



LEAD WELL

BUILDING YOUR SCHOOL WELLNESS TEAM

A Wellness Team allows a diverse set of stakeholders to be engaged in LearnWELL initiatives and helps maximize wellness efforts by distributing activities amongst the group.



POLICY

CPS Policy Requirement for Wellness Teams

The *CPS Local School Wellness Policy* and *Healthy Snack and Beverage Policy* require all schools to convene a School Wellness Team and report quarterly on wellness to the Local School Council. The policy also recommends that staff model healthy choices in school.

What is a Wellness Team?

A wellness team is an essential advisory group concerned with the health and wellbeing of students and staff. These groups have anywhere from 3 to 20 members and should include representatives from school staff, students, the community and families.

What are the responsibilities of a Wellness Team?

The purpose of the Wellness Team is to develop and implement an action plan around health and wellness activities and priorities that support becoming a LearnWELL school.

This includes the following:

- Becoming a LearnWELL School by aligning with the district *Local School Wellness Policy* and *Healthy Snack and Beverage Policy*.
- Assessing the health and wellness needs of the school community.
- Implementing programs, activities and policies that meet these needs.
- Helping your school to become Healthy School Certified.
- Planning sustainability measures around wellness initiatives.
- Reporting your efforts to the school (Local School Council) quarterly and district (through the survey distributed by the Office of Student Health and Wellness) annually.

Who is on a Wellness Team?

There are many different ways schools may start a school wellness team. Each school should determine who the key wellness stakeholders are to ensure that they have a *sustainable and comprehensive wellness team*. Engaging a broad and diverse group of school stakeholders who are invested in improving health and wellness is key to the success of the team!

Suggested members of a wellness team include:

- Principal
- School Nurse
- Physical Education teacher
- Early Childhood representative (required where applicable)
- Parents/guardians
- Classroom teachers
- Dining Manager
- Students
- Partner Organizations

How do I form a Wellness Team at my school?

You should start forming your wellness team through the following steps:

1. The principal nominates a Wellness Champion within the school.
2. The Wellness Champion identifies key stakeholders and uses the “Wellness Team Worksheet” to brainstorm who to engage, including school health representatives (i.e. nurse), school food representatives, PE representatives, students, parents/guardians, school leadership and invites those interested to the wellness team meeting.

What are the responsibilities of a Wellness Team?

3. Convene the first wellness team meeting and present the *Local School Wellness and Healthy Snack and Beverage Policy* and identify school priorities of the LearnWELL initiative.
4. Complete a LearnWELL Action Plan for the school.
5. Report health and wellness progress to the Local School Council quarterly.



PRINCIPAL



CLASSROOM
TEACHERS



PARENTS &
GUARDIANS



STUDENTS



SCHOOL
NURSE



PHYSICAL ED.
TEACHER



DINING
MANAGER



PARTNER
ORGANIZATIONS



RESOURCE

Resources Available

Wellness Champions and Teams can find more resources regarding building and sustaining a Wellness Team through the [Alliance for a Healthier Generation](#).

WELLNESS TEAM MODELS

As the liaison between the CPS Office of Student Health and Wellness and their school, Wellness Champions are able to communicate about priorities and opportunities. Convening a team ensures that the Wellness Team is representative of the school and gives Wellness Champions the opportunities to distribute responsibilities of meeting the policies among key stakeholders. Additionally, having other types of Wellness Teams in your school ensures that all voices are being represented and heard.



CPS Policy Requirement for Wellness Teams

For schools that have never had a School Wellness Team the Wellness Champion, nominated by the school Principal, will be responsible for developing a team in order to meet the requirements of the *Local School Wellness Policy and Healthy Snack and Beverage Policy*.

Youth Wellness Teams

A Youth Wellness Team is a group of passionate student leaders who promote healthy living, create and implement school health and wellness programs, develop youth leadership and amplify youth voice. While Youth Wellness Teams are highly encouraged, please note that it does not replace a Wellness Team that is representative of all school stakeholders. In schools with active Youth Wellness Teams, a *representative from the Youth Team should participate in the larger school Wellness Team (facilitated by the Wellness Champion)*.

All students ages 12 to 18 are encouraged to start youth-led wellness teams at their school. The team actively advises school administration in shaping health policies and implementing effective school based health and wellness programs.

Why should youth get involved?

- Students provide a different perspective to the school environment
- Students get the opportunity to identify, analyze and take action on issues that affect their ability to learn
- Students are able to creatively influence health and wellness issues for sustainable change
- Students have the opportunity to gain confidence, build character and become youth activists



For Your Information

Schools that are interested in engaging students in forming student wellness teams should see refer to EngageWELL, the Student Engagement section of this toolkit and the Student Wellness Team guide provided by Mikva Challenge (<http://www.mikvachallenge.org/>).

Parent-Led Wellness Teams

Parent and guardian groups have been a vital force behind initiating health and wellness programs and policies across the district. In some schools, parents and family members have already organized groups of individuals to focus on and improve health and wellness. Wellness Champions should be aware of these teams and engage at least one parent/guardian representative on the school Wellness Team.

Why should parents get involved?

- Parents and guardians have unique perspectives on health and wellness needs of students
- Parents and guardians can effectively support and reinforce health and wellness initiatives both in the school and in their homes
- Parents and guardians are key stakeholders in creating healthier school environments and need to be engaged in the process



FYI

For Your Information

Parents and guardians interested in receiving training and strategies for forming parent-led wellness teams can receive resources and information from [Parents United for Healthy Schools](#).



SCHOOL WELLNESS TEAM WORKSHEET

List the Wellness Team Members you think would be experts or have interest in taking action on the categories below.



Healthy Celebrations, Classroom Rewards and Healthy Fundraising



Physical Activity, Physical Education, Recess



School Gardens



Nutrition Education



Healthy Snacks and Beverages



Engaging Parents, Students and Partners



PLAN

WELLNESS TEAM ACTION PLAN

The purpose of the Wellness Team is to assess the needs of students, families and staff and develop and implement an action plan in order to become a LearnWELL school. The main work of the Wellness Team includes:

- Aligning the school with the district *Local School Wellness Policy* and *Healthy Snack and Beverage Policy*.
- Implementing programs, activities and policy changes to meet these needs.
- Helping achieve Healthy School Certification.
- Planning sustainability measures around wellness initiatives.
- Reporting efforts to the school (Local School Council) and district.

CPS Wellness Team Action Plan

Step 1: Build Your Wellness Team

The Action Plan, found below, will help guide your efforts of building a wellness team.

Step 2: Assess Your School

The Wellness Champion will assess the current status of health and wellness in the school through completing the LearnWELL Checklist and the annual District Healthy CPS Survey.

Step 3: Create and Implement an Action Plan

The results from the checklist and survey will help identify areas of need or priority at the school. The Wellness Team should use this information to create wellness goals for the school.

Step 4: Report and tailor your efforts

A report on wellness initiatives at the school should be presented at least quarterly to the Local School Council. This is a chance to celebrate and publicize success as well as to get feedback from important stakeholders. Please see the Assessing and Reporting section of this toolkit for more information.



RESOURCE

Wellness Team Action Plan Template

Wellness Champions and Teams can use the Wellness Team Action Plan Template, available for download at <http://www.learnwellcps.org/wp/learnwell-toolkit/learnwell-wellness-teams/>



PLAN

WELLNESS TEAM ACTION PLAN WORKSHEET

GOAL	ACTION STEPS	LEAD PERSON(S)	BY WHEN?	RESOURCES	EVIDENCE OF SUCCESS
Fill in based on CPS LearnWELL criteria and the school's wellness goals.	What steps need to be taken to accomplish the goals?	Who will take responsibility to ensure steps are accomplished?	By what date will you accomplish each step for achievement?	What resources (people, tools, technical support, funding) are needed to accomplish action steps?	What evidence is needed to show policy alignment?



LeadWELL

The Wellness Team will meet at least quarterly and provide quarterly updates to the Principal and Local School Council regarding the school's health and wellness initiatives and implementation of policy.

a.				
b.				
c.				



EngageWELL

Schools should engage parents, students and partners in wellness activities at the school.

a.				
b.				
c.				

GOAL **ACTION STEPS** **LEAD PERSON(S)** **BY WHEN?** **RESOURCES** **EVIDENCE OF SUCCESS**



FocusWELL

Schools should integrate physical activity throughout the school day outside of recess and physical education.

- a.
- b.
- c.



MoveWELL

Schools should offer health-optimizing PE classes that include life-skills and health education for at least 30 minutes daily. 2/3 must be spent on moderate to vigorous activity.

- a.
- b.
- c.



PlayWELL

Elementary and Middle Schools must provide 20 minutes of active recess daily and schedule it before lunch whenever possible.

- a.
- b.
- c.

GOAL	ACTION STEPS	LEAD PERSON(S)	BY WHEN?	RESOURCES	EVIDENCE OF SUCCESS
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EatWELL

Schools must integrate nutrition education into every grade level in K-8 schools, two grades in middle school, and two courses required for graduation in high schools. Nutrition education should also be provided in the dining center.

- a.
- b.
- c.



DineWELL

Schools must follow nutrition guidelines for food or beverages sold on school grounds including: Vending machines, school stores, à la carte. Foods may not be sold in competition with the National School Meal Program.

- a.
- b.
- c.



CelebrateWELL

Schools must submit a Healthy Fundraising and Celebration Plan or follow the district plan, which limits unhealthy celebrations to a maximum of 2 per year.

- a.
- b.
- c.

GOAL **ACTION STEPS** **LEAD PERSON(S)** **BY WHEN?** **RESOURCES** **EVIDENCE OF SUCCESS**



FundraiseWELL

Schools must submit a Healthy Fundraising and Celebrations Plan or follow the district plan. Schools should strive for non-food fundraisers. When fundraisers include food, ensure that it is healthy and not sold in competition with school meals.

- a.
- b.
- c.



RewardWELL

School staff is required to reward students with non-food items. It is prohibited to withhold physical activity or food as punishment and to give physical activity as punishment.

- a.
- b.
- c.



StartWELL

Schools that have pre-k programs should align to the StartWELL criteria.

- a.
- b.
- c.

GOAL **ACTION STEPS** **LEAD PERSON(S)** **BY WHEN?** **RESOURCES** **EVIDENCE OF SUCCESS**



GrowWELL

Schools that have gardens should ensure the garden is maintained and integrated into the school environment. School should have a garden team and have a representative on the School Wellness Team.

a.

b.

c.

ASSESSING AND REPORTING SCHOOL WELLNESS EFFORTS

The *CPS Local School Wellness Policy* requires schools to report their health and wellness efforts at least quarterly.

Communicating school progress on action plan activities to your Local School Council (LSC) and the district (via the Healthy CPS Survey) positions your school to receive resources and support to improve your health and wellness efforts. In addition, the LSC can make better informed decisions regarding health and wellness efforts to support your work.

Reporting to the District and the Local School Council

Quarterly: Submit a report that details updates related to your Wellness Team Action Plan to your principal, which in turn should be shared with the school's Local School Council (LSC).

Annually: Each school should complete the annual Healthy CPS Survey administered by the Office of Student Health and Wellness (OSHW).