



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.)

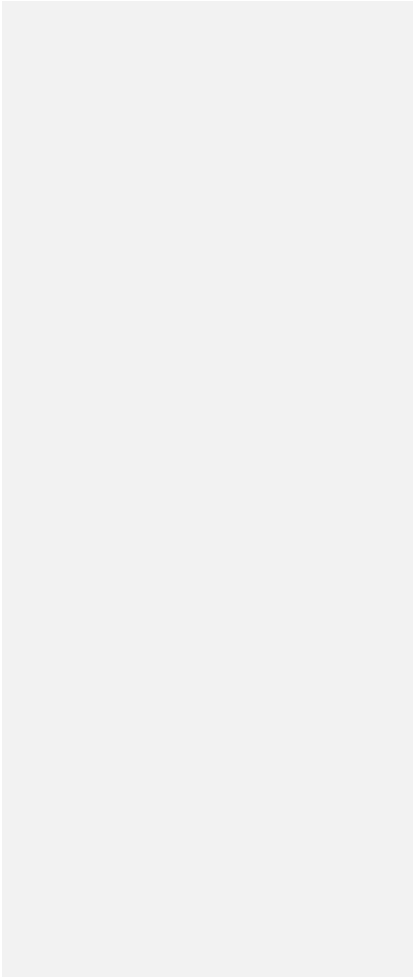
Things to Remember

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.

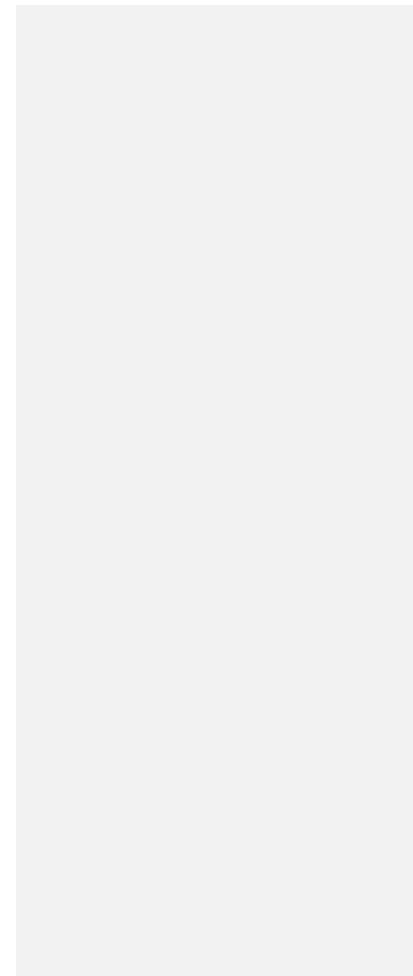
Healthy Schools Successful Students: SHIP #1: Physical Activity

Date:

School Name:Rocky Top Middle School				
Co-leader Name(s):Audrey Hoffa and Shelly Ford				
SMART Objective (desired change): Throughout the 2015 - 2016 school year, 50% of instructional staff at RTM 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.				
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: <ol style="list-style-type: none"> 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. 				
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 four	During October	Wellness Committee	0	



times during the school year	2015, December 2015, February 2016, and April 2016			
Conduct a survey to obtain baseline data collection on current Brain Break offerings and number of classrooms participating - using Google Form	By November 1, 2015	Audrey Hoffa Shelly Ford	0	
Communicate Brain Break Kits Initiative to staff and/or PTA for feedback and questions Communication methods will include: <ul style="list-style-type: none"> • Staff: <ul style="list-style-type: none"> o Weekly staff meeting o Follow-up email after weekly staff meeting • Students/Families: <ul style="list-style-type: none"> o School website o Letter home in folders o Morning announcement 	By November 1, 2015	Audrey Hoffa Shelly Ford	0	
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)	By November 1, 2015	Jill Collins Audrey Hoffa Shelly Ford	0	
Kim Bevill will come to RTMS and deliver training on the importance of movement and Brain Breaks in the classroom	January 4th, 2016	Kim Bevill	\$100 for snacks	
Distribute Brain Break Kits* and begin implementation for brain breaks and physical activity in participating classrooms. <i>*we will consider allowing grade levels to switch Brain Break Kits during the school year to provide a greater variety of resources to teachers/students</i>	By January 4, 2016	Shelly Ford Audrey Hoffa Staff (will implement brain breaks)	0	
Develop a method (including the dates during the school year when data will be collected) for distributing data collection tool and compiling the data to gather feedback and testimonials from teachers and students participating in brain breaks	November 30, 2015	Audrey Hoffa Shelly Ford	0	
Obtain first week of data collection tool results to	By December 19,	Audrey Hoffa	0	



measure participation	2015	Shelly Ford		
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>	January 30, 2016	Audrey Hoffa Shelly Ford	\$50	
Obtain second week of data collection tool results to measure participation	By April 10, 2016	Audrey Hoffa Shelly Ford	0	
Analyze, document, and utilize survey results and continue to improve Brain Break Kits initiative based on assessment and feedback/testimonials from students	By May 15, 2016	Wellness Committee	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)	By May 15, 2016	Audrey Hoffa Shelly Ford Any Staff who would like to share their story	0	

Healthy Schools Successful Students: SHIP #2: Nutrition/Garden

Date:

School Name: Rocky Top Middle School				
Co-leader Name(s): Audrey Hoffa and Shelly Ford				
SMART Objective (desired change): Between April 2015- May 2016, Rocky Top Middle School will support a School Garden Committee of at least ten staff members, parents, community members and students for garden planning/development, implementation/harvest, and maintenance.				
What data will you collect that will indicate the objective has been achieved? Number of Garden Committee meetings held and number of active participants on School Garden				

Commented [1]: Objective and activities look good! See me question below about the budget.

Committee Documentation of process related to garden planning/development Document number of students, staff members, and parents/community members participating in garden development, harvest and ongoing maintenance through sign-in sheets and hours log Pounds of produce grown and harvested Pounds of produce utilized or donated				
Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed
Gather/review policy information addressing school gardens from the district and from non-profits focused on school gardens, including DUG, Slow Foods Denver, and Community Enterprises Participate in and Complete Master Community Gardener Program through Denver Urban Gardens.	By March 15, 2015	Chelsea Behanna, Audrey Hoffa, and Shelly Ford		
Conduct a survey to obtain baseline data collection on teacher/staff interest in utilizing the garden for instructional purposes	By April 1, 2015	School Wellness Team	\$100	
Inform parents, staff, students and community members of garden development, opportunities to join the School Garden Committee, and opportunities to support the school garden and assist in monitoring the school garden	By April 1, 2015	School Wellness Team		
Finalize School Garden Committee members and meet with members monthly to plan and finalize garden logistics (volunteers, student-led garden design, donations, purchases, etc.)	By April 15, 2015	Audrey Hoffa and Shelly Ford		
Have students plant and grow indoor seedlings to sell as part of the garden preparation and fundraising	By May, 2015	School Wellness Club and Sponsors		
Develop a draft document outlining promising and relevant best practices and case studies on school gardens for reference	By April 15, 2015	Garden Committee		
Obtain examples of garden designs from other	By April 30, 2015	Garden Committee		

Commented [2]: is there any fee for the master gardner program?

Commented [3]: How will \$100 be utilize for the survey? There is funding in your 2014-15 budget for this expense, correct?

schools and four other school gardens that have utilized their gardens for similar objectives				
Finalize garden location and get approval from district and school facilities (includes getting final district approval and outline needs related to soil testing, irrigation, materials used, etc.)	By May 10, 2015	Chelsea Behanna, Shelly Ford, Audrey Hoffa and Garden Committee		
Purchase supplies, including resources, seeds, plants, soil, lumber for raised beds, etc. (Get donations of supplies)	By May 20, 2015	Garden Committee	\$500-yr2	
Build and plant garden. Work with 7th grade students on planning and building as a component of their math classes	By May 30, 2015	Garden Committee and others who sign up		
Determine summer maintenance plan for the garden with Committee members - consider a volunteer sign-up for watering, weeding, etc.	By May 30, 2015	Garden Committee		
Implement summer maintenance plan for the garden	June 2015 - Aug 2015	Garden Committee and those who sign up to maintain the garden		
Research and identify additional grant and donation funding needed to maintain/expand the garden	By December 20, 2015	School Wellness Team		
Work with students/classes and Committee to plant second round of fruits, vegetables, and/or herbs and utilize this produce in classroom lessons	Between April 1, 2016 - May 31, 2016	School Wellness Team, Garden Committee, Volunteers, Classroom Teachers	\$300-yr2	
Document and track the progress related to creating and maintaining the garden, including keeping a photo journal of the process and student participation numbers	Between April 2015 - May 2016	Audrey Hoffa and Shelly Ford	\$100-yr2	
Survey the staff, students, and parents on their perceptions/use of the school garden since it was built	April 15, 2016	Garden Committee		
Obtain all tracking results, analyze data, and write a success story related to healthy food choices (School Wellness Coordinator will provide template)	May 10, 2016	School Wellness Team		
Report to staff on all data collection and success stories related to the school garden at a staff meeting	May 31, 2016	Audrey Hoffa and Shelly Ford		
Meet as a School Garden Committee at least four	During	Garden Committee		

Commented [4]: Just need a little clarification - the following 3 expenses, (\$500, \$300 and \$100) this is coming out of your 2014-15 budget, correct?

times per year and update the School Health Team of progress at least two times during the school year	September 2015, November 2015, January 2016, and March 2016			
Write a minimum of one success story utilizing data collected and analyzed (School Wellness Coordinator will provide template)	By May 15, 2016			

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

Use the food grown in the garden for the school Empty Bowl project

