



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:

<p>School Name: Prairie Hills Elementary</p> <p>Co-leader Name(s): Tonya Saenz and Tia Vahling</p>				
<p>SMART Objective (desired change): During the 2014 – 2015 school year, Prairie Hills Elementary school will create and implement a school policy requiring at least 50% of the food choices served during school celebrations (ie. Holiday parties, birthdays, functions, etc...) be healthy options, as outlined and defined in the district Wellness Policy.</p>				
<p>What data will you collect that will indicate the objective has been achieved?</p> <ol style="list-style-type: none"> 1. Baseline data will be collected pertaining to current nutritious food choices offered at celebrations and functions. 2. Written policy documentation addressing nutritious choices during the school day and at school functions will be provided to families and staff. 3. Percent of healthy options offered during celebrations will increase to 50% or higher. 4. Documentation that the policy for healthier celebrations and functions is communicated to staff and parents via the school website, at staff meetings (copies of meeting minutes), and via other communications. 				
<p>Action steps to achieve SMART Objective</p>	<p>Timeline (By When)</p>	<p>Person(s) Responsible</p>	<p>Budget Needed</p>	<p>Action Step Completed</p>

Complete school health assessment and SHIP planning	Feb. 28, 2014			
Gather/review policy information addressing nutritious food offerings at school celebrations and functions from other schools and from the District Wellness Policy	By May 1, 2014	two co-leaders	\$100.00 for two ½ day subs (Year 3)	
Conduct a survey to obtain baseline data collection on current practices and adherence to Wellness Policy related to the objective	By April 21, 2014	two co-leaders		
Develop a draft policy based on best practices and case studies, using the examples from our mock classroom party setup.	May 1, 2014	All Wellness Team Members	\$50.00 for healthy snack options (Year3)	
Present the new draft policy to the staff for feedback and questions	May 14, 2014	two co-leaders		
Finalize a policy that supports the district wellness policy language and <i>provides recommendations for healthy foods</i> for celebrations and school functions. Post on school web page and distribute in classroom back to school packets.	May 21, 2014	All Wellness Team Members		
Develop a system for supporting the policy implementation for parties and celebrations, including a sign-up sheet for room parents	May 21, 2014	All Wellness Team Members		
Create a birthday box filled with outdoor games/activities that can be played at extra gift recess if desired.	May 21, 2014	All Wellness Team Members	\$200.00 (Year 1)	
Set up a plan with the Nutrition Services to provide a day per month where the fruit/veggie of the month is sampled and implement fruit and veggie color(s) of the month.	Aug 31, 2014	All Wellness Team Members	\$300.00 (Year 3)	

Gather and Analyze data (from school wide bar graphs showing participation and progress) to determine effectiveness	September 30 October 30 November30 January 30 February 30 March 30 April 30	All Wellness Team Members	no cost	
Implement competitions between grade levels/teachers vs. students/primary vs. intermediate	January 1, 2015	All Wellness Team Members	\$10.00 Monthly to Sprouts for the winning team (Year 2)	
Review year long data and determine if we need to change or modify the Nutrition Plan.	April 25, 2015	All Wellness Team Members	no cost	

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

If students choose to bring in a healthier birthday snack option they will be given an extra birthday recess as a gift at the end of the month. If 50% of the students in a class participate in the healthier option the entire class will be given the extra recess.

SHIP #2: Physical Activity

Date:

<p>School Name: Prairie Hills Elementary</p> <p>Co-leader Name(s): Tonya Saenz and Tia Vahling</p>				
<p>SMART Objective (desired change):</p> <p>By May 30, 2014, Prairie Hills Elementary will implement school-wide and community Walking and Wheeling Wednesdays that support healthy physical activity, including, but not limited to and increased percentage of students walking and bicycle riding to and from school.</p>				
<p>What data will you collect that will indicate the objective has been achieved?</p> <ul style="list-style-type: none"> • Track the number of students that walk or ride to school on each week. • File containing communications provided to parents and the community identifying Safe Routes to School • Survey students twice during the school year to collect data on the number of students that walked or rode their bikes to school on designated days. • Collect qualitative data (including testimonials/feedback) from staff ,parents, and students on impact of Walking and Wheeling Days 				
<p>Action steps to achieve SMART Objective</p>	<p>Timeline</p>	<p>Person(s) Responsible</p>	<p>Budget Needed</p>	<p>Action Step</p>

	(By When)			Completed
Gather/review policy information from other schools and School Wellness Coordinator regarding best practices and success stories related to Safe Routes to School and Walk/Bike to School Days	By February 25, 2014	Co-Coordinator and Principal		
Meet with School Wellness Team to draft an Implementation and logistics plan for Walking and Wheeling Days.	April 25, 2014	Wellness Team		
Share draft plan at a staff meeting and/or PTO meeting to gather input and garner support	March 15, 2014	Wellness Team		
Finalize Walking and Wheeling Days plan based on input from staff and parents and create a means for collecting how many participants each week.	May 14, 2014	Wellness Team	\$10.00 year one	
Develop and implement a communications plan to inform staff, PTA, and students of identified Walking and Wheeling Days and build excitement	May 14, 2014	Co-Coordinator		
Create Posters for Walking and Wheeling Wednesdays using District Print Shop	May 14, 2014	Wellness Team	\$50.00 year one	
Advertise our First Walking and Wheeling Wednesday at Back to School Night.	August 18, 2014	Wellness Team		
Participate in the First Day of School and Healthy Transportation Day Kickoff	August 20, 2014	Wellness Team	\$100.00 year two	
Advertise "Walk and Wheeling Wednesdays" on Tuesdays every week in morning announcements	August- May 2014-2015	Co-Coordinator		
Analyze data and award winning classrooms with the golden sneaker or wheel	Fridays August- May 2014-2015	Wellness Team	\$10.00 year two	
Award class with the highest frequency of weeks won with prizes.	Dec 2014 May 2015	Wellness Team	\$100.00 year two	

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