

School Environment Team (SET) Project

Procedure For Establishing SET At Your School

EQUIPMENT NEEDED:

SET Project Notebook. If your school does not have a copy of the SET Notebook you can download a copy from the PTACHC's website www.ptachc.org. SET is covered in the section dedicated to the Health & Environmental Issues Committee (HEIC).

DIRECTIONS:

The "T" in Team is critical for the success of your SET Project Team and your school's environment. All building users should contribute to the healthy environment that everyone wants their school to have. It is important to create an atmosphere where everyone works together to learn how best to accomplish the goal – a better education for children.

1. Contact your local PTA President and let them know that you wish your school to participate in the SET Project.
2. Present the SET Project Concept (refer to **Fact Sheet** and **Conceptual Development...**) to your Executive Board and local membership. With their approval approach your principal. This can be done verbally or in writing. A **SAMPLE Principal's Letter** is included in this package.

Work with them to recruit administrative and staff support. Try to have a team of at least six people although any number will work. Refer to the guidelines (found in the **Overview**) defining individuals recommended for the Team. You may want to go through your school's School Improvement Team (SIT).

3. Meet with the Team, review the **SET Project Notebook** and establish a Team Coordinator (person responsible for setting up and organizing a walk-through – refer to **Coordinator Responsibilities**). Decide as a Team how you want to do a complete check of the school. Remember that it isn't necessary to do the whole school in a single session. You can decide to do the pods at one meeting, the bathrooms at another, specialized areas at another time, science wings separately, etc. Walk-throughs (refer to **Procedures for Completing a Walk-through**) may be scheduled for after school hours. However, temperature readings should be taken during school hours, when the rooms are occupied (during class time) or the readings will not be accurate. This is important if there are HVAC concerns at your school.
4. While ideally it is recommended that a walk-through take place four times per year, the goal is to establish a baseline at each school for the 1999-2000 academic year. This doesn't preclude local PTAs from doing more than that, particularly if there is an area of concern at school. Monitoring such an area regularly will help to determine what concerns are valid and will help to address those concerns.

REQUEST AIDE FROM YOUR

COUNTY PTA COUNCIL

IF NEEDED OR DESIRED.