



Healthy Schools Successful Students School Health Improvement Plan (SHIP)

What is the School Health Improvement Plan (SHIP)?

The School Health Improvement Plan (SHIP) is a school's one-year work plan to address the school's health need(s). The following provides guidance for completing each component of a SHIP.

What is a SMART objective?

Well-written objectives always answer the following question: WHO is going to do WHAT, WHEN, and TO WHAT EXTENT? They should describe participants, actions or interactions, and activities.

- **Specific:** Who? (Target Population) and What? (Action/Activity)
- **Measurable:** How much change is expected?
- **Attainable:** Can it be realistically accomplished given current resources and constraints.
- **Relevant:** Does it address needs and proposes reasonable action steps to lead to desirable results.
- **Time-phased:** Does it provide a timeline indicating by when the objective will be met.

What data will you collect to show you achieved your SMART objective?

Data collected should show evidence that you successfully met or made progress towards meeting the SMART objective. Data can be qualitative (e.g., student reactions) or quantitative (e.g., student grades or results from an assessment.) Generally speaking, data are collected to get a baseline and then again after a plan has been implemented. Make sure to include data collection activities when writing the SHIP's action steps.

What are Action Steps?

Action steps are the activities that are needed to implement the SHIP and reach the stated SMART objective. When writing action steps, start them with a verb. Make sure to complete all sections, including person(s) responsible, timeline of when the action step will be completed (make sure everything is not due at the same time), and budget needed. Make sure that tasks and responsibilities are spread across the team and that one person is NOT doing all the work. All SHIPs should include the following action steps:

- a. Meeting with your school health team
- b. Work on your school/district wellness policy (e.g., assessing, communicating, revising, implementing, etc.)

Things to Remember

1. Focus the SHIP on your school's needs identified through the School Health Index.
2. Get input from other individuals in your school on how best to address your school's health needs.
3. The SHIP is developed for one year. Don't try to take on everything at once.
4. Meet regularly with your school health team and monitor SHIP progress.

School Health Improvement Plan (SHIP) #1: Physical Activity

Date:

School Name: Eagleview Elementary				
Co-leader Name(s): Lauren Corbin Athea Erwin				
SMART Objective (desired change):				
Throughout the 2016 – 2017 school year, 80% of instructional staff at Eagleview Elementary school will implement physical activity or brain-based strategies for their students with a goal of 5 times per week.				
What data will you collect that will indicate the objective has been achieved?				
<ol style="list-style-type: none"> 1. Number of classrooms offering brain-break strategies and the frequency of the brain-break strategies each month. 2. Number of classrooms offering opportunities for physical activity and the frequency of physical activity each month. 3. Documentation of total brain-break strategies utilized and/or types of physical activity opportunities utilized. 				
Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed
Gather/review resources and best practices regarding brain breaks and physical activity in the classroom from other schools and gather/review studies supporting increased physical activity/brain breaks and the associated positive academic impacts	By April 1, 2016	Lauren Corbin Athea Erwin	N/A	
Present draft of offerings to staff and/or PTA for feedback and questions	By April 20, 2016	Lauren Corbin Athea Erwin	N/A	
Finalize offerings based on input from staff and/or parents	By May 10, 2016	Lauren Corbin Athea Erwin	N/A	
Schedule a time and finalize a method for updating staff and parents regarding new brain breaks initiative	By May 23, 2016 and again by August 25, 2016	Lauren Corbin Athea Erwin	N/A	
Develop and disseminate a school tracking tool for staff to measure participation	By September 1, 2016	Lauren Corbin Athea Erwin	N/A	
Create laminated activity poster and idea lists for each point acquired	By September 1, 2016	Lauren Corbin Athea Erwin	N/A	

Commented [1]: I think that you mean 2016 and 2017 for these first four action steps in order to prep for next school year? Please update.

Commented [2]: Hi Lauren - once you address the date discrepancies in this SHIP, your SHIPs are officially approved.

Have a great weekend and stay warm!

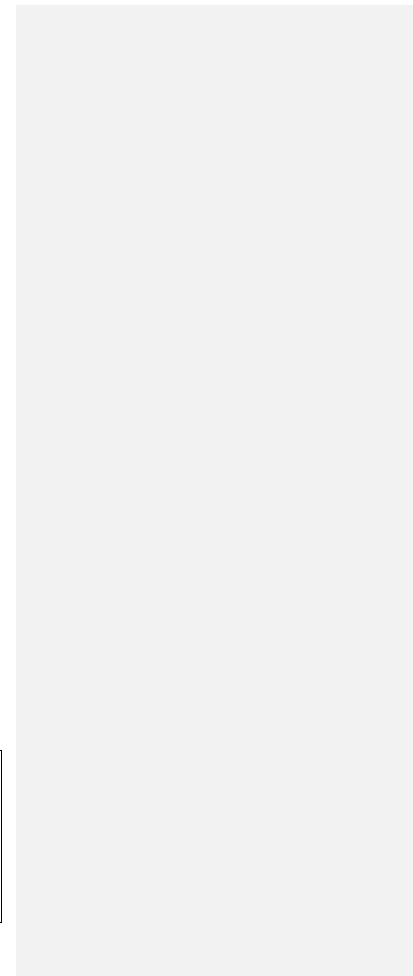
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Distribute activity charts to classroom teachers	By September 1, 2016	Lauren Corbin Athea Erwin	N/A	
Attend annual HSSS Training	Fall 2016	Lauren Corbin Athea Erwin	N/A	
Meet as a School Health Team four times during the school year	During September 2016, November 2016, January 2016, and March 2017	Lauren Corbin Athea Erwin	N/A	
Develop a survey to gather feedback and testimonials from teachers and students participating in brain breaks	November 12, 2016	Lauren Corbin Athea Erwin	N/A	
Obtain tracking tool results to measure participation	By December 10, 2016 and May 10, 2017	Lauren Corbin Athea Erwin	N/A	
Create and implement a motivational system to encourage continued use of brain breaks by teachers and students	March 1, 2017	Lauren Corbin Athea Erwin	\$100 grant request from PTO for teacher w/ most points at the end of the year	
Analyze, document, and utilize assessment results and continue to improve brain break guidelines and teacher resources based on assessment and feedback/testimonials from students	By May 15, 2017	Lauren Corbin Athea Erwin	N/A	
Write a minimum of one success story related to brain breaks utilizing data collected and analyzed (School Wellness Coordinator will provide template)	By May 20, 2017	Lauren Corbin Athea Erwin	N/A	

Describe other activities that support and further the health and wellness of students, staff, and family in your school:

F.L.I.G.H.T. Classes offered after school:

- Yoga
- Run club
- Karate
- Cheer
- Dance
- Gymnastics

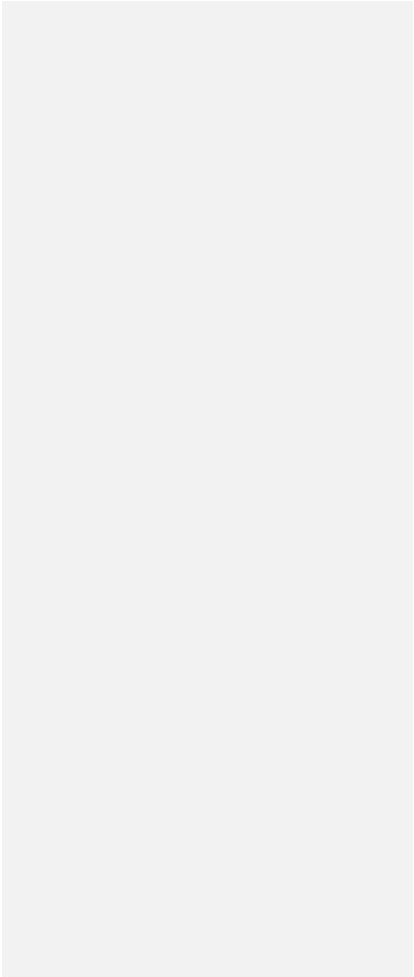


Cottonwood Classic club (walk/run)
 Triathlon
 Snow Hounds Ski Trip

School Health Improvement Plan (SHIP) #2 Physical Activity

Date:

School Name: Eagleview Elementary School				
Co-leader Name(s): Athea Erwin & Lauren Corbin				
SMART Objective (desired change):				
By May 2017, 20% of students will participate twice a week, after school, in the Fun Fitness Club exercise program, as measured with a class roster.				
What data will you collect that will indicate the objective has been achieved?				
<ol style="list-style-type: none"> 1. Class roster to measure quantitative data (number of times participated, average number of participants per day, etc.) 2. Survey to measure qualitative components (increased knowledge of the benefits of PA, etc.) 				
Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed



Gather/review policy information addressing PA minutes for students and the academic impacts of increased PA on academics	By March 15, 2016	Athea Erwin Lauren Corbin	n/a	
Meet with PE staff to draft an implementation and logistics plan for the Club	By March 30, 2016	Athea Erwin Lauren Corbin	n/a	
Share draft plan at a staff meeting and/or PTO meeting to gather input and garner support	By April 15, 2016	Athea Erwin Lauren Corbin	n/a	
Finalize Club plan based on input from staff and parents	By May 1, 2016	Athea Erwin Lauren Corbin	n/a	
Buy physical education equipment and games (May include: Nitro Ball, Washer Toss, Zume Canz, Double Dutch Ropes, Lemon Twist, Bowling Pins, Cooper, and Zume Spinnerz Set) Present a request to PTO or Student Council to cover the rest of the cost.	By May 10, 2016	Athea Erwin Lauren Corbin	\$500.00	
Recruit a Student Team of 15-20 3rd-5th grade students to lead efforts to promote the Club, including making posters, planning an assembly, and writing/producing commercials and PA announcements to promote the Club	Recruit by May 30, 2016 Begin promotion efforts by September 1, 2016	Athea Erwin Lauren Corbin	n/a	
Hold school-wide assembly and kickoff event	By October 10, 2016	Athea Erwin Lauren Corbin	n/a	
Start Club; twice a week before school	By October 15, 2016	Athea Erwin Lauren Corbin	n/a	
Develop and disseminate the school tracking tool for staff in charge of Club to track attendance	By October 15, 2016	Athea Erwin Lauren Corbin	n/a	
Implement a system for making reminder announcements and commercials for students three times throughout the school year and updates to parents three times throughout the school year.	During November 2016, January 2017, and March 2018	Athea Erwin Lauren Corbin	n/a	
Meet as a School Health Team four times during the school year	During September 2016, November 2016, January 2017, and March 2017	Athea Erwin Lauren Corbin	n/a	
Based on needs, offer one to two follow-ups with	By December 1,			

Commented [4]: You have \$300 for this year. Do you have other funding sources and if so, what are they?

Commented [3]: What are these fun games? :) I've never heard of most!

Commented [5]: I think that you mean 2016 for these first six action steps vs. 2017 in order to get you all set to kick off in the fall? Could you please update the dates?

staff to debrief and promote ongoing support	2016 and April 1, 2017	Athea Erwin Lauren Corbin	n/a	
Develop and distribute a survey to gather qualitative feedback and testimonials from teachers, parents, and students.	Develop By Dec 12, 2016 Distribute By April 15, 2017	Athea Erwin Lauren Corbin	n/a	
Analyze, document, and share assessment results. Utilize data to plan for next school year.	By May 1, 2017	Athea Erwin Lauren Corbin	n/a	
Write a minimum of one success story related to non-food rewards utilizing data collected and analyzed (School Wellness Coordinator will provide template)	By May 15, 2017	Athea Erwin Lauren Corbin	n/a	

Describe other activities that support and further the health and wellness of students, staff, and family in your school:

F.L.I.G.H.T. Classes offered after school:
 Yoga
 Run club
 Karate
 Cheer
 Dance
 Gymnastics
 Cottonwood Classic club (walk/run)
 Triathlon
 Snow Hounds Ski Trip

