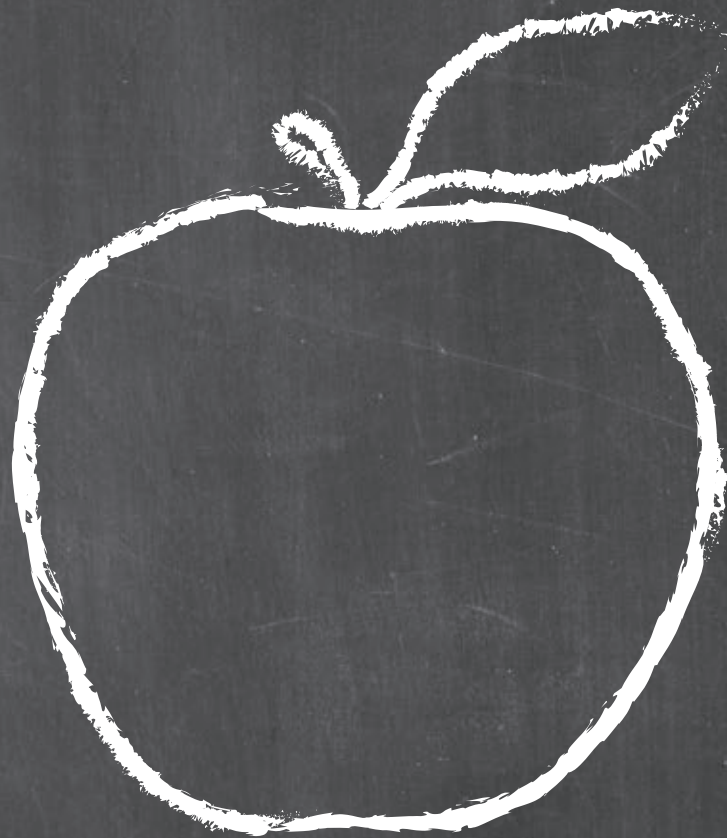



HEALTHY  
SCHOOLS  
TOOLKIT



# HEALTHY SCHOOLS TOOLKIT

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## WHY HEALTHY SCHOOLS?

The Healthy Schools approach is an internationally recognized framework to create a healthy school environment and improve student learning. This approach supports improvements in students' educational outcomes and promotes resilience by addressing school health in a planned, integrated and holistic way. There is evidence that health and learning are interdependent; **healthy children make better learners and better educated children are healthier.**

The effectiveness and sustainability of this approach relies on a partnership between health, education, parents, students and community stakeholders working together on a school health committee. The Grey Bruce Health Unit is committed to working with the school board to help improve the health of students.

The Healthy Schools Toolkit is designed to guide schools through the steps to creating a healthier school. School Health Committees may choose to use all or any of the resources in the Toolkit to support their Healthy Schools work.


Want to become a **Certified Healthy School?** Create your Healthy School Committee and organize student led activities throughout the year based on your school survey results. Complete your evaluation form with your Public Health Nurse and the Grey Bruce Health Unit will certify your school so everyone knows your commitment to health!

## HOW TO USE THIS TOOLKIT

The Healthy Schools Toolkit is designed to guide schools through the steps to creating a healthier school. School Health Committees may choose to use all or any of the resources in the Toolkit to support their Healthy Schools work.

The goal of creating a School Health Committee is to create a healthy school environment for all children so they have the capacity to reach their full potential!

Need help? Contact the Grey Bruce Health Unit to help get you started! You can reach us at 519-376-9420 or for more information visit our website at [www.publichealthgreybruce.on.ca](http://www.publichealthgreybruce.on.ca)

\*Throughout the toolkit you will see the symbol  that links to a worksheet/resource at the back of the toolkit\*

# FOUNDATIONS FOR A HEALTHY SCHOOL

This toolkit was made in alignment with the Foundations for a Healthy School created by the Ministry of Education:

## 1. Curriculum Teaching and Learning

Offer wide range of opportunities for students to learn, practise and promote positive and healthy behaviors, and to practise how to lead healthy, active lives.

## 2. School and Classroom Leadership

Creating a positive classroom and school environment by identifying shared goals and priorities that are responsive to the needs of the school community.

## 3. Student Engagement

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.

## 4. Social and Physical Environments

Healthy, safe and caring environments support learning and contribute to the positive cognitive, emotional, social and physical development of students.

## 5. Home, School and Community Partnerships

Engages parents, school staff, organizations such as public health, social services, parks and recreation and community groups to support, enhance and promote opportunities for learning and well-being.

By giving students the resources, education and motivation to become healthy individuals it helps them meet their basic needs so they are able to be better prepared in the classroom and reach their full potential.

### **Students will benefit from creating an active and healthy school community by:**

- Being able to concentrate and learn better in class because their basic needs are met (i.e., nutrition, physical activity and emotional well-being)
- Develop greater confidence, motivation and self-esteem to make important life and health choices
- Know where to turn to for health advice
- Being more likely to achieve better academic results
- Have strategies to interact effectively with peers
- Attend school more regularly



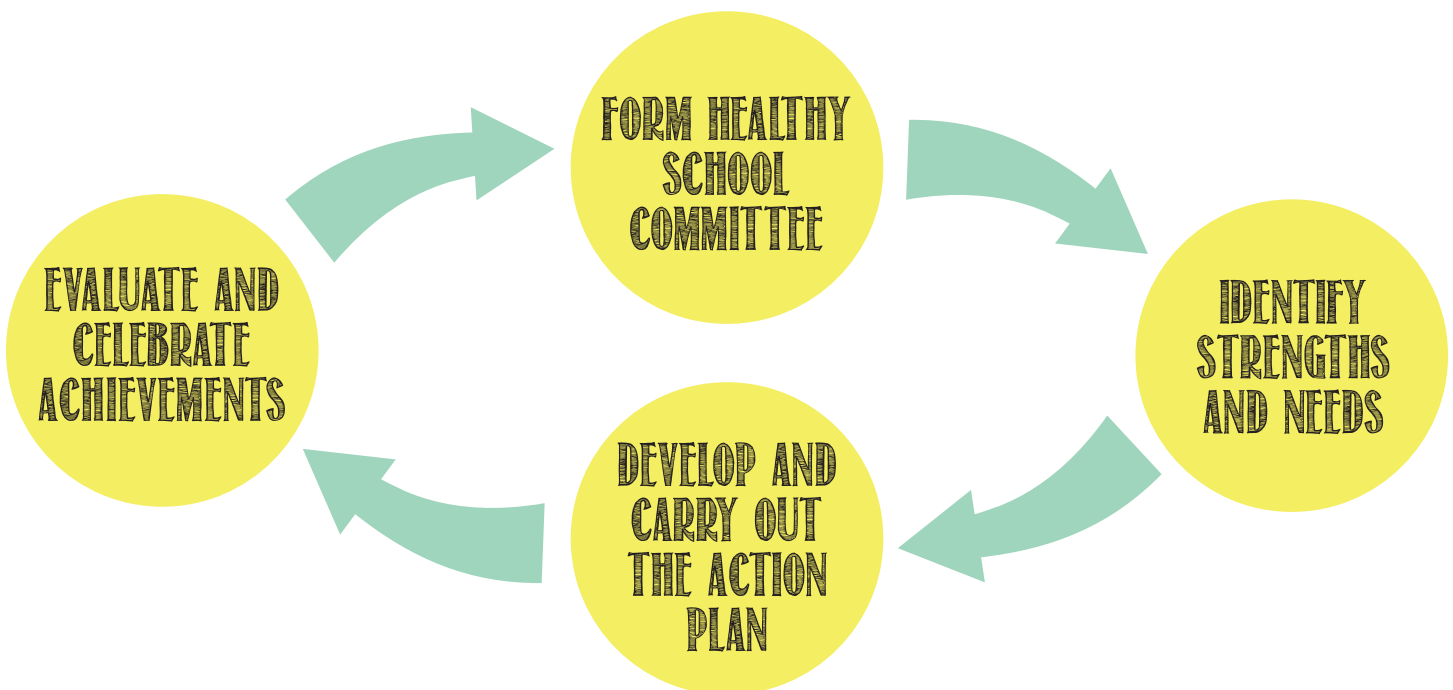
# ROLES AND RESPONSIBILITIES OF THE HEALTHY SCHOOL COMMITTEE

## **A Healthy School Leader (Adult Lead):**

- is keen and enthusiastic about improving the health of the school community
- is a role model for healthy behaviour
- is someone who is in the school regularly such as a teacher, parent, administrator, child and youth worker or a community coordinator
- has enough time in their schedule to devote to Healthy Schools
- encourages healthy behaviours within the school

## **A Healthy School Committee Member:**

- is keen and enthusiastic about improving the health of the school community
- wants to be a role model for healthy behaviour for others
- is a member of the school community such as a teacher, parent, administrator or student
- has enough time in their schedule to attend regular meetings and planned Healthy School activities
- Works as part of a team to plan and carry out a Healthy School Plan



# STEP 1: FORM A HEALTHY SCHOOL COMMITTEE

## Goals

- Raise awareness of the benefits of becoming a Healthy School
- Motivate the school community to support Healthy Schools
- Recruit school community members for the Healthy School Committee

## PART A

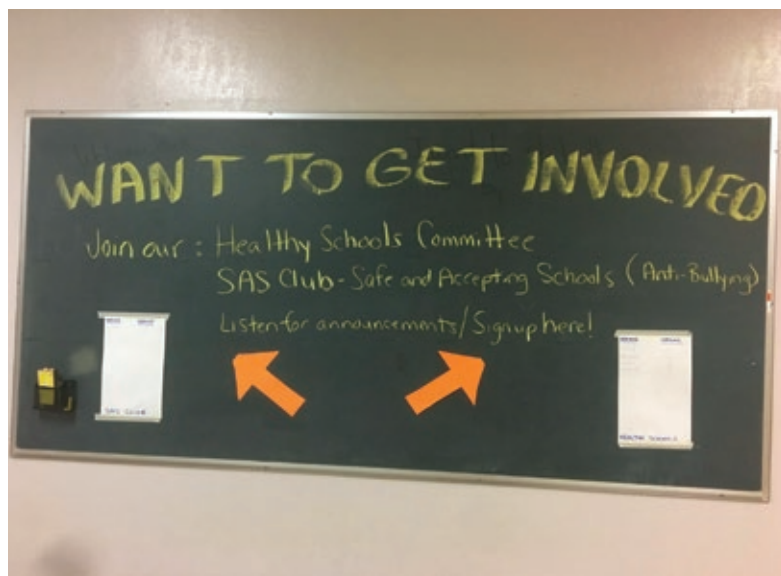
- Determine level of interest and establish commitment
- Speak with your principal to discuss Healthy Schools and determine if the timing is right
- Contact a Public Health Nurse for assistance
- Develop a plan to let the school know about Healthy Schools
- Let the school know why a Healthy School is important 🍏<sup>1</sup>
- Find out what the school is already doing to promote Health!
- Get students excited about this and how they can help make this change!

## PART B

- Form the **Healthy School Committee**
- Invite people to get involved in the Healthy School Committee 🍏<sup>2</sup>
- Promote the committee through posters, newsletters and school events 🍏<sup>3</sup>
- Build your team! Think of including staff, students, parents, administrators, and community members
- Organize and have your first Healthy School Committee meeting 🍏<sup>4</sup>, 🍏<sup>5</sup>, 🍏<sup>6</sup>
- Come up with a name for your committee (e.g., Healthy Champs, Snack Attack, Health Squad –perhaps have a naming and/or logo contest)
- Discuss a general vision of a Healthy School 🍏<sup>7</sup>, 🍏<sup>8</sup>
- Announce to the school the Healthy School Committee had their first meeting 🍏<sup>9</sup>

### Checklist for Step 1:

- ✓ Educated the school about the Healthy Schools approach
- ✓ Created your Healthy School Committee
- ✓ Conducted the first Healthy School Committee meeting
- ✓ Created a general vision of what your Healthy School looks like



# STEP 2: IDENTIFY STRENGTHS AND NEEDS

## Goals

- Identify the strengths, needs, interests and health of the school community by providing a survey for staff, students and parents
- Review and discuss the results and identify priority areas for action

## PART A

- Survey your school community
- Create a survey for students, staff and parents to see what the current health status is in your school and how you will deliver the survey (Consider using results from previous surveys) 🍎<sup>10</sup>, 🍎<sup>11</sup>, 🍎<sup>12</sup>
- Inform the school that the committee will be conducting surveys and this is a way for them to share their ideas!
- Create a Healthy Schools suggestion box (Place the box in a central location and encourage the school to put their ideas and concerns in the box!)

## PART B

- Share results, establish the vision and prioritize the health issues
- Examine the results of the survey and write down what you are already doing in the school, what needs to be done and what are your challenges and opportunities
- Let the school know the results especially what the school is already doing to promote health! 🍎<sup>13</sup>
- Continue to develop a vision by brainstorming and creating your ideal school, write down what the most important health issue is in your school that you are able to commit to over the school year. Be creative and have fun!
- Keep a record of the suggestions that you are not using this year so they can be worked on in the future.

### Checklist for Step 2:

- ✓ Survey completed
- ✓ Reviewed and discussed the results of the surveys
- ✓ Established priority areas for your school
- ✓ Shared the results with the school



# STEP 3: DEVELOP AND CARRY OUT THE ACTION PLAN

## Goals

- Develop an Action Plan for the activities of the Healthy School Committee based on the health issue(s)
- Carry out your Healthy Schools Action Plan activities in the school

## PART A

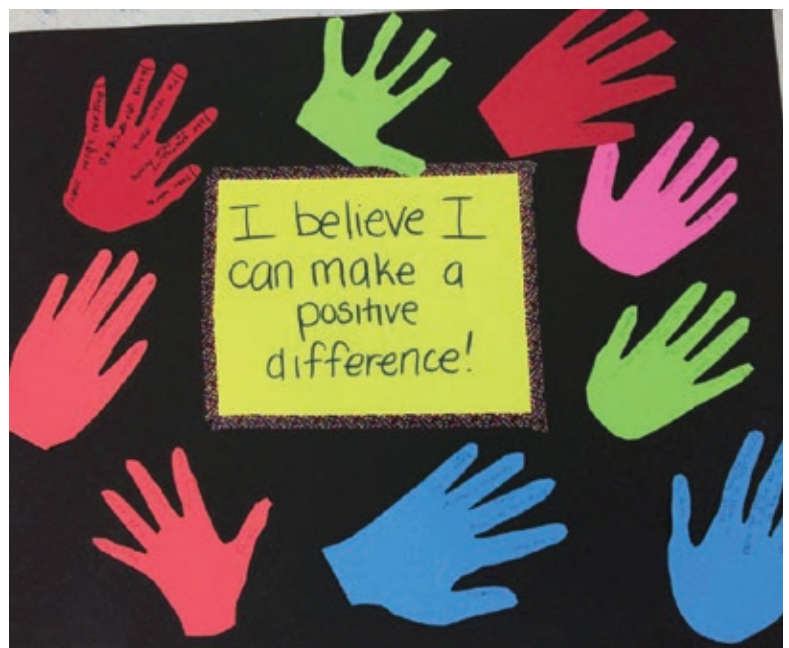
- Develop the Action Plan 🍎<sup>14</sup>
- Brainstorm and choose activities for your priority areas - start small and plan easy to accomplish activities so you will experience success and be motivated to continue
- Create your goals for your activities
- Determine what success will look like by developing indicators - ask yourself how will we know if we have met our goals?
- Speak with others in your school before you begin to carry out the activities, to make sure you have support to see them through

## PART B

- Share and promote the activities with the school. For example, you may choose to:
  - Send a letter to parents and community partners to update them what the Healthy School Committee activities will be!
  - Host a Healthy School kick-off assembly for parents and community partners to see what your school will be doing to support health
- Invite students to be actively involved in planning and carrying out Healthy School activities - the more you include others, the greater support and motivation you will receive
- Ensure school staff, students, parents and community partners are ready to implement the activities effectively

### Checklist for Step 3:

- ✓ Developed a goal and selected your healthy activities
- ✓ Developed an Action Plan and included the Foundations for a Healthy School
- ✓ Communicated and promoted the Action Plan with school community members
- ✓ Started working on the activities
- ✓ Checked in with your team to see if any problems or changes need to be made
- ✓ Carried out Healthy Schools Action Plan and activities





# STEP 4: EVALUATE AND CELEBRATE ACHIEVEMENTS

## Goals

- **Review, evaluate** and **celebrate** your Healthy Schools activities

## PART A

### • Evaluate

- As you complete each activity from your Action Plan, write down what worked well and any problems you may have experienced. Add this information to the Action Plan
- Evaluation is important to learn if the activities worked, identify any problem areas, and to help create new ideas for the future!
- Determine how you will evaluate your activities (survey, interviews?) simple is better 🍎<sup>15</sup> 🍎<sup>16</sup>
- Once all your healthy activities are completed for the year think of doing the student feedbacks right away or at the last event so it is fresh in their mind!
- Your Public Health Nurse will be in touch with your School Leader to complete a survey at the end of the school year for feedback on how things went this year!

### Evaluation areas to focus on:

- The steps of the Healthy Schools process – were you able to complete them all?
- The school community – did the school enjoy the activities? Did many students and staff participate?
- The Action Plan – have you met your activity goals as outlined?
- The Healthy School Committee – how did everyone work together to achieve common goals?
- Discuss and reflect on successes and challenges 🍎<sup>17</sup>
- Look for and record any changes within the school that may be a result of Healthy Schools and record them as successes on your committee's Healthy Schools Action Plan

## PART B

- **Plan** for next year
- Set a date and plan the agenda for next year's first meeting
- Discuss next year's Healthy Schools Action Plan – include activities you did not get to this year and come up with new ideas



## PART C

- **Celebrate** achievements
- Provide opportunities for the school to hear about the activities and your success!
- Encourage students and teachers to communicate their successes and submit new ideas
- Acknowledge and celebrate the efforts of the Healthy School Committee and the whole school community, to strengthen school-wide support and commitment
- Celebrate small changes, as any change is a step in the right direction
- Plan a year-end celebration for the committee and for the whole school - check out the tip sheet for healthy celebration ideas! 🍎18

### Checklist for Step 4:

- ✓ Determined if you have met your activity goals
- ✓ Completed the steps of the Healthy Schools process
- ✓ Completed the Healthy School Committee End-of-Year Evaluation
- ✓ Gathered feedback from: Parents, Teachers/Staff, Students
- ✓ Planned for next year's Healthy School Committee and activities
- ✓ Communicated achievements with the school community
- ✓ Celebrated with the committee and the entire school community

### Congratulations!



# HEALTHY SCHOOL ACTIVITY IDEAS!

## Healthy Eating

- Implement the Bright Bites program in your school see how many badges you can get!
- School milk program
- Healthy fundraising – Fresh from the Farm fundraising program, non food fundraisers
- Host a healthy food fundraiser and bring in all the recipes to create school cookbook!
- Organize trips to a farm or farmer's market for authentic learning experiences
- Create a school garden
- Organize a food fair, invite professionals from the community (e.g. public health unit staff, chefs, dieticians, or dentist) for all students to learn about healthy eating.

## Physical Activity

- Create an Amazing Race that includes both physical and intellectual challenges
- Implement the FUEL (Females using Energy for Life) after school/lunch program to encourage weekly physical activity among adolescent girls.
- Coordinate "active transportation" for students to and from school (e.g., Walking Wednesdays, walking school bus) with support from community partners.
- Establish a daily wide DPA activity
- Start up the Don't Walk the Halls Program
- Organize lunch time intramural sports program or offer a kilometer club each week
- Plan monthly activities to support physical health (e.g. Walk to school week/day, Longest Day of PLAY, Turn off the Screens Week)
- Reduce screen time campaign
- Organize a family fitness night with different stations throughout the school (yoga, dodgeball, etc)

## Mental Health

- Check out your School Board's Mental Health Strategy and come up with activities that help achieve it!
- Create a safe space for students to go to speak with community partners, have quiet time or talk to their peers
- Provide learning sessions around what makes a relationship healthy
- Create a mural of all the resources students can turn to if they need to talk to someone or need help
- Provide activities to promote mental health (stress relief, relationship building, develop sense of connection to school) throughout the year.
- Create a display that shows the school's diversity and how everyone is unique in their own way! (for example a positivity tree)
- Educate about the different forms of bullying, have all students sign an anti-bullying petition to make the school bully free!



## **Substance Misuse**

- Involve students in planning and organizing activities and events in school to promote safe partying
- Create a campaign to watch movies that are tobacco-free in the school
- Host an event highlighting substance-free ways to cope with stress
- Have a speaker come in to talk with students about the harms of drugs, excessive screen time, gambling.
- Create lessons to help students develop coping skills and refusal skills to help build resiliency.
- Contact your school's Ontario Students Against Impaired Driving (OSAID) lead and together run an event in your school!

## **Sun Safety**

- Assess your school play area for shade; initiate a project to add shade as needed, plant trees!
- Host a school wide event such as "Silly Hat Day" to raise awareness of sun safety
- Design and sell hats and t-shirts to promote their use to protect against the sun's rays

## **Personal Safety and Injury Prevention**

- Make announcements with key safety messages throughout the year and post injury prevention posters in school
- Participate in Parachute Canada's Safe Kids Week
- Promote safe active play and sportsmanship
- Include seasonal safety tips in parent's newsletter (e.g. tobogganing safety in winter)
- Have the committee learn proper hand washing and teach all classrooms how to and why it's important, borrow the Grey Bruce Health Unit's Glo Germ to show students all the germs they missed!
- Work with the community to plan and host information sessions on safety topics (e.g. bicycle checks, helmet fitting, use of protective equipment)

# Grant Opportunities

## Healthy Eating Grants

[Metro Green Apple School Program](http://www.greenapple.metro.ca/home.en.html) <http://www.greenapple.metro.ca/home.en.html>

[President's Choice Nutrition Grant Program](http://www.presidentschoice.ca/en_CA/community/pccc/apply-for-funding.html) [http://www.presidentschoice.ca/en\\_CA/community/pccc/apply-for-funding.html](http://www.presidentschoice.ca/en_CA/community/pccc/apply-for-funding.html)

[Youth 4 Action Canadian Cancer Society](http://www.cancer.ca/en/get-involved/take-action/what-you-can-do/youth-4-action-on/?region=on) <http://www.cancer.ca/en/get-involved/take-action/what-you-can-do/youth-4-action-on/?region=on>

[Whole Foods: School Garden](https://www.wholekidsfoundation.org/schools/programs/school-gardens-canada) <https://www.wholekidsfoundation.org/schools/programs/school-gardens-canada>

## Physical Activity Grants

[Youth 4 Action Canadian Cancer Society](http://www.cancer.ca/en/get-involved/take-action/what-you-can-do/youth-4-action-on/?region=on) <http://www.cancer.ca/en/get-involved/take-action/what-you-can-do/youth-4-action-on/?region=on>

[Goodlife Kids Foundation](https://www.goodlifekids.com/the-grant-program/) <https://www.goodlifekids.com/the-grant-program/>

[Farm Credit Canada AgriSpirit Fund](https://www.fcc-fac.ca/en/in-your-community/giving-back/fcc-agrispirit-fund.html) <https://www.fcc-fac.ca/en/in-your-community/giving-back/fcc-agrispirit-fund.html>

[Canadian Assoc. for the Advancement of Women](https://www.caaws.ca/grants-and-recognition/wise-fund/application-process-2/) <https://www.caaws.ca/grants-and-recognition/wise-fund/application-process-2/>

[JumpStart-Canadian Tire](http://jumpstart.canadiantire.ca/en.html) <http://jumpstart.canadiantire.ca/en.html>

[KidSport Ontario](http://www.kidsportcanada.ca/ontario/) <http://www.kidsportcanada.ca/ontario/>

[Mountain Equipment Co-op Access & Activity Grants](https://www.mec.ca/en/explore/access-and-activity) <https://www.mec.ca/en/explore/access-and-activity>

[OFSAA Grade 9 Try Day Program](http://www.ofsaa.on.ca/programs/try-day) <http://www.ofsaa.on.ca/programs/try-day>

[S'Cool Life Fund](http://www.scoollifefund.ca/index2.php?id=3) <http://www.scoollifefund.ca/index2.php?id=3>

## Personal Safety and Injury Prevention

[Happy Hands Contest](http://www.debgroup.com/ca/happy-hands) – Up to \$500 <http://www.debgroup.com/ca/happy-hands>

[TD Friends of the Environment Foundation](https://fef.td.com/funding/) <https://fef.td.com/funding/>

[EcoLeague](http://lsf-lst.ca/en/projects/teacher-resources/action-project-funding) <http://lsf-lst.ca/en/projects/teacher-resources/action-project-funding>

## General Health and Wellness Grants

[Speak up Project](http://www.edu.gov.on.ca/eng/students/speakup/projects.html) <http://www.edu.gov.on.ca/eng/students/speakup/projects.html>

[Honda Canada Foundation](http://www.hondacanadafoundation.ca/apply-for-funding) <http://www.hondacanadafoundation.ca/apply-for-funding>

[Ontario Trillium Foundation](http://www.otf.ca/what-we-fund?redirected=1) <http://www.otf.ca/what-we-fund?redirected=1>

[Aviva Community Fund](http://www.hondacanadafoundation.ca/apply-for-funding) <http://www.hondacanadafoundation.ca/apply-for-funding>

[Community Foundation Grey Bruce](http://www.communityfoundationgreybruce.com/grants/) <http://www.communityfoundationgreybruce.com/grants/>

[Imperial Oil Charitable Foundation](http://www.imperialoil.ca/Canada-English/community_invest.aspx) [http://www.imperialoil.ca/Canada-English/community\\_invest.aspx](http://www.imperialoil.ca/Canada-English/community_invest.aspx)

## Supportive Social Environment Grants

[Laidlaw Foundation](http://laidlawfdn.org/funding-opportunities/application-intake/) <http://laidlawfdn.org/funding-opportunities/application-intake/>

[Shell Social Investment Grants](http://www.shell.ca/en_ca/sustainability/communities/funding-guidelines-process.html) [www.shell.ca/en\\_ca/sustainability/communities/funding-guidelines-process.html](http://www.shell.ca/en_ca/sustainability/communities/funding-guidelines-process.html)

For a full list of Grant opportunities visit <https://www.ophea.net/healthy-schools-certification/funding-opportunities>.

## Ideas on what to use your Grant money for:

- Purchase new educational resources/equipment for classrooms
- New equipment for recess
- Help fund school clubs/sports
- Have a healthy school celebration
- Create an outdoor learning centre
- Funding for field trips
- Host a health promotion event for the community

## Acknowledgements:

This toolkit was adapted with the permission of Toronto Public Health and the Community & Health Services Department of the Regional Municipality of York

## Useful Websites

<https://www.publichealthgreybruce.on.ca/>  
[www.ophea.net](http://www.ophea.net) (see administration for log in info)  
[www.playgreybruce.com](http://www.playgreybruce.com)  
<http://ontarioactiveschooltravel.ca>  
[www.teachingsexualhealth.ca](http://www.teachingsexualhealth.ca)  
[www.wecaregreybruce.ca](http://www.wecaregreybruce.ca)  
[www.sexandu.ca](http://www.sexandu.ca)  
<https://brightbites.ca>  
<http://www.unlockfood.ca/en/default.aspx>  
<http://www.nutritionscreen.ca/>  
<https://studentnutritionontario.ca/>  
<http://www.freshfromfarm.ca/home.aspx>  
<http://www.dairygoodness.ca/milk-in-school/ontario>

## Appendix Glossary

1. Awareness Newsletter
2. Get people involved in the Healthy School Committee Tip Sheet
3. Invitation
4. Sample Agenda for First Meeting
5. Minute Taking Template
6. Vision Exercise
7. Contact List
8. Working as a Group Effectively Tip Sheet
9. Sample Announcement
10. Student Survey
11. School Staff Survey
12. Parent/Guardian Survey
13. Sample Survey Update
14. Time to Create an Action Plan!
15. Student Feedback Form
16. Picture Student Feedback Form
17. Reflection and Planning for Next Year
18. Healthy Celebration Ideas!

# 1. Awareness Newsletter

## Healthy Schools, Healthy Learners!

Health is a key factor in school performance. A Healthy School can provide children with opportunities to experience positive role models, healthy food choices, physical activity and positive student-teacher bonds. School staff, students, parents and community partners can work together to improve the health of our school community.

Our school is interested in becoming a Healthy School. A Healthy School promotes opportunities for, not only students, but staff and parents to learn positive health attitudes and behaviours. The whole school community is involved in achieving this goal. A Public Health Nurse from Grey Bruce Health Unit will support our efforts with tips, guidance and resources.

If you would like to learn more about Healthy Schools or become involved, please contact your Healthy School Leader! More information will be coming soon!

Your Healthy School Leader is:

Contact Information:



## 2. Invitation

Attention all Students, Staff, Parents and Community Members!

Come be a part of the Healthy School Committee!

### **Being a member of the committee allows you to:**

- Help plan fun events in our school and promote health and wellness
- Become part of a team and be a leader and role model for the school
- Help build a healthy, fun environment for all students to achieve their best!
- Work as a team with school staff, students, parents and the community to achieve common goals around school health.

Please fill in this form and return to the office by:

Name (if parent please also write down student's name):

Contact information (if student write down classroom):

Why do you want to join the Healthy School Committee?

What ideas do you have at making our school a healthier place to learn?

Thank-you and we are very excited to make our school a healthy place for children to learn and grow!

### **3. Get people involved in the Healthy School Committee Tip Sheet**

- Invite a variety of grades to participate; remember, older students will be graduating and leaving the school so include grades 4-12 for a broader age range
- Invite participation of the committee by promoting Healthy Schools and the Healthy Schools Committee at your:
  - Staff meeting
  - Student Council meeting
  - Other Committee meetings
- Put up posters around the school advertising Healthy Schools
- Hand out flyers at School Barbecue night or Meet the Teacher night
- Promote why it's important to have a Healthy School!
- Run an announcement that the school is recruiting Healthy School representatives
- Insert an announcement into the school newsletter requesting involvement
- Talk to parent volunteers already in the school
- Post information on the school website
- Have the principal or lead teacher in Healthy Schools spread the word, they may have more influence on parents and teachers
- Create a Health Committee board to post information about the Committee

## 4. Sample Agenda for First Meeting

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

1. Welcome and introductions
2. Warm-up/Icebreaker:
  - a. Tell us a fun fact about yourself
  - b. If you could travel anywhere in the world where would you go?
  - c. Make up your own fun warm up!
3. Agenda review
4. Volunteer to take minutes: Template provided
5. Establish roles and responsibilities
7. Healthy School Visioning Exercise: Exercise provided
8. Establish a committee name: Get fun and creative!
9. Contact information: Template provided
10. Next steps
11. Next meeting date: \_\_\_\_\_

# 5. Minute Taking Template

Date:

Meeting Participants:

Missing Participants:

Recorder:

| Agenda Item | What was Discussed? | What Needs to be Done? | Who to Complete and When? |
|-------------|---------------------|------------------------|---------------------------|
|             |                     |                        |                           |

Date/time/location of next meeting:



# 7. Visioning Exercise

Complete as a committee to help create a shared vision of Healthy Schools

## Discussion Questions:

Leader/chair records responses on a flip chart:

1. When I say the word "healthy", what comes to mind?
2. When I say "healthy school community", what images/thoughts do you have?
3. What are the strengths of your school and your school community right now?
4. What makes one child healthier than another child?
5. What barriers do you see (either currently, or in the past)?

## Visioning Activity:

- What is your vision of a healthy school community?

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

- What does your 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 there in place?
- What has changed?

Now, based on this exercise and your school survey, choose the three priority areas you feel need to be addressed. Break up into groups and write your ideas onto flip chart paper and share your priority area with your group, then choose a group member to present them to the larger group. As a team, we will prioritize them. Use one colour for most important issue and another colour for second choice. This will help organize the focus of your healthy school activities.

# 8. Working as a Group Effectively Tip Sheet

Here are some tips to help everyone in the Healthy School Committee work together to achieve success!

## **Establish good communication:**

- Listen to others when they are speaking
- Share information on each other's working styles
- Build mutual trust – keep team members informed, provide a safe atmosphere for expression of ideas, everyone is an equal team member!
- One person speaks at a time; take turns presenting ideas so there is not one person dominating the meeting

## **Identify roles of members:**

- Encourage group members to attend meetings regularly
- Identify individual preference for roles they would like to take on
- Have each person identify their strengths and weaknesses
- Be open minded with ideas
- Each member has equitable roles
- Complete the responsibilities and jobs assigned
- Respect everyone's opinion and ideas
- Ask questions when needed
- Participate regularly

## **Other important tips:**

- Start and end meetings on time
- Watch for conflict and deal with them proactively - negotiate problems and accommodate differences in working habits
- Involve people in different ways based on the skills they possess
- Make sure everyone on the committee is clear about decisions made in the meetings
- Rotate responsibilities to ensure roles are divided up equally

## 9. Sample Announcement

We are on our way to becoming a healthier school!

Our Healthy School Committee meeting had their first meeting and we would like to thank all those who came out in support of Healthy Schools; your enthusiasm is appreciated!

As a result of this meeting, we can officially announce that we have formed a Healthy School Committee for our school. Our goal is to support and promote healthy choices and activities that will make our school community a healthier place to work and learn.

Our Healthy School Committee members include: (List name of members)

Our committee will keep you up to date on various Healthy School activities going on in the school through the school newsletter and/or school bulletin board. We will be doing a survey very soon for all students, staff and parents to fill out so stay tuned!

New members are always welcome! If you are interested in joining or have a question please contact our Healthy School Leader:

We are one step ahead in making our school healthier!



# 10. Student Survey

A healthy school is important to everyone! We are asking for your ideas on how to make a healthy school. Please fill out the questions below, and return to your teacher. No names will be collected to keep all information confidential.

1. What is happening at your school now that makes you healthy and feel good? e.g. clubs , activities

2. What would you like to see at your school to help you be healthier?

3. How can we do this?

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

- |   |   |
|---|---|
| <input type="checkbox"/> Healthy Eating           | <input type="checkbox"/> Alcohol and substance use      |
| <input type="checkbox"/> Physical Activity        | <input type="checkbox"/> Peer pressure                  |
| <input type="checkbox"/> Bullying/school violence | <input type="checkbox"/> Healthy Growth and Development |
| <input type="checkbox"/> Conflict                 | <input type="checkbox"/> Stress and Anxiety             |
| <input type="checkbox"/> Relationships            | <input type="checkbox"/> Injury Prevention              |
| <input type="checkbox"/> Other:                   |   |

5. What is your idea of a Healthy School? (If you prefer, you can draw a picture on back).

6. Are you interested in being part of the Healthy Schools team? If yes please let our Healthy School Leader \_\_\_\_\_ know!

7. What grade are you in?

Thank you for filling out our survey!

# 11. School Staff Survey

A healthy school is important to everyone. Our school is starting a Healthy school initiative. This focuses on health issues specific to the needs and concerns of the school community. We are asking parents and staff to provide input on how to create a healthy school. No names will be collected to keep information confidential. Please complete the questions below and return the survey to your Healthy School Leader \_\_\_\_\_ by this date:

1. What is happening at your school now that is promoting a healthy school?
2. What would you like to see at your school to help you and students be healthier?
3. How can we do this?
4. What issues are important to you? Please check the boxes that apply.

- |   |   |
|---|---|
| <input type="checkbox"/> Healthy Eating           | <input type="checkbox"/> Alcohol and substance use      |
| <input type="checkbox"/> Physical Activity        | <input type="checkbox"/> Peer pressure                  |
| <input type="checkbox"/> Bullying/school violence | <input type="checkbox"/> Healthy Growth and Development |
| <input type="checkbox"/> Conflict                 | <input type="checkbox"/> Stress and Anxiety             |
| <input type="checkbox"/> Relationships            | <input type="checkbox"/> Injury Prevention              |
| <input type="checkbox"/> Other:                   |   |

5. What is your vision of a Healthy School?

Thank you for helping our school become a healthier, safer place to learn. If you have any questions or want to be involved in the committee please speak with your Healthy School Leader

## 12. Parent/Guardian Survey

A healthy school is important to everyone. Our school is starting a Healthy school initiative. This focuses on health issues specific to the needs and concerns of the school community. We are asking students, parents and staff to provide input on how to create a healthy school. No names will be collected to keep information confidential. Please complete the questions below and return the survey to the office by:

1. What is happening at your school now that is promoting a healthy school?

2. What would you like to see at your school to help students be healthier?

3. How can we do this?

4. As a parent/guardian what issues are important to you? Please check the boxes that apply.

- |   |   |
|---|---|
| <input type="checkbox"/> Healthy Eating           | <input type="checkbox"/> Alcohol and substance use      |
| <input type="checkbox"/> Physical Activity        | <input type="checkbox"/> Peer pressure                  |
| <input type="checkbox"/> Bullying/school violence | <input type="checkbox"/> Healthy Growth and Development |
| <input type="checkbox"/> Conflict                 | <input type="checkbox"/> Stress and Anxiety             |
| <input type="checkbox"/> Relationships            | <input type="checkbox"/> Injury Prevention              |
| <input type="checkbox"/> Other:                   |   |

5. What is your vision of a Healthy School?

Thank you for helping our school become a healthier, safer place to learn. If you have any questions or want to be involved in the committee please contact your Healthy School Leader:

## 13. Sample Survey Update

Another step in the right direction!

The Healthy School Committee conducted surveys of students, staff and parents to identify the health needs of our school. In doing so, the committee has learned a lot about the health of our school. Thanks to all who completed the survey; your input was key in determining the needs of our school.

As a result of the survey, we learned that we are already supporting health in several areas:

We also learned that there are several areas that need improving:

As a committee, we have prioritized the issues. We have chosen to focus on:

In the next few months, we will be developing activities based on these health issues for our school community. We may be requesting your help in the planning and carrying out of the activities, so we encourage your participation! We will keep you posted on upcoming activities.

If you have any questions, concerns or ideas on how we can address these issues, feel free to contact any of the committee members or our Healthy School Leader:

Thank you for your input!

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

# 14. Time to Create an Action Plan!

Project Title:

Goal:

Date of completion:

What grades are you planning on targeting?

What health issues are you planning to address?

Description of the activities you are planning:

Planning time needed:

Resources/equipment needed:

Do you need any volunteers, if so how will you recruit them?

Any funding needed?

What outcomes do you hope to see (think of how you can measure them)?

What Foundations for a Healthy School were involved?

- Curriculum, Teaching & Learning
- School & Classroom Leadership
- Student Engagement
- Social & Physical Environments
- Home, School & Community Partnerships

# 15. Student Feedback Form

Three things I liked most about Healthy Schools program were:

I didn't like:

I learned:

Being healthy is important because:

I've started doing these other healthy things:

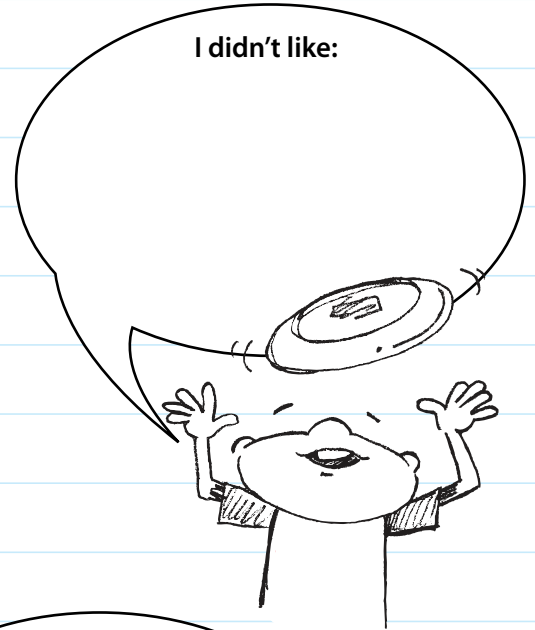
Next year I think we should:

# 16. Student Feedback Form

Three things  
I liked most about the  
Healthy Schools program were:



I didn't like:



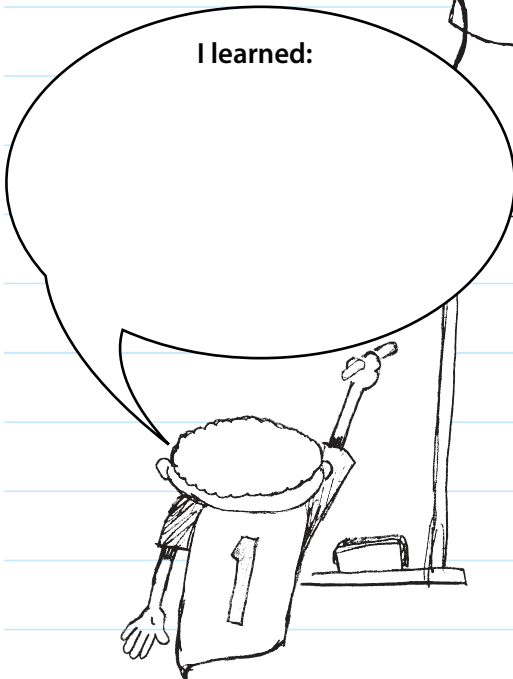
Next year I think  
we should:



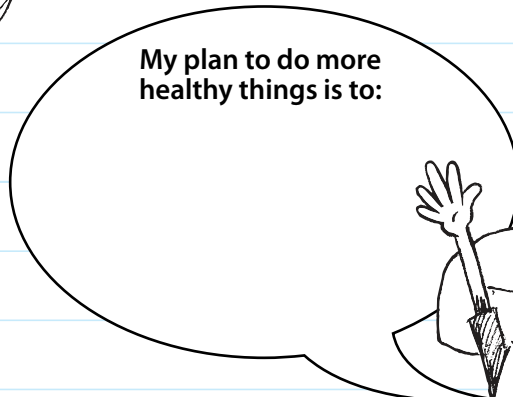
Being healthy is  
important because:



I learned:



My plan to do more  
healthy things is to:



# 17. Reflection and Planning for Next Year

Review the Student and Teacher Evaluation form

How did the committee do?

What recommendations were made for next year?

What needs to be done to prepare for next year?

- Healthy Schools update prepared and ready for next year's Fall school newsletter
- Plan how you will communicate to the school that Healthy Schools is continuing?
- Plan to recruit new members, are there any members that will be leaving from this year?
- Look for activities from your Action Plan that can be implemented as soon as the next school year begins

Plan for next year's first meeting

Date and Time:

Location:

Agenda Items:

List of ideas for next year:



# 18. Healthy Celebration Ideas

Congratulations. You have made a difference in the health of your school community! Be proud and celebrate your accomplishments!

Here are some healthy celebration ideas for your committee and school.

## **Healthy School Committee:**

- Potluck lunch or dinner: Have everyone bring a healthy food choice along with the recipe (you may choose to make copies of the recipe to give each member of your committee)
- Create a theme for the celebration (e.g. Hawaiian)
- Provide prizes such as a free day at the local gym or recreation centre (contact local businesses and ask for donations)
- Take a picture of the committee and recognize them in the last school newsletter of the year

## **School-wide celebration:**

- Have a celebration assembly: Involve the school community by having a fun assembly that highlights the healthy achievements made by the school; involve performances/drama presentations and guest speakers
- Provide a free healthy school lunch for the whole school
- Have a health fair that parents and students can attend to see all of the good things the school has done to become healthier
- Allow each classroom to have a healthy celebration over the lunch period
- Give each student a recognition prize such as a sticker, water bottle or pedometer as an appreciation gift (ask local businesses or organizations if they could donate)
- Send a thank you letter home to parents in appreciation of their efforts towards becoming a healthier school





