



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 teachers ____, 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
 - teachers
 - 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
 - teachers
 - 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