

THE ROADMAP: GETTING STARTED WITH SCHOOL HEALTH



Mile Marker 3: Assemble a School Health Team



Consider this: before starting a new team, take a look at existing teams in your school and their missions. It's possible the school health team could combine with another team or even be a subgroup of a larger team. Look for ways to integrate efforts with teams that have similar goals, such as the Positive Behavioral Interventions and Supports Team (PBIS), or a Wellness Policy Team.

In small schools, staff members wear many hats and may represent more than one component on the team. Get the strongest team possible assembled, and make a point of revisiting team membership over time.



You are ready to move forward when:

- Team structure and mission have been developed.
- A critical mass of team members has been recruited.



Creating a high performing team takes time and attention, but it pays off down the road when the team starts

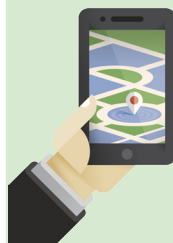
taking on more complex tasks. See the *Travel Guide for Creating a High Performing Team* for specific tips and strategies to help your team move from ordinary to extraordinary.

Effective school health teams have representatives from the ten components of Whole School, Whole Community, Whole Child:

- Health Education
- Physical Education and Physical Activity
- Nutrition Environment and Services
- Health Services
- Counseling, Psychological, and Social Services
- Social and Emotional Climate
- Physical Environment
- Employee Wellness
- Family Engagement
- Community Involvement

Before recruiting team members, it will be helpful for the principal and co-leaders to create the following:

- Team purpose or mission statement
- Tentative meeting schedule (frequency and length of meetings)
- Initial objectives for the team (e.g., secure funding, merge with Positive Behavioral Interventions and Supports [PBIS], conduct an assessment)
- Degree of decision-making and authority the team will have
- Team member “job description,” including roles and responsibilities of members and how long they are being asked to serve on the team



Roadside Assistance

Your District Health and Wellness Coordinator Can:

- Help you create an initial job description for team members
- Provide information about grant expectations and timelines to team members
- Convene an informational session for potential team members on the Whole School, Whole Community, Whole Child model



Points of Interest

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With this structure in place, co-leaders can begin to recruit members who represent the ten components. Think broadly about these components as you are inviting team members.

- If your school doesn't have a full-time nurse, who is responsible for handling day-to-day student medical issues?
- Who is responsible for school safety?
- Who communicates most often with parents and community members?

Strong teams often look beyond the obvious members (e.g., health teacher, food services director), and involve staff such as librarians, custodians, secretaries, and others. Many teams have parent and community members, and some teams have student members as well. Try to have your team represent the diverse demographics of your school.

Team purpose or mission statement:

Example: Improve the health of students to increase academic achievement

Tentative meeting schedule (frequency, location, and length of meetings):

Example: 2nd Tuesday of every month from 3:00 – 4:30 pm in the school library. A note about meeting times— finding a workable meeting time may be a challenge. Be flexible and try different options until you find one that works for most members.

Initial objectives for the team:

Example: Meet the requirements of our funder by completing the assessment, creating a School Health Improvement Plan, evaluating the success of the School Health Improvement Plan, and completing all reporting requirements

Degree of decision-making and authority the team will have:

Walk: decisions the team can make on our own

Don't walk: decisions that must be approved by an administrator



Example: Assign team member roles (e.g., note-taker, budget overseer, parent liaison)



Example: Conduct meetings during the school day and provide substitutes for appropriate team members



Mile Marker 3 Travel Log: Rules of Engagement

Initial team member responsibilities:

- Attend _____ meetings during the _____ school year
- Participate in team meeting tasks (e.g., recorder, snack provider)
- Participate in completing the assessment
- Participate in writing a School Health Improvement Plan
- Participate in implementing the School Health Improvement Plan
- Take an active role in team activities
- Assist in monitoring team progress toward meeting objectives
- Become familiar with research linking learning and health
- Be a spokesperson for integrating health into the school culture
- _____
- _____
- _____

Team Member	Component	Other School Teams This Person Represents
<i>Example: Chris Black</i>	<i>Physical Environment</i>	<i>Accountability Team</i>
	Health Education	
	Physical Education and Physical Activity	
	Nutrition Environment and Services	
	Health Services	
	Counseling, Psychological, and Social Services	
	Social and Emotional Climate	
	Physical Environment	
	Employee Wellness	
	Family Engagement	
	Community Involvement	