



## 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: Staff Wellness

Date: 12-15

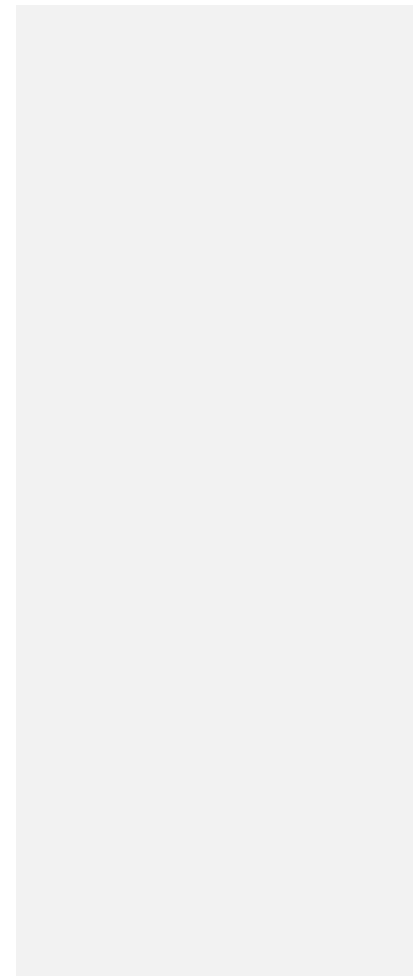
<b>School Name:Stukey Elementary</b> <b>Co-leader Name(s):Sarah Hunter, Kim McGinn</b>																			
<b>SMART Objective (desired change):</b> By May 15, 2016, 60% of Stukey ES staff will participate in our weight loss Support group.																			
<b>What data will you collect that will indicate the objective has been achieved?</b> <ol style="list-style-type: none"> <li>1. Baseline survey of the teachers on the amount of physical activity they do outside of work.</li> <li>2. Fitness logs to track both exercise and nutrition for participating staff.</li> <li>3. Number of teachers taking part in fitness activities that are offered.</li> <li>4. Number of fitness interventions/programs offered at the school</li> </ol>																			
<table border="1"> <thead> <tr> <th>Action steps to achieve SMART Objective</th> <th>Timeline (By When)</th> <th>Person(s) Responsible</th> <th>Budget Needed</th> <th>Action Step Completed</th> </tr> </thead> <tbody> <tr> <td>Conduct a baseline survey teachers about their average total minutes of physical activity per week and potential fitness offerings for staff.</td> <td>By January 30, 2016</td> <td>Kim</td> <td>0</td> <td></td> </tr> <tr> <td>Present draft of potential fitness offerings to staff and/or PTA for feedback and questions. Identify sources of funding for prizes/incentives. Identify</td> <td>By January 30, 2016</td> <td>Kim and Sarah</td> <td>\$0</td> <td>We have prizes</td> </tr> </tbody> </table>					Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed	Conduct a baseline survey teachers about their average total minutes of physical activity per week and potential fitness offerings for staff.	By January 30, 2016	Kim	0		Present draft of potential fitness offerings to staff and/or PTA for feedback and questions. Identify sources of funding for prizes/incentives. Identify	By January 30, 2016	Kim and Sarah	\$0	We have prizes
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**Commented [1]:** Objectives and activities look good! See comment about budget below.

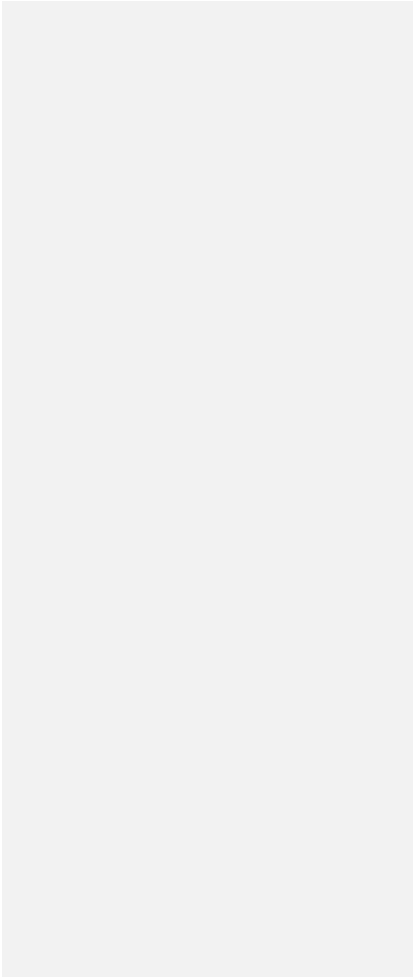
funding to continue fitness offerings.				
Finalize offerings based on input from staff and/or parents.	By January 30th 2016	Kim and Sarah	0	
Purchase any needed/budgeted incentives, supplies, and invoice instructors, as needed.	By January 30th 2016	Sarah	TBD	
Schedule a time and finalize a method for communicating/promoting the fitness initiative and opportunities to staff	By February 12, 2016	Kim and Sarah	0	
Start use of Activity Logs for nutrition and fitness for those participating in contests	By February 29th, 2016	Kim and Sarah	0	
Begin offering the weekly group fitness classes to all staff members	By February 29th, 2016	Kim and Sarah	TBD	
Celebrate our success by holding a Healthy Potluck Celebration at the end of school year.	By May 26th, 2016	Kim and Sarah	0	
Obtain data collection results to measure participation, input, and impact	By May 20, 2016	Kim and Sarah	0	
Analyze, document, and utilize assessment results and continue to improve offerings based on data collected and feedback/testimonials received from staff	By May 20, 2016	Kim and Sarah	0	
Write a minimum of one success story utilizing data collected and analyzed (School Wellness Coordinator will provide template)	By May 20, 2016	Kim and Sarah	0	

**Healthy Schools Successful Students: SHIP #2: Physical Activity**

Date:12/2/14



<b>School Name:Stukey</b>				
<b>Co-leader Name(s):Joe McCleland</b>				
<b>SMART Objective (desired change):</b>				
Throughout the 2014 - 2015 school year, 75% of instructional staff at Stukey 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.				
<b>What data will you collect that will indicate the objective has been achieved?</b>				
The following data will be collected two times during the 2014-2015 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.				
<b>Action steps to achieve SMART Objective</b>	<b>Timeline (By When)</b>	<b>Person(s) Responsible</b>	<b>Budget Needed</b>	<b>Action Step Completed</b>
Meet as a School Wellness Team a minimum of four times during the school year	During October 2014, December 2014, February 2015, and April 2015	<b>Joe, Mandi</b>		
Conduct a survey to obtain baseline data collection on current Brain Break offerings and number of classrooms participating	By November 1, 2014	<b>Joe</b>		
Communicate Brain Break Kits Initiative to staff and/or PTA for feedback and questions  Communication methods will include: <ul style="list-style-type: none"> <li>• Staff: <ul style="list-style-type: none"> <li>o Weekly staff meeting</li> <li>o Follow-up email after weekly staff meeting</li> </ul> </li> <li>• Students/Families: <ul style="list-style-type: none"> <li>o School website</li> <li>o Letter home in folders</li> <li>o Morning announcement</li> </ul> </li> </ul>	By Dec. 8, 2014	<b>Joe, Mandi</b>		

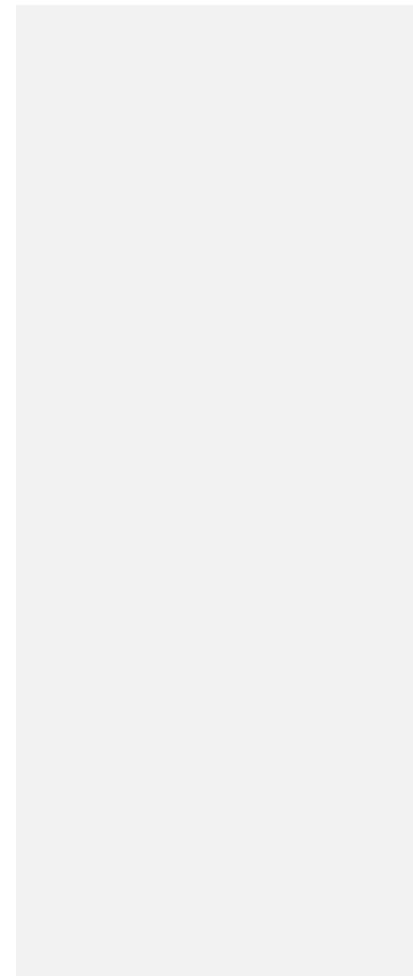


Distribute Brain Break Kits* and begin implementation for brain breaks and physical activity in participating classrooms.  <i>*we will consider allowing grade levels to switch Brain Break Kits during the school year to provide a greater variety of resources to teachers/students</i>	By Dec 8, 2014	<b>Joe, Mandi</b>		
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 Jan 5, 2015	<b>Joe, Mandi</b>		
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 8, 2015	<b>Joe, Mandi</b>		
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	Jan. 12, 2015	<b>Joe, Mandi</b>		
Obtain first week of data collection tool results to measure participation	By Feb 12, 2015	<b>Joe, Mandi</b>		
Obtain second week of data collection tool results to measure participation	By April 10, 2015	<b>Joe, Mandi</b>		
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, 2015	<b>Joe, Mandi</b>		
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, 2015	<b>Joe, Mandi</b>		

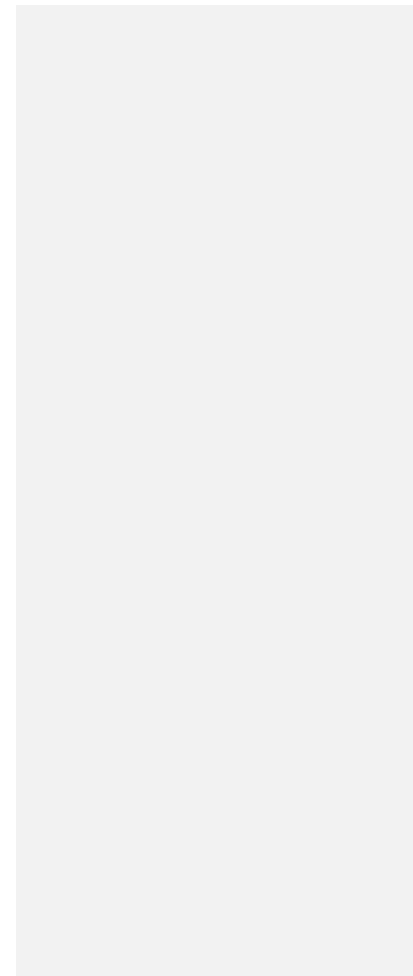
**Healthy Schools Successful Students: SHIP #3: Physical Activity**

Date: 1/16

School Name: <b>Stukey Elementary</b>				
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<b>Co-leader Name(s):</b> Sarah Hunter, Kim McGinn				
<b>SMART Objective (desired change):</b> By December 15, 2016, Stukey ES will increase the amount of physical activity by 50% that students receive during the school day and before and after school throughout the 2015-2016 school year. We will increase the use of Go Noodle by 50%. Morning Movement Class 10 days a month and continue running club.				
<b>What data will you collect that will indicate the objective has been achieved?</b> 1. Baseline survey of classroom teachers on the average weekly minutes of brain breaks provided to students. Then again at each semester. 2. Comparing Student enrollment numbers in activities such as running club, morning club, after school clubs 3. Amount of gym time students get during the week.				
<b>Action steps to achieve SMART Objective</b>	<b>Timeline (By When)</b>	<b>Person(s) Responsible</b>	<b>Budget Needed</b>	<b>Action Step Completed</b>
We will present continuing information on Brain Breaks and offer continuing support. 1. We will present at a Wed PD any new classroom tools that can be used to promote movement in the classroom.	February 2nd - May 20, 2016	Kim and Sarah	0	



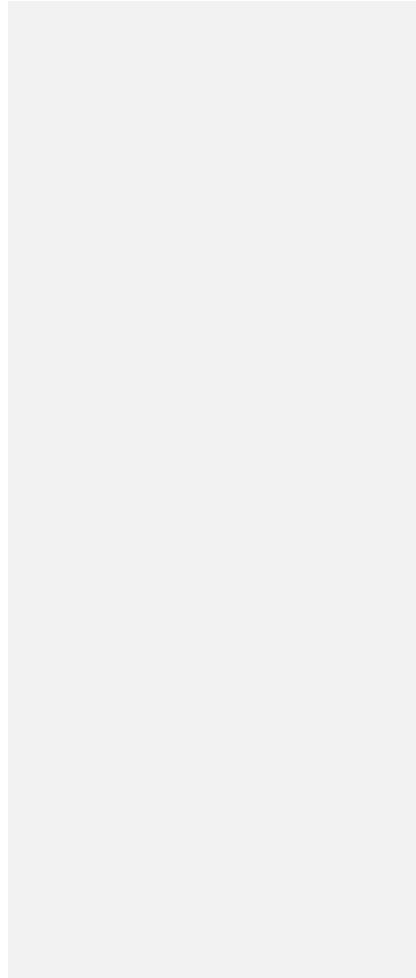
2. We will collect data via survey to see how much they are being used and if kids and students enjoy them.				
Offer our community, students, and staff a fun run fundraiser that will fund our health, wellness and PE program at Stuey.	By May 26, 2017	Kim and Sarah	\$100.00	
Educate students on the fitness circuit that are on the playground so students can use during recess or after school.	May 26th, 2016	Kim	0	
Begin implementing before and after school activities We will offer BOCKS program, Fitness is fun, and running clubs.	March 1, 2016-May 20, 2017	Kim	0	
Develop and distribute data collection methodology to measure input from staff to gauge impact of the initiative (does the staff think the effort is valuable, should it continue, etc.), and staff and/or student participation numbers	By April 18, 2017	Kim	0	
Obtain data collection results to measure participation, input, and impact	By April 18th, 2017	Kim	0	
Analyze, document, and utilize assessment results and continue to improve offerings based on data collected and feedback/testimonials received from a representative number of students and/or staff	By May 15, 2017	Kim and Sarah	0	
Write a minimum of one success story utilizing data collected and analyzed (School Wellness Coordinator will provide template)	By May 18th, 2017	Sarah	0	

**Commented [3]:** \_Marked as resolved\_

**Commented [4]:** \_Re-opened\_  
Let me know if I need to fix anything else!

**Commented [2]:** What are you plans for Fuel up to Play 60? Need more detail here.

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