ABOUT THE COMPREHENSIVE HEALTH & WELLNESS PLAN TEMPLATE

This template was created as a guide to develop a comprehensive health and wellness plan to implement the Whole School, Whole Community, Whole Child (WSCC) Model in a school or district. All prompts and structures included are optional, and are provided to encourage schools to be deliberate in their planning and implementation of evidence-based practices aligned with the WSCC model.

This template was developed by the **Center for Rural School Health & Education** at the Morgridge College of Education, University of Denver. Send questions or comments to Ben Ingman at [benjamin.ingman@du.edu](mailto:benjamin.ingman@du.edu), or Carla Loecke at [carla.loecke@du.edu](mailto:carla.loecke@du.edu). Happy planning! 8/26/20

HOW TO USE THE TEMPLATE

1. **Make a copy** of this file and save it to your drive [see a tutorial on how to do this [here](https://www.youtube.com/watch?v=3AR9JEjiBl0).] Now the template will be yours to edit!
2. **Review the template** to familiarize yourself with the layout of the plan. Reviewing the plan may provide you with helpful perspectives about the process you could use to create your plan (e.g., convene others to help, review data, get community input, etc.).
3. **Populate the plan** by following this guidance:

Generally, you can leave headings and body text like this alone (but feel free to edit!).

| Text in a box like this is your cue to populate the plan with information from your school. We have included prompts or example text in these sections to help you structure the information you include. |
| --- |

 ←Replace stock images with photos of people in your school.

The information you include should be based on the process you followed at your school. If a section is not useful for your purposes, delete it! If your plan would benefit from additional sections, add them! When you are done remember to **delete this page** and **update the table of contents** (page numbers).

1. **Circulate a draft** of your plan with key stakeholders. Gather feedback and revise your plan.
2. **Share the plan** with members of the school and community. Remember that communicating it through multiple venues will enable you to reach more people (e.g., post on district website, share with the school board, send home to parents as a hard copy). In addition to creating this document as a plan, consider also having supportive materials at the ready (e.g., Survey data reports, community input data, etc.).

[INSERT NAME OF SCHOOL] COMPREHENSIVE HEALTH

& WELLNESS PLAN



[2021-2026]

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# A VISION FOR HEALTH IN OUR SCHOOL

## OUR VISION STATEMENT

| *Insert a vision for health in your school. For example:*  *Our school will promote a coordinated approach to policies and practices to ensure students are safe, engaged, supported, challenged, healthy, and prepared to succeed in school and in life.* |
| --- |

## THE WHOLE SCHOOL, WHOLE COMMUNITY, WHOLE CHILD MODEL



The Whole School, Whole Community, Whole Child (WSCC) Model, developed by ASCD and the CDC, promotes a coordinated approach to student health and academic achievement. We can achieve the goal of students who are healthy, safe, engaged, supported and challenged through attention to 10 component areas: health education; physical education & physical activity; nutrition environment & services; health services; counseling, psychological, & social services; social & emotional climate; physical environment; employee wellness; family engagement; community involvement.

**Why WSCC?** Attending to children’s social, mental, and physical health can lead to positive academic outcomes. In turn, children who succeed academically are more likely to engage in healthy behaviors and experience positive health outcomes as adults.

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# WHO WAS INVOLVED

| Include here those who were involved from your school to help create the plan. Use the example text below if it’s helpful:  **Wellness Committee**  Our superintendent, (name), and school nurse (name), recruited a wellness committee comprised of stakeholders in the school and in the community. Our wellness committee met on three separate occasions throughout the year to develop this plan. This committee included the following members: **Jane Doe, John Doe, etc.**  **Student & Community Input**  In addition to those listed above, we solicited input from students, teachers, and staff in the school, and others in the community. We conducted 3 listening sessions (one in the middle school, two in the high school), and administered a school health survey. |
| --- |



# STUDENT HEALTH IN OUR SCHOOL

## SURVEY DATA ON STUDENT HEALTH

| Include here any data sources you reviewed pertaining to students, student health, or student behaviors (e.g., Youth Risk Behavior Survey (YRBS) data, attendance data, demographic reports, or other student-level information). Use the text below if it’s helpful.  We reviewed the following surveys and data reports to understand student health in our school.   * Youth Risk Behavior Survey * Attendance Data * Wellness Committee-generated school health survey * Other surveys |
| --- |

## LISTENING SESSION DATA ON STUDENT HEALTH

| Include here input solicited through listening sessions from students, teachers, administrators, staff and others in the community pertaining to students, student health, or student behaviors. Use the text below if it’s helpful.  We conducted 3 listening sessions with students at the middle and high school levels to hear student perspectives on health problems. Listening sessions took place during the school day and were facilitated by the wellness coordinator and school counselor. There were 6 students in each session, and each session took approximately 1 hour. |
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## STUDENT HEALTH PROBLEMS WE WILL FOCUS ON

| Student Health Problem 1 (e.g., High Risk Sexual Behavior) |
| --- |
| * Insert data points to illustrate the problem (e.g., Youth Risk Behavior Survey data showed that many students are sexually active.) |
| Student Health Problem 2 |
| * Insert data points to illustrate the problem |
| Student Health Problem 3 |
| * Insert data points to illustrate the problem |
| Student Health Problem 4 |
| * Insert data points to illustrate the problem |
| Student Health Problem 5 |
| * Insert data points to illustrate the problem |

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# HEALTH PROMOTING PRACTICES IN OUR SCHOOL

## SURVEY DATA ON HEALTH PROMOTING PRACTICES

| Include here any survey data sources you reviewed pertaining to the practices of the school related to health promotion (e.g., Smart Source (Colorado), School Health Index). Use the text below if it’s helpful.  We took an inventory of evidence-based practices known to promote health and wellness in our school using the following surveys:   * Smart Source Survey * School Health Index * Other surveys focused on the environment and/ or practices of the school |
| --- |

## LISTENING SESSION DATA ON HEALTH PROMOTING PRACTICES

| Include here input solicited through listening sessions from students, teachers, administrators, staff and others in the community pertaining to the practices of the school to promote student health. Use the text below if it’s helpful.  We conducted 3 listening sessions with students at the middle and high school levels to hear student perspectives on health promoting practices in the school. Listening sessions took place during the school day and were facilitated by the wellness coordinator and school counselor. There were 6 students in each session, and each session took approximately 1 hour. |
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## LESSONS LEARNED ABOUT HEALTH PROMOTING PRACTICES IN OUR SCHOOL

| Lesson Learned 1 (e.g. Our school has few evidence based practices in place for physical activity and physical education.) |
| --- |
| * Insert data points to illustrate the lesson learned (e.g., We do not utilize an evidence-based curriculum in P.E.; Listening session data revealed that students rarely participate in classroom activity breaks, particularly at the secondary level.) |
| Lesson Learned 2 |
| * Insert data points to illustrate the trend |
| Lesson Learned 3 |
| * Insert data points to illustrate the trend |
| Lesson Learned 4 |
| * Insert data points to illustrate the trend |
| Lesson Learned 5 |
| * Insert data points to illustrate the trend |

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# WHAT WE WILL DO

## CURRENT PRACTICES WE WILL KEEP IN PLACE

| Include here any practices or policies that the school is performing particularly well on that will be important to continue to support with resources and energy in the future. Use the text below if it’s helpful.  Our school has many evidence-based practices already in place that coordinate with the WSCC Model. We will continue to support these practices. We are particularly proud of the following:   * Practice 1 * Practice 2 * Practice 3 * Practice 4 |
| --- |

## NEW PRACTICES WE WILL IMPLEMENT

The following timeline outlines practices we have chosen to implement, who will make sure the work gets done (champion/s), and when we would like to have it in place.

| New practices to implement in 2021-2022 | | |
| --- | --- | --- |
| **WSCC Component** | **Practice(s)** | **Champion** |
| [Insert Title of WSCC Health Component] | * [Insert practice to be implemented] * [Insert practice to be implemented] * [Insert practice to be implemented] | [Insert Name of Champion] |
| [Insert Title of WSCC Health Component] | * [Insert practice to be implemented] * [Insert practice to be implemented] * [Insert practice to be implemented] | [Insert Name of Champion] |
| [Insert Title of WSCC Health Component] | * [Insert practice to be implemented] * [Insert practice to be implemented] * [Insert practice to be implemented] | [Insert Name of Champion] |
| [Insert Title of WSCC Health Component] | * [Insert practice to be implemented] * [Insert practice to be implemented] * [Insert practice to be implemented] | [Insert Name of Champion] |
| [Insert Title of WSCC Health Component] | * [Insert practice to be implemented] * [Insert practice to be implemented] * [Insert practice to be implemented] | [Insert Name of Champion] |
| New practices to implement in 2022-2023 | | |
| **WSCC Component** | **Practice(s)** | **Champion** |
| [Insert Title of WSCC Health Component] | * [Insert practice to be implemented] * [Insert practice to be implemented] * [Insert practice to be implemented] | [Insert Name of Champion] |
| [Insert Title of WSCC Health Component] | * [Insert practice to be implemented] * [Insert practice to be implemented] * [Insert practice to be implemented] | [Insert Name of Champion] |
| [Insert Title of WSCC Health Component] | * [Insert practice to be implemented] * [Insert practice to be implemented] * [Insert practice to be implemented] | [Insert Name of Champion] |
| [Insert Title of WSCC Health Component] | * [Insert practice to be implemented] * [Insert practice to be implemented] * [Insert practice to be implemented] | [Insert Name of Champion] |
| [Insert Title of WSCC Health Component] | * [Insert practice to be implemented] * [Insert practice to be implemented] * [Insert practice to be implemented] | [Insert Name of Champion] |
| New practices to implement in 2023-2024 | | |
| **WSCC Component** | **Practice(s)** | **Champion** |
| [Insert Title of WSCC Health Component] | * [Insert practice to be implemented] * [Insert practice to be implemented] * [Insert practice to be implemented] | [Insert Name of Champion] |
| [Insert Title of WSCC Health Component] | * [Insert practice to be implemented] * [Insert practice to be implemented] * [Insert practice to be implemented] | [Insert Name of Champion] |
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| [Insert Title of WSCC Health Component] | * [Insert practice to be implemented] * [Insert practice to be implemented] * [Insert practice to be implemented] | [Insert Name of Champion] |
| [Insert Title of WSCC Health Component] | * [Insert practice to be implemented] * [Insert practice to be implemented] * [Insert practice to be implemented] | [Insert Name of Champion] |
| New practices to implement in 2024-2025 | | |
| **WSCC Component** | **Practice(s)** | **Champion** |
| [Insert Title of WSCC Health Component] | * [Insert practice to be implemented] * [Insert practice to be implemented] * [Insert practice to be implemented] | [Insert Name of Champion] |
| [Insert Title of WSCC Health Component] | * [Insert practice to be implemented] * [Insert practice to be implemented] * [Insert practice to be implemented] | [Insert Name of Champion] |
| [Insert Title of WSCC Health Component] | * [Insert practice to be implemented] * [Insert practice to be implemented] * [Insert practice to be implemented] | [Insert Name of Champion] |
| [Insert Title of WSCC Health Component] | * [Insert practice to be implemented] * [Insert practice to be implemented] * [Insert practice to be implemented] | [Insert Name of Champion] |
| [Insert Title of WSCC Health Component] | * [Insert practice to be implemented] * [Insert practice to be implemented] * [Insert practice to be implemented] | [Insert Name of Champion] |
| New practices to implement in 2025-2026 | | |
| **WSCC Component** | **Practice(s)** | **Champion** |
| [Insert Title of WSCC Health Component] | * [Insert practice to be implemented] * [Insert practice to be implemented] * [Insert practice to be implemented] | [Insert Name of Champion] |
| [Insert Title of WSCC Health Component] | * [Insert practice to be implemented] * [Insert practice to be implemented] * [Insert practice to be implemented] | [Insert Name of Champion] |
| [Insert Title of WSCC Health Component] | * [Insert practice to be implemented] * [Insert practice to be implemented] * [Insert practice to be implemented] | [Insert Name of Champion] |
| [Insert Title of WSCC Health Component] | * [Insert practice to be implemented] * [Insert practice to be implemented] * [Insert practice to be implemented] | [Insert Name of Champion] |
| [Insert Title of WSCC Health Component] | * [Insert practice to be implemented] * [Insert practice to be implemented] * [Insert practice to be implemented] | [Insert Name of Champion] |

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# HOW WE WILL DO IT

## CHAMPIONS & SUPPORT TEAMS

| Include here any additional information or decisions you made about the role of individuals tasked with implementing these changes (we use the language of champions and support teams). Use the text below if it’s helpful.  Our team will stay organized by designating champions and support teams for each change.   * The **champion**’s role is to make sure things continue to move forward to ensure a given change is implemented in schools, which can include convening support teams to assist with action planning and implementation, overseeing the completion of implementation benchmarks, and providing updates to stakeholders. * The **support team** helps implement practices in the schools by creating and executing plans for implementing practices. |
| --- |

## PARTNERSHIPS & ASSETS

| Include here any partnerships and assets that you will leverage, and how those partnerships will support the health of your schools. If these partnerships are not yet clarified, include here plans to develop them. Use the text below if it’s helpful.  In order to implement new evidence-based practices, we will draw on existing partnerships, assets, and initiatives already happening in our community and schools. Key initiatives, organizations, and groups that fall under this category are:   * Asset 1 * Asset 2 * Asset 3 * Partnership 1 * Partnership 2 * Partnership 3 |
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## IMPLEMENTATION CHECKLIST

This checklist provides prompts based on implementation science that will help us think through the details of successful implementation. This checklist can be applied to any changes or health component areas.

| GET READY | | |
| --- | --- | --- |
|  | **Organize Your Team** | * Designate a champion * Recruit a support team * Establish partnerships |
|  | **Build Support** | * Describe the practice in writing * Research the benefits of the practice * Find or create materials to inform key stakeholders * Communicate the practice to students, staff, parents, etc. * Get input on how to implement the practice from students, staff, parents, etc. |
|  | **Set Groundwork** | * Confirm approval from district leadership * Research resources, curricula, or other materials * Assess existing structures (spaces, schedules, etc.) in the school and plan to incorporate the practice into these structures * Create a plan to address inequities * Create a staffing plan * Estimate a budget and research potential funding sources * Pursue external funding |
| GET SET | | |
|  | **Organize Logistics** | * Use stakeholder input to finalize implementation plan * Finalize staffing plan * Select and purchase materials or equipment * Modify structures in the school environment (spaces, schedules, etc.) to accommodate the practice |
|  | **Pilot the Practice** | * Recruit and train a pilot group of implementers * Pilot the practice on a small scale * Evaluate implementation by pilot group and revise strategy accordingly |
| GO! | | |
|  | **Spread the Word** | * Communicate what the practice is and why it is important to students, parents, staff, and other stakeholders * Advertise the new practice through the district website, social media, staff meetings, and/or newsletters |
|  | **Launch Practice** | * Provide initial training for staff * Put accountability measures in place * Begin implementation |
|  | **Gather Feedback** | * Gather feedback about implementation * Revise strategy based on feedback |
|  | **Celebrate** | * Celebrate the implementation (e.g., school-wide kickoff event, contest, assembly) * Thank the people who made it happen |
| KEEP IT GOING | | |
|  | **Put it in Writing** | * Add the practice to wellness policies * Add practice-related responsibilities to job descriptions |
|  | **Provide Ongoing Support** | * Provide ongoing training for staff * Replenish or update supplies and materials * Communicate with key partners * Celebrate accomplishments |
|  | **Evaluate Effectiveness** | * Track the implementation of the practice annually * Track outcomes for students over time * Gather ongoing feedback from students, parents, and staff * Revise and update practice based on feedback and evaluation |

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## SHARING OUR PLAN

| Include here your plan for sharing the plan with the school community. Use the text below if it’s helpful.  Our team will share the plan with school personnel, students, parents, and other community stakeholders. Our plan for sharing the plan is as follows:   * The plan will be posted on the school website. * Printed copies of the plan will be available in the front office of each school and will be sent home with all students in the Fall. |
| --- |

## EVALUATION & ACCOUNTABILITY

| Include here your evaluation and accountability plans. This can include your continued plans for data collection, your plans to check in on the implementation status of practices, and your ideas about reconvening those originally involved in creating the plan or updating the plan. Use the text below if it’s helpful:  **Continued Data Collection**  We will continue to collect health-related data for our school district using surveys to be administered every two years. A team of school personnel consisting of the wellness coordinator, superintendent, PE teacher, and school nurse will direct the efforts for collecting these data.  **Reconvening Key Stakeholders to Update the Plan**  Our wellness team will convene annually to review and update this plan. This will take place starting spring 2022 and continue through spring 2026. During meetings we will look at results from survey data to stay informed of changes to student health behaviors and monitor implementation of health promoting practices. Champions will provide further information to the wellness team about progress related to specific practices. The superintendent will provide an update to the school community after each meeting. |
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# [2022-2023 ANNUAL AMENDMENT]

## UPDATES ON STUDENT HEALTH IN OUR SCHOOL

| Include here updates on the status of student health in your school. This could include the identification of trends (if you use the same data sources as your original plan), or new student health problem priorities. |
| --- |

## UPDATES ON HEALTH PROMOTING PRACTICES IN OUR SCHOOL

| Include here updates on the status of evidence-based practices in your school. This could include the identification of trends (if you use the same data sources as your original plan) or new priorities for WSCC component areas and practice initiatives. |
| --- |

## REVISIONS TO OUR IMPLEMENTATION PLAN

| Include here updates or revisions to your implementation plan. For instance, are you on pace with the original implementation schedule for evidence-based practices? Will some practices scheduled for implementation this year be implemented in the following year, or vice versa? Have any of the champions changed? Etc. |
| --- |



This template was developed by the **Center for Rural School Health & Education** at the Morgridge College of Education, University of Denver. Send questions or comments to   
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