



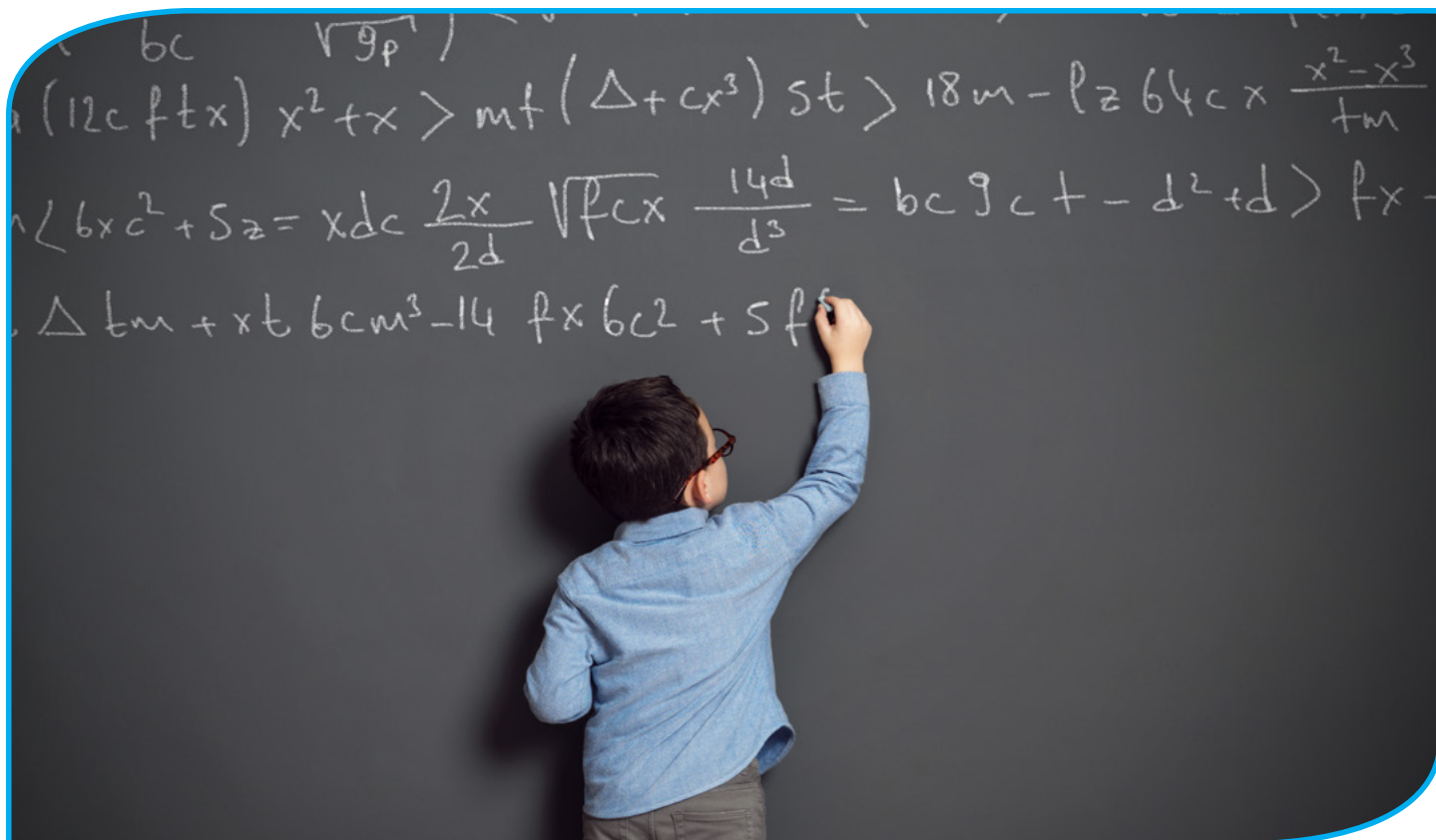
HASTINGS PRINCE EDWARD
Public Health



Healthy Schools Toolkit

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Welcome to your Healthy Schools Toolkit

The purpose of this resource is to assist schools in creating a healthy school environment by providing strategies, tips and tools that focus on a comprehensive approach to school health. The Healthy Schools Toolkit will guide you through the four step process to help you along your healthy school journey.



Look for this symbol throughout this handbook to identify which tool(s) can support the suggested activities.

For a complete list of available tools, refer to page 13 of this handbook.

Healthy Schools Process

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

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

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The benefits of creating an active, Healthy Schools community

Student Benefits:

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

Staff Benefits:

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

Family Benefits:

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

School Community Benefits:

- Provides a place to identify, prioritize and raise awareness about health issues
- Gives students, caregivers and staff the opportunity to work together to impact health and well-being
- Provides more opportunities for student leadership/engagement
- Improves access to community resources

The Foundations for a Healthy School

Using the Ministry of Education's [*Foundations for a Healthy School*](#) framework; schools, school boards, students, caregivers and community partners can work together to develop healthy school environments that promote and support student well-being.

The Foundations for Healthy Schools are made up of five pillars:

1. Curriculum Teaching and Learning

Offering a wide range of opportunities for students to learn, practise and promote positive and healthy behaviours, and to practise leading healthy, active lives.

2. School and Classroom Leadership

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

3. Student Engagement

Students feel a sense of belonging while 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

Includes school led initiatives that support learning and contribute to the positive cognitive, emotional, social, and physical development of students.

5. Home, School and Community Partnerships

Engages caregivers, school staff, organizations such as public health, social services, parks and recreation, and local businesses and community groups to help address the school's specific health topic(s).



TIP:

Use [this resource](#) to help explain the Healthy Schools process and the Foundations for a Healthy Schools framework to students, families, school staff and community partners.



Roles and Responsibilities of the Healthy Schools Action Team

A Healthy Schools Champion is:

- Enthusiastic about improving the health of the school community.
- A role model for healthy behaviour.
- Someone who is in the school regularly, such as a staff, caregiver, administrator, child and youth worker or a community coordinator.
- Committed to the Healthy Schools approach and process.
- Willing to advocate for a healthy school environment.
- The contact person for all Healthy Schools-related events, issues and enquiries.
- Supported by Hastings Prince Edward Public Health (HPEPH) staff.

A Healthy Schools Action Team Member is:

- Enthusiastic about improving the health of the school community.
- A role model for healthy behaviour.
- A member of the school community, such as a caregiver, staff, administrator or student.
- Able to attend regular meetings and planned Healthy Schools activities.
- Willing to work as part of a team to plan and carry out a Healthy Schools action plan.

How You Can Help

- Learn more about your Action Team's chosen health issue(s) and share your knowledge with others.
- Volunteer to chair an action team meeting, take notes, lead an action plan activity, or collect surveys and evaluations.
- Recruit other members to join your action team.
- Spread the word about your action team and all of the great things you are doing.
- Bring this toolkit to all your Healthy Schools meetings and help the action team stay on track.



How Can Public Health Help?

Contact HPEPH for resources to help you create a Healthy Schools community.

613-966-5500 / 1-800-267-2803

healthyschools@hpeph.ca



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Healthy Schools Process

Step 1:

Form a Healthy Schools Action Team

Goals

- Raise awareness of the benefits of Healthy Schools.
- Motivate the school community to support the Healthy Schools Action Team.
- Recruit school community members for the Healthy Schools Action Team.

Part A: Determine level of interest and establish commitment

- Consult with your school administrator to discuss the Healthy Schools process and determine if the timing is right.
- Contact Public Health for assistance.
- Develop a plan to inform and educate the school community about Healthy Schools. 🏠 4
- Provide a presentation about Healthy Schools to staff and caregivers. 🏠 1 🏠 5 🏠 6
- Mobilize and empower students by explaining how they can have a voice in school decisions.



TIP:

Gaining support from school administration is key to achieving a school-wide commitment

Part B: Form the Healthy Schools Action Team

- Promote the Action Team and invite interested school members to get involved. 🏠 3 🏠 7 🏠 8
- Your Healthy Schools Action Team may be a sub-committee of the School Council or of another existing committee.
- Recruit a diverse group that includes: 🏠 2
 - » Staff
 - » Students
 - » Caregivers
 - » Administrators
 - » Community members
- Organize the first Healthy Schools Action Team meeting. 🏠 10 🏠 11
- Decide on a name for your Action Team, such as Healthy Champs, Snack Attack, Health Squad. Consider having a naming and/or logo contest. 🏠 9
- Discuss the general vision for Healthy Schools in your school environment. 🏠 12



CHECKLIST FOR STEP 1

- ☐ Educate the school community about the Healthy Schools approach
- ☐ Communicate with key school community members about Healthy Schools
- ☐ Form a diverse Healthy Schools Action Team representing the whole school community
- ☐ Conduct the first Healthy Schools Action Team meeting
- ☐ Establish a general vision of what Healthy Schools looks like in your school
- ☐ Determine readiness to move to step two





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Healthy Schools Process



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 caregivers.
- Review and discuss the results and identify priority areas for action.

Part A: Survey your school community


- Review any school data you have already collected (i.e. School Climate Survey, EDI, MDI etc.).
- Develop a survey or adapt an existing one for students, staff and caregivers to identify the current health status of your school. 
- Inform the school community that the Action Team will be conducting a survey, and encourage their participation. 
- 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.
- Survey your school community every two years.



TIP:

Consider paper, email, focus groups and online survey tools

Part B: Share results, establish the vision and prioritize health issues

- Examine the results of the survey and determine the current strengths, needs and challenges.
- Communicate the results of the survey to your school community, with strengths presented first. 
- Based on your vision in step one and the survey results, prioritize the most important health issues to which your school can realistically commit over the school year. It's okay to start small, as many small changes can add up to big successes!
- Learn more about the health issues your school has identified. Take some time again to review school data to help identify the strengths and needs specific to the school.



TIP:

Keep a record for future years of all the issues/ suggestions you are not using this year.



CHECKLIST FOR STEP 2

- ☐ **Complete survey for:**
 - Caregivers
 - Staff
 - Students
 - Administrators
- ☐ **Review and discuss the results of the surveys**
- ☐ **Establish priority areas for your school**
- ☐ **Communicate the results and priority areas with your school community**
- ☐ **Determine if your Action Team is ready to move to step three**



By identifying your school's health needs, your Action Team will be able to consider:

- Activities the school community will enjoy.
- The overall vision of staff, students and caregivers.
- The most important health issues for your school.



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Step 3:

Develop and carry out the action plan

Goals

- Develop an action plan to chart future directions and activities of the Healthy Schools Action Team based on the health issue(s) identified in previous steps.
- Carry out your Healthy Schools action plan activities in the school.

Part A: Develop the action plan


- Brainstorm and choose activities for your priority area – start small and plan activities that are easy to accomplish first. During the planning process, consider the following: 
 - » For whom is the activity intended?
 - » What resources are needed?
 - » When will the activity be carried out?
 - » Who is responsible for planning?
- Try to address all Five Foundations for Healthy Schools:
 - » Curriculum Teaching and Learning
 - » School and Classroom Leadership
 - » Student Engagement
 - » Social and Physical Environments
 - » Home, School and Community Partnerships
- Develop goals for the chosen activities. 
- Align activities with existing School Board priorities and your School Improvement Plans for Student Achievement and Well-Being (SIPSAW).
- Transfer your goals and activities to the action plan.
- Ask yourself: *How will we know if we have met our goal?*
- Speak with others in your school community before you begin to carry out 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:
 - » Post a Healthy Schools challenge pledge or mission statement where everyone in the school can see it.
 - » Send regular updates to caregivers and community partners to keep them informed of the Healthy Schools action plan.
 - » Host a Healthy Schools kick-off assembly for caregivers and community partners to see what your school will be doing to support health.

✓ CHECKLIST FOR STEP 3

- ☐ Develop goals for each activity
- ☐ Develop an action plan addressing all Five Foundations for a Healthy School
- ☐ Communicate and promote the action plan with school community members
- ☐ Start working on the activities following the action plan
- ☐ Review action plan progress and revise as needed
- ☐ Determine if the committee is ready to move to step four

- » Invite students to be actively involved in planning and carrying out the Healthy Schools process.
- » Ensure school staff, students, caregivers and community partners are equipped to implement activities effectively.
- » Review progress by discussing problems with certain activities, revision of timelines, communication issues or new resources.
- » Prepare a participant evaluation form and distribute it immediately after each activity. 



Keep in mind that your action plan may not go according to schedule. Don't be discouraged. Learn from the problems that arise and be prepared to adjust the plan accordingly.



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Step 4:

Evaluate and celebrate achievements



Goal

- 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 what didn't. Add this information to the action plan.
- Evaluation will help identify activities that were worthwhile, along with any problems, new ideas and challenges to expect and avoid in the future.

Evaluation areas


- **The steps in the Healthy Schools process:** Were you able to complete them all? 
- **The school community:** Did the school enjoy the activities? Is there a difference in the health status of the school?
- **The action plan:** Have you met your activity goals as outlined?
- **The Healthy Schools Action Team:** How effective was the Action Team? 
- **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 identify them as successes on your Action Team's Healthy Schools action plan.



TIP:

Consider surveys, focus groups and interviews to evaluate your activities

Part B: Plan for next year

- Discuss any changes that may 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 were unable to accomplish this year and identify new ideas 



TIP:




Celebrating the hard work of the school community will encourage support for Healthy Schools in the future and provide a chance to highlight the school's successes.



CHECKLIST FOR STEP 4

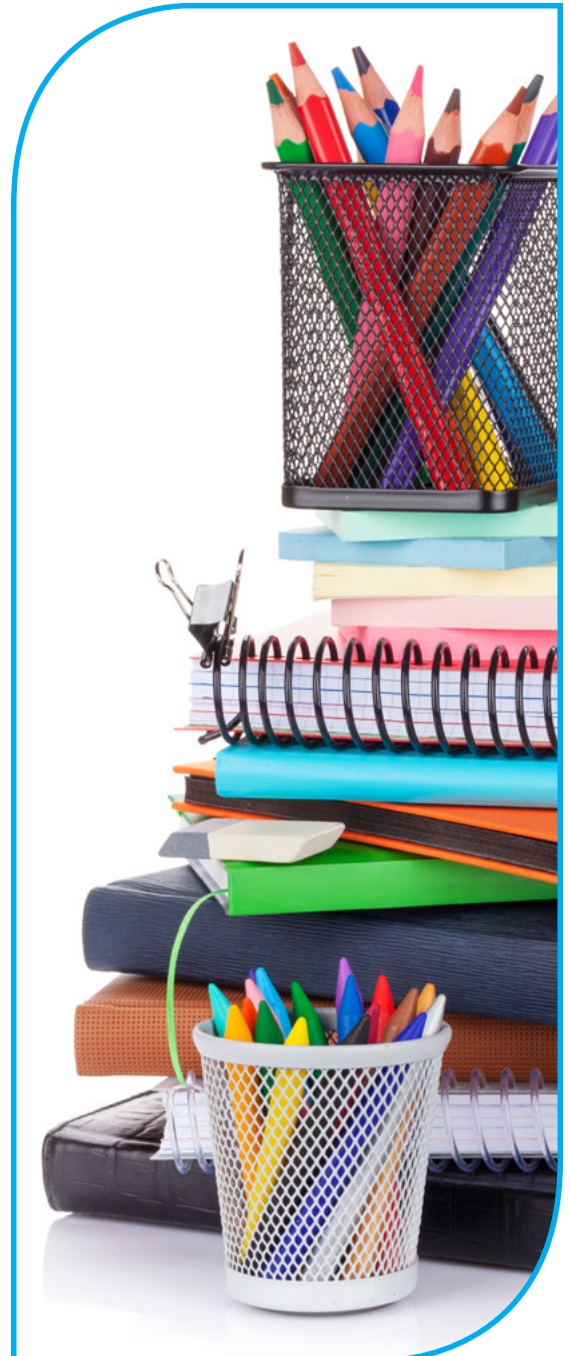
- ☐ **Determine if you have met your activity goals**
- ☐ **Assess completion of the steps in the Healthy Schools process**
- ☐ **Complete the Healthy Schools Action Team year-end evaluation**
- ☐ **Gather feedback from:**
 - Caregivers
 - Staff
 - Students
 - Administrators
- ☐ **Plan for next year's Healthy Schools Action Team and activities**
- ☐ **Communicate achievements with the school community**

Part C: Celebrate!

- Provide opportunities for the school to hear about completed activities.
- Share successes with students and staff through a newsletter or announcement. 
- Acknowledge and celebrate the efforts of the Healthy Schools Action Team and the whole school community. 
- Strengthen school-wide support and commitment to the Healthy Schools approach.
- Plan a year-end celebration for the committee and for the whole school. Check out the tip sheet for healthy celebration ideas. 

Healthy Schools Tools

1. [Benefits of Creating a Healthy Schools Community](#)
2. [Tips: Recruitment Strategies](#)
3. [Sample Recruitment Flyer - For Caregivers](#)
4. [Raising Awareness Newsletter Insert](#)
5. [Presentation Invitation](#)
6. [Healthy Schools Presentation](#)
7. [Volunteer Recruitment Form](#)
8. [Sample Announcement](#)
9. [Getting Organized for the First Action Team Meeting](#)
10. [Sample Agenda – First Meeting](#)
11. [Meeting Minutes Template](#)
12. [Visioning Exercise](#)
13. [Setting SMART Goals](#)
14. [Sample Roles and Responsibilities](#)
15. [Roles and Responsibilities Template](#)
16. [Working Effectively as a Group](#)
17. [Action Team Member Contact List](#)
18. [Sample Survey Letter](#)
19. [Sample Student Survey: Grades JK to 3](#)
20. [Sample Student Survey: Grades 4 to 8](#)
21. [Sample Student Survey: Grades 9 to 12](#)
22. [Sample Staff Survey](#)
23. [Sample Caregiver Survey](#)
24. [Sample Survey Summary](#)
25. [Action Plan Template](#)
26. [Participant Activity Evaluation](#)
27. [Year-End Action Team Evaluation](#)
28. [Healthy Schools Process Implementation Checklist](#)
29. [Reflection and Planning for Next Year](#)
30. [Year-End Celebration Ideas](#)
31. [Recognition Certificate Template](#)
32. [Sample Year-End Update](#)



Healthy Schools Library

These additional resources are designed to provide schools with topic specific examples and supports. Feel free to browse our Healthy Schools Library.

Mental Health

Step 2: [Identify Strengths and Needs](#)

Step 3: [Develop and Carry Out the Action Plan](#)

Step 3: [Sample Action Plan](#)

Physical Activity

Step 3: [Develop and Carry Out the Action Plan](#)

Step 3: [Sample Action Plan](#)





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