



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: Staff Wellness

Date: February 27, 2015

<p>School Name: Arapahoe Ridge Elementary</p> <p>Co-leader Name(s): Heather Weber, Zachary Foubert</p>				
<p>SMART Objective (desired change):</p> <p>By May 30, 2016, 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>				
<p>What data will you collect that will indicate the objective has been achieved?</p> <ol style="list-style-type: none"> 1. Collect data around the Number of worksite wellness interventions/programs offered at the school 2. Number of staff participating in each intervention/program 				

Commented [1]: Does this objective build on last years objective or results? For example, last year you 30% of the staff participated and this year you are shooting for 50%.

Commented [2]: _Marked as resolved_

Commented [3]: _Re-opened_ Yes, that's correct. Last year's SHIP was not successful. Instead of letting it go, we wanted to focus on Staff Wellness again in another way. instead of conducting wellness competitions, we'll be providing on-site physical activity opportunities.

Commented [4]: Sounds good! Glad to see you are still pursuing staff wellness!

3. Outcome data comparing baseline assessment with post-program results				
Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed
Based on previous SHIP results, we are now offering staff wellness opportunities. For example, offering on-site physical activity opportunities such as staff kickball games, 10,000 step "fitbit" type outings/events, etc.	September 2015	Wellness Team		Complete
Conduct a survey to obtain baseline data collection on current offerings and number of staff participating	By August 2015	Ben Yamato	N/A	Completed
Present draft of offerings to staff for feedback and questions	August 2015	Wellness Team	N/A	Completed
Finalize offerings based on input from staff and/or parents	By Sept 2015	Wellness Team	N/A	Completed
Meet as a School Health Team four times during the school year	During September 2015, November 2015, January 2016, and March 2016	Wellness Team	N/A	Complete
Develop and implement a plan to promote the interventions/programs to staff	By August 15 2015	Wellness Team	N/A	Completed
Begin implementation of staff wellness	By Sept	Wellness Team	N/A	Completed

initiatives/programs	2015			
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, 2015	Ben Yamato	N/A	Completed
Obtain data collection results to measure participation, input, and impact	By May 10, 2016	Heather Weber	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, 2016	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, 2016	Heather Weber	N/A	Completed and submitted

February 8th: Basketball Games-Horse, Pig, Detroit Basketball

March 21st: Blacktop Games-4 Square, Hopscotch, Jumprope, Etc.

May 2nd: Kickball Tournament

SHIP #2: Physical Activity

Date: October 9, 2014

School Name: Arapahoe Ridge Elementary School				
Co-leader Name(s): Heather Weber and Zach Foubert				
SMART Objective (desired change):				
Throughout the 2014 - 2015 school year, 75% of instructional staff at Arapahoe Ridge 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:				
<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 times during the school year	During October 2014, December 2014, February 2015, and April 2015	Wellness Team		Complete
Conduct a survey to obtain baseline data collection on current Brain Break offerings and number of classrooms participating	By November 1, 2014	Ben Yamato		Complete
Communicate Brain Break Kits Initiative to staff and/or PTA for feedback and questions	By November 1, 2014	Heather Weber and Zach Foubert		Complete

<p>Communication methods will include:</p> <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 				
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, 2014	Heather Weber		
Distribute Brain Break Kits* and begin implementation for brain breaks and physical activity in participating classrooms. <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 November 14, 2014	Wellness Team		completed
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, 2014	Wellness Team		
Obtain first week of data collection tool results to measure participation	By December 19, 2014	Zach Foubert		
Create and implement an incentive system* to encourage continued use of Brain Break Kits by teachers and students <p><i>*Incentives may include gift cards or other items purchased through the Healthy Schools Grant funding</i></p>	January 30, 2015	Wellness Team		

Obtain second week of data collection tool results to measure participation	By April 10, 2015	Heather Weber		
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	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, 2015	Zach Foubert		