

# Chapter 1: Coordinated School Health Advisory Council

## Policy Recommendations

### Coordinated School Health Advisory Council

[SCHOOL CORPORATION] will engage students, parents/guardians, teachers, food service professionals, health professionals and other interested community members in developing, implementing, monitoring and reviewing corporation-wide nutrition and physical activity policies. A Coordinated School Health (CSH) Advisory Council will be formed and maintained at the corporation level to oversee the development, implementation and evaluation of the school corporation's wellness policy.

**A.** In accordance with Indiana Code 20-26-9-18, the school corporation will form and maintain a corporation level Coordinated School Health Advisory Council that includes at least the following:

- Parents/Guardians
- Food service directors and staff
- Students
- Health care professionals/Registered dietitians
- School board members
- School administrators
- Any interested members of the general public
- Representatives of interested community organizations

Other potential members of the Council include teachers (especially physical education teachers), school nurses, teaching assistants, and community representatives such as recreation professionals, city planners, industry professionals and voluntary service workers.

**B.** The Advisory Council shall meet annually to review nutrition and physical activity policies and to develop an action plan for the coming year. The Council shall meet as needed during the school year to discuss implementation activities and address barriers and challenges.

**C.** The Advisory Council shall report annually to the Superintendent and School Board on the implementation of the wellness policy and include any recommended changes or revisions.

**D.** The School Board will consider adopting or revising nutrition and physical activity policies based on recommendations made by the Advisory Council.

**E.** The School Wellness Policy shall be made available to students and families by means of school registration, the student handbook or the corporation's website.

## Rationale for Policy Recommendations

- A Coordinated School Health (CSH) Advisory Council can assist a school district in the promotion and protection of student and employee health. Involving parents/guardians and other community members on a CSH Advisory Council enables the school to use valuable community resources.
- An established and ongoing CSH Advisory Council increases the likelihood for sustained school wellness activities.

### TOOLS INCLUDED IN THIS CHAPTER:

CSH Advisory Council Members

Guiding the Work of the CSH Advisory Council

Invitation to Join CSH Advisory Council

Coordinated School Health Model

# Coordinated School Health Advisory Council Members

A school corporation's Coordinated School Health (CSH) Advisory Council is the group charged with writing, revising and evaluating the school wellness policy, though the final approval rests with the corporation's school board. Generally, the school corporation appoints members of a CSH Advisory Council. The group acts collectively in providing advice to the school corporation about aspects of the school health program and health-related policies. Most often, the CSH Advisory Council advises an entire school corporation, but a CSH Advisory Council may also be useful for an individual school desiring its own CSH Advisory Council.



## Required CSH Advisory Council Members \* (stated in Indiana Code 20-26-9-18)

- Parents/Guardians
- Students
- Food Service Directors and Staff
- Nutritionists or Certified Dietitians
- Health Care Professionals  
(Nurses, Physicians, Dietitians, Health Educators)
- School Board Members
- A School Administrator
- Representatives of Interested Community Organizations

*\*Although not required, teachers (especially physical education teachers) should be included on the Council.*

## Recommended Community Representatives

- Social Service Agencies
- Public Health Agencies
- Volunteer Health Agencies
- Hospitals/Clinics
- Civic and Service Organizations
- Colleges/Universities
- Advocacy Groups
- Youth Groups
- Law Enforcement Officials
- Recreation Professionals
- Government Officials
- Professional Societies
- City Planners
- Community Transportation Officials
- Attorneys
- Business/Industry Professionals
- Church/Synagogue Leaders

*(Adapted from the Missouri School Health Council Advisory Guide)*

**“Schools could do more than perhaps any other single institution in society to help young people, and the adults they will become, to live healthier, longer, more satisfying, and more productive lives.”**  
- Carnegie Council on Adolescent Development

## INVITATION TO JOIN THE COORDINATED SCHOOL HEALTH ADVISORY COUNCIL

A CSH Advisory Council should include a variety of people, including students, parents/guardians and community members. The sample letter provided below can give the audience an idea of the importance of school wellness and the role that the CSH Advisory Council will play in school health.

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Date  
Name  
Job Title  
Agency/Organization  
Address  
City, State, ZIP Code

Dear Name:

Children and youth who begin each day as healthy individuals can learn more effectively and are more likely to complete their formal education. Responsibility for the physical, emotional, social, mental and intellectual health of our youth belongs to their families, schools and the entire community.

Effective coordinated school health programs can contribute to helping young people avoid health risks by increasing their skills to make responsible choices about behaviors that can affect their health.

The \_\_\_\_\_ school corporation is establishing (has established) a Coordinated School Health (CSH) Advisory Council to advise the school board and Dr. \_\_\_\_\_, School Corporation Superintendent, on developing a coordinated school health program. The CSH Advisory Council will serve to advise and support the school's efforts to assess their needs and to design programs to help children develop the knowledge, skills and attitudes they need to become healthy, productive citizens.

Because you have been recognized as someone interested in the welfare of our children, it is our pleasure to invite you to join the corporation's CSH Advisory Council. The CSH Advisory Council includes parents/guardians, students, teachers, school administrators, voluntary organization representatives, business representatives, health professionals and other interested, concerned citizens.

We hope that you can attend our next meeting on (day) at (time) at (location) to help us consider ways to address the health needs of our community's youth. (Name) will call you next week to discuss your participation and answer any questions you may have. If you wish to speak to someone before that time, please contact (Name, phone number and email address).

We look forward to working with you to promote better health among our corporation's students.

Sincerely,

Name  
Title  
Agency/Organization

*(Adapted from the Missouri School Health Council Advisory Guide)*

## Guiding the Work of the Coordinated School Health Advisory Council

Written guidelines can clarify purpose, structure, and operational procedures to help reduce the potential for confusion among members of the CSH Advisory Council. Guidelines can also help ensure sustainability as the CSH Advisory Council membership evolves. Provide the by-laws to each member of the CSH Advisory Council and keep a copy on file with the school board. The following are suggestions for what to include in guidelines:

### **Name and Purpose of the CSH Advisory Council**

The name is likely to be straightforward, simply incorporating the school corporation's name (e.g., Batesville Community School Health Advisory Council). The purpose statement should reflect the advisory nature of the CSH Advisory Council and the definition of school health.

Some CSH Advisory Councils have written statements of philosophy on coordinated school health programs. The philosophical statement should be presented to the school board and the superintendent for their approval. It offers the CSH Advisory Council a framework to refer to when making policy decisions. CSH Advisory Council members can ask themselves: Does this new policy fit into our philosophy of school health?

**Philosophy and Purpose:** The primary function of a school is to provide students with the learning experience necessary for maximum intellectual development. The success of this process is limited by the child's emotional, social and physical health. For this reason, the purpose of a Coordinated School Health Advisory Council is to design the wellness policy, ensure implementation and make changes when necessary.

### **Membership**

The composition of the CSH Advisory Council should be defined in terms of the number of members, community sectors represented and attendance expectations. The ideal number of members depends on the size of the corporation. It would be helpful to have representation from each school in the corporation. Members could be divided into subcommittees if there is an abundance of interest.

### **Meetings**

Frequency, date and location of meetings should be stated. Meeting notifications should be provided to the CSH Advisory Council members, and meeting minutes should be distributed. Meetings should be effective, well organized and goal-directed, because the majority of the CSH Advisory Council's work is often completed during meetings. Meetings should be held on a regular basis. Some CSH Advisory Councils meet in the schools to help members become more familiar with the school environment. Any responsibility for cost of meals and/or transportation should be made clear at the beginning of the year.

## Guiding the Work of the Coordinated School Health Advisory Council (Continued)

### Committees

Committees could be formed to address certain issues or events, or each school could have its own committee.

The name of any standing committee and a brief description of its function and membership should be included in the CSH Advisory Council guidelines.

### Revisions

The reporting procedures used by the CSH Advisory Council for internal and external communication should be stated clearly. The procedure for revisions to the wellness policy should be stated clearly, including steps taken to initiate a revision, how often the policy is reviewed and revised, and the approval process needed.



### Indiana Healthy Weight Initiative's Snapshots of Success

"We wouldn't be where we are without the involvement of individuals in the community. We got the right people involved from the beginning." – *Jim Roberts, Superintendent of Batesville Community School Corporation*

# Using the Coordinated School Health Model

The Coordinated School Health (CSH) model is a framework designed to connect all the variables involved in student wellness. School corporations can include all eight components as part of their CSH Advisory Council membership. Together, the eight components maximize the reach of school wellness. The eight components are:



*(Diagram developed by the Indiana State Department of Health)*

