



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: February 13, 2014

<p>School Name: Arapahoe Ridge Elementary</p> <p>Co-leader Name(s): Heather Beye, Zachary Foubert</p>				
<p>SMART Objective (desired change):</p> <p>By May 2015, Arapahoe Ridge Elementary school will develop and implement a 'Healthy School' Food Policy and guidelines supporting health awareness in compliance with the Adams12 District Wellness Policy. This policy will include:</p> <p>At least 75% of the food choices available during and after school activities (outside of the meal program) will include healthy* options (Classroom Celebrations)</p> <p>75% of classrooms adopting 'Healthy School' pilot policy will utilize non-food rewards 100% of the time Teacher resources and guidelines on healthy snacks and rewards</p> <p>*Healthy will be defined, in writing and be consistent with District Wellness Policy</p>				
<p>What data will you collect that will indicate the objective has been achieved?</p> <p>Documentation of incorporation of Food Policy in 2014- 2015 School Handbook Documentation of at least 75% of classrooms adopt 'Healthy School' Food Policy and Guidelines Survey results from teachers, parents, and students on implementation and enforcement of 'Healthy</p>				

School' Food Policy				
Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed
Work with District Wellness Coordinator to gather/review resources and best practices regarding nutrition policies (rewards and celebrations) from other schools	By April 1, 2014	Zach Foubert	N/A	completed
Conduct a survey to obtain baseline data collection on current compliance with District Wellness Policy relating to rewards and celebrations	By April 1, 2014	Ben Yamato	N/A	completed
Develop and present a draft of plan to staff and/or PTO for feedback and questions	By April 20, 2014	Wellness Team	N/A	completed
Meet as a School Health Team four times during the school year	September 2014, November 2014, January 2015, and March 2015	Zach Foubert Heather Beye Mike Cronley Ben Yamato Ari Gerzon	N/A	Completed
Finalize offerings based on input from staff and/or parents	By May 10, 2014	Wellness Team	N/A	completed
Develop non-food reward resource kits for teachers	May 19, 2014	Wellness Team	N/A	completed
Order non-food reward kits for teachers	May 19, 2014	Zach Foubert/ Heather Beye	\$25/Kit @ 25 classrooms (Year 1)	completed
Schedule a time and finalize a method for updating staff and parents and garnering support for the implementation of new Healthy School policy Ideas: Distribute written copy of new policy to all staff, room parents, PTO, etc. Have all staff and room parents sign that they have received and read the information. Create 'Healthy School' page on school website w/resources Provide resources/ideas to include a sign-up sheet for room parents to distribute, etc. or examples for	By August 22, 2014	Zach Foubert/ Heather Beye	N/A	completed

healthy and constructive rewards.				
Distribute reward kits to teachers at staff meeting	August 25, 2014	Wellness Team	N/A	completed
Develop and disseminate a school tracking tool for staff to measure participation/compliance (classroom newsletters)	By August 29, 2014	Ben Yamato	N/A	completed
Develop and distribute a survey to gather staff and parents perceptions of changes related to food offered during the school day and number of classrooms following the policy. Obtain quotes or qualitative feedback from teachers/staff/parents/students.	December 8, 2014	Mike Cronley	N/A	completed
Obtain survey results to measure participation	By December 15, 2014 and May 10, 2015	Heather Beye	N/A	completed
Analyze, document, and utilize assessment results and continue to improve policy based on assessment	By May 15, 2015	Wellness Team	N/A	Completed
Write a minimum of one success story utilizing data collected and analyzed (School Wellness Coordinator will provide template)	By May 20, 2015	Heather Beye	N/A	Completed

SHIP #2: Staff Wellness

Date: February 13, 2014

School Name: Arapahoe Ridge Elementary				
Co-leader Name(s): Heather Beye, Zachary Foubert				
SMART Objective (desired change): By May 30, 2015, Arapahoe Ridge Elementary School will have at least 50% of staff participate in up to three continuing staff wellness interventions and programs coordinated with the district staff wellness personnel and the School Wellness Coordinators.				

<p>What data will you collect that will indicate the objective has been achieved?</p> <p>Number of worksite wellness interventions/programs offered at the school Number of staff participating in each intervention/program Outcome data comparing baseline assessment with post-program results</p>				
<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>Complete school wellness assessment and SHIP planning.</p>	<p>February 28, 2014</p>	<p>Wellness Team</p>	<p>(Year 1) Breakfast Snacks Waterbottles \$148.11 Subs: 2 @\$115 Total: \$378.11</p>	<p>Completed by February 28, 2014</p>
<p>Work with District Wellness Coordinator and other schools implementing staff wellness to gather/review best practices.</p>	<p>By March 20, 2014</p>	<p>Zach Foubert</p>	<p>N/A</p>	<p>Completed by 3/20/14</p>
<p>Assign a School Wellness Team member to serve as the Worksite Wellness Coordinator (WWC)</p>	<p>By April 1, 2014</p>	<p>Heather Beye</p>	<p>N/A</p>	<p>Completed</p>
<p>Conduct a survey to obtain baseline data collection on current offerings and number of staff participating</p>	<p>By April 1, 2014</p>	<p>Ben Yamato</p>	<p>N/A</p>	<p>completed</p>
<p>Present draft of offerings to staff for feedback and questions</p>	<p>By April 20, 2014</p>	<p>Wellness Team</p>	<p>N/A</p>	<p>completed</p>
<p>Finalize offerings based on input from staff and/or parents</p>	<p>By May 10, 2014</p>	<p>Wellness Team</p>	<p>N/A</p>	<p>completed</p>
<p>Schedule a time and finalize a method for updating staff regarding new initiatives/programs</p>	<p>By May 23, 2014 and again by August 25, 2014</p>	<p>Ari Gerzon</p>	<p>N/A</p>	<p>completed</p>
<p>Meet as a School Health Team four times during the</p>	<p>During</p>	<p>Wellness Team</p>	<p>N/A</p>	<p>Completed</p>

school year	September 2014, November 2014, January 2015, and March 2015			
Order needed equipment, resources, and incentives/awards for participation, as needed.	By September 1 2014	Heather Beye Zach Foubert	(Year 1) 10 gift cards to sporting goods stores and health food stores @\$25 each	completed
Develop and implement a plan to promote the interventions/programs to staff	By September 15 2014	Wellness Team	N/A	completed
Begin implementation of staff wellness initiatives/programs	By October 1, 2014	Wellness Team	N/A	completed
Develop and distribute data collection methodology to measure input from staff to gauge impact of the program (does the staff think the effort is valuable, should it continue, etc.), and staff participation numbers	October 1, 2014	Ben Yamato	N/A	completed
Obtain data collection results to measure participation, input, and impact	By May 10, 2015	Mike Cronley	N/A	completed
Analyze, document, and utilize assessment results and continue to improve offerings based on data collected and feedback/testimonials received from students	By May 15, 2015	Wellness Team	N/A	completed
Write a minimum of one success story utilizing data collected and analyzed (School Wellness Coordinator will provide template)	By May 20, 2015	Heather Beye	N/A	Completed

