



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.

Healthy Schools Successful Students: SHIP #1: Physical Activity

Date: 2/20/2015

School Name: North Star Elementary
Co-leader Name(s): Heather Goggin and Amanda Gonzales

SMART Objective (desired change):
 Throughout the 2015 - 2016 school year, 75% of instructional staff at North Star Elementary school will implement physical activity or brain-based strategies for their students at least three days per week utilizing the Brain Break Kits provided by the Adams 12 Health & Wellness Team and other Brain Break resources like GoNoodle.

What data will you collect that will indicate the objective has been achieved?
 The following data will be collected two times during the 2015-2016 school year for a duration of one week each time:
 1. Number of classrooms offering daily brain-break strategies and the frequency of the brain-break strategies each week.
 2. Number of classrooms offering opportunities for physical activity and the frequency of physical activity each week.
 3. Documentation of types of brain-break strategies utilized and types of physical activity opportunities utilized.

Commented [1]: Objective, activities and data collection looks good. Pls see comment below about Kim Bevill.

Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed
Meet as a School Wellness Team a minimum of 6 times during the school year	September 2015- May 2016	Wellness Team	\$0	
Conduct a survey to obtain baseline data collection on current Brain Break offerings and number of classrooms participating Survey to include: # of classroom teachers implementing physical activity breaks in the classroom # of days per week classroom teachers are currently implementing physical activity breaks in the classroom	October 1, 2015	Wellness Team	\$0	10/22/15

Tabulate Data	October 31, 2015	Heather Goggin and Amanda Gonzales	\$0	10/30/15
Wellness Team to present for PD on Brain Breaks during a staff meeting	October 31, 2015	Heather Goggin and Amanda Gonzales	\$0	10/27/15
Work with District Wellness Coordinator, Jill Collins, to develop and disseminate a data collection tool for staff to measure participation (2x/school year – one week in duration)	December 15, 2015 and April 30, 2016	Heather Goggin and Amanda Gonzales	\$0	
Asking Grace for 5 minutes at each staff meeting to integrate a Brain Break in to make it part of the culture and give teachers new ideas each week/month	October 3, 2015	Wellness Team	\$0	10/1/15
Obtain first week of data collection tool results to measure participation	October 3, 2015	Wellness Team	\$0	10/22/15
Create and implement an incentive system* to encourage continued use of Brain Break Kits by teachers and students <i>*Incentives may include gift cards or other items purchased through the Healthy Schools Grant funding</i>	October 31, 2015	Wellness Team	\$50	10/30/15
Obtain second week of data collection tool results to measure participation	April 29, 2016	Wellness Team	\$0	
Analyze, document, and utilize survey results and continue to improve Brain Break Kits initiative based on assessment and feedback/testimonials from students	April 29, 2016	Wellness Team	\$0	
Write a minimum of one success story related to the Brain break Kits initiative utilizing data collected and analyzed (District Wellness Coordinator will provide template)	May 2016	Wellness Team	\$0	

Commented [2]: how will this be paid for?

Commented [3]: we didn't know that this was a charge for the presentation. We will change it to wellness coordinators doing the presentation to the staff. Do I change it here? Thank you

Commented [4]: You might consider having a discussion with your administrators to using leadership or PD funds to fund or supplement funding for her services.

Yes, what ever changes you make you can capture them here

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

Go Noodle
After school running clubs
Possible after school soccer club

Healthy Schools Successful Students: SHIP #2: Staff Wellness

Date: 2/5/15

School Name: North Star

Co-leader Name(s): Amanda Gonzales and Heather Goggin

SMART Objective (desired change): By May 22, 2015, 50% of all North Star Certified, Classified, and Administrative staff will participate in the North Star Staff Wellness Initiative and will increase number of days they get at least 30 minutes of physical activity from 3 to 5 days a week

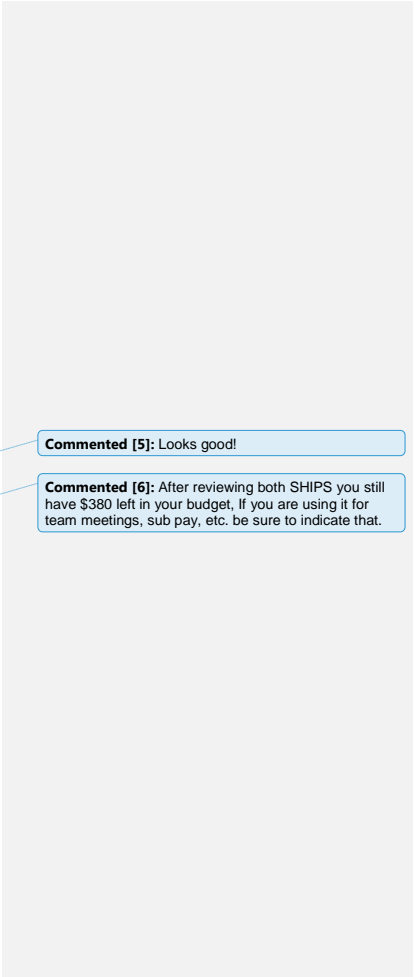
What data will you collect that will indicate the objective has been achieved?

- 1) Baseline survey of the teachers on the amount of physical activity they do outside of work.
- 2) Activity logs to track exercise for participating staff for 6 weeks
- 3) Number of teachers taking part in fitness challenge for 6 weeks
- 4) Track how many staff members attend personal training classes (each session for 6 weeks)

Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed
Conduct a baseline survey of staff about the average number of days they do 30 minutes of physical activity per week	Feb 2 2015	Amanda Gonzales and Heather Goggin	0	
Present draft of potential fitness offerings to staff for	Feb 2 2015	Amanda Gonzales	0	

Commented [5]: Looks good!

Commented [6]: After reviewing both SHIPS you still have \$380 left in your budget. If you are using it for team meetings, sub pay, etc. be sure to indicate that.



feedback and questions combined with baseline survey		and Heather Goggin		
Kick off Staff Wellness initiative. Offer different after school fitness and nutrition opportunities for teachers	Feb 4 2015	Amanda Gonzales and Heather Goggin	0	
Finalize offerings based on input from staff. Once the activities and budget are determined, coordinate with Office Manager and email Jill Collins, District Wellness Coordinator	Feb 5 2015	Amanda Gonzales and Heather Goggin	0	
Develop and implement a communications plan to promote the Staff Wellness Initiative to staff and motivate staff: weekly emails	Feb 5 2015			
Purchase any needed/budgeted incentives (gift cards for wellness challenge incentives).	Feb 10th 2015	Rebeca Jauragui	\$120	
Start use of activity log to track weekly activity goal. <ul style="list-style-type: none"> A chart in the lounge will be posted for staff to log if they met the goal of 30 minutes of activity 5 days a week. This data will be tracked for 6 weeks. 	Feb 10 2015	Wellness team	0	
Communicate to all staff the weekly champions who have met their goals and the prize winner during Wednesday staff meeting. This information will also be posted in the staff lounge.	Feb 10 2015	Amanda Gonzales and Heather Goggin	0	
Host weekly nutrition and/or exercise seminars to support building staff in reaching their personal wellness challenge goals	Feb 17 2015- March 31, 2015	Wellness Team and Rebecca Jauragui	\$450	
Obtain weekly data collection results to measure participation over 6 week period	Feb 17 2015- March 31, 2015	Wellness Team	0	
Distribute prizes during Wednesday staff meeting..	Feb 11 2015- April 1, 2015	Amanda Gonzales and Heather Goggin	0	
Bi-monthly meetings with school wellness team to measure staff participation and discuss next steps	Ongoing through May	Wellness team	0	

Commented [7]: I like it! WELCOA has some good resource that we use with our staff at RMC Health <https://www.welcoa.org/store/category/books/>

	2015			
Analyze, document, and utilize data collected, feedback, and testimonials to continue and to improve Staff Wellness Initiative for the 2015-2016 school year	May 10th, 2015	Wellness team	0	

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

Weekly after school running club
 Weekly nutrition and exercise trainings/seminars for 6 weeks
 Weekly drawings for gift cards for staff involved in wellness challenge

