

PROCESSES



JCSH Healthy School Planner

To access the JCSH Healthy School Planner, visit: <http://healthyschoolplanner.uwaterloo.ca/>.

Purpose:

Collect diverse feedback to assess the current state of health in your school community and use the generated data to inform future practices that should create measurable changes to the school environment

Materials:

- Computer with internet access
- JCSH Healthy School Planner Foundational Module Question Template Posters (in appendices)
- Pens for each participant
- Access to JCSH Healthy School Planner website

Time:

Introduction to process – 10 min.

Data collection – Varied time.

Data collection could be completed in various ways, e.g., meetings, posted for staff to complete at their convenience over an allotted time period, or shared as a Google Form).

Next steps:

Tally results – 10 min.

Input data – 15 min.

Pre-process Steps:

1. Confirm your school's access to the JCSH Healthy School Planner website.
2. In your school's action plan, record the email and password used to register your school.
3. Print Healthy School Planner Foundational Module question posters (in appendices).
4. Post the question posters around the room.

Process:

1. Explain purpose of the JCSH Healthy School Planner. The Healthy School Planner is a free tool for schools to assess their current health environment. The results should inform updates and revisions needed for the school's action plan for health to reflect the

current needs of the school community. Explain the importance of having strong representation of all school community members.

- It offers a comprehensive reflection of your school community
 - Increases buy-in and support from the school community as action plans are developed.
2. Ask participants to work together to complete the Healthy School Planner Foundational Module. Participants will read through each of the questions posted around the room and check off the response option they feel best represents their school community for each question.
 3. After all participants answer each question, explain that you will tally the answers and input them in the JCSH online module to generate a school specific report that will be shared with all participants at a future meeting. T
 - The report will provide tailored feedback and a list of resources that will help the school take action in areas selected for improvement. Your school can use this informal assessment to decide on priorities for action and develop improvement initiatives based on current capacity.

Next Steps:

1. If school community members were absent for this process, ask your school health mentor to give you a Google Form link that you can send out to gather their feedback. This will allow them to still contribute to the school's report.
2. Tally responses on the JCSH question template posters and include the Google Form responses if it was used.
3. Log on to the JCSH Healthy School Planner website and fill out the foundational module.
4. For each question, record the response option with the most check marks into the JCSH Healthy School Planner online module. Once you answer all in the online module, the website will automatically generate a report.
5. The report should be presented back to the school community (i.e., staff, students, parents) for response and discussion. The information should be used to inform the school community's action planning for the coming year. Areas in which improvements could be made should be addressed as priorities in the plan moving forward.