

Take Action Towards a Healthy School

Healthy Schools Toolkit



Healthy Schools Toolkit

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Healthy Schools Toolkit

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 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 benefits of creating an active, Healthy School Community

Students in Healthy Schools will:

- Be 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, self-esteem and will have the commitment and capacity to make important life and health choices
- Have access to community services
- Be more likely to achieve better academic results
- Have strategies to interact effectively with peers
- Attend school more regularly

Foundations for a Healthy School

1. High quality instruction and programs provide students with a wide range of opportunities to learn, practice and demonstrate knowledge and skills related to living a healthy life. The curriculum promotes active, healthy living through comprehensive teaching materials and learning strategies. It allows opportunities for teachers and support staff to participate in professional learning opportunities and to access current health information and teaching resources.

2. A healthy physical environment improves the conditions for learning.

The physical environment includes the school building and grounds, routes to and from the school, and the materials and equipment used in school programs. A healthy environment includes: clean air, adequate lighting, sanitation, safe food handling and measures for promoting safety and preventing injuries.

3. A supportive social environment has a positive impact on students' learning. It involves school-led initiatives which support student efforts to make healthy lifestyle choices. Teachers and parents can also benefit from the support provided, which may be formal (school policies, rules, clubs or support groups) or informal (friends, peers, free play). Positive health role models, peer support, positive school climate and family support all contribute to a healthy environment for students to grow into healthy adults.

4. Community partnerships provide access to resources, programs and services to support staff, students and families in the development and implementation of Healthy Schools initiatives. Organizations such as public health, social services, parks and recreation and local businesses may be invited into schools to help address student needs.

A comprehensive Healthy Schools approach is the most effective method to address the needs of children and families.

This integrated approach to health promotion gives students numerous opportunities to participate in, observe and learn positive health attitudes and behaviours.

Roles and Responsibilities of the Healthy School Committee

Getting Started

A Healthy School will be more successful when a dedicated committee person is in place to act as a Champion to lead others in the planned activities.

A Healthy School Champion:

- 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 support of Healthy Schools within the school
- follows the Healthy Schools approach
- will be supported by a City of Toronto Public Health Nurse

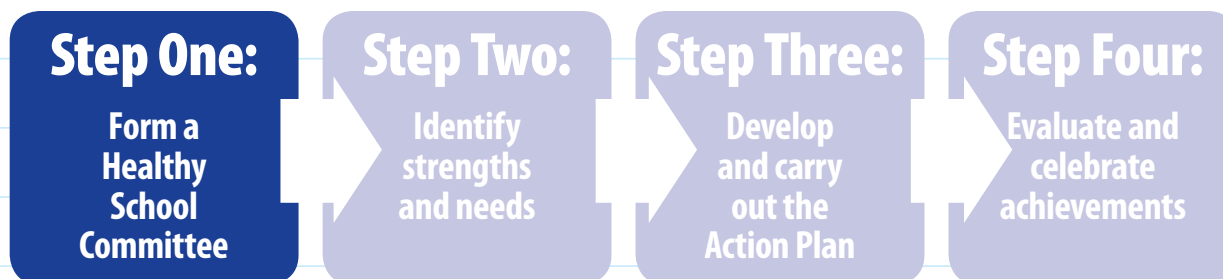
A Healthy School Committee Member:

- is keen and enthusiastic about improving the health of the school community
- is a role model for healthy behaviour
- 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 Action Plan

How you can help:

- learn more about your committee's chosen health issue and share your knowledge with others
- volunteer to chair a committee meeting, take notes, lead an Action Plan activity, collect surveys and evaluations, etc.
- recruit other members to join your committee
- spread the word about your committee and all of the great things you are doing!
- help the committee stay on track

Step 1: Form a Healthy School Committee

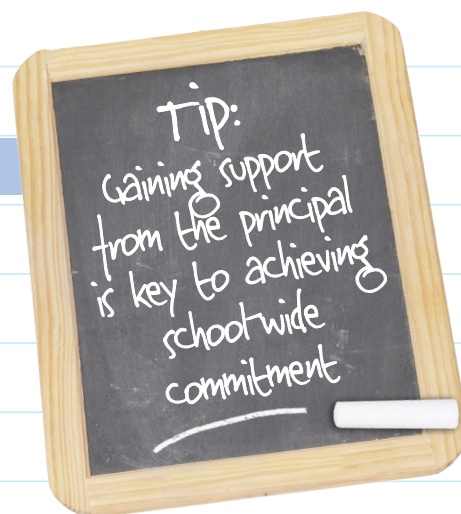


Goals

- 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**

- Consult 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 inform and educate the school community about Healthy Schools 📁 2, 4
- Provide a presentation about Healthy Schools for staff and parents 📁 3
- Offer facts to back up the benefits of Healthy Schools 📁 5
- Demonstrate how your school may already be doing things that promote health
- Mobilize and empower students by explaining how they can have a voice in school decisions
- Inform the school community about the Ministry of Education Healthy Schools Recognition Program
- If you find there is little interest, do not get discouraged; keep spreading the word and be ready to proceed when you find more support



PART B • Form the Healthy School Committee

- Announce the formation of the committee and invite interested school members to get involved in creating a healthier school 📁 6, 7, 8
- This may be a sub-committee of the school council or of another existing committee
- Promote the committee through posters, newsletters and school events 📁 7
- Recruit a diverse group by including staff, students, parents, administrators, and community members 📁 1, 6
- Organize the first **Healthy School Committee** meeting 📁 9
 - Create an agenda 📁 10
 - Record minutes to track progress, decisions and actions 📁 12
 - Complete a member contact list 📁 11
 - Establish roles and responsibilities 📁 13
 - Decide on a convenient meeting schedule (e.g., on lunch hour, before or after school)
 - Select a chairperson or rotating chair
 - Discuss how you plan to work effectively as a group 📁 14
 - Come up with a name for your committee (e.g., Healthy Champs, Snack Attack, Health Squad –perhaps have a naming and/or logo contest)
 - Provide each member with a folder to keep track of all materials
 - Discuss a general vision of a Healthy School
- Monitor the committee regularly to ensure it is running effectively

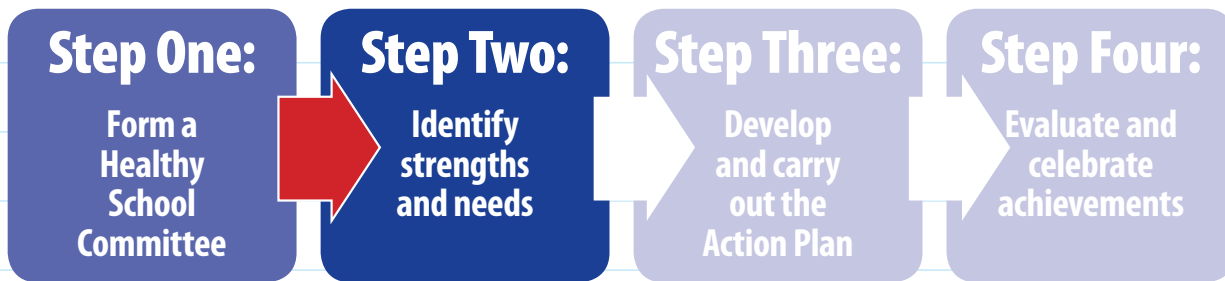
The role of the Healthy School Committee:

- Survey parents, students and teachers/ staff to identify priority health issues
- Identify, brainstorm and discuss strategies to address health
- Oversee planning, delivery and evaluation of Healthy School activities
- Involve the school community in decisions
- Provide leadership and direction for promoting health in the school
- Keep the school community informed by sharing progress made by the committee

✓ Checklist for Step 1:

- Educated the school community about the Healthy Schools approach
- Communicated with key school community members about Healthy Schools
- Formed a diverse Healthy School Committee representing the whole school community
- Conducted the first Healthy School Committee meeting
- Established a general vision of what a Healthy School looks like
- Determined readiness to move to Step 2

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

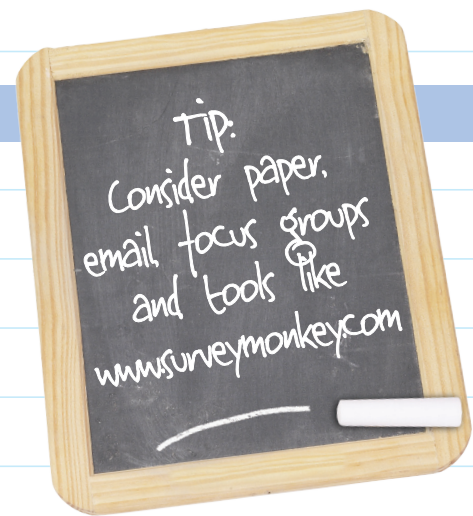
PART A • Survey your school community

- Develop a survey or adapt an existing one for students, teachers and parents to identify the current health status of your school * 📖 16, 17, 18
- Determine how to conduct the survey and obtain approval from the principal
- Inform the school community that the committee will be conducting surveys and encourage their participation 📖 15
- Promote the survey as a way for school staff, students, parents and community partners to share their ideas
- Create a Healthy Schools suggestion box (Place the box in a central location and encourage the school community to voice concerns and ideas throughout the school year!)

* Consider using results from previous surveys

PART B • Share results, establish the vision and prioritize the health issues

- Examine the results of the survey and determine the current strengths, needs, challenges and opportunities associated with implementing a Healthy Schools approach
- Examine areas where the school is doing well and look at what helped make these areas successful
- Communicate results of the survey to your school; present successes first 📖 20
- As a committee, continue to develop a shared vision of Healthy Schools by brainstorming and creating your ideal school - be creative and have fun! 📖 19



PART B • Share results, establish the vision and prioritize the health issues (continued)

- Based on your vision and survey results, prioritize the most important health issues your school can realistically commit to over the school year; it is okay to start small as many small changes can add up to big successes!
- Keep a record of all the issues/suggestions that you are not using this year; they can be used and worked on in subsequent years
- Remember to monitor the progress of the committee; review any problems with the committee now, to avoid problems in the future
- Give students, staff and parents a voice in the Healthy Schools process!

By identifying your school health needs, your committee will be able to consider:

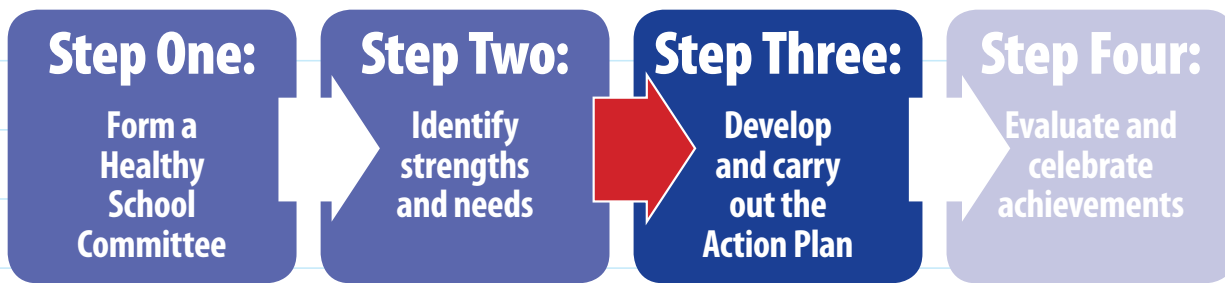
- Activities the school will enjoy participating in
- The overall vision of teachers, students and parents
- The most important health issues in your school



Checklist for Step 2:

- Completed a survey for:
 - Parents
 - Teachers/Staff
 - Students
 - Administration
- Reviewed and discussed the results of the surveys
- Established priority areas for your school
- Communicated the results and priority areas with the school community
- Determined if your committee is ready to move to Step 3

Step 3: Develop and carry out the Action Plan

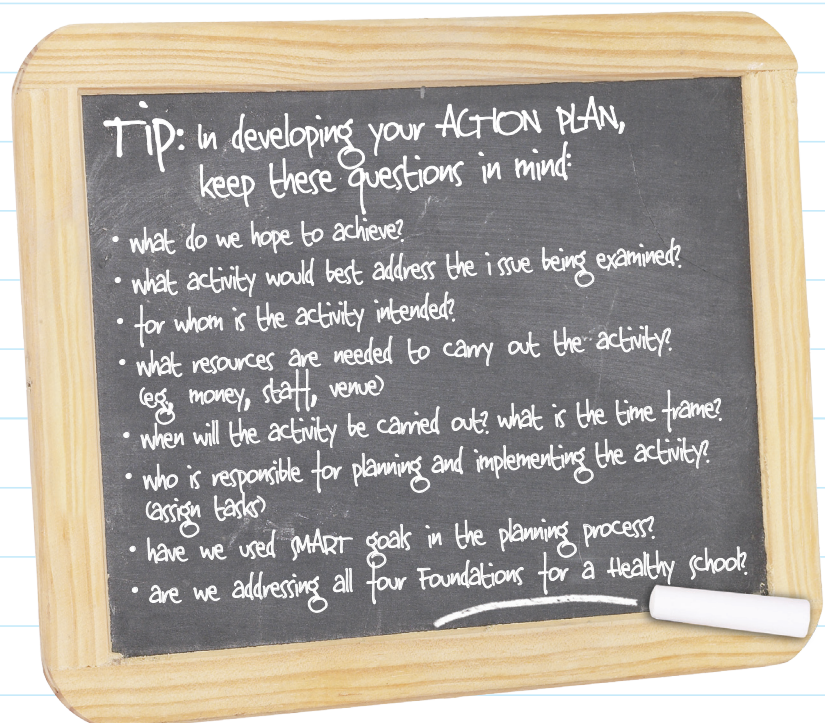


Goals

- **Develop an Action Plan** to chart the future directions and activities of the Healthy School Committee based on the health issue(s) identified
- **Carry out** your Healthy Schools Action Plan activities in the school

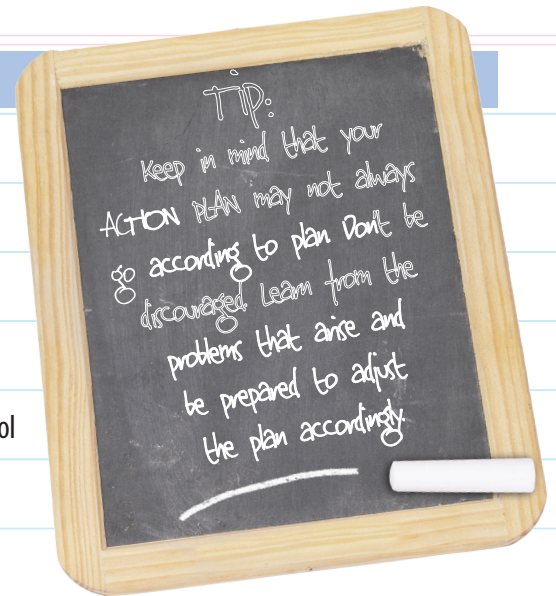
PART A • Develop the Action Plan

- An Action Plan builds awareness, keeps activities on track and measures success
- 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 📖 21 - 29
- To help children develop long lasting knowledge, healthy attitudes and behaviours, your plan should address all four Foundations for a Healthy School: **High Quality Instruction and Programs, Healthy Physical Environment, Supportive Social Environment** and **Community Partnerships** 📖 30
- Develop goals for the chosen activities 📖 32
- Align activities with existing school board priorities and school improvement plans
- Transfer your goals and activities to the Action Plan. 📖 31
- 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 community before you begin to carry out the activities, to ensure there will be adequate support to see them through



PART B • Carry out the Action Plan

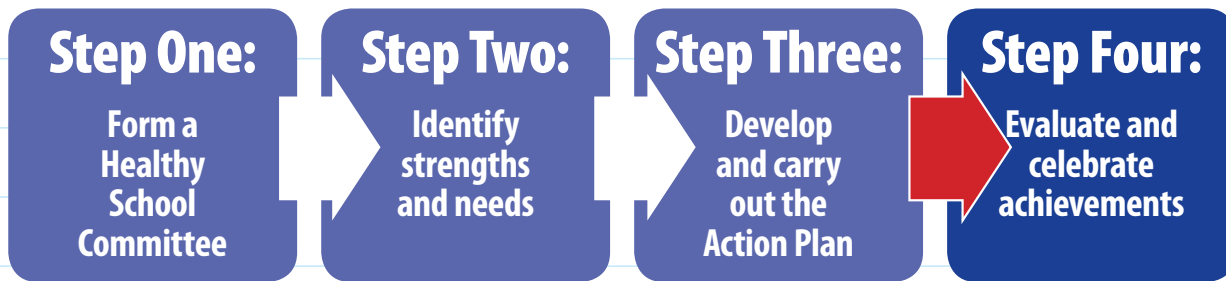
- Share and promote Action Plan activities with the school community.
For example, you may choose to:
 - Send a letter to parents and community partners to keep them informed of the Healthy Schools Action Plan and provide regular updates
 - Host a Healthy School kick-off assembly for parents and community 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 engage others, the greater support and motivation you will receive
- Ensure school staff, students, parents and community partners are equipped to implement the activities effectively
- Review progress by discussing problems with certain activities, revision of timelines, communication issues or new resources
- Update the Action Plan after each activity



✓ Checklist for Step 3:

- Developed an overall goal for health issues and selected appropriate activities
- Developed an Action Plan addressing all four Foundations for a Healthy School
- Communicated and promoted the Action Plan with school community members
- Started working on the activities according to the Action Plan
- Reviewed Action Plan progress and revised as needed
- Carried out Healthy Schools Action Plan and activities
- Determined if the committee is ready to move to Step 4

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, evaluate what worked well and any problems you may have experienced. Add this information to the Action Plan 📁 31

- Evaluation is important to learn if the activities were worthwhile, identify any problem areas, inspire new ideas and reconsider areas to avoid in the future
- Determine how you will evaluate (e.g., survey, focus groups, and interviews) - your evaluation does not need to be complicated; simple and concise is better

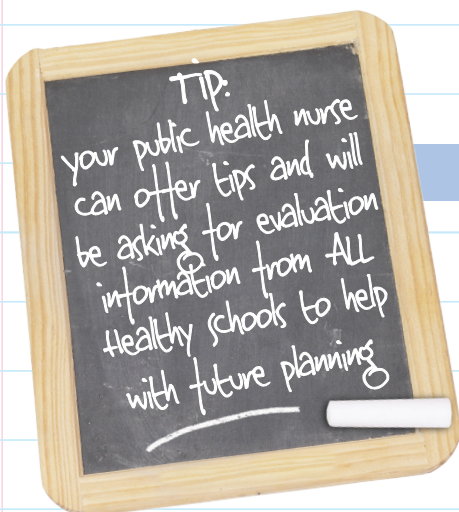
Evaluation areas to focus on:

- The steps of the Healthy Schools process – were you able to complete them all? 📁 40
- The school community – did the school enjoy the activities? Is there a difference in the health status of the school? 📁 34, 35
- The Action Plan – have you met your activity goals as outlined?
- The Healthy School Committee – how effective was the committee? 📁 33
- Discuss and reflect on successes and challenges - identify and reflect on achievements, areas to reconsider and any new or emerging needs

- 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

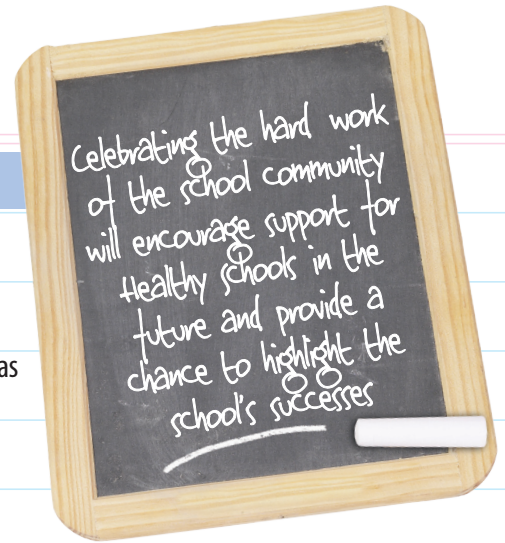
PART B • Plan for next year

- Discuss any changes that may be occurring that could affect next year's activities
- 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 📁 36



PART C • Celebrate achievements

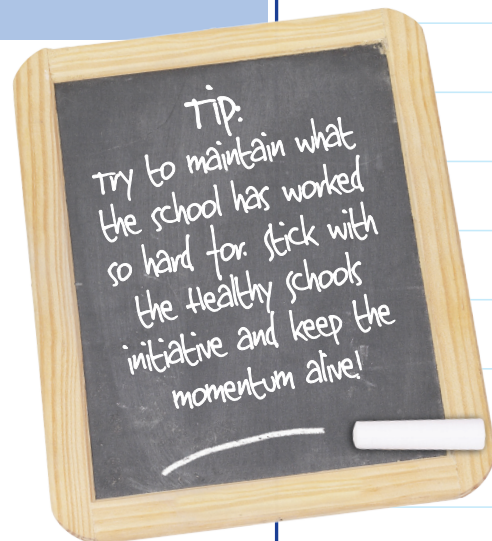
- Provide opportunities for the school to hear about the completed activities
- Share successes with students and staff through a newsletter or announcement 📁 39
- Encourage students and teachers to communicate their successes and submit new ideas
- Acknowledge and celebrate the efforts of the Healthy School Committee and the whole school community, to strengthen school-wide support and commitment 📁 38
- 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! 📁 37



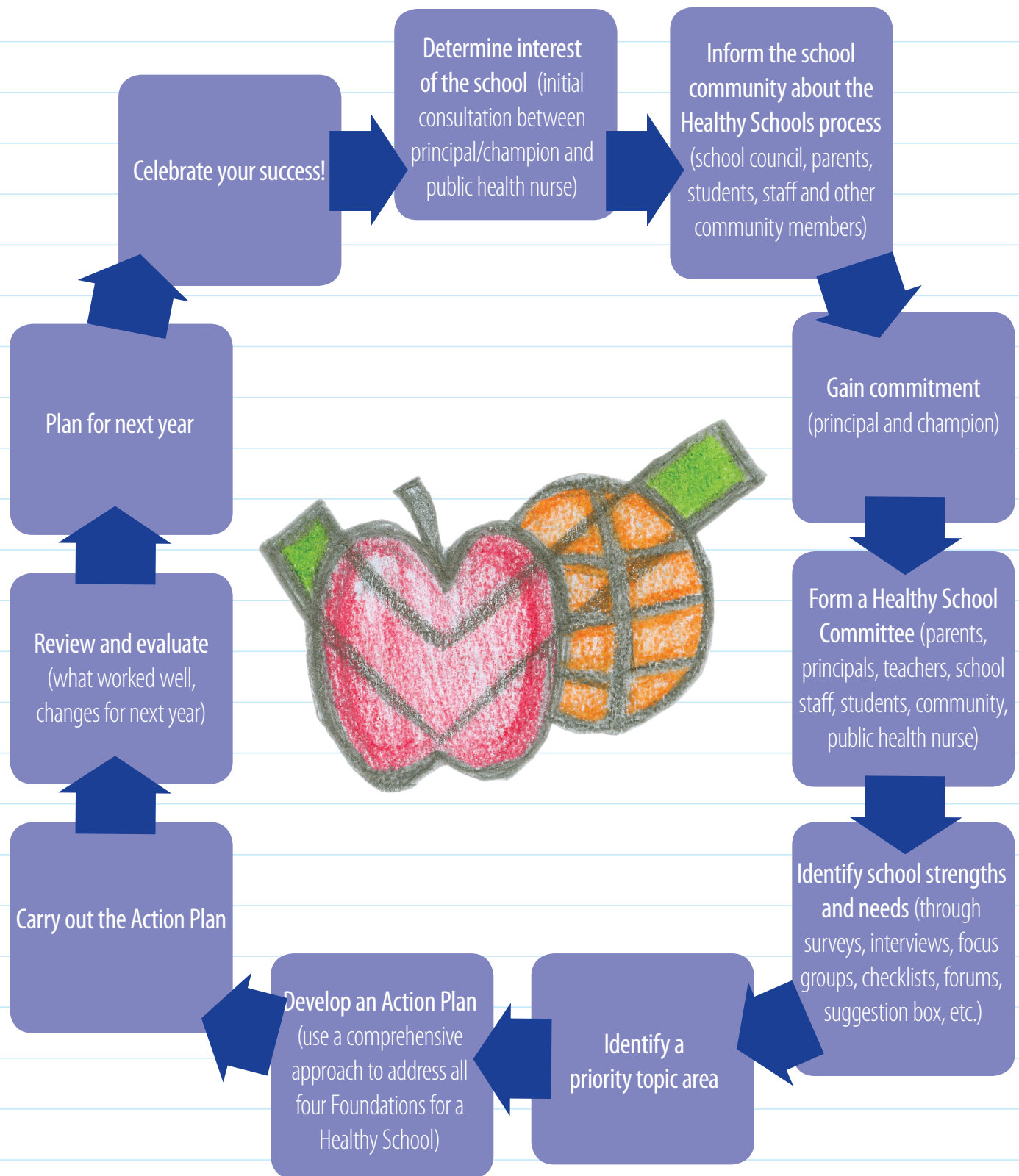
Congratulations!

✓ 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
 - Administration
- 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



Process of Creating a Healthy School



ADAPTED WITH THE PERMISSION OF THE COMMUNITY & HEALTH SERVICES DEPARTMENT OF THE REGIONAL MUNICIPALITY OF YORK





Healthy Schools Resource List

1. Recruitment Strategies Tip Sheet
2. Awareness Newsletter
3. Presentation Invitation
4. Healthy Schools Brochure
5. Benefits of Healthy Schools Fact Sheet
6. Invitation
7. Sample Recruitment Poster
8. Sample Announcement
9. Getting Organized for the First Meeting
10. Sample Agenda for First Meeting
11. Contact list
12. Minute-taking Template
13. Roles and Responsibilities Template
14. Working as a Group Effectively Tip Sheet
15. Sample Survey Newsletter
16. Sample Student Survey
17. Sample Teacher/Staff Survey
18. Sample Parent/Family Survey
19. Visioning Exercise
20. Sample Survey Update
21. Physical Activity Sample Action Plan Activities
22. Nutrition Sample Action Plan Activities
23. Bullying Prevention Sample Action Plan Activities
24. Hand Hygiene Sample Action Plan Activities
- 25.a) Injury Prevention Elementary Sample Action Plan Activities
- 25.b) Injury Prevention Secondary Sample Action Plan Activities
26. Personal Hygiene Sample Action Plan Activities
27. Healthy Relationships and Respect Sample Action Plan Activities
28. Stress and Anxiety Sample Action Plan Activities
29. Sun Safety Sample Action Plan Activities
30. Activity Selection Template
31. Action Plan Template
32. Setting SMART Goals
33. End-of-Year Evaluation
34. Student Feedback Form
35. School Community Feedback Form
36. Reflection and Planning for Next Year
37. Healthy Celebration Ideas
38. Recognition Certificate Template
39. End-of-Year Update
40. Implementation Checklist



Recruitment Strategies Tip Sheet

The Student

- 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 on the committee by promoting Healthy Schools and the Healthy Schools Committee at your:
 - School Council meeting
 - 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  4, 5
- Have a sign up sheet at curriculum and interview nights for those interested in participating
- Use current research and statistics supporting Healthy Schools to provide evidence of its effectiveness  5
- Provide a presentation on Healthy Schools for the whole community
- Run an announcement that the school is recruiting Healthy School representatives  8
- Insert an announcement into the school newsletter requesting involvement  2, 6
- 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
- Promote recognition of Healthy School volunteers' participation through features in the school newsletter or a recognition awards at the end of the school year
- Find more champions who believe in a Healthy School and encourage these people to promote the benefits to the school
- Promote and highlight the healthy activities already existing in the school
- Look at other schools for examples of what is working well to encourage the school to promote the benefits of a Healthy School
- Create a Health Committee board to post information about the Committee



HEALTHY SCHOOLS TOOLKIT

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.

_____ (insert school name) 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 Toronto Public Health will support our efforts with tips, guidance and resources.

If you would like to learn more about Healthy Schools, contact _____ (insert name of Champion) at _____ (insert contact information). An information session will be held in the next little while. Stay tuned to hear more about it!

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 in the school, at home and in the community. The school setting can provide an outlet for children, staff and parents to learn about health and develop skills in order to make positive, healthy choices.

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

Your participation is welcomed as we would love to hear any ideas you may have regarding the health issues you feel are important to address.

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). Looking forward to seeing you in support of _____ (insert name of school) becoming a healthier school!



Healthy Schools...

Have learning environments where children and youth are supported by their school community to make healthy lifestyle choices.

The Healthy Schools program:

- ✓ Is ongoing, with participation and collaboration from your entire school community including: students, parents, school staff and community partners
- ✓ Focuses on health issues specific to the needs and concerns of your school community
- ✓ Uses a comprehensive approach to school health, which includes:
 - high quality instruction and programs
 - a healthy physical environment
 - a supportive social environment
 - community partnerships

Why a comprehensive approach?

This type of approach enhances the physical, mental, social and spiritual health of the whole school community. It can strengthen your school's capacity as a healthy setting for living, learning and working.

Best practice findings

Health status is a key factor in school performance. Nutritional, physical, social, and mental challenges as well as risky lifestyle choices can reduce academic success. A child's feeling of being welcome and connected in school affects academic and health status.

“Healthy learners are better learners” (Health Canada, 2002)

The Healthy Schools program complements school improvement, safe and supportive schools and the Ministry of Education's Healthy Schools Recognition Program.

All of these strategies:

- focus on academic achievement and health for all
- promote access to community resources
- engage parents and students
- promote positive relationships
- use multiple approaches to address identified problems
- identify early signs of detrimental social issues within the school and respond effectively
- are processes as opposed to events



Healthy Schools Brochure

Healthy Schools promote engaged, motivated learners and help young people to:

- enhance their health
- develop to their fullest potential
- establish productive and satisfying relationships in their present and future lives (Canadian Association for School Health)

Become a Healthy School

Consult with key stakeholders at your school to discuss Healthy Schools and determine if the timing is right.

Identify your champion. This consistent, committed person will provide leadership to your Healthy Schools initiative.

Call Toronto Health Connection at 416-338-7600 to link with a Public Health Nurse. The nurse will guide your champion and school in using the Healthy Schools approach by providing valuable tips, ideas and resources.

Step 1: Form a Healthy School Committee Form a committee made up of parents, students and teachers. It may be part of an existing committee. Meet regularly to walk through the steps to a healthier school.

Step 2: Survey your school to identify strengths & needs Based on your findings, you may decide to take on a topic such as handwashing, nutrition, physical activity or bullying.

Step 3: Develop and carry out the Action Plan Use a comprehensive approach.

Step 4: Evaluate and celebrate achievements Review, evaluate and celebrate your Healthy Schools activities.

Healthy Schools success story. Here is an example of what one school did:

- Formed a School Health Action Committee
- Held a logo contest with students and families and painted the Healthy Schools are Cool logo on a wall in the school
- Set up a Healthy Schools information booth on curriculum night

Addressed the following key elements:

Healthy fundraising: Changed from cupcakes to healthy, low fat, high fibre recipes

Healthy refreshments at school events: Provided fruit and vegetable trays for every classroom after launching the Healthy Schools program at an assembly

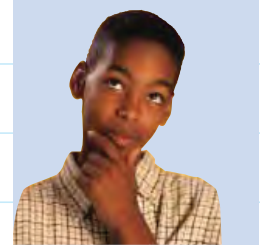
Healthy classroom celebrations: Communicated with all school community members to send only healthy snacks for classroom celebrations



Benefits of Healthy Schools Fact Sheet

The Student

- A positive school environment can improve learning
- Physical activity can improve brain functioning, increasing academic performance
- Students who experience success at school understand the value of good health
- Healthy behaviours learned in childhood are likely to continue in adulthood
- Children who are empowered to take responsibility for their health take pride in their school



Staff

- Staff wellness programs can reduce stress and improve performance
- Staff who participate in health promotion activities are more likely to model positive health messages through daily interactions with students
- Teachers can teach more effectively when their students are healthier



The Family/Parent/Guardian/Caregiver

- Parents become involved with their children, helping them apply and integrate the new health information they are learning
- Opportunities are created for parents to get involved in the school community
- Parents can learn about keeping their children and their families healthy



The School Community

- Healthy Schools lead to: improved student success, lower absenteeism, reduced drop-out rates, lower incidences of smoking and alcohol use
- When students know how to communicate, resolve conflicts without violence and manage stress, they help create a healthy school environment
- In a Healthy School, priorities can be established and instructional and administrative time can be maximized
- A Healthy School improves relationships between students and staff and makes the school a healthier place to learn and work



Source: Health and Life Skills Guide to Implementation (K-9) Alberta Learning, 2002



Invitation

Do you want to make a difference in our school?

As a result of our Healthy Schools presentation by _____ (insert presenter's name, title), _____ (insert school name) learned how we as a school community can create a healthier school environment. We also learned that in order to provide an optimal environment for our children to learn and grow, we must encourage opportunities for health and wellness. We had a great discussion about how we can support health in our school and what our next steps will be.

We have decided that to address the health needs of our school, we need to create a Healthy School Committee. The Healthy School Committee will be responsible for promoting and supporting health in our school through various activities. We encourage students, staff, parents and community members to join the committee and show their support.

If you are interested and would like to learn more about the committee, please join us at the first Healthy School Committee meeting on _____ (insert date and time) in _____ (insert location).

If you plan on attending the Healthy School Committee meeting, or if you have further questions, please contact _____ (insert contact name) at _____ (insert contact information). Looking forward to seeing you in support of _____ (insert name of school) becoming a healthier school!



Attention all Parents!

The (insert school name) committee wants to know . . .

What are important health issues for you?

How can we work together to find solutions?

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

Come join the Healthy School Committee!

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

Our next meeting will be held Tuesday, October, 2011, 2-4 p.m. (We meet approx. once a month)

To sign up, please sign your name below and return it to the school office or speak to either of the contact people mentioned below.

Interested parent’s name: _____

Child’s name _____ Home Phone Number _____

If you have questions please contact: (insert contact name and number)



Sample Announcement

We are on our way to becoming a healthier school!

_____ (insert school name) conducted the first Healthy School Committee meeting on _____ (insert date). 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 names of all 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. Stay tuned for exciting activities soon to come!

New members are always welcome! If you are interested in joining or have a question please contact our Healthy School Champion _____ (insert contact name) at _____ (insert contact information)

We are one step ahead in making our school healthier!



Getting Organized for the First Meeting

Introductions

Welcome everyone! 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 the group about their vision of a healthy school. Highlight what the school may already be doing to promote health. 19

An organized group is a successful one!

Provide a folder or Duo-Tang to each member to keep track of all papers and materials related to Healthy Schools. This will also make students feel important!

Review the agenda 10

Have an agenda ready to hand out to members. The agenda should include topics for discussion, a time guideline and the name of the person responsible for the item for the first meeting, the Healthy School Champion may choose to chair. If possible, try rotating the chair for subsequent meetings.

Have a volunteer take the minutes 12

Briefly explain how to take minutes for those who are unfamiliar. Use the template provided in the resources as a guide. Provide members with a copy of the minutes after the meeting.

Establish roles and responsibilities 13

The roles and responsibilities determine how the committee will run. These guidelines will prevent any miscommunication right from the start.

Discuss working as a group 14

Briefly discuss basic guidelines the group will use to work cooperatively.

Complete a Healthy School Committee contact list

Make a list of contact information for each member. If a member is a student, have them provide their classroom and teacher's name. Post a copy of the list on the school bulletin board so school community members know who to contact if needed.

Participation is a step in the right direction!

Commend the committee members for joining in and participating. Encourage and build excitement for the things to come as a result of their help!



Sample Agenda for First Meeting

Date: _____

Time: _____

Location: _____

1. Welcome and introductions

2. Warm-up/Icebreaker

3. Agenda review

4. Volunteer to take minutes

5. Establish roles and responsibilities

6. Working as a group

7. Healthy School Visioning Exercise

8. Establish a committee name

9. Contact information

10. Next steps

11. Next meeting date: _____



Roles and Responsibilities Template

Purpose of Committee: Why the committee exists

Objectives: Actions: how they plan to achieve their goal

Reports to: Link with School Council, principal, lead teacher

Membership: Include teacher, parent, student, administrator, public health nurse, principal, community members

Roles of Members/Chair: Outline tasks of members

Meetings: How often, when, how long and location

Decision Making: How will decisions be made e.g. by consensus, majority or other



Working as a Group Effectively Tip Sheet

Many people are not used to working in groups and may find it challenging. The following tips will assist the Healthy School Committee to work effectively as a group 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 an open atmosphere for expression of ideas
- One person speaks at a time; take turns presenting ideas so there is not one person dominating the meeting
- Communicate equally among all members

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



Sample Survey Newsletter

We want to know what is important to you!

The _____ (insert school name) Healthy School Committee would like to know what health issues are most important to you. The committee will be providing surveys for students, staff and parents to complete. We would appreciate your participation as these surveys will help determine the health issues and the healthy activities we will be doing in our school.

The surveys will help us determine the level of commitment our school has to becoming a healthier school. We want to know what we are already doing to support and promote health and how we might be able to improve areas that need help.

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

If you have any questions or concerns regarding the survey please contact our Healthy School Champion
_____ (insert name of Champion)
at _____ (insert contact information). We thank you for your input!

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



Sample Student Survey

A healthy school environment is important to everyone. We are asking parents, staff and students to provide input on how to create a healthy school. Please complete the questions below and return the survey to your teacher.

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"/> Playground safety | <input type="checkbox"/> Suicide |
| <input type="checkbox"/> Loneliness | <input type="checkbox"/> Growth and Development |
| <input type="checkbox"/> Bullying/school violence | <input type="checkbox"/> Racism |
| <input type="checkbox"/> The environment | <input type="checkbox"/> Stress and Anxiety |
| <input type="checkbox"/> Dating | <input type="checkbox"/> Injury Prevention |
| <input type="checkbox"/> Conflict | <input type="checkbox"/> Tobacco Use |
| <input type="checkbox"/> Relationships with family | <input type="checkbox"/> Relationships with friends |
| <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 complete below:

Name _____ Teacher _____ Grade _____



Sample Teacher/Staff Survey

A healthy school environment is important to everyone. Toronto Public Health, is starting a Healthy Schools initiative at (name of school). A Healthy Schools approach focuses on health issues specific to the needs and concerns of the school community. We are asking parents, 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 School Committee by (date).

1. What is happening at your school now that makes you healthy and feel good?

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

3. How can we do this?

4. As a teacher, 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"/> Playground safety | <input type="checkbox"/> Suicide |
| <input type="checkbox"/> Loneliness | <input type="checkbox"/> Growth and Development |
| <input type="checkbox"/> Bullying/school violence | <input type="checkbox"/> Racism |
| <input type="checkbox"/> The environment | <input type="checkbox"/> Stress and Anxiety |
| <input type="checkbox"/> Dating | <input type="checkbox"/> Injury Prevention |
| <input type="checkbox"/> Conflict | <input type="checkbox"/> Tobacco Use |
| <input type="checkbox"/> Relationships with family | <input type="checkbox"/> Relationships with friends |
| <input type="checkbox"/> Other _____ | |

5. What is your vision of a Healthy School? _____

Thank you for helping our school to become a healthier, safer place to learn. If you have any questions or comments, please speak with (name of Champion) _____
or Public Health Nurse (insert contact information) _____



Sample Parent/Family Survey

A healthy school environment is important to everyone. Toronto Public Health, in collaboration with (school board name) is starting a Healthy Schools initiative at (school name). A Healthy Schools approach focuses on health issues specific to the needs and concerns of the school community. We are asking parents, staff and students to provide input on how to create a healthy school. Please complete the questions below and return the survey to the school by (date).

1. What is happening at your school now that makes you healthy and feel good?

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

3. How can we do this?

4. As a parent/guardian/caregiver, 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"/> Playground safety | <input type="checkbox"/> Suicide |
| <input type="checkbox"/> Loneliness | <input type="checkbox"/> Growth and Development |
| <input type="checkbox"/> Bullying/school violence | <input type="checkbox"/> Racism |
| <input type="checkbox"/> The environment | <input type="checkbox"/> Stress and Anxiety |
| <input type="checkbox"/> Dating | <input type="checkbox"/> Injury Prevention |
| <input type="checkbox"/> Conflict | <input type="checkbox"/> Tobacco Use |
| <input type="checkbox"/> Relationships with family | <input type="checkbox"/> Relationships with friends |
| <input type="checkbox"/> Other _____ | |

5. Are you interested in being part of the Healthy Schools team? If yes, please complete below:

- Committee Project Event Other _____

Name _____ Phone Number _____

6. What is your vision of a Healthy School? _____

Thank you for helping our school to become a healthier, safer place to learn. If you have any questions or comments, please speak with (name of Champion) _____ or Public Health Nurse (insert contact information) _____



19 Visioning Exercise

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

Discussion Questions

Champion/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 sticker for most important issue and another colour sticker for second choice. This will help organize the focus of your healthy school activities.



Sample Survey Update

Another step in the right direction!

The _____ (insert school name) 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 invaluable in determining the needs of our school.

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

We also learned that there are several areas that need improving: (insert examples)

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 additional ideas on how we can address these issues, feel free to contact any of the committee members or our Healthy School Champion _____ (insert contact name) at _____ (insert contact information). Thank you for your input!

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



Sample Action Plan Activities

Quality Instruction & Programs	Healthy Physical Environment	Supportive Social Environment	Community Partnerships
<p>Active Fundraisers and Funding Opportunities:</p> <ul style="list-style-type: none"> • Relate lessons to current fundraising activities (i.e. <i>Jump Rope for Heart</i> has resources such as <i>Heart Healthy Lesson Plans</i> and <i>Jump Into the Curriculum</i>) <p>Physical Activity in the Curriculum:</p> <ul style="list-style-type: none"> • Have an Active Fun section in the library for books that have positive physical activity messages • Try out active teaching strategies (i.e. Alphabet Relay, community mapping with walkabout etc.) • Request a <i>Take Action Towards Healthy Living Be Active</i> package for more ideas 	<p>Enhancing Daily Physical Activity (DPA):</p> <ul style="list-style-type: none"> • Establish a weekly school wide DPA activity • Teachers meet students before or at the end of recess for DPA outside <p>Safe Environment for Physical Activity:</p> <ul style="list-style-type: none"> • Encourage staff and students to practice sun safety • Put grade related posters around the school that highlight safe practices for physical activity i.e. helmet and other safety equipment usage <p>Equipment and Space for Physical Activity:</p> <ul style="list-style-type: none"> • Promote the availability and use of sports and activity equipment at recess, before and after school • Provide bike rack and / or storage areas for helmets • Request a <i>Take Action Towards Healthy Living Be Active</i> package for more ideas 	<p>Student Nutrition Programs</p> <p>Active Celebrations and Rewards:</p> <ul style="list-style-type: none"> • Celebrate with an active excursion and point out the activities • Plan activities to correspond to the Healthy Schools Calendar (e.g. October International Walk to School Week and Day, Sports Day, Ontario Games) • Organize a kilometre club or intramural sport at the school during lunch time or after school <p>Supportive Guidelines and Policies:</p> <ul style="list-style-type: none"> • Use a suggestion box to find out if there are barriers or concerns for students or staff that are preventing them from being active • Post a map of the neighbourhood so that students and families can post or know what is available in their neighbourhood <p>Positive Staff Role Modeling and Reinforcement:</p> <ul style="list-style-type: none"> • Staff can walk/ bike to or at school • Start staff meetings with active “energizers” • Request a <i>Take Action Towards Healthy Living Be Active</i> package 	<p>Active Opportunities Before, Between and After Class:</p> <ul style="list-style-type: none"> • Link with neighbouring schools for physical activity events, initiatives or challenges • Engage parents to participate or lead school wide physical activities • Have a Halloween, autumn or jiggle bell walk around neighbourhood • Request a <i>Take Action Towards Healthy Living Be Active</i> package for more ideas



Sample Action Plan Activities

Quality Instruction & Programs	Healthy Physical Environment	Supportive Social Environment	Community Partnerships
<p>Nutrition Education for Students:</p> <ul style="list-style-type: none"> • OPHEA Health and Physical Education Curriculum Supports: Healthy Living • Ideas for connecting nutrition to other subject areas (e.g. language arts, mathematics, science/social sciences) • <i>Who Are You?</i> Body image promotion display and activities • <i>Rethink What You Drink</i> workshop • PA announcements-see <i>Take Action Toward Healthy Living: Eat Well</i> <p>Nutrition Education for Staff:</p> <ul style="list-style-type: none"> • Professional development workshops on various topics including creating a healthy school nutrition environment, promoting healthy body image and self-esteem 	<p>Healthy, culturally appropriate food choices are offered or sold</p> <ul style="list-style-type: none"> • see <i>Take Action Toward Healthy Living: Eat Well</i> • Healthy fundraising • School milk program • Healthy vending machines • Healthy tuck shops • Healthy special food days • Non-food student rewards • Healthy classroom celebrations • Healthy refreshments at school events <p>Safe food practices and allergy safe environment:</p> <ul style="list-style-type: none"> • Sabrina’s Law • Safe food handling practices • Proper hand-washing • Safe and pleasant eating areas 	<p>Student Nutrition Programs:</p> <ul style="list-style-type: none"> • Breakfast, snack and lunch programs <p>School garden</p> <p>Food and Nutrition Policies:</p> <ul style="list-style-type: none"> • The School Food and Beverage Policy (PPM 150) • Guidelines on healthy lunches and snacks brought from home <p>Positive role-modelling by staff, students and parent volunteers:</p> <ul style="list-style-type: none"> • Healthy eating • Healthy body image <p>Nutrition Education for Parents/care-givers:</p> <ul style="list-style-type: none"> • Healthy Lunches workshop/food skills workshops • School newsletter inserts-see <i>Take Action Toward Healthy Living: Eat Well</i> • Nutrition fact sheets/resources <p>Appropriate scheduling of nutrition breaks:</p> <ul style="list-style-type: none"> • Adequate time to eat lunch and snacks 	<p>Toronto Public Health:</p> <ul style="list-style-type: none"> • Health Connections to speak to a Registered Dietitian <p>Other Community Partners:</p> <ul style="list-style-type: none"> • FoodShare Toronto • Eat Right Ontario • Heart and Stroke Foundation • Dairy Farmers of Canada (Ontario)

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Sample Action Plan Activities

Quality Instruction & Programs	Healthy Physical Environment	Supportive Social Environment	Community Partnerships
<p>Classroom Activities:</p> <ul style="list-style-type: none"> Refer to TDSB &/or TCDSB Bullying prevention curriculum support resources Educate students to view “reporting” of bullying as positive not as “tattling” or “ratting” Involve students in establishing classroom rules or norms that support positive behaviour Request a <i>Take Action Towards a Healthy School Social Emotional</i> package <p>School Staff:</p> <ul style="list-style-type: none"> Provide teachers with information or training in order to have consistent school wide responses to bullying Educate staff regarding gender specific interventions related to bullying Refer to the Ministry of Education’s Health and Physical Education curriculum Healthy Living strand Refer to OPHEA’s curriculum support documents 	<p>Students:</p> <ul style="list-style-type: none"> Involve students and create an information bulletin board to promote positive behaviour Ask students to create posters with positive behaviour or anti-bullying messages (e.g. respect, social inclusion, friendship) – post and rotate posters throughout the school Post Kids Help Phone posters around the school <p>School Staff:</p> <ul style="list-style-type: none"> Coordinate supervision in problem areas within the school (e.g. hallways, washrooms, corners of the playground) Use walkie-talkies for staff on yard duty Create private spaces within the school where students can safely report incidents Create an anonymous system to report bullying (e.g. on school website) 	<ul style="list-style-type: none"> Create and reinforce clear school guidelines re: respectful behaviour Implement an approved bullying prevention program from the Ontario Registry of Bullying Prevention Programs. Consider programs that integrate all grades and uses a peer-led model Involve parents and students to plan activities (e.g. presentations, skits, plays) throughout the year to promote positive behaviours , social inclusion and respect Establish a diversity club to provide students with an opportunity to discuss ways to make all students feel welcome in the school – they can organize extracurricular activities that reflect interests of diverse cultures Encourage staff to “adopt” at risk students to greet daily or weekly and build positive relationships Work with your Healthy School Committee to host peer-led focus groups with each grade to stimulate discussion and ideas to improve the school climate Discuss with parents the social implications for students related to bullying at parent nights or school council meetings 	<p>Toronto Public Health:</p> <ul style="list-style-type: none"> Invite the Liaison Public Health Nurse to meet with the Healthy School Committee Inform students about the Kids Help Phone hotline Engage experts from different community agencies to educate staff and students regarding the key strategies of: <ul style="list-style-type: none"> modeling (positive peer and adult role models) social problem solving (teach students constructive problem solving) Seek school-level or individual-level support by linking schools/students with relevant services, e.g. <ul style="list-style-type: none"> Guidance counsellors Social workers Psychologists Access & Equity staff <p>Other Community Partners:</p> <ul style="list-style-type: none"> Community Health Centres Police Recreation



Sample Action Plan Activities

Quality Instruction & Programs	Healthy Physical Environment	Supportive Social Environment	Community Partnerships
<p>Classroom Activities:</p> <ul style="list-style-type: none"> • Show the Toronto Public Health DVD <i>Lather, Rinse and Defeat Germs</i> during class, lunch or at assembly • Provide interactive presentation to all grades on hand washing using the <i>Glo-Germ</i> resources • Use <i>Sudsy – Just Wash ‘EM</i> activity sheets with students from kindergarten to Grade 3 • OPHEA Health and Physical Education Curriculum Supports <p>Parents:</p> <ul style="list-style-type: none"> • Train parents to present hand hygiene to students in all grades 	<p>Students:</p> <ul style="list-style-type: none"> • Post hand washing posters at each sink in the school • Post <i>Cover Your Cough</i> and <i>Hand Sanitizer</i> posters in the classroom and common areas <p>School Staff:</p> <ul style="list-style-type: none"> • Provide adequate soap and hand dryers in schools • Clean door handles, faucets, toilets, keyboards and tables used for lunch and/or snack frequently • Provide hand sanitizer to use with supervision when soap and water is not available • Invite parent associations to purchase hand sanitizer for students to use in school with supervision 	<p>Students:</p> <ul style="list-style-type: none"> • Establish a Healthy School Committee involving Toronto Public Health, students, school staff, and parents to ensure hand hygiene is a priority in the school • Provide opportunities for hand washing • Train peers to demonstrate proper hand washing technique • Insert article in school’s newsletter • Have students make PA announcement in the morning and at lunch time • Advocate for supplies and opportunities for hand washing <p>School Staff:</p> <ul style="list-style-type: none"> • Develop school guidelines on hand hygiene for outdoor school events such as track meets or field trips • Role modelling by teachers/school staff/parents 	<p>For resources on handwashing</p> <ul style="list-style-type: none"> • Ministry of Health and Long Term Care • Community and Hospital Infection Control Association • Partner with local stores to provide hand sanitizer at school events where food is offered

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Sample Action Plan Activities

Quality Instruction & Programs	Healthy Physical Environment	Supportive Social Environment	Community Partnerships
<p>RISKWATCH (JK- Gr.8)</p> <ul style="list-style-type: none"> Includes lesson plans, activities, and resources <p>ThinkFirst (JK- Gr.8)</p> <ul style="list-style-type: none"> Curriculum support on injury prevention <p>OPHEA Curriculum (Gr. 1-8)</p> <ul style="list-style-type: none"> Lesson plans supporting the Ontario Health & Physical Education Curriculum <p>CAMH (Gr. 1-8)</p> <ul style="list-style-type: none"> Lesson plans on substance misuse which support the Ontario Health & Physical Education Curriculum <p>Toronto Public Health</p> <ul style="list-style-type: none"> Grade 3-4 injury prevention package for teachers Fact sheets and pamphlets on pedestrian safety, wheel safety, child and passenger safety etc. 	<ul style="list-style-type: none"> School policy on safe sport/playgrounds to prevent injury Playground equipment inspections by school staff and students Bullying prevention policy in schools School policy regarding mandatory bike helmets when students ride their bikes to school Develop safety rules and codes of conduct in school Post injury prevention posters in school Family to create and rehearse fire escape plan at home 	<ul style="list-style-type: none"> <i>At Home Alone</i> (TPH) <ul style="list-style-type: none"> A 2-hour workshop for parents and their 10-14 yr olds <i>Kids Have Stress Too!</i> (TPH) <ul style="list-style-type: none"> A program to help parents manage stress in their children Peer leadership program (TPH) <ul style="list-style-type: none"> -in elementary and middle schools to address injury prevention and substance misuse prevention Make PA announcements with key safety messages throughout the year Participate in Safe Kids Week activities Include seasonal safety tips in parents newsletter (e.g. wheel safety in spring, water safety in the summer, pedestrian safety in the fall, tobogganing and ice skating safety in winter) Establish Healthy School Committee to address school safety issues using the healthy school approach 	<ul style="list-style-type: none"> Toronto Public Health – provide consultation, presentations and resources on wheel safety, car seat safety, injury prevention <p>Other Community Partners</p> <ul style="list-style-type: none"> City of Toronto Fire Services – fire prevention resources Safe Kids Canada RISKWATCH SMARTRISK Ontario Physical and Health Education Association (OPHEA) ThinkFirst Centre for Addiction and Mental Health (CAMH)



Sample Action Plan Activities

Quality Instruction & Programs	Healthy Physical Environment	Supportive Social Environment	Community Partnerships
<p>Youth In Control (TPH)</p> <ul style="list-style-type: none"> • A peer – led program that focus on safe partying. It helps youth to identify risks & responsibilities and to develop strategies to stay safe when organizing or attending social events <p>What's With Weed (TPH)</p> <ul style="list-style-type: none"> • A peer - led program on the danger of marijuana use. Material includes fact sheets, CD, DVD and presentations <p>CAMH – Youth Outreach Service</p> <ul style="list-style-type: none"> • Interactive web-based resources for youth 	<ul style="list-style-type: none"> • Post safe driving posters around the school • Distribute valentine cards, postcards about safe partying at various school events • Arrange for a wrecked car display as part of a safe driving campaign • Distribute promotional items with safe partying or safe driving message attached 	<ul style="list-style-type: none"> • Involve students in planning and organizing activities and events in school to promote safe partying • Provide information to parents on safe partying and substance misuse prevention e.g. posting information on school website, organizing parent information session • Get students to make PA announcements around holidays and graduation time • Invite OSAID or CAMH's Youth Outreach Services to provide teen training workshop • Arrange for presentations or assemblies and invite speakers from community organizations e.g. MADD, OSAID, Mixed Company Theatre • Establish a Healthy School Committee to address safe partying and/or substance misuse prevention using the Healthy School approach 	<ul style="list-style-type: none"> • Toronto Public Health - provide consultation and support including displays, pamphlets, resources, and promotional materials • Prevent Alcohol and Risk-Related Trauma in Youth (P.A.R.T.Y.) - Program at Sunnybrook • Mothers Against Drunk Driving (MADD) – video and guest speakers • Breakaway Addiction Services • Centre for Addiction and Mental Health (CAMH) - print resources and video. Referral can be made to Youth Outreach Service (YOS) • Ministry of Transportation (MTO) • Ontario Students Against Impaired Driving (OSAID) • Arrive Alive Drive Sober • Parent Action on Drugs (PAD)

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Sample Action Plan Activities

Quality Instruction & Programs	Healthy Physical Environment	Supportive Social Environment	Community Partnerships
<p>Classroom Activities:</p> <p>OPHEA Health and Physical Education Curriculum Supports:</p> <ul style="list-style-type: none"> • <i>Always Changing</i> resource – addresses the transition between childhood and adolescence, and the beginning stages of puberty • Grade 3 - Personal Health and Safety: Making Healthy Choices Units 4 and 5 – Oral Health • Request a <i>Take Action Towards a Healthy School Personal Hygiene</i> package 	<p>Students:</p> <ul style="list-style-type: none"> • Involve students and create an information bulletin board • Remind students to bring their gym clothes home to be washed regularly • Ask students to create posters with personal hygiene messages – post and rotate posters in the school • Encourage students to talk to their parents about bringing deodorant or antiperspirant to school to use before being physically active <p>Staff & Administration:</p> <ul style="list-style-type: none"> • Provide students with a safe area where they can discuss personal hygiene issues with a designated staff member • Organize a resource section in the library with a range of books and materials about oral hygiene and personal hygiene <p>Parents:</p> <ul style="list-style-type: none"> • Encourage parents to send children to school with a change of clothing when they are participating in sporting events or gym class 	<p>School Community Initiatives:</p> <ul style="list-style-type: none"> • Healthy School Committee – plan activities related to personal hygiene (e.g. a school wide awareness campaign) • Create PA announcements to communicate good personal hygiene messages • Develop Parent Newsletter Inserts that address oral hygiene, body odour, puberty changes, acne and skin care • Parent-Teacher Interviews - Discuss the social implications for students related to personal hygiene • School Assemblies - Involve parents and students to plan activities (e.g. presentations, skits, plays) throughout the year to address personal hygiene issues – themes may include “What is acne?...Steps to better skin” or “Oral Hygiene – How to Take Care of your Mouth” • Provide students with opportunities to brush and/or floss teeth after lunch 	<p>Toronto Public Health:</p> <ul style="list-style-type: none"> • Liaison Public Health Nurse - Invite your liaison PHN to your Healthy School Committee to discuss personal hygiene • Sexual Health Educator - provides information to staff and students related to puberty changes • Dental Services - Free dental care for eligible children, high school students and seniors <p>Other Community Partners:</p> <ul style="list-style-type: none"> • Canadian Dental Association • Brushmania • SmileCity



Sample Action Plan Activities

Quality Instruction & Programs	Healthy Physical Environment	Supportive Social Environment	Community Partnerships
<p>Classroom Activities:</p> <ul style="list-style-type: none"> Engage students in discussions re: respectful relationships Have students examine how pop culture demonstrates relationships between men and women Have students develop rules for their classroom/school in order to create a respectful and inclusive space Work with Toronto Public Health to help support teaching staff with lesson plans on healthy relationships Refer to OPHEA's curriculum support documents related to healthy relationships Request a <i>Take Action Towards a Healthy School Social Emotional</i> package 	<p>Students:</p> <ul style="list-style-type: none"> Ask students to develop a mural in the school that displays images of respect and healthy relationships Post Kids Help Phone posters around the school <p>School Staff:</p> <ul style="list-style-type: none"> Create private spaces within the school where students can safely report incidents Allow students to provide staff with information regarding harmful relationships using a confidential drop box Reward acts of kindness and respect (e.g. lunch with the principal) 	<p>School wide Initiatives:</p> <ul style="list-style-type: none"> Create clear behavioural policies (e.g. school Code of Conduct or No-Harassment policies) Encourage teachers to adopt an at-risk student to greet daily/weekly in an effort to build supportive relationships PA Announcements – ask students to create messages of respect, kindness & friendships Establish a diversity club to provide students with an opportunity to discuss ways to make all students feel welcomed in the school Ask your Liaison Public Health Nurse to help organize and facilitate groups to talk about health issues your students want to address 	<p>Toronto Public Health:</p> <ul style="list-style-type: none"> Invite the Liaison Public Health Nurse to meet with your Healthy School Committee to discuss the social implications for students related to healthy relationships and respect <p>Other Community Partners:</p> <ul style="list-style-type: none"> Inform students about the Kids Help Phone hotline Partner with the local youth centre to provide programs in conflict resolution and development of self-esteem Link with the Roots of Empathy program to promote empathy among students in the classroom

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Sample Action Plan Activities

Quality Instruction & Programs	Healthy Physical Environment	Supportive Social Environment	Community Partnerships
<p>Classroom Activities:</p> <ul style="list-style-type: none"> • Talk with students about the possible causes of stress and ways of coping • Incorporate discussions or activities across the curriculum • Identify ways to address stress and anxiety in the classroom (e.g. physical activity) <p>School Staff:</p> <ul style="list-style-type: none"> • Provide in-service re: identifying signs and symptoms of stress in students • Provide in-service re: supporting a positive social and emotional environment in schools • Refer to OPHEA's curriculum support documents 	<p>Students:</p> <ul style="list-style-type: none"> • Involve students to create peaceful and positive spaces to relax or meditate • Post Kids Help Phone posters around the school • Have art classes develop posters on stress reduction and post them during exam time • Post helpful websites in classrooms such as Kids Mental Health Ontario or Centre for Addiction and Mental Health <p>School Staff:</p> <ul style="list-style-type: none"> • Set up areas in schools for students to participate in physical activities or interest clubs • Provide resources in the school library on mental wellness 	<p>School Wide Initiatives:</p> <ul style="list-style-type: none"> • Conduct survey on mental health needs/ issues • Offer yoga/Pilates/meditation sessions during exam time <p>Students:</p> <ul style="list-style-type: none"> • Provide workshops on time management and stress reduction during exam time • Use PA announcements to give tips on stress reduction strategies • Create parent newsletter inserts on the causes of stress and anxiety in children <p>Parents:</p> <ul style="list-style-type: none"> • Invite parents to participate in school activities and celebrations • Address mental wellness at school council meetings • Request Toronto Public Health's <i>Kids Have Stress Too!</i> parenting workshop 	<p>Toronto Public Health:</p> <ul style="list-style-type: none"> • Invite the Liaison Public Health Nurse to the Healthy School Committee <p>Other Community Partners:</p> <ul style="list-style-type: none"> • Involve the whole school community in mental wellness initiatives • Work with school support services (e.g. Guidance, Psychologist, Community Support Workers) to link students to mental health services • Invite local community mental health agencies to offer workshops to parents, staff or students (e.g. CAMH, Hincks-Delcrest, Youthlink, Across Boundaries) • Work with community partners to link students to programs/services that address youth mental health • Request a <i>Take Action Towards a Healthy School Social Emotional</i> package



Sample Action Plan Activities

Quality Instruction & Programs	Healthy Physical Environment	Supportive Social Environment	Community Partnerships
<ul style="list-style-type: none"> • <i>UV Index Sun Awareness Program</i> (Health Canada) • <i>Sky Watchers – Teachers’ Corner, Teacher’s Guide</i>, Chapter 6, Ultraviolet Radiation, gr. 4-7 (Environment Canada) • <i>Sun Protection: A Primary Teaching Resource</i> –World Health Organization • Video – <i>Sun Safe Play Everyday!</i> –ages 2-6 (Canadian Dermatology Association) 	<p>The school has a written sun safety policy/ recommendations with guidelines for:</p> <ul style="list-style-type: none"> • Students and staff – during recess, classes held outdoors and outdoor school events such as sports events and school trips • <i>Sun Safe Event Planning Guide for Outdoor Events</i> (Toronto Public Health) <p>Shade Use and Development</p> <ul style="list-style-type: none"> • See: <i>EcoSchools Designing for Shade and Energy Conservation</i> guide for ideas • Assess your school play areas for shade • Involve your school and/or parent council in tree planting programs and other opportunities to create shade 	<ul style="list-style-type: none"> • Promote your school as an active and sun safe school • Encourage staff to be sun safe role models and promote sun safety • Use the <i>Sun Safe Event Planning Guide for Outdoor Events</i> (Toronto Public Health) for outdoor events, including fitness and sports days • Have a sun safety launch during Sun Awareness Week • Host a school wide event such as Silly Hat Day • Use PA announcements from <i>Take Action Towards Healthy Living: Be Sun Safe</i> package • Announce UV Index forecasts and recommended sun protection strategies <p>Parent Supports</p> <ul style="list-style-type: none"> • Fact sheets, pamphlets, posters, bookmarks • Parent newsletter articles (see <i>Take Action</i> package) • School Council presentations 	<p>Toronto Public Health</p> <ul style="list-style-type: none"> • Sun safety information and event planning • <i>Take Action Towards Healthy Living: Be Sun Safe</i> package • <i>Sun Safe Event Planning Guide for Outdoor Events</i> • Staff and School Council presentations • Print resources <p>Other Community Partners</p> <ul style="list-style-type: none"> • EcoSchools and Evergreen for shade development • LEAF: trees and shrubs for Toronto schools • Canadian Cancer Society: information, print resources • Canadian Dermatology Association: information • Ontario Sun Safety Working Group: information; curriculum resources

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Activity Selection Template

Quality Instruction & Programs	Healthy Physical Environment	Supportive Social Environment	Community Partnerships
<p>Quality instruction provides students with a wide range of opportunities to learn, practise, and demonstrate knowledge and skills related to living a healthy life. Programs offered during the instructional day often lay the foundation for other activities done outside instructional time. Quality programs also include opportunities for teachers and school administrators to participate in professional learning opportunities.</p>	<p>A safe and healthy physical environment improves the conditions for learning. The physical environment includes the school building and grounds, routes to and from the school, and materials and equipment used in school programs.</p>	<p>A supportive social environment has a positive impact on students' learning. Many practices within a school foster such an environment. Students, teachers, and parents can benefit from the support provided, which may be formal (e.g., school policies, rules, clubs, or support groups) or informal (e.g., unstructured peer interaction or free play).</p>	<p>Community partnerships provide access to resources and services available to support staff, students, and families in the development and implementation of healthy schools initiatives. Various organizations can deliver services within the school setting, including public health.</p>
Activities			



Action Plan Template

The Healthy Schools Action Plan Template will be used by Healthy School Committees to guide the development, implementation and evaluation of a school community action plan.

The template will be completed in consultation with the school community stakeholders to ensure that needs, assets and vision are reflected. Creating an action plan involves coordination with the school community partners and ongoing communication to ensure success. The action plan serves as a roadmap to achieve the Healthy School Committee's goal(s) and should be revisited regularly and revised as needed. Effective Healthy Schools include action in each of the four foundations below:

Foundation	Definition	Examples Related to Social Emotional Health
High-Quality Instruction & Programs	Teaching and learning – the way students and staff receive information about health includes: <ul style="list-style-type: none">• Health curriculum taught in the classroom• Opportunities to learn, practice and demonstrate knowledge and skills• Other informal learning opportunities• Training for educators	<ul style="list-style-type: none">• Incorporate discussions or activities on mental wellness in the curriculum
Healthy Physical Environment	A clean, safe, healthy environment includes: <ul style="list-style-type: none">• The school building and grounds• Routes to and from school• Materials and equipment used• Foods offered	<ul style="list-style-type: none">• Provide quiet spaces for students to meet and socialize
Supportive Social Environment	Social supports available within the school includes: <ul style="list-style-type: none">• Formal supports (school policies, rules, clubs, support groups)• Informal supports (unstructured peer interaction, role modeling, community participation, active student and parent participation)	<ul style="list-style-type: none">• Create PA announcements on how to cope with stress and anxiety
Community Partnerships	Provide access to resources and services available to support staff, students and families in the development and implementation of Healthy Schools. Services could include screening, referral and treatment, guidance services and a variety of health services. Includes various organizations: <ul style="list-style-type: none">• Public Health, Police, grocery stores, Parks & Recreation, Social services & other organizations	<ul style="list-style-type: none">• Partner with local youth services to provide programs for students and staff

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Action Plan Template

School Board:	
School Name and Number:	
School Address:	
School Phone:	
School Contact:	
School Year:	

Healthy School Committee

Committee Member	Role (i.e. Administrator, Teacher, School Staff, Student, Parent, Community Partner)	Contact information



In developing the action plan, be sure that your goals and activities are SMART!

Specific

Set goals that describe what you specifically want to accomplish. To avoid being unclear, answer the questions who, what, where, when and how.

Measurable

Know how you are going to measure whether or not you have achieved your goal. Be specific with how you will measure your achievements. Use specific targets and indicators to determine whether you have been successful at the end of the year.

Action Oriented

Decide how you will meet your goal. What action(s) will be done 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 inhibit success? Develop goals that are attainable. If you set goals that are unachievable, the school may feel the activities do not work and will likely decrease participation in the future. Assess if there is enough time, resources and support available.

Time-Oriented

Consider how much time is needed to complete the activity and meet the goal. Setting a realistic timeline, gives the school an idea of how long they have to achieve the goal. If a timeline is not established, there may be less motivation to reach the goal because the school has no end date to focus on. The target date gives students, staff and parents the motivation to reach the goal within a specific time period. Consider factors that may influence the time it takes to achieve the goal. If you set a time frame that is unrealistic, the school may not meet the goal and feel as if they have failed.



HEALTHY SCHOOLS TOOLKIT

End-of-Year Evaluation

I am a.... Parent/Guardian School Staff Student Principal Community Member

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know	N/A
1	2	3	4	5	6	7

1. The meetings start and end on time.

1 2 3 4 5 6 7

2. I feel comfortable participating during the meetings.

1 2 3 4 5 6 7

3. The minutes are useful for recording and keeping track of the committee's progress.

1 2 3 4 5 6 7

4. I understand what is expected of me and my role as part of the committee.

1 2 3 4 5 6 7

5. Members of the committee work cooperatively with each other.

1 2 3 4 5 6 7

6. I have a say in the planning and decision making of Healthy Schools.

1 2 3 4 5 6 7

7. As a result of the committee, I'm more likely to speak out about health issues in my school.

1 2 3 4 5 6 7

8. As a result of the committee, I have developed new skills (leadership skills, brainstorming skills).

1 2 3 4 5 6 7

9. The committee includes a variety of members from the school community.

1 2 3 4 5 6 7

10. As a result of the committee, I am more aware of the health issues in my school.

1 2 3 4 5 6 7

11. I feel more connected to my school, as a result of being on this committee.

1 2 3 4 5 6 7

12. What do you like about the committee?

13. What challenges/barriers exist with regards to the committee?

14. How do you think the committee could improve?

15. What changes would you like to see happen in order to increase/continue/gain your involvement?

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



I didn't like:



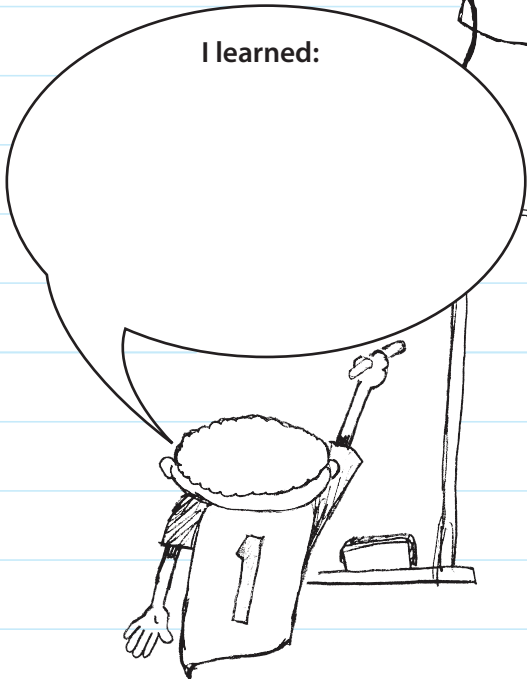
Next year I think
we should:



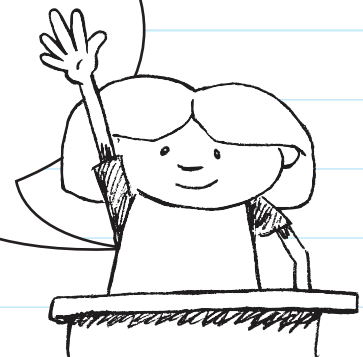
Being healthy is
important because:



I learned:



My plan to do more
healthy things is to:





School Community 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:



Reflection and Planning for Next Year

What changes may occur that could affect our Healthy School next year?

Healthy School Committee members leaving the school (Principal, students, parents)


- Members may be leaving the school for various reasons such as graduation, new job or moving away

Changes within the school structure

- New guidelines from the Ministry of Education
- New curriculum
- New school schedule

How will you address these? _____

What needs to be done to prepare for next year?

- Healthy Schools update prepared and ready for next year's Fall school newsletter  39
- Plan how you will communicate to the school that Healthy Schools is continuing
- Look for activities from your Action Plan that can be implemented as soon as the next school year begins
- You can now adjust the action plan and add or remove things in preparation for next year

Plan for next year's first meeting

Date and Time: _____

Location: _____

Chair: _____

Minute Recorder: _____

Agenda Items: _____

List of ideas for next year



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)
- Give each member a special certificate of recognition acknowledging their efforts and participation 📄 38
- 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
- Provide a certificate to each student in the school to acknowledge their involvement in Healthy Schools activities
- Allow each classroom to have a healthy celebration over the lunch period
- Give each student a recognition prize such as a sticker, pencil or magnet 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

(School Name)

This certificate recognizes

for helping to create a healthier learning
environment in our school.

Congratulations – great work!



Date

Signature



Sample End-of-Year Update

Way to go!!

As we come to the end of the school year, the Healthy School Committee would like to thank the students, staff, parents and community members for supporting _____ (insert school name) on our journey to becoming a healthier school. We hope you have learned positive health behaviours you can use at school, home and in the community.

We have made excellent steps in the right direction! A few examples of our accomplishments include: (insert activities, changes to school health)

These accomplishments are a result of your hard work and input! We appreciate your enthusiasm and support and hope this will continue next year, as we carry on with developing a Healthy School community. We must always strive to become a healthier school, as this provides the optimal environment for children to learn and grow!

Stay tuned for new and upcoming activities next year! Remember, new members and ideas are always welcome for the Healthy School Committee.

Thanks again, and if you have any further questions please contact the Healthy School Champion

_____ (insert name of Champion) at

_____ (insert contact information).

Congratulations!



Implementation Checklist

Step One:

1. Educated the school community about the Healthy Schools approach
2. Communicated with key community members about Healthy Schools
3. Formed a diverse Healthy School Committee with representation from the whole school community
number of school staff _____, students _____, administration _____, parents _____, and community partners _____
4. Conducted the first Healthy School Committee meeting
5. Established a general vision of what a Healthy School looks like

Step Two:

1. Completed a strengths/needs survey with representatives from
 - parents
 - school staff
 - students
 - administration
2. Reviewed and discussed the results of the surveys
3. Established priority areas for your school
4. Communicated the results and priority areas with the school community

Step Three:

1. Developed goals and selected activities based on priority areas
2. Developed an Action Plan addressing all four components of a Healthy School
3. Communicated and promoted the Action Plan with school community members
4. Carried out Healthy Schools Action Plan activities
5. Reviewed the Action Plan progress regularly and revised as needed (i.e. monthly)

Step Four:

1. Completed the Healthy School Committee Activity Evaluation form
2. Conducted a Healthy School End of Year Evaluation
3. Gathered end of year feedback from:
 - parents
 - school staff
 - students
 - administration
 - community partners
4. Communicated achievements with the entire school community
5. Celebrated with the committee and entire school community
6. Planned for next year



Embark on the Healthy
Schools journey!