

School:  
School Year:

PHN:  
Date of Assessment:

### Stages of Implementation Tool for the Secondary Healthy Schools Program

	Stage 1	Stage 2	Stage 3
Committee	<input type="checkbox"/> Healthy School Champion/ leader has been identified <input type="checkbox"/> School Administrator and Champion have made a commitment to be a Healthy School <input type="checkbox"/> Healthy School committee or sub-committee is in place and meets or communicates on the regular basis <input type="checkbox"/> There is Public Health involvement regarding Healthy Schools	<input type="checkbox"/> Principal/VP stays <b>informed</b> of Healthy School action plan and activities <input type="checkbox"/> Healthy School champion/youth/ leader <b>chairs</b> or co-chairs the Healthy School committee <input type="checkbox"/> Healthy School committee includes student, staff, and parent <b>input</b> <input type="checkbox"/> Public Health has attended and provided consultation for at least one Healthy School meeting	<input type="checkbox"/> Healthy School committee has representation from students, staff, community and parents who are <b>actively involved</b> <input type="checkbox"/> Ongoing consultation with Public Health and community partners as appropriate and available
Action Planning	<input type="checkbox"/> The Healthy School committee has established a shared vision of <b>Healthy Schools</b> <input type="checkbox"/> One priority health topic has been identified	<input type="checkbox"/> A <b>strengths/needs assessment</b> has been completed within the <b>school community</b> to guide priorities for the action plan <input type="checkbox"/> Healthy School committee has developed an <b>action plan</b> using a <b>comprehensive approach</b>	<input type="checkbox"/> Principal/Vice-Principal incorporates Healthy Schools into <b>School Plan for Continuous Improvement</b> <input type="checkbox"/> The committee reviews and revises the action plan annually as needed
Implementation	<input type="checkbox"/> The vision and objectives of the Healthy Schools Committee has been <b>communicated</b> with: <input type="checkbox"/> school staff <input type="checkbox"/> student body <input type="checkbox"/> The priority health topic has activities implemented under one <b>foundation</b>	<input type="checkbox"/> Results of the strength/needs assessment and priority health topic have been communicated to the school community <input type="checkbox"/> The Action Plan has been communicated and promoted with the school community members	<input type="checkbox"/> The priority health topic has activities implemented under all 4 foundations
Evaluation/celebration	<input type="checkbox"/> Activities and progress have been evaluated and celebrated with the school community	<input type="checkbox"/> The priority health topic has activities implemented under at least 2 foundations or <b>co-factors</b> with another topic	<input type="checkbox"/> Health policy(ies) and/or guideline(s) are adopted that reflect the priority of the health topic <input type="checkbox"/> All <b>ministry mandates</b> and guidelines are used/followed for the priority topic <input type="checkbox"/> Schools choosing nutrition will address the <b>nine Essential Elements for creating a healthy school nutrition environment*</b>

Stage 0 New/Exploratory School (have not completed Stage 1)

## Glossary of Terms

**Actively involved:** Students are engaged in the process. This could be as members of a student leadership committee, student council or as members of the Healthy School Committee. (Students are not required to attend all meetings).

**Action Plan:** Activities and a plan for implementing them are documented in the action plan. The action plan can address one year or multiple years. A sample action plan can be found in the *Healthy Schools Toolkit* tool 39b or tool 3.1 *School Nutrition Action Plan Template* pg 85 in NTS Leader's Handbook.

**Chair:** This position can be rotated by committee members.

**Co- factors:** Linking two or more health topics together. For example, physical activity and injury prevention can be co-factored by coordinating a ski trip and providing education on proper form, equipment and weather to get physically active while playing it safe.

**Communicated:** Communication can be in various forms. Some examples include minutes, newsletters, websites, liaisons, assemblies, posters, bulletin boards, etc.

**Comprehensive Approach:** Includes activities to address all of the four Foundations for a Healthy School.

**Foundation(s):** These are the foundations for a Healthy School and include High-Quality Instruction and Programs, A Healthy Physical Environment, A Supportive Social Environment and Community Partners.

**Healthy School Commitment Form:** Can be either the commitment form from the Healthy Schools Toolkit (tool # 1) or the *Nutrition Tool for Schools* Letter of Commitment.

**Healthy Schools (HS):** Is an integrated approach promoting opportunities for students to observe and learn positive health attitudes and behaviours.

**Informed:** The Principal or VP can stay informed by attending HS committee meetings, receiving HS committee minutes or having update meetings with HS committee members.

**Input:** Opinions are sought as needed.

### Ministry Mandates/Guidelines:

#### Nutrition

1. Sabrina's Law, 2005 <http://www.edu.gov.on.ca/eng/healthyschools/anaphylaxis.html>
2. Student Nutrition Programs Nutrition Guidelines, 2005. Ministry of Children and Youth Services <http://www.gov.on.ca/children>
3. Healthy Food for Healthy Schools Act. [http://www.ontla.on.ca/web/bills/bills\\_detail.do?locale=en&BillID=1925](http://www.ontla.on.ca/web/bills/bills_detail.do?locale=en&BillID=1925)
4. Trans Fat Standards regulation [http://www.e-laws.gov.on.ca/Download?dDocName=e-laws\\_regs\\_080200\\_e](http://www.e-laws.gov.on.ca/Download?dDocName=e-laws_regs_080200_e)

**Nine Essential Elements for creating a healthy school nutrition environment:** These elements are outlined in a well-recognized and endorsed document called "Call to Action: Creating a Healthy School Nutrition Environment"(2004). [\*If a school is unable to meet the Student Nutrition Program (breakfast, lunch and snack programs) element due to a lack of funding, infrastructure or other reasons but have met all other 8 elements, they will still meet the stage 3 criteria].

**School Community:** This includes Administrators, Teachers, Parents and Students.

**School Plan for Continuous Improvement:** A school improvement plan is a road map that sets out the changes a school needs to make to improve the level of student achievement, and shows how and when these changes will be made. An administrator at the school would be able to provide details on the plan.

**Strengths/Needs Assessment:** Examples can be found in the *Healthy Schools Toolkit* (tools 21, 22, 23, & 24) and *Nutrition Tools for Schools* (Tool 2.1 *School Nutrition Checklist* ). A strength/needs assessment can be formal or informal and can be in the form of a survey, checklist, focus group, etc.