

Templates to Support Completion of the Healthy Schools Six-Step Process

Table of Contents

Template Title	Page
Step 1: Establish A Healthy Schools Committee	
Agenda and Notes Template	4
Healthy Schools Six-Step Planning Tool Template	5
Terms of Reference Template	8
Step 2: Assess Strength and Needs	
Foundations for a Healthy School Inventory Template	12
School Tour (Student Led) Template – Secondary School	16
School Tour (Student Led) Template – Primary School	19
Step 3: Determine Priority Topic	
Healthy Schools Six-Step Planning Tool Template	5
Step 4: Create and Implement an Action Plan	
Healthy Schools Six-Step Planning Tool Template	5
Step 5: Monitor Progress	
Activity Reflections Log	22
Healthy Schools Six-Step Planning Tool Template	5
Step 6: Evaluate and Celebrate	
Letter of Appreciation Template	25
Healthy Schools Recognition Certificate	26
Healthy Schools Six-Step Planning Tool Template	5

Step 1: Establish a Healthy Schools Committee

Healthy Schools Meeting Agenda and Notes

<Insert name of School>

Date/Time:

Attendees:

Chair(s):

Guests:

Recorder:

Regrets:

Agenda Items

1. Welcome
2. Determine Note Taker
3. Additions to agenda
4. Review action items from previous notes (list items here)
 - a. Item 1
 - b. Item 2
 - c. Item 3
5. Updates
6. New Items for discussion
7. Review and update Six-Step Healthy Schools Planning Tool (at each meeting)
8. Celebration and Reflection: Discuss completed activities and fill in Activity Reflections Log
9. Items for next agenda
10. Date of Next Meeting

Key Discussion and Action Items (what/who/by when)

Be sure to write down key discussion points and action items under each agenda item for your meeting notes.

6-Step Planning Tool

Step 1: Identify Key Partners: Who can work with us?

Name	Title	Role	Contact information
	Administrator		
	Healthy Schools Champion		
	Public Health Nurse		

Instructions: Add roles and contact information in the chart above.

Things to consider: Are there any staff members, students, or parents who could help? Are there any existing committees that could support this work?

Step 2: Assess your Strengths and Needs: Let's build on what we have!

Step 2.1 Gather Available Data Sources

Engage with the staff, teachers, students, and community about what your strengths and needs are. Look to data sources such as EQAO (student survey portion), and others for further information. Your goal is to determine what the strengths of your school are and where there are needs to be addressed.

Step 3: Determine Your Focus Area: What does the data tell you?

Step 3.1 Determine your Focus Area(s):

Where do we need to put our focus and resources this year?

Step 3.2 Set Goals and Success Indicators

What are we trying to achieve (goals) e.g. To increase student and staff ability to incorporate non-structured physical activity into their daily lives.

1. Goal 1
2. Goal 2
3. Goal 3

How will we know we are successful? How will you measure success?

Step 4: Create and Implement Your Action Plan: Ready, Set, and Go!

Activity, Program, Service	Tasks	Who	When	Status

Step 5: Monitor Success

Reflections (what went well, what would we change?). See Template in Step 5: Activity Reflections Log.

Step 6: Evaluate and Celebrate: Let's recognize what we accomplished!

6.1 Year-End Evaluation

1. What were our successes?
2. As a result of our work, how has our school environment changed? (e.g., What physical and social changes have you seen, heard and/or felt this past year)
3. What would we do differently?

6.2 Plan for Next Year

1. Will we continue working on our current focus area next school year?
 - a. If yes, list activities to continue.
 - b. If no, what focus area should we consider exploring next school year?
2. Are we expecting any changes to school staff and/or school environment?
3. Are we expecting any changes to health-related Curriculum and Guidelines (policies) from the Ministry of Education etc.?
4. Set a meeting date and time for early fall with Principal and Healthy Schools.

6.3 Year-End Celebration

Plan a Whole School Celebration

- Assembly highlighting accomplishments for the year (use your photos or video clips).
- Consider planning an event that brings the whole school community together.

Template: Terms of Reference

<Insert Name of Healthy Schools Committee>

<Insert Name of School>


Terms of Reference

1. Purpose of Committee: *Ideas – adapt or create your own*

- To strive for a healthy school culture and environment that supports positive social, emotional, spiritual, and physical well-being for the entire school community.
- To implement and evaluate a comprehensive plan of activities that supports the Foundations for a Healthy School and promotes the health and well-being of staff, students, parents and the school community.

2. Objectives: *Ideas – adapt or create your own*

- Complete the Foundations for a Healthy School inventory each school year.
- Use available data and if appropriate, conduct surveys or focus groups to help identify priority health topics for the school.
- Identify any overlap in school activities to find opportunities to collaborate and work more efficiently when developing and implementing the Healthy Schools Action Plan.
- Build partnerships with community organizations that support the implementation of the Healthy Schools Action Plan.
- Review, reflect on, and evaluate the progress and outcomes of activities implemented from the Healthy Schools Action Plan to inform celebration activities and future planning.
- Plan and implement celebration activities annually to thank those involved and to bring the school community together.
- <insert # meetings per year> and will also include items to meet the Safe Schools Committee mandates.
- Include Healthy Schools in the school's annual School Improvement Plan for Student Achievement (SIPSA).



3. Accountability: *Ideas – adapt or create your own*

- The committee will:
 - Report to <insert person(s)> on <what>, <how often> and <how>.
 - Assign a member to provide updates to school council and student council.
 - Provide regular updates through newswire/school day and the school's website to keep the school community engaged with healthy schools activities.

4. Membership: *Ideas – adapt or create your own*

The Healthy Schools Committee will aim to include representation from each of the following groups:

- School administration
- Staff
- Parents
- Students
- School community members

The number of committee members from each group can be flexible. Members commit the time to carry out the roles outlined in section 5. Membership will be reviewed at the first Healthy Schools meeting of each school year.

5. Roles: *Ideas – adapt or create your own*

Role: Chair/Co-Chair

Responsibilities:

- Organize committee meetings (book times, locations, send invites).
- Set and distribute meeting agendas with input from members.
- Chair meetings and act as contact person for the committee.
- Ensure there is a recorder and meeting notes are distributed.
- Maintain record of activities (action plan, Foundations for a Healthy School inventory), or delegate as appropriate.

Role: Note Taker

Responsibilities:

- Assigned at the start of each meeting.
- Use the template provided to record key decisions, actions, and next steps.
- Provide a copy of the notes to all committee members within <# days> of each meeting.
- Make edits to the minutes based on feedback from committee members.



Role: Committee Members

Responsibilities:

- Stay current on the school's activities.
- Attend meetings and role model healthy behaviours.
- Bring forward ideas and information to help the committee in its activities.
- Solicit ideas and opinions from staff, parents, students, and community members as appropriate.
- Commit to completing action items within assigned timelines.
- Support the Chair / Co-Chair with activities as appropriate.

Role: Healthy Schools Champion

Responsibilities:

- Has a regular presence in the school and models healthy behaviours.
- Demonstrates enthusiasm and keen interest in student well-being.
- Advocates for a healthy school environment.
- Communicates regularly with the school administrator on Healthy Schools.
- Promotes Healthy Schools and recruits committee members.
- May act as Chair or will support the Chair in:
 - Forming the initial committee.
 - Being a contact for group members, community partners, and media, facilitating and overseeing the planning and implementation process (including evaluation and celebration).

6. Decision-making

Decisions will be made by <vote or consensus>. Consensus is defined as being able to live with, accept, and support a decision, when there is not total agreement.

7. Meetings

Committee meetings will occur at least <insert #> times per year or as needed. Meetings may be needed more frequently in the beginning until the committee is established and when required to meet project deadlines. Meetings will be held <insert room/area> at <insert name of your school>.

Step 2: Assess Strengths and Needs

Foundations for a Healthy School Inventory

Reference: Using the Foundations for a Healthy School Inventory

What: This document can be used to identify what is already happening in the school that contributes to a Healthy School. This list can include various programs, activities, initiatives, policies, physical infrastructure, and even people. The table includes Ministry and board wide initiatives or ideas that you may already be implementing.

Why: Collecting this inventory will help you in understanding the resources and diversity that exist in your school community. These resources can be accessed to support your school's goals around health. Taking all five interconnected areas of the Foundations for a Healthy School into account will help schools to develop a comprehensive approach to Healthy Schools policies, programs and initiatives. It will also assist in setting goals related to Healthy Schools.

Who: Various members of your school community should be consulted to complete this picture of your Healthy School, including administrators, staff, parent/guardians, and students where applicable. A small group can be assigned to do this, or this can be assigned to an existing committee (e.g. School Improvement Team, Healthy Schools Committee, School Climate Team, etc.).

When: Complete this at the beginning of the school year. You can revisit it again and note any changes at the end of the school year. You don't need to start from scratch using a blank template - use the previous version from the year before and make changes.

Where: When completed, this inventory should be available for the school community to see (hard copy in the staff room or office, or an electronic version).

How: There are many strategies you can use to complete this template efficiently. A few examples include:

- Completing it together at a staff meeting.
- Posting it in the staff room and asking staff to write in their input.
- Putting the document in Google Docs and sending it out for staff and others to provide their input electronically.
- Assigning it to a group of people or an existing committee, to complete the first draft and then email it to others for feedback.

<Insert School Name>

20XX-20XX

Interconnected Areas	Curriculum, Teaching and Learning	School and Classroom Leadership	Student Engagement	Social and Physical Environments	Home, School and Community Partnerships
<p>Focus of each of the five interconnected areas in the Ministry of Education's Foundations for a Healthy School</p>	<p>Combines classroom learning with other formal and informal resources and activities to help students and staff build knowledge and gain skills to improve health and well-being through teaching and learning opportunities.</p>	<p>Developing guidelines and policies that help shape a safe, caring and inclusive, healthy school setting for both school and staff.</p>	<p>Offers opportunities and encouragement for students to be active leaders and contributors in the quest to make themselves, their peers, and their school community healthier.</p>	<p>Creating a social climate that builds competence, autonomy, connectedness, and physical environments, such as buildings, equipment, and outdoor areas at the school which supports healthy choices.</p>	<p>Making strong connections between the school and community who support student and staff health, e.g., parents/guardians, extended families, community groups/organizations, and others. It can also include partnerships formed within the school such as linking with other groups, clubs, and committees.</p>
<p>Ministry and Board Initiatives</p>	<ul style="list-style-type: none"> ● Health and Physical Education instruction for students JK-8 ● The Ontario Curriculum, Health and Physical Education ● Outdoor Education ● Itinerant health and DPA teachers JK-3 	<ul style="list-style-type: none"> ● Daily Physical Activity Policy ● Sabrina's Law ● Ryan's Law ● Concussion Policy ● School Food and Beverage Policy ● BIPSA/SIPSA ● Surveys/Research ● EQAO Reports ● Accepting Schools Act ● Resiliency Initiatives ● Student Census 	<ul style="list-style-type: none"> ● Student Council ● School Council ● Training student leaders to train peers ● Engaging to lead school-wide events, e.g., Mental Health Week ● Leading clubs and intramurals activities 	<ul style="list-style-type: none"> ● Gymnasium and equipment storage room ● Lockdown/Fire drill procedures ● Mental Health Lead ● Outdoor spaces and equipment ● Indoor Spaces ● School Policies and Guidelines 	<ul style="list-style-type: none"> ● Community Use of Schools ● School Liaison with Waterloo Regional Police Force ● Local Library services offering programming ● Work with local organizations (food banks) ● Partnership with religious leaders ● Newswire and Monthly Newsletters



Examples of Local Initiatives	<ul style="list-style-type: none"> • Umbrella Project • Bright Bites Initiative 	<ul style="list-style-type: none"> • School-wide Challenges • EcoSchools 	<ul style="list-style-type: none"> • Kids Wellness Committee • Coordinate Mental Health Week • Litterless Lunches 	<ul style="list-style-type: none"> • School Gardens • Cooking Clubs • Wellness Rooms • Water Bottle Filling Stations • Staff healthy eating lunches/potlucks 	<ul style="list-style-type: none"> • PRO Grants • Consult with Public Health • Newswire/Newsletters • Connections with local organizations e.g. Neighbourhood Associations
--------------------------------------	---	--	--	---	--

Health-Related Topics	Curriculum, Teaching and Learning	School and Classroom Leadership	Student Engagement	Social and Physical Environments	Home, School and Community Partnerships
Healthy Eating <i>APH005</i> (Anaphylaxis) <i>APH015</i> (Diabetes Management) <i>APH017</i> (Secondary School Food and Nutrition) <i>APH021</i> (Elementary School Food and Nutrition)					
Physical Activity <i>APH024</i> (Health and Phy Ed Guidelines) <i>APH027</i> (Concussion Procedures)					
Mental Health <i>APH018</i> (Wellness) <i>APH019</i> (Suicide, Depression and Self Harm)					
Personal Safety and Injury Prevention <i>APH 001</i> (Safe Arrivals Departures) <i>APH08</i> (Inclement weather) <i>APH022</i> (Lockdowns etc.) <i>APH088</i> (Asthma Policy)					



Substance Use, Addictions and Related Behaviours					
Growth and Development					
Spiritual Health AP0017					
Other (e.g. stewardship)					



School Tour (Student Led) – Secondary School

As students who are in the school every day, you have an important role to play in sharing your experiences and ideas for creating a healthy school. Use this tool to write down what you see, hear, and feel in your school and share it with your Healthy Schools Committee. Think about things that help students to feel mentally well, to eat healthy, and to be physically active.

Instructions:

1. Decide who wants to do the school tour. It can be one student or a group of students. Make sure you discuss with the Healthy Schools Committee before starting so they are aware of when you are completing the tour.
2. At the beginning of the school year, walk around the **inside** and the **outside** of your school.
3. As you walk around your school, document what you see, hear, and feel using pictures, drawings, words, or videos. Write down things you like about your school and things you want to see changed or added to help students to be physically active, to eat healthy, and to improve their mental well-being. You can use the space below as a guide.
4. Tell your Healthy Schools Committee:
 - What did you see when you walked around your school?
 - What things do you think help students to be healthy?
 - What things make it hard for students to be healthy?
 - What would you like to see changed or added at your school?

TEMPLATE

Date:

Get creative and use pictures, videos, or drawings

What do you see, hear, and feel in your school that helps students to be healthy?

Hint: Think about mental health, healthy eating, physical activity

What do you see, hear, and feel in your school that does **not** help students to be healthy?

Hint: Think about mental health, healthy eating, physical activity

SAMPLE

Date:

What do you see, hear, and feel in your school that helps students to be healthy?

- Health promoting messages and student achievements are displayed throughout the hallways.
- Students are hanging out together in common spaces.
- Students are using the outdoor multi-use court and fields.
- There are water fountains/refill stations and a sugar shocker banner to help students make healthy beverage choices.
- There are students active in a variety of student-lead opportunities e.g. SAC, AC, Link Crew as well as a variety of clubs, teams and intramurals.

What do you see, hear, and feel in your school that does **not** help students to be healthy?

- Students are being disrespectful towards other students and staff.
- Lots of students are sitting around during their spares.

- The cafeteria offers limited healthy options and students are often going to nearby fast food places for lunch.
- There are few clubs, outside of sports teams for students to get involved in.
- There isn't a quiet space for students to practice meditation or do mindfulness activities when they need a break.

School Tour (Student Led) – Primary School

As students who are in the school every day, you have an important role to play in sharing your experiences and ideas for creating a healthy school. Use this tool to write down what you see, hear, and feel in your school and share it with your Healthy Schools Committee. Think about things that help students to eat healthy, to be physically active, and to feel good.

Instructions:

1. Decide who wants to do the school tour. It can be one student or a group of students. Make sure you get help from a teacher before starting.
2. At the beginning of the school year, walk around the **inside** and the **outside** of your school.
3. As you walk around your school, write down what you see, hear, and feel using pictures, drawings, words, or videos. Write down things you like about your school and things you want to see changed or added to help students to be physically active, to eat well, and to feel good. You can use the space below as a guide.
4. Tell your Healthy Schools Committee:
 - What did you see when you walked around your school?
 - What things do you think help students to be healthy?
 - What things make it hard for students to be healthy?
 - What would you like to see changed or added at your school?

TEMPLATE

Date:

Get creative and use pictures, videos, or drawings

What do you see, hear, and feel in your school that helps students to be healthy? Hint: Think about mental health, healthy eating, physical activity

What do you see, hear, and feel in your school that does **not** help students to be healthy? Hint: Think about mental health, healthy eating, physical activity

SAMPLE

Date: 10/2/2018

What do you see, hear, and feel in your school that helps students to be healthy?

- In the hallways and on classroom doors, there are pictures created by students to show positive messages.
- Students are hanging out together and laughing.
- Students are playing outside using the multi use court, field, and playground structure.
- There are two water fountains and a sugar shocker banner to help students make healthy beverage choices.

What do you see, hear, and feel in your school that does **not** help students to be healthy?

- Students are being unkind to other students on the schoolyard.
- Students are sitting a lot during recess and lunch.
- There aren't any clubs, outside of sports for students to get involved in.
- There isn't a quiet space for students to practice meditation or do mindfulness activities when they need a break.

Step 5: Monitor Progress

Activity Reflections Log

Note: Use this tool to capture all your activity reflections in one document. If you would like this template in an alternative format (spreadsheet/table), please contact us.

< Insert School Name >

20XX-20XX

TEMPLATE:

Activity (align with Step 4 of your planning tool):

Who contributed to this evaluation/reflection?

Date of Reflection:

List any numbers (hard data e.g. # of participants):

What worked?

What would we do differently next time?

General Comments and Key Learnings etc.:

SAMPLE:

Activity (align with Step 4 of your planning tool): Mental Health Week

Who contributed to this evaluation/reflection? Staff: Ms. Lee, Mr. Cho, Students: Janice, Lee, Liam, Parent: Ms. Brown

Date of Reflection: April 10, 2019

List any numbers (hard data e.g. # of participants): 100 per cent of classrooms participated; each classroom produced five messages to be posted in the school hallways.

What worked? Positive messages and affirmations written on windows around the school, served as a daily reminder for staff and students. Started each day with a five-minute quiet meditation in each classroom, which helped set the tone for the day.

What would we do differently next time? Nothing. We would repeat this next year. Students were able to come up with many different strategies and more importantly, learned how to utilize them in their everyday lives.

General Comments and Key Learnings etc.: Key Learnings: Everyone has mental health and there are things we can all do to take care of our mental health. Learning how to connect with people such as family and friends helps to form positive, healthy support networks.

Step 6: Evaluate and Celebrate

Letter of Appreciation for Committee Members

Healthy Schools Committee or Committee Name,

Dear <name>

Thank you for the excellent work you have done as part of our **<Healthy Schools Committee Name>** in **<school year>**. Your involvement has helped the Healthy Schools Committee and our school community to:

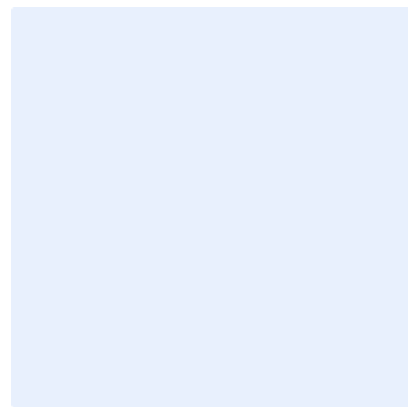
- <Team goal>
- <Team goal>

Without your energy and effort, we would not have been able to accomplish these activities and our goals. We value and appreciate everything you have done to improve our school community and hope you continue your involvement next year.

Sincerely,

<Signature>

<Name>, <Position>



<insert school logo by clicking image above>



This certificate recognizes

<NAME>

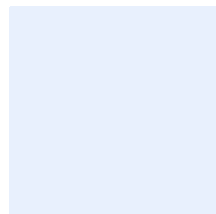
for helping to make our school a healthy and supportive space for everyone!

Congratulations – fabulous work!



Date

Teacher Champion/Principal Signature



<insert school logo by clicking image above>

