



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.

SHIP #1: Nutrition

Date: February 13, 2014

School Name: Meridian Elementary

Co-leader Name(s): Michelle Bishard, Michele Smith

SMART Objective (desired change):

By May of 2015, 50% of birthday celebrations at Meridian Elementary School will be Healthy Celebrations.*

* Healthy Celebrations will be defined as including one or more of these options: be activity-based, distribute non-food trinkets, or provide 100% healthy** treats.

**Healthy is defined as consistent with the District Wellness Policy.

What data will you collect that will indicate the objective has been achieved?

1. Classroom surveys on the % of healthy vs. non healthy Birthday celebrations in 2014-2015 school year.
2. Qualitative survey for staff, students, and parents on their perceptions related to Healthy Celebrations since the new policy was implemented.

Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed
Get the classroom teachers input on birthday celebration ideas.	February 28, 2014	Michelle Bishard, Michele Smith	N/A	February 13, 2014
Work with District Wellness Coordinator to gather/review policy information addressing nutritious food offerings at school celebrations and functions from other schools and from the District Wellness Policy	April 15, 2014	Michelle Bishard, Michele Smith		
Develop a draft Healthy Celebrations plan.	April 25, 2014	Michelle Bishard, Michele Smith		
Present the new draft Healthy Celebration plan to the PTO and/or staff for feedback and questions	April 29, 2014	Michelle Bishard		
Finalize a plan that supports the District Wellness Policy language and provides recommendations for healthy foods for celebrations and school functions	May 15, 2014	Michelle Bishard Michelle Smith		

Develop a system for supporting the plan implementation for celebrations, including a tracking tool for staff and collect data about: <ul style="list-style-type: none"> The number of healthy/not healthy foods at parties and/or activity base celebration. A survey for staff, students, and parents on their perceptions related to Healthy Celebrations since the new policy was implemented 	August 30, 2014 May 15, 2015	Michelle Bishard Michele Smith		
Present the finalized plan to staff, PTO, and students	August 15, 2014	Michelle Bishard, Michele Smith		
Publish the written policy in both the student and teacher handbooks	June 1, 2014	Michelle Bishard, Michele Smith		
Create parent information letter regarding healthy birthday celebrations.	June 1, 2014	Michelle Bishard, Michele Smith		
Create birthday activity based menu option ideas for classroom teachers.	June 1, 2014	Michelle Bishard, Michele Smith		
Distribute parent information letter to parents on back to school night and birthday activity menu to classroom teachers.	August 15, 2014	Michelle Bishard, Michele Smith		
Disseminate tracking tool to 100% of classroom teachers	August 20, 2014	Michelle Bishard, Michele Smith		
Meet as a School Health Team four times during the school year	During September 2014, November 2014, January 2015, and March 2015	Michelle Bishard, Michele Smith		
Disseminate surveys to 100% of classroom teachers	May 2015	Michelle Bishard, Michele Smith		
Obtain tracking tool results, analyze data, and write a success story related to healthy food choices (School Wellness Coordinator will provide template) on healthy vs. non-healthy celebrations.	May 2015	Michelle Bishard, Michele Smith	N/A	
Report to staff on results of increasing healthy food choices at school celebrations (observations, success stories)	August 2015	Michelle Bishard, Michele Smith		

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

SHIP #2: Physical Activity

Date: Feb. 13, 2014

School Name: Meridian Elementary				
Co-leader Name(s): Michelle Bishard, Michele Smith				
SMART Objective (desired change): By May 23, 2014, 50% of Certified and Office Staff, at Meridian Elementary School, will have participated in the Mileage Club Challenge.				
What data will you collect that will indicate the objective has been achieved? 1. % of staff participating. 2. Total miles completed by each staff member and entered into the Mileage Club website. 3. Survey to measure qualitative input from staff to gauge impact of the program				

Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed
Complete school health and SHIP Planning			\$240 sub pay \$70.15 Food Total = \$310.15	
Create a Mileage Club account via EZmileageclub.com.	Feb. 20, 2014	Michele Smith	N/A	
Enter all staff into the Ezmileageclub website.	Feb. 28, 2014	Michele Smith	N/A	
Determine prizes.	Feb. 28, 2014	Michele Smith, Michelle Bishard	N/A	
Purchase Prizes. (prizes pending) 6, 1 hour massages to Massage Envy (\$250) 4, \$25 gift cards to Orchard Mall (\$100) 8, Movie passes to AMC (\$70) 40, \$15 gift cards to Which Wich-All Participants that accumulate 25 hours of exercise rewarded with a healthy lunch. (\$600) 3, \$50 gift Visa Gift Card (\$150)	March	Michele Smith, Michelle Bishard	\$1,170	
Develop and implement a communications plan to promote the Mileage Club Challenge to staff and motivate staff	March-May 2014	Michele Smith		
Introduce Mileage Club Challenge to staff.	March 5, 2014	Michele Smith, Michelle Bishard	N/A	
Create teams for the Mileage Club Challenge.	March 5, 2014	Michele Smith	N/A	
Kick off the Mileage Club Challenge.	March 10, 2014	Michele Smith	N/A	
Meet with PTO to gain support to help support the future prizes in the Mileage Club.	March 2014	Michele Smith, Michelle Bishard		
Enter weekly miles into the EZmileageclub website.	March 17, 2014-May 19, 2014	Dana Suazo	N/A	
Post weekly team progress.	March 24, 2014-May 19, 2014	Dana Suazo	N/A	
Develop and distribute data collection methodology to measure qualitative input from staff to gauge	May 19, 2014	Michele Smith Michelle Bishard		

impact of the program				
Hand out prizes based on miles completed. All prizes purchased will be handed out unless not everyone gets to 25 hours.	May 21, 2014	Michele Smith, Michelle Bishard		
Analyze, document, and utilize assessment results and continue to improve Mileage Club Challenge/staff wellness based on data collected and feedback/testimonials received from staff	End May of 2014	Michele Smith, Michelle Bishard		
Write a minimum of one success story utilizing data collected and analyzed.	End of May 2014	Michele Smith, Michelle Bishard		
Meet as a School Health Team four times during the school year	During September 2014, November 2014, January 20 15, and March 2015	Michele Smith, Michelle Bishard		
Start new Challenge: 10K Challenge Challenge is to average at least 10K steps each day. From Sept. 29, 2014-Nov. 30, 2014	Sept 29, 2014-Nov. 30, 2014	Michele Smith		
Get feedback from participating staff on prizes they would like to win.	Oct. 2014	Michele Smith		
Complete school health and SHIP Planning	Dec. 2014		\$225.04 sub pay \$100 Food Total = \$325.04	
Purchase snacks	Oct. 2014	Michelle Bishard	\$100	
Purchase prizes	Nov 2014	Michele Smith Michelle Bishard	\$300	
Hand out prizes from challenge	December 2014	Michele Smith Michelle Bishard		
Analyze, document, and utilize assessment results and continue to improve Mileage Club Challenge/staff wellness based on data collected and feedback/testimonials received from staff	January 2015	Michele Smith Michelle Bishard Ryenne VanSciver Terri Thompson		
Talk to PTO about spring prizes	January 2015	Michele Smith Michelle Bishard		
Start new team Challenge: Step Challenge	March 2015-May	Michele Smith		

	2015			
Purchase prizes	April 2015	Michele Smith Michelle Bishard		
Hand out prizes form challenge	May 2015	Michele Smith Michelle Bishard	\$200	
Analyze, document, and utilize assessment results and continue to improve Mileage Club Challenge/staff wellness based on data collected and feedback/testimonials received from staff	May 2015	Michele Smith Michelle Bishard Ryanne VanSciver Terri Thompson		

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

Students will also be having their own Mileage Club Challenge which is sponsored through outside sources that include Jumping street, boondocks, indoor skydiving, pirates cove, prolesh just to name a few.