

PROCESSES



Break It Down & Build It Up

Purpose:

To provide a structure for the APPLE Core Committee or staff to review their current action plan with the intent to prioritize activities for the school year.

This process is best for the start of the school year to prep the action plan for the current year, OR for the end of the year to prep for the following school year.

Materials:

- Current year action plan
- 3 Large poster or chart papers
- Colourful labels (post-it flags or address-sized labels)
- Tape

Time for Process:

30 minutes

Pre-process Steps:

1. On three large chart papers, write the headings *Physical Activity*, *Mental Health*, and *Healthy Eating*. One heading on each paper.
2. Draw a vertical line under the headings to separate the empty space into two sections. Label one section *Priorities* and the other one *Potentials*.
3. Write a list of activities from your current action plan. Cut each activity out individually. Sort the activities into healthy eating, physical activity, or mental health depending on which they address.
4. Create colourful labels with the words: *admin*, *teachers*, *parents*, *students*, and *community*. Make sure each label is represented by a different colour.

Process:

Part 1:

If there are more than 8 participants, divide them into 3 different groups and have each group work through steps 3-6.

1. Explain to participants that they will work together to break down the school community action plan and build it back up again based on activities that they feel are a

priority for the school year for healthy eating, physical activity and mental health.

2. Give the group the cut out activities and prepared chart paper.
3. Ask the group to read one activity at a time and determine if it is a *priority* or a *potential*.
 - *Priority*: Activities the group decides should remain on the action plan.
 - *Potential*: Activities the group decides are not necessary but may be considered in the future.
4. Instruct the group to tape the activities in the appropriate section of the appropriate chart paper.
5. Using the colourful labels, the group must indicate in the *Priority* list which partners should be involved in organizing the activity. More than one label can be added to an activity.
6. Continue until all activities have been categorized in either *Priority* or *Potential* and all partners have been identified for all the activities.

Part 2:

7. Provide time for the whole group to revisit all the discussed activities.
8. Encourage individuals or groups to add their thoughts or make any changes or additions to the activities or labels.
9. As a group, determine which activities from the *Potential* lists, if any, should be included in the action plan, and what groups should be involved.

Next Steps:

1. Discuss the visual representation of their year plan with staff, parents, and/or students. Initiate discussion with questions like:
 - What does this visual representation show? *It shows that everyone is involved in creating a healthy school environment.*
 - Are there activities that need more involvement from the stakeholders?
 - What responsibilities are you willing to take on?
 - How does this plan impact your role in creating and maintaining a healthy school?
2. Use the information gathered from this process to create the school action plan.