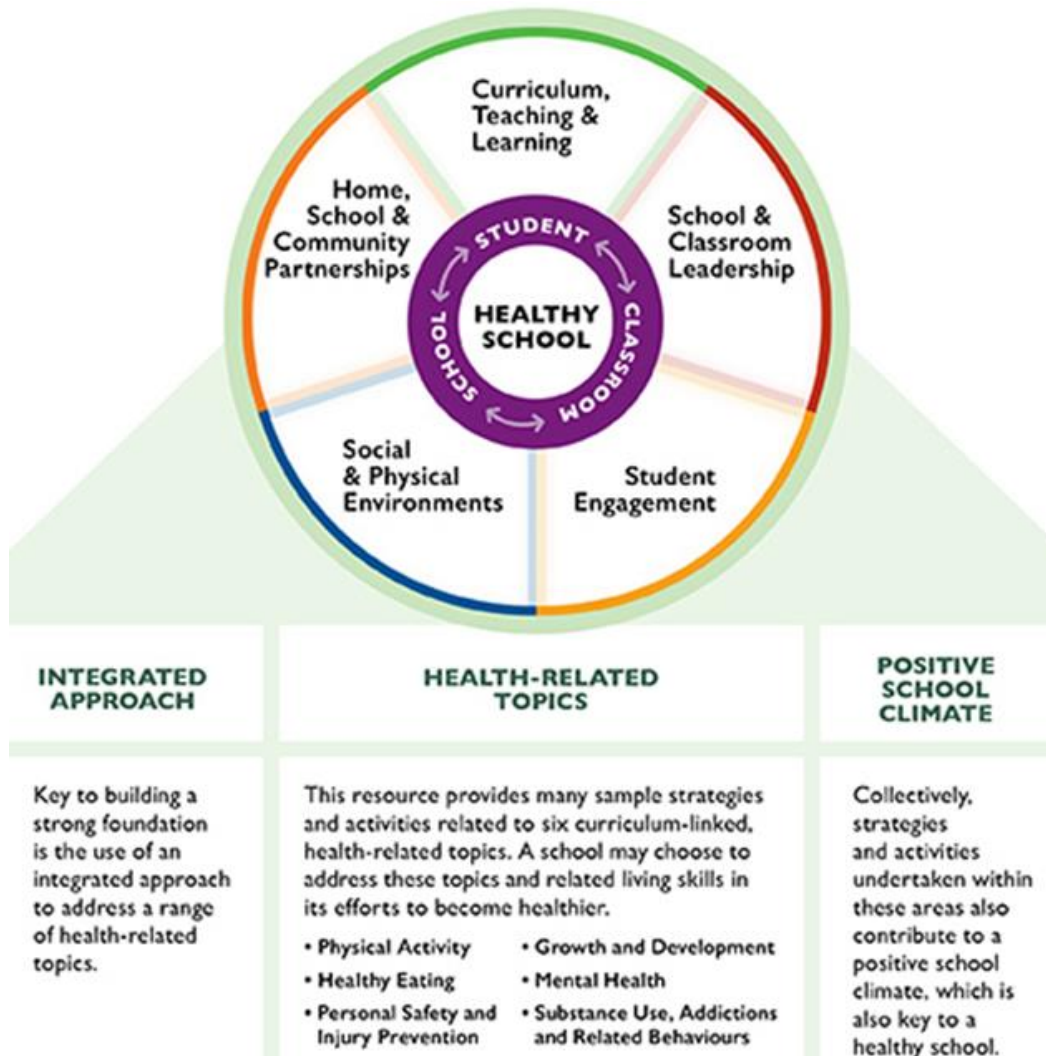
Healthy Schools, Healthy Communities: How You Can Make A Difference (Ophea)



Key Points

- We all want what's best for our kids – to be healthy and happy
- Establishing a Healthy School is not up to one person – we all have a role to play
- Different names used in different parts of the world
- No matter what it's called, the goal is the same
- It involves shared goals/ planning / taking action
- Empower young people

Ontario Ministry of Education Foundations for a Healthy School



[Ontario Ministry of Education](#)

Think of it like planting a garden.
Start by preparing the soil.



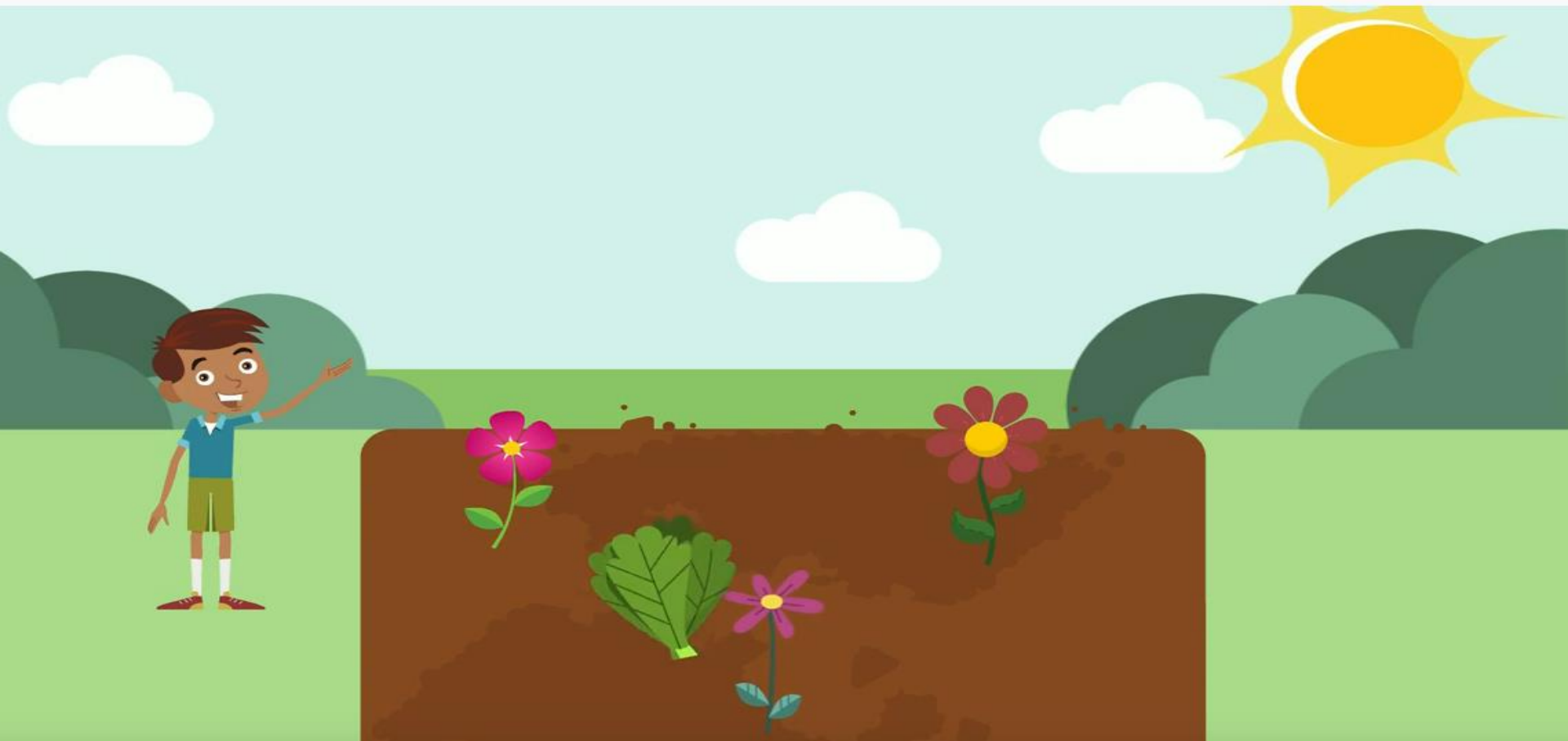
Plant the seeds.



Water the garden to help it grow.



Add some sunshine.



Support student gardeners.



The Healthy Schools Process

Basic Steps for Building Healthy Schools

STEP 1

- Form a Healthy Schools Action Team

STEP 2

- Identify strengths and needs

STEP 3

- Create and carry out the Action Plan

STEP 4

- Evaluate and celebrate!





The Healthy Schools Toolkit



For more information
please visit

hpePublicHealth.ca

Thank you!



Volunteer Recruitment Form

What does a healthy school mean to you? Does it mean having a safe, fun playground or lots of opportunities for physical activity and play? Does it include an environment where students show respect to one another or a place where all students can access the food they need to learn and grow? A healthy school will likely include all of these things. Healthy Schools can also be so much more!

(insert school name) is looking for volunteers to be a part of our Healthy Schools Action Team and/or help with healthy activities. We need caregivers, staff, and students to join. The Action Team will conduct a survey to help identify the health issue(s) that are most important to our school community. The Team will then review the issue(s) and come up with creative ideas to address them. We will put our ideas into action and then celebrate our successes!

If creating a healthy school is important to you, please sign up below.

| Name | Phone Number | Email Address |
|------|--------------|---------------|
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If you need more information, feel free to call (insert name of champion) at (insert contact information).



Sample Announcement

Healthy Schools Launch

We are on our way to becoming a healthier school!

(insert school name) is pleased to officially announce we have formed a Healthy Schools Action Team. The goal of the Healthy Schools Action Team is to support and promote healthy choices and activities that will make our school community a healthier place to work and learn.

Our Healthy Schools Action Team includes our principal, staff, caregivers, and students.

(list names of members if appropriate)

This Action Team will keep you informed of various Healthy Schools activities going on at (insert school name) through the school newsletter, social media, and/or the school bulletin board. Stay tuned for announcements on these exciting activities!

New members are always welcome! If you are interested in joining or have a question for a member of the Healthy Schools Action Team, please contact our Healthy Schools Champion: (insert name of champion) at (insert contact information).

We are one step closer to making our school healthier!



Getting Organized for the First Action Team Meeting

| | | |
|--|--|---|
| | Introductions | Welcome everyone to the meeting. Use an icebreaker to encourage interaction among members. This is the time to learn more about your peers! |
| | Visioning exercise | Before getting started, conduct a visioning exercise asking members about their vision for a healthy school. Highlight what the school may already be doing to promote health. Create a list of the ideas. |
| | An organized group is a successful one | Provide a Healthy Schools folder for each member to keep track of important papers and materials. |
| | Review the agenda | Have an agenda ready to distribute to members. The agenda should include topics for discussion, a time guideline, and the name of the person responsible for discussing the item. For the first meeting, the Healthy Schools Champion may choose to Chair. If possible, try rotating the Chair for subsequent meetings. |
| | Assign a volunteer to take the minutes | Briefly explain how to take minutes for those who are unfamiliar. Use the template provided in this Toolkit as a guide. Provide members with a copy of the minutes after the meeting. |
| | Establish roles and responsibilities | The roles and responsibilities determine how the Action Team will operate. These guidelines will prevent any miscommunication. |
| | Discuss working as a group | Briefly discuss basic guidelines to ensure the group works cooperatively. |
| | Complete a Healthy Schools Action Team contact list | Make a list with the contact information for each member. If a member is a student, include their teacher's name and grade. Post a copy of the list on the school bulletin board so that school community members know who to contact if needed. |
| | Participation is a step in the right direction! | Thank the Action Team members for joining in and participating. Encourage and build excitement for the future of the program and the health of the school! |



Sample Agenda – First Action Team Meeting

Date:

Time:

Location:

1. Welcome and introductions
2. Warm-up/icebreaker
3. Agenda review
4. Assign minute-taker
5. Establish roles and responsibilities
6. Provide overview of working cooperatively as a group
7. Healthy Schools visioning exercise
8. Establish a committee name
9. Contact information
10. Next steps:
11. Next meeting date:



Meeting Minutes Template

Date:

Meeting Participants:

Regrets:

Recorder:

| Agenda Item | Discussion Points | Action Item | Person Responsible | Timeline |
|-------------|-------------------|-------------|--------------------|----------|
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Date/time/location of next meeting:



Visioning Exercise

Complete together as an Action Team to help establish a shared vision of a healthy school.

Discussion Questions

Champion/Chair records responses on flip chart.

1. What comes to mind when I say the word “healthy”?
2. What images/thoughts do you have when I say “healthy school community”?
3. What affects the health of students?
4. Who or what are the greatest influences on the health of students?
5. What are the current strengths of our school and our school community?

Visioning Activity – What is your vision of a healthy school community?

Imagine our school community two years from now. You are at a Healthy Schools celebration event to celebrate the successes we have achieved. On this piece of paper, take a few minutes to write down all your thoughts and then we will share them together.

- What does our school look like as a healthy and thriving school community?
- What do you see/hear/feel?
- What does the school community look like?
- How do people feel?
- What programs and services are in place?
- What has changed?

Now, based on this exercise and our school survey, choose the three priority areas that you think need to be addressed first.

Break into groups and write your ideas onto flip chart paper and share your priority areas within your group. Choose a group member to present them to the larger group. As a team, we will prioritize them to decide which areas we should address first. Use one colour sticker for the most important issues and another colour sticker for the other choices. This will help organize the focus of the Healthy Schools activities.



Setting SMART Goals

When developing an action plan, be sure that your goals and activities are SMART!

Specific

Set specific goals that describe desired accomplishments. To avoid confusion and ensure all Team members are on the same page, answer the questions: who, what, where, when, and how when setting goals.

Measurable

Identify how to measure successful achievement of a goal and be specific. Use specific targets and indicators to determine whether you have been successful at the end of the year.

Action-oriented

Decide how to meet your goal. What action(s) will be required to ensure you achieve your objective? Outline your actions in the action plan.

Realistic

Reflect on your goals and determine whether success is possible. Are there any barriers in the school that may prevent success? Develop goals that are attainable. If you set goals that are unachievable, the school may feel the Healthy Schools activities were not effective, which could possibly result in decreased participation in the future. Assess if there are adequate resources, support, and time available to successfully achieve the goals.

Time-oriented

Consider how much time is needed to complete the activity and meet the goal. Setting a realistic timeline gives the school an indication of the time needed to achieve the goal. The target date gives students, staff, and parents the motivation to reach the goal within a specific time period. If a timeline is not established, there may be less motivation and focus on reaching the goal. Consider factors that may influence the timeline and ensure the timeline is realistic.

Examples of SMART goals:

1. Measurable: To help increase physical activity levels of students at recess, Grades 5 – 7 students will offer active playground activities to younger students once a week at the first recess for the month of March.
Student leaders will track the number of students who participate each day.
2. Time-oriented: To increase the knowledge of how food grows, improve access to fresh vegetables and fruit, and strengthen our school's connection with the community, the healthy schools action team will consult with a public health dietitian about creating a school/community garden. The consultation will occur in February and the planning/building will start in April.



Sample Roles and Responsibilities

Guiding Principles for the Healthy Schools Action Team

1. Purpose of the Action Team

The purpose of the Healthy Schools Action Team is to help the school community promote and support healthy practices (such as healthy eating behaviours and activity) in the classroom, throughout the school, and at home to improve the health and learning of our students.

2. Membership

The Healthy Schools Action Team is made up of four or more school community members including at least one staff/administrator, caregiver, and student with an interest in health. Members must be willing to represent the school on key health issues and be able to commit the time to carry out the expectations of the Healthy Schools Action Team. Members are asked to commit to at least one year of participation. Membership will be reviewed and confirmed at the first Healthy Schools Action Team meeting of the school year. Sub-committees will be formed as needed to help with specific health issues (such as nutrition activities).

3. Roles of the Healthy Schools Action Team and sub-committee members

Chair/Co-chair

- Set the meeting agendas with input from members
- Ensure a meeting room is available and booked
- Chair meetings and act as a contact person for the committee
- Ensure there is a recorder and minutes are taken and distributed
- Maintain a record of activities, plans, minutes, and reports
- Submit reports as necessary to the School Council and school administration

Recorder

Minute-taking will be rotated among members for each meeting. Minutes will be distributed seven (7) days prior to the next meeting.

4. Expectations of the Healthy Schools Action Team and sub-committees:

1. Select a Chair
2. Establish the roles and responsibilities
3. Attend and participate in scheduled meetings
4. Coordinate assessment of school health needs. Brainstorm potential solutions/activities and set priorities for action
5. Develop and review a School Health Action Plan based on school community member feedback

6. Work with sub-committees, School Council, and school community members to carry out the duties
7. Manage resources, budget, and review progress
8. Liaise with sub-committees
9. Facilitate communication and awareness of Healthy Schools information and activities among all school community members (School Council, caregivers, and any new or existing school committees)

5. Meetings

The Healthy Schools Action Team meets on the (insert day of month) for (insert number of hours) hours unless otherwise scheduled. Meetings are held in (insert location) at (insert time). Meetings are held to discuss progress, review challenges, and make changes to the action plan. The Chair notifies members of any changes to meetings.

6. Duration of the committee

At the end of each school year the Healthy Schools Action Team will review its activities and progress and identify next steps.

(insert name)

(insert name)

Administration

Healthy Schools Committee Champion

Signatures of all Healthy Schools Committee members:



Roles and Responsibilities Template

Purpose of committee: Why the committee exists

(insert text)

Membership: Include staff, caregivers, students, administrators, and community members

(insert text)

Roles of members/chair: Outline members' tasks and responsibilities

(insert text)

Expectations: Steps to achieving goals

(insert text)

Meetings: How often, when, how long, and location

(insert text)



Working Effectively as a Group

The following tips will help the Healthy Schools Action Team work effectively as a group and achieve success.

Establish good communication

- Listen to others when they are speaking
- Build mutual trust – keep team members informed, provide an open atmosphere for expression of ideas
- One person speaks at a time; take turns presenting ideas
- Share information about each other's working styles
- Communicate equally among and between all members

Identify roles of members

- Encourage group members to attend meetings regularly
- Identify individual preference(s) for roles
- Ask each member to identify his/her strengths (and areas for improvement)
- Be open-minded with ideas and respect diverse opinions
- Ensure each member has equitable roles
- Complete the assigned responsibilities and roles
- Ask questions when needed
- Participate regularly

Other important tips

- Start and end meetings on time
- Watch for conflicts and deal with them proactively – negotiate problems and accommodate differences in working habits
- Involve people in different ways based on the skills they possess
- Ensure everyone on the Action Team is clear about the decisions made in the meetings
- Rotate responsibilities to ensure fairness and equity



Action Team Committee Member Contact List

Name of School: _____

| Name | Role (student, staff, caregiver, administrator, or community member) | Email address or contact information | Grade & teacher's name (for students) |
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Sample Survey Letter

We want to know what is important to you!

The (insert school name) Healthy Schools Action Team would like to identify the health issues that are most important to you and your family. The Action Team is asking students, staff, and caregivers to complete surveys that will help determine health issues that should be addressed in our school and the activities we will plan throughout the school year.

The surveys will also help us determine the interest of our school community in becoming a healthier school. We also want to identify school activities that are already in place that support and promote health as well as areas of improvement.

The Healthy Schools Action Team will collect the results of the survey and share them with you. We hope this information will encourage everyone to work together to make our school a healthier place. Your ideas and input are important to us and we value any new ideas you may have throughout the school year. We are all a part of our school community and together we can make a difference!

If you have any questions or concerns regarding the survey, please contact our Healthy Schools Champion (insert name of champion) at (insert contact information). Thank you for your input!

Have a voice in your school – speak up and be a part of the change!



Sample Student Survey: Grades JK to 3

1. What do you think makes you healthy?

2. What school activities make you feel healthy?

3. What would you like to see at our school to help you feel healthier?

4. Draw a picture of a healthy school.



Sample Student Survey: Grades 4 to 8

A healthy school environment is important to everyone. We are asking caregivers, staff, and students to give us ideas about how we can create a healthy school. Please complete the questions below and return the survey to your teacher.

1. What current school activities make you feel good and feel healthy?

2. What else would you like to have at your school to help you feel healthier?

3. How can we make these ideas happen?

4. As a student, what issues are important to you? Please check all boxes that apply; *then place a star next to the three most important issues.*

- Mental health
- Physical activity
- Violence and bullying
- Healthy eating
- Healthy relationships
- Puberty and sexual health
- Substance use (i.e. cannabis, alcohol, tobacco)
- Other:

5. What is your idea of a healthy school? (if you prefer, you can draw a picture on the back of this survey)

6. Are you interested in being part of our Healthy Schools Action Team? If you want to be part of the Team, please provide your information below.

Name:

Teacher:

Grade:



Sample Student Survey: Grades 9 to 12

A healthy school environment is important for everyone. We are asking caregivers, staff, and students to share ideas about how we can create a healthy school. Please complete the questions below and return this survey to your teacher.

1. What current school activities make you feel good and feel healthy?

2. What else would you like to have at your school to help you feel healthier?

3. How can we make this happen?

4. As a student, what issues are important to you? Please check all boxes that you think are important; *then place a star next to the three most important issues.*

- Mental health
- Physical activity
- Violence and bullying
- Healthy eating
- Healthy relationships
- Sexual health
- Substance use (i.e. cannabis, alcohol, tobacco)
- Other:

5. What is your idea of a healthy school?

6. Are you interested in being part of our Healthy Schools Action Team? If you want to be part of the Team, please provide your information below.

Name:

Teacher:

Grade:



Sample Staff Survey

A healthy school environment is important to everyone. A Healthy Schools approach focuses on health issues specific to the needs and concerns of the school community. We are asking caregivers, staff, and students to provide input on how to create a healthy school.

Please complete the questions below and return the survey to the Healthy Schools Action Team:

1. What current school activities make you feel good and feel healthy at school?

2. What else would you like to have at our school to help you feel healthier?

3. How can we make this happen?

4. As a school staff member, what issues are important to you? Please check all boxes that apply; then place a star next to the three most important issues.

- Mental health
- Physical activity
- Violence and bullying
- Healthy eating
- Healthy relationships
- Human development and sexual health
- Substance use (i.e. cannabis, alcohol, tobacco)
- Other:

5. What is your vision for a healthy school?

Thank you for helping our school become a healthy school!

If you have any questions or comments, please speak with: _____
(Name of Champion)



Sample Caregiver Survey

A healthy school environment is important for everyone. A Healthy Schools approach focuses on health issues specific to the needs and concerns of the school community. We are asking caregivers, staff, and students to provide input to help us create a healthy school.

Please complete the questions below and return the survey to the Healthy Schools Action Team by:

_____ (Date)

1. What current school activities make your children feel good and healthy at school?

2. What would you like to see at our school to help your children feel healthier?

3. How can we make this happen?

4. As a caregiver, what issues are important to you for your children? Please check all boxes that apply; *then place a star next to the three most important issues.*

- | | |
|--|--|
| <input type="checkbox"/> Mental health | <input type="checkbox"/> Healthy relationships |
| <input type="checkbox"/> Physical activity | <input type="checkbox"/> Human development and sexual health |
| <input type="checkbox"/> Violence and bullying | <input type="checkbox"/> Substance use (i.e. cannabis, alcohol, tobacco) |
| <input type="checkbox"/> Healthy eating | <input type="checkbox"/> Other: |

5. What is your vision for a healthy school?

Are you interested in being part of the Healthy Schools Action Team? If yes, please complete the information below. I am interested in being part of a:

- Committee Project Event Other

Name: _____ Phone Number: _____

Thank you for helping our school to become a healthier place for children to learn.

If you have any questions or comments, please speak with _____
(Name of Champion)



Sample Survey Summary

Healthy Schools Update.... another step in the right direction!

The _____ Healthy Schools Action Team recently conducted surveys
(Name of school)
of students, staff, and caregivers to identify the health needs within our school. The Action Team has learned a lot about the health of our school community through these surveys. Thanks to everyone who completed a survey, your input was valuable!

As a result of the surveys, we learned that we are already supporting health in our school in several areas including: (insert examples)

We also learned that there are several areas that could be improved including: (insert examples)

As an Action Team, we have prioritized these issues: (insert examples)

Over the next few months we will develop activities for our school community based on these health issues. We may request your help in planning and carrying out these activities and we encourage your participation! We will keep you posted on upcoming activities.

If you have any questions, concerns, or additional ideas on ways to address these issues, feel free to contact an Action Team member or our Healthy Schools Champion:

_____ at _____
(Name of Champion) (Contact information)

Thank you for your input!

You spoke - we listened! Stay tuned for fun activities coming your way!



Action Plan

Purpose

The purpose of this Action Plan is to outline the intervention(s) that will be implemented in the school over the school year.

School Profile

School Name: Click or tap here to enter text.

Administrator: Click or tap here to enter text.

Contact Info: Click or tap here to enter text.

Healthy Schools Champion: Click or tap here to enter text.

Contact Info: Click or tap here to enter text.

Public Health Staff: Click or tap here to enter text.

Contact Info: Click or tap here to enter text.

Other Support Staff: Click or tap here to enter text.

Contact Info: Click or tap here to enter text.

Healthy Schools Action Team Members

Staff: Click or tap here to enter text.

Students: Click or tap here to enter text.

Caregivers: Click or tap here to enter text.

Administrators: Click or tap here to enter text.

Community Members: Click or tap here to enter text.

Activity

Priority Topic:
Goal (SMART):

Activity (name and description):

| Foundations for a Healthy School: | Target Audience: | Facilitator(s): | Resources: | Time Frame: |
|--|---|------------------------|-------------------|--------------------|
| <input type="checkbox"/> Curriculum, Teaching and Learning <input type="checkbox"/> School and Classroom Leadership <input type="checkbox"/> Student Engagement <input type="checkbox"/> Social Environment <input type="checkbox"/> Physical Environment <input type="checkbox"/> Home, School, and Community Partnerships | <input type="checkbox"/> Grade: _____ <input type="checkbox"/> Whole School <input type="checkbox"/> Youth <input type="checkbox"/> Caregivers <input type="checkbox"/> Educators <input type="checkbox"/> Priority Population: _____ | | | |

(Copy and paste table for each activity)

Communication

How will you communicate the Action Plan to the school community?

Celebration

How will you celebrate the work once it has been completed?

User Guide

| Foundations for a Healthy School | Definition |
|--|---|
| Curriculum, Teaching, and Learning | Curriculum, teaching, and learning is an area that offers a wide range of opportunities for students to learn, practice, and promote positive and healthy behaviours, and to practice leading healthy, active lives. (i.e. in-class programs that can be facilitated by the teacher or through team teaching) |
| School and Classroom Leadership | School and classroom leadership focuses on creating a positive classroom and school environment by identifying shared goals and priorities that are responsive to the needs of the school community. (i.e. training for educators or policy development with school administrators) |
| Student Engagement | Student engagement refers to the extent to which students identify with and value their learning; feel a sense of belonging at school; and are informed about, engaged with, and empowered to participate in and lead academic and non-academic activities. (i.e. school-wide events or campaigns organized by students for students) |
| Social and Physical Environments | Healthy, safe, and caring social and physical environments support learning and contribute to the positive cognitive, emotional, social, and physical development of students. (i.e. healthy cafeterias, creating a garden, active transportation program, active hallways, positive relationships between school staff and students) |
| Home, School and Community Partnerships | Home, school, and community partnerships engage caregivers, extended family, school staff, child care staff, and family support programs and community groups in a mutually beneficial way to support, enhance, and promote opportunities for learning and well-being. (i.e. health literacy programs for caregivers, attending school events, attending municipal council meetings) |
| Ministry of Education. (2014). Foundations for a Healthy School. Retrieved from http://www.edu.gov.on.ca/eng/healthyschools/resourceF4HS.pdf | |

| Target Audience | Definition |
|-----------------------------|--|
| Grades | Kindergarten to Grade 12 |
| Whole School | School Campaigns that are designed for all students |
| Youth | 12 to 19 years of age |
| Caregiver | The term “caregiver” refers to parents, guardians, and family members of school-aged children |
| Educators | Individuals who work in elementary or secondary schools and teach students |
| Priority Populations | A group at risk of poor health outcomes that would benefit from additional public health support |

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|---------------------|-----------------------|
| Facilitators | HPEPH Staff |
| | Educators |
| | Students |
| | School Board Staff |
| | External Facilitators |
| | Parents |










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|------------------|---|
| Resources | Cost |
| | Information Handouts |
| | Teaching Guides |
| | Refreshments |
| | Office Supplies (i.e. paper, pens) |
| | Presentation (i.e. power point, banner) |
| | Electronic (i.e. computer, projector) |
| | Program Guides/Instructions |
| Lesson Plans | |



Participant Activity Evaluation

Activity: _____ Date: _____

Please circle your response:

| | Yes | Somewhat | No |
|--|---|---|---|
| I enjoyed the activity |  |  |  |
| I learned something new |  |  |  |
| I would like to do this activity again next year |  |  |  |

What did you like most about the activity?

What healthy things do you plan on doing after participating in this activity?

What did you learn from the activity?

What would you change about the activity?

Thank you for your participation!



Year-End Action Team Evaluation

Which of the following best describes your role?

Student
 School staff
 Parent
 Community member
 Administrator
 Other

| Please rate the following: | Strongly Disagree | Disagree | Neither Agree nor Disagree | Agree | Strongly Agree | N/A |
|--|--------------------------|--------------------------|----------------------------|--------------------------|--------------------------|--------------------------|
| I feel comfortable participating during the meetings. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I understand what is expected of me and my role as a part of the Healthy Schools Action Team | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Healthy Schools Action Team members work cooperatively together. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I have a say in Healthy Schools planning and decision-making. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| As a Healthy Schools Action Team, we made a positive impact in our school this year. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| As a result of being a member of the Healthy Schools Action Team, I have developed new skills. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| As a result of being a member of the Healthy Schools Action Team, I am more aware of the health issues in my school. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| As a result of being a member of the Healthy Schools Action Team, I feel more connected to my school. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

What do you like about the Healthy Schools Action Team?

What challenges/barriers exist within the Healthy Schools Action Team?

How do you think the Healthy Schools Action Team could improve?

What changes would you like to see?

Thank you for your participation!



Healthy Schools Process Implementation Checklist

STEP 1: FORM A HEALTHY SCHOOLS ACTION TEAM

- Educate the school community about the Healthy Schools approach
- Communicate with key community members about Healthy Schools
- Form a diverse Healthy Schools Action Team with representation from the whole school community
- Conduct the first Healthy Schools Action Team meeting
- Establish a general vision of what a Healthy School should look like

STEP 2: IDENTIFY STRENGTHS AND NEEDS

- Complete survey for:
 - caregivers
 - staff
 - students
 - administrators
- Review and discuss survey results
- Establish priority areas for the school
- Communicate results and priority areas within the school community

STEP 3: DEVELOP AND CARRY OUT ACTION PLAN

- Develop goals and select activities based on priority areas
- Develop an action plan to address all four components of the Healthy Schools program
- Communicate and promote the action plan with school community members
- Start working on the activities following the action plan
- Review the action plan progress regularly and revise as needed

STEP 4: EVALUATE AND CELEBRATE ACHIEVEMENTS!

- Determine if you have met your goals
- Assess completion of steps in the Healthy Schools Process
- Complete the year-end evaluation
- Gather feedback from:
 - caregivers
 - staff
 - students
 - administrators
- Plan for next year's Healthy Schools Action Team and activities
- Communicate Healthy Schools achievements with the entire school community



Reflection and Planning for Next Year

What was successful this year? List the top three areas.

What challenges did we face this year?

How did we overcome these challenges?

How can we improve next year?

What will our primary health topic be next year?

What are the top three priorities for next year?

Plan for next year's first meeting

Date and time: _____

Location: _____



Year-End Celebration Ideas

Congratulations! Your Action Team has made a difference in the health of your school community. Be proud and celebrate your accomplishments! Here are some healthy celebration ideas for your Action Team and school.

Healthy Schools Action Team

- Take a **picture of the Healthy Schools Action Team** and recognize them in the last school newsletter of the year or via social media
- Give each member (including students) a special **certificate of recognition**, acknowledging their efforts and participation on the committee
- **Host a themed** celebration (such as Hawaiian or Summertime). Have fun matching the music, décor, and outfits to this theme
- Provide “active” **prizes** such as a free day at the local gym or recreation centre. Call local businesses and ask for donations

School-Wide Celebration

- **Have a celebration assembly:** Involve the school community by having a fun assembly that highlights the healthy achievements made by your school; involve performances/drama presentations and guest speakers
- Host a play day for your school where classes can get outside to have fun and be active
- Have an “active” **family night** such as a dance party, fitness night, or bowling night
- Give each student a **recognition prize** such as a sticker, pencil, or magnet as an appreciation gift to raise awareness about Healthy Schools. Ask local businesses or organizations for donations
- Send a **thank you letter home** to caregivers in appreciation of their efforts towards becoming a healthier school

(insert school year)

(insert school name)

This certificate recognizes:

(insert name)

for helping our school become a healthier learning environment.

**Thank you for your
contributions!**

Date

Signature



Sample Year-End Update

Way to go!

As we come to the end of the school year, the Healthy Schools Action Team would like to thank students, staff, caregivers, and community members for supporting our journey to becoming a healthier school. We hope the Healthy Schools Action Team has helped you develop positive health behaviours to use at school, home, and in the community.

We have taken several steps to become a healthier school! A few examples of our accomplishments this year include:
(insert activities, changes to school health)

These accomplishments are the result of your hard work and input. We appreciate your enthusiasm and support, and hope this will continue next year as we continue developing a Healthy Schools community. We must always strive to become a healthier school and give our children the best possible environment to learn and develop!

Stay tuned for new and exciting activities next year. The Healthy Schools Action Team always welcomes new members and ideas.

Thank you again. If you have any further questions, please contact the Healthy Schools Champion (insert name of year-end) at (insert contact information).

Congratulations!