



## Healthy Schools Process Implementation Checklist

### STEP 1: FORM A HEALTHY SCHOOLS ACTION TEAM

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

### STEP 2: IDENTIFY STRENGTHS AND NEEDS

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

### STEP 3: DEVELOP AND CARRY OUT ACTION PLAN

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

### STEP 4: EVALUATE AND CELEBRATE ACHIEVEMENTS!

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