



Brain Break 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.

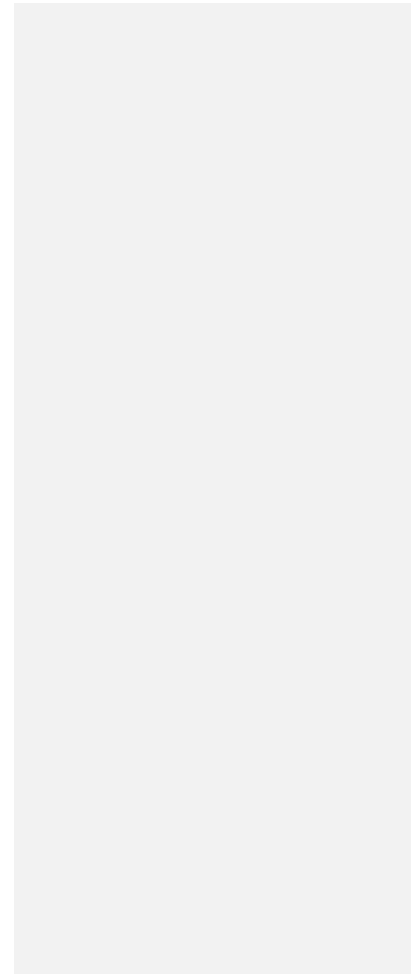
What are Action Steps?

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.



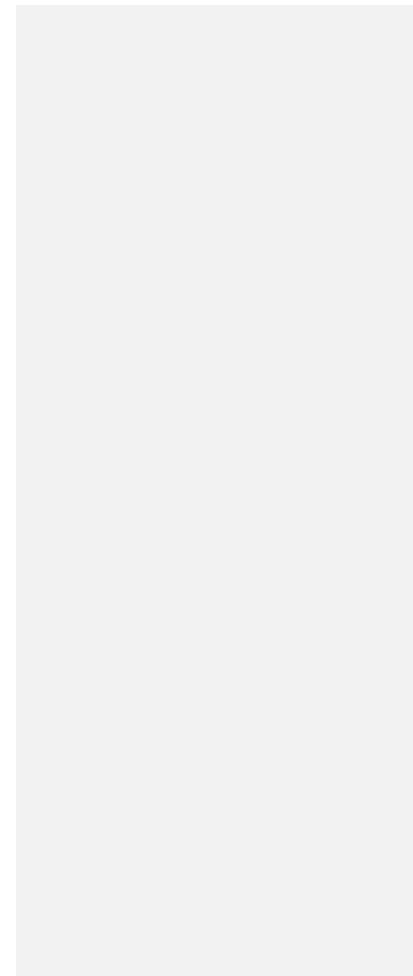
Healthy Schools Successful Students: SHIP #1; Physical Activity

Date:12-2-14

School Name: Stellar Elementary				
Co-leader Name(s): Chuck Stafford & Michelle Miller				
SMART Objective (desired change):				
By May 15, 2016, 75% of instructional staff at Stellar 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 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 other than Brain Break Kits.				
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 times during the school year	During December 2014, February 2015, March 2015, and April 2015	Chuck, Michelle, M.T., Karen, Catherine, Tiffany & Gretchen	0	
Communicate Brain Break Kits Initiative to staff for feedback and questions Communication methods will include: <ul style="list-style-type: none"> • Staff: <ul style="list-style-type: none"> o feedback, concerns, pros and cons via staff meetings 	Ongoing	Chuck & Michelle	0	

Commented [1]: Objectives and activites look good and I love how involved the students will be! You've got some great ideas - if they are successful, pls be sure to share with others!

<ul style="list-style-type: none"> • Students/Families: <ul style="list-style-type: none"> o School website, paperwork o School wide morning brain break 				
<p>Develop and disseminate a data collection tool for staff to measure participation (2x/school year – one week in duration)</p> <p>Create and implement an incentive system* to encourage continued use of Brain Break Kits by teachers and students</p> <p><i>*Incentives may include gift cards or other items purchased through the Healthy Schools Grant funding</i></p> <p>Distribute Brain Break Kits*</p> <p><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></p>	By January 23, 2015	Chuck & Michelle	0	
<p>Begin implementation for Brain Break Kits and other physical activity in participating classrooms. Ex: GoNoodle, Morning Brain Break</p>	By February 2, 2015	Staff K-5 plus specials	0	
Obtain first week of data collection tool results to measure participation	February 23- 27, 2015	Chuck & Michelle	0	
Obtain second week of data collection tool results to measure participation	April 11-15 2015	Chuck & Michelle	0	
Analyze, document, and utilize survey results and continue to improve Brain Break Kits initiative based on assessment and feedback/testimonials from students/teachers	By May 15, 2015	Chuck & Michelle Possibly 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)	By May 15, 2015	Chuck & Michelle	0	
Wednesday ERD staff meeting, each grade level will be assigned a day to lead 1 brain break during the meeting (1 from the kit preferably, other could be	Aug-May 2015-2016	All Staff	0	



creative/found online/Kagan/ect.)				
Book buddy classrooms will send leaders(teacher's choice) to lead a brain break in their buddy's room, last Friday of the month instead of morning news BB	Aug- May 2015-2016	All Staff	0	
<p>Monthly Brain Break Challenge</p> <p>*September: 3 a Day- Log 3 BBs a day, and be entered into a drawing for a class prize</p> <p>*October: Creating/Brainstorming BB ideas for November Challenge (Student/Teacher Driven) Decision due by Halloween to Chuck (permission slip to be at school by 7:20 due late October)</p> <p>*November/December: Brain Break Creativity Showcase- A representative will do the class created BB on the morning news. After each class has shared, a vote will be made for the favorite</p> <p>*January- 3 a Day Challenge (same as Sept.)</p> <p>*February- Stress Relief Strategies- students submit a "Stress Relief Strategy" to be shown on the morning news and placed on a bulletin board to showcase strategies. Students will be drawn and shown by the BB squad and earn a prize</p> <p>*March- At Home Minutes Movin' Challenge- students will log their minutes exercising at home. Students who turn in their calendar will be entered into a drawing for a prize</p>	Aug- May 2015-2016	All Wellness	\$200	
Brain Break Squad- student club for leading morning brain breaks on the morning news and at assemblies (Yoga Kid, Cross Lateral Kid, Cardio Kid, Dance Kid, Strength Kid..) 3rd-5th Applications and choices due by end of August	Sept- May 2015-2016	Chuck	0	
Analyze, document, and utilize data and continue to	By May 15, 2016	Chuck & Tiffany	0	

Commented [2]: I like how you are getting the students involved!

Commented [3]: Great idea!

improve Brain Break Kits initiative based on assessment and feedback/testimonials from students/teachers		Possibly Wellness Team		
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	Chuck & Tiffany	0	

SHIP #2: Stellar Community SHIP: School Health Improvement Plan (SHIP)

Date: 2-2-15

School Name: Stellar Elementary				
Co-leader Name(s): Chuck Stafford & Michelle Miller				
SMART Objective: During the 2015 – 2016 school year, Stellar Elementary School will create and implement school wide events and activities that will increase the number of parents and family members involved here at Stellar by 25%.				
What data will you collect that will indicate the objective has been achieved?				
<ul style="list-style-type: none"> • File containing communications provided to parents on school wide events • Survey families twice during the school year to collect data on the number of family members that attend school wide events and activities. • Collect qualitative data (including testimonials/feedback) parents on their attendance at events 				
Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed
Develop Google Form questionnaire to give at Celebrate the Stars Night to collect baseline data for parent attendance at school wide events and what	May 8, 2015	Chuck and Michelle	0	Yes

Commented [4]: You are on the right track with this SHIP of increasing family involvement. How can you have the most impact on health and wellness issues? You have a lot of initiatives listed. Maybe pick 1 or 2 to focus on for this SHIP. For example, the Harvest Run. Rather than a one time event for students and families, consider incorporating a "practice time" in the weeks leading up to the event - families can practice walking or running after school on their own time and/or students can practice at recess. Maybe they get a calendar or log sheet to track their practice time. This encourages PA ove the course of the school year rather than at a onetime event. Another example, could be the School Award Ceremonies - make it healthy! Offer healthy food options, incorporate a Brain Break or PA Break during the ceremony, etc.

Commented [5]: Hi! Thank you for all the great feedback. We have some questions before we edit our SHIP. When we took the School Wellness Survey, we discovered our weekness is in Community Involvement, thus our thought in implementing more opportunities for parents to come into the building. With focusing on one or two initiatives, we are not sure that would help increase the community involvement. Can you clarify for us?

parents would like to see at future family engagement events				
Give parent form to parents at Learning Night at Chromebook station to collect data.	May 14, 2015	Pontillo, Thompson	0	Yes
Review data from parent survey.	May 19, 2015	Chuck and Michelle	0	Yes
Develop plan for beginning of the year Pep Rally (Walk/Assembly/School Wide events). (Friday of first week back)	February-August 2015	Wellness Committee/ Staff/PBIS/Reading	0	Reading Counts PBIS Attendance School Walk Stellar Rap
School Wide Pep Rally (new event)	August 21, 2015	Wellness Committee/ SLE Staff/ Reading/ PBIS	0	Yes
School Awards Ceremonies moved to morning breakfast celebration before school once every 6 weeks to celebrate achievement in academics and citizenship (2 per classroom) Families invited to attend breakfast and hear award readings. Photo Gallery of for Award Winners (backdrop for photos) (Hall of Fame) (modified event to morning for more parent engagement)	Sept 2015 - May 2016	Wellness Committee and PBIS	\$400	Ongoing
Harvest Run (Continuing Event)	Oct 2nd	Chuck	\$400 water bottles to distribute after run	Yes
Academic Project/Family attendance to share and celebrate- one day per school year commitment per grade level (New event)	Aug 2015 - May 2016	All Staff	0	In Progress
Halloween/Breakfast/ Reading activities/ Parents invited in to view Halloween parade, set up and enjoy school wide breakfast, participate in reading	October 30th	Chuck/Wellness/ Reading Committee/PBIS	0	Yes

Commented [6]: What will this funding be used for?

Commented [7]: This would go towards plaques and a display case to put student award winner pictures in, to display in hallways. Other items would go toward the healthy breakfast for award winners and their families who attend.

Commented [8]: this expense is ok if you can make some plans to increase PA in the weeks leading up to the event (see above)

activities throughout the day (Continuing event) 100 Mile Club with parent volunteers (1-5)	Fall/Spring	Chuck, ???	0	In Progress(No parent volunteers)
Bike/Walk to school day(s) (One per semester) (new event)	Walk (Oct 5) Bike (May 4th)	Wellness/Staff	0	Only in May
Boosterthon Fun Run Fundraiser (new event)	Jan 25th	Chuck/Gretchen	0	Yes
Field Day- Parent games/ Outside Lunch/5th grade vs Staff/ Parent vs. Staff competitions (modified event)	(K) May 19th (1-5) May 20th	Chuck Wellness	0	
Family Fitness Project (Stellar Website and bulletin board rotation "Spotlight") Families submit their physical activities via photos and stories to share how they stay healthy as a family (per month) (new event) Shirt	Aug-May	Wellness/Chris Pontillo	0	Did not do
Use Google Form questionnaire to give at Celebrate the Stars Night to collect data for parent attendance at school wide events	May 2016	Chuck/Pontillo/ Buck	0	

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

