



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: Physical Activity

Date:10/24/2014

<p>School Name: Cherry Drive Elementary</p> <p>Co-leader Name(s): Becky Steensen and Kathy Hogan</p>				
<p>SMART Objective (desired change):</p> <p>By May 15, 2015, a Mileage Club will be established for K-5 students with a participation rate of at least 50% of all students.</p>				
<p>What data will you collect that will indicate the objective has been achieved?</p> <ol style="list-style-type: none"> 1. Number of students who participate 2. Number of charms students have earned 3. Number of behavior of referrals during recess and after lunch 4. Survey to distribute to teachers to teachers that will ask questions about student engagement /behavior of those students who participate. 				
<p style="text-align: center;">Action steps to achieve SMART Objective</p>	<p style="text-align: center;">Timeline (By When)</p>	<p style="text-align: center;">Person(s) Responsible</p>	<p style="text-align: center;">Budget Needed</p>	<p style="text-align: center;">Action Step Completed</p>
<p>Students will walk laps during recess and will get a get to color in a foot for every lap they have walked. Once they have colored 20 feet, they will receive a charm. After 2 laps, they get a sticker from the paras.</p>	<p>2014-2015 School Year</p>	<p>Wellness Team</p>	<p style="text-align: center;">0</p>	
<p>Purchase charms and punch cards. Continue to set aside money for year 2. Purchase cones for playworks and mileage club.</p>	<p>By May 31,2015</p>	<p>Wellness Team</p>	<p>Y1-\$700 Y2-\$680</p>	

Hold monthly meetings with paraprofessionals to monitor and problem-solve with the mileage club.	September 30 October 22 November 17 December 15 January 26 February 23 March 16 April 13 May 18	Kathy Hogan and Becky Steensen, Wellness Coordinators Tina Hepp, Principal Brittney Salazar, Lydia Martinez & Kathy Gilbert, Playground Monitors	0	Completed
Promote the “mileage club” by making weekly announcements about students, classroom and school goals. Continue to update the website on mileage club.	2014-15 School Year	Kathy Hogan and Becky Steensen, wellness coordinators	0	
Send survey to K-5 teachers about behaviors x 2 (The middle and end of year)	By December 1, 2014 May 1, 2015	Wellness Team	0 because it will be sent out electronically	
Analyze office referrals during lunch and after lunch to see if office referrals decrease from the previous year.	By December 1	Becky Steensen and wellness team	0	
Analyze, document, and share assessment results utilize the data to plan for next school year.	By May 1, 2015	Wellness Team	0	
Write a minimum of one success story utilizing data collected and analyzed (School Wellness Coordinator will provide template)	By May 15, 2015	Wellness Team	0	

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

- **We participated in the National bike/walk to school day in the Fall and we will also do our own again in the Spring.**
- **We received a grant from Kaiser and are implementing a playground structure called Playworks.**
- **We will continue this ship into the years to come by using fundraising money from the fun run to purchase tokens for students and punch cards.**
- **To help engage students with mileage club, Mrs. Hogan will reward students with extra PE on a bi-monthly basis for the 2015-2016 school year.**
- **Communication about the mileage club will happen on Mrs. Hogan’s website and through daily morning announcements.**

SHIP #2: Nutrition

Date: 10/24/2014

<p>School Name: Cherry Drive Elementary</p> <p>Co-leader Name(s): Becky Steensen and Kathy Hogan</p>				
<p>SMART Objective (desired change):</p> <p>By 2014-15 School Year, 75% of the school fundraisers will be non-food based and at least 1 will focus on student and family wellness.</p>				
<p>What data will you collect that will indicate the objective has been achieved?</p> <ol style="list-style-type: none"> 1. We will compile a list of fundraisers for the school and decide which are food based. 2. Comparison of fundraiser earnings from 2013-14 and 2014-15 school year. 3. Number of participants and outcomes from the student and family wellness fundraiser. 				
<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>Wellness Team</p>	<p>Y1-\$150 sub pay (day and a half for Kathy's sub) \$125 for gift cards to recognize wellness committee members for the work Y2-\$250 for</p>	<p>Completed</p>

			sub pay	
Present SHI results to our wellness team, our SHIPs, and gather support for wellness fair and health campaigns through healthy fundraisers.	By March 3, 2014	Wellness Team	0	Completed
Gather support for wellness committee from 90% of instructional staff through staff meetings and handouts for parents and PTP members.	By March 11, 2014	Wellness Team	0	Completed
Implement the wellness fair for students and their families in the fall to promote healthy living and daily exercise. This wellness fair will be the kick off for the fundraiser and will initiate the wellness movement at our school by focusing and providing teaching on healthy eating habits, fun ways to get up and move, getting along with others (social-emotional health), and the benefits from an active fundraiser over a food-based fundraiser. Mrs. Hogan, PE teacher, will build on what was learned from the Wellness Fair by providing a healthy tip to whole school every Friday during "live" morning announcements.	By October 31, 2014	Kathy Hogan	Y1,Y2 325.00 toward equipment for the 2014- 2015 wellness fair. Large human body puzzles for muscles and bones. Plastic fruits and vegetables. Healthy snacks for students	Completed
Promote Fall fundraiser that raises money by donations for running.	By October 13, 2014	Staff	0	Completed
Kick off wellness fair by organizing fall fundraiser , Runs 4 funds, with PTP involvement which promotes healthy movement and exercise for lifelong learners.	By October 23, 2014	Kathy Hogan and Staff		In Progress
Based on needs, offer one to two follow-ups with staff and/or PTP to debrief and promote ongoing support	By December 18, 2014 and April 24, 2015	Wellness Team	0	
Analyze, document, and share assessment results and utilize the data to plan for next school year.	By May 1, 2015	Wellness Team	0	
Write a minimum of one success story utilizing data collected and analyzed (School Wellness Coordinator will provide template)	By May 15, 2015	Wellness Team	0	

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

- Wellness fair on October 31, 2014 that has stations students go to that promote wellness and different kinds of activities for families and students. The Fall Fundraiser that promotes wellness will also take place on this day.
- To keep the tradition going for the fun run, for the 2015-2016 school year we plan on running our own fun run to limit the need of another company to put it together. By working with the PTP we will organize our own fun run for Fall of 2015.
- Communication on the fun run will be done at monthly PTP meetings and with the fun run committee.

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SHIP #3: Physical Activity

Date 10/24/14:

School Name: Cherry Drive Elementary				
Co-leader Name(s): Kathy Hogan & Becky Steensen				
SMART Objective (desired change): Throughout the 2014 - 2015 school year, 75% of instructional staff at Cherry Drive Elementary School will implement physical activity or brain-based strategies for their students at least three days per week.				
What data will you collect that will indicate the objective has been achieved? 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
Gather/review resources and best practices regarding brain breaks and physical activity in the classroom from other schools and gather/review studies supporting increased physical activity/brain breaks and the associated positive academic impacts	Fall 2014	Kathy Hogan	\$0	Completed
Send a google survey to obtain baseline data collection on current offerings and number of students participating	October 24	Becky Steensen & Kathy Hogan		Completed
Update the school website to inform families and communities about the brain break opportunities their students have throughout the day.	By: December 1, 2014	Becky Steensen & Kathy Hogan		
Send out monthly surveys to teachers to track participation of brain breaks.	The 1st of every month until June	Kathy Hogan & Becky Steensen		
Apply for grant through the Healthy School Brain Break Initiative to receive free brain break kits for each classroom.	By October 24	Kathy Hogan & Becky Steensen		Completed
Attend annual HSSS Training	Fall 2014	Kathy Hogan & Becky Steensen		Completed
Develop a survey to gather feedback and testimonials from teachers and students participating in brain breaks	The 1st of every month starting in December	Kathy Hogan & Becky Steensen		
Analyze tracking tool results to measure participation	May 2015	Kathy Hogan & Becky Steensen		
Implement a motivational system where the class with the most brain breaks during the month will receive a traveling trophy to showcase in their classroom for the month	December 1, 2014	Kathy Hogan & Becky Steensen	\$60	
Analyze, document, and utilize assessment results and continue to improve brain break guidelines and teacher resources based on	By May 2015	Kathy Hogan & Becky Steensen		

assessment and feedback/testimonials from students				
Write a minimum of one success story related to brain breaks utilizing data collected and analyzed (School Wellness Coordinator will provide template)	By May 2015	Kathy Hogan & Becky Steensen		

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

- At the beginning of the school year our teachers were utilizing Go noodle and NFL Play 60 as another use of brain breaks.
- Teachers will use the brain-break kits and Go Noodle website to continue to give students brain-breaks.
- We will continue with this by giving teachers resources when needed to update their brain-break kits.