



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: Nutrition

Date:

School Name: Prairie Hills Elementary				
Co-leader Name(s): Tonya Saenz and Tia Vahling				
SMART Objective (desired change): By May 2015, 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.				
What data will you collect that will indicate the objective has been achieved? 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 by the end of the year. 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.				

Commented [1]: Great objective! You will receive some great resources related to healthy fundraisers at your co-leader meeting on April 21!!

Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed
Implement information addressing nutritious food offerings at school celebrations and functions from other schools and from the District Wellness Policy	By May 1, 2015	two co-leaders		
Conduct a survey to obtain baseline data collection on current practices and adherence to Wellness Policy related to the objective	By September 21, 2015	two co-leaders		
Implement policy based on best practices and case studies, using the examples from our mock classroom party setup.	May 1, 2015	All Wellness Team Members		
Present the draft policy to the staff for feedback and questions	May 14, 2015	two co-leaders		
Implement the 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, 2015	All Wellness Team Members		
Continue the system for supporting the policy implementation for parties and celebrations, including a sign-up sheet for room parents	May 21, 2015	All Wellness Team Members		
Replenish a birthday box filled with outdoor games/activities that can be played at extra gift recess if desired.	May 21, 2015	All Wellness Team Members	\$100.00 (Year 1)	
Provide fruit/veggies of the month to be sampled and implement fruit and veggie color(s) of the month.	Aug 31, 2015	All Wellness Team Members	\$300.00 through school	

			wellness budget (Year 3)	
Gather and Analyze data (from school wide bar graphs showing participation and progress) to determine effectiveness	September 30 October 30 November 30 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	September - May 1, 2015-2016	All Wellness Team Members		
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: Staff Wellness

<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, 2015, Prairie Hills Elementary will implement increased Staff Wellness by supporting healthy physical, mental/emotional well-being, healthy eating including, but not limited to staff yoga, Laugheceutical presentations, and the sharing of healthy snacks and recipes.</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 teachers that participate in physical activities provided like Yoga or Crossfit. • Survey teachers four during the school year to collect data on the level of stress and happiness. • Collect qualitative data (including testimonials/feedback) from staff on impact of the Wellness movement. 					
<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>
<p>Work with District Wellness Coordinator and other schools implementing staff wellness to gather/review best practices.</p>		<p>By March 6, 2015</p>	<p>Co- Coordinators and Principal</p>		

Meet with School Wellness Team to draft an implementation and logistics plan for a Healthy Movement.	April 25, 2015	Wellness Team		
Share draft plan at a staff meeting and/or PTO meeting to gather input and garner support	May 13, 2015	Co- Coordinators		
Finalize the plan based on input from Wellness Team and Administration for increased wellness offerings.	May 20, 2015	Wellness Team		
Develop and implement a communications plan to inform staff and PTA.	February 24, 2015	Co- Coordinators		
Create a wellness board in the workroom for communicating the monthly Wellness Offerings	May 27, 2015	Co- Coordinators		
Participate in the First Week of School Hike for a Healthy Movement Kickoff	August 20, 2015	Wellness Team		
Advertise offerings on Wellness Board and Staff email	August- May 2015-2016	Co- Coordinators		
Analyze data and give no cost participation awards	Fridays August- May 2015-2016	Wellness Team		
Provide Offerings for staff wellness through healthy snacks, physical activity, mental health.	August- May 2015-2016	Wellness Team	\$100.00 school wellness budget	

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

