



## 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: 2/14/14

<p>School Name: Coronado Hills Elementary</p> <p>Co-leader Name(s): Melissa Tank, Jocelyn Brookstein</p>				
<p>SMART Objective (desired change):</p> <p>By September 1st, 2014, Coronado Hills Elementary will implement a school-wide plan focused on increasing the percentage of all students who bring healthy* snacks into classrooms to 50%. The plan will include informing and educating students and parents about healthy snacks.</p> <p>*Healthy will be defined based on best practices and will be in a manner consistent with the District's Wellness Policy</p>				
<p>What data will you collect that will indicate the objective has been achieved?</p> <ol style="list-style-type: none"> <li>1. Percentage of students bringing in healthy snacks vs. less healthy snacks (baseline data and post-intervention)</li> <li>2. Document the educational resources provided to parents and students</li> <li>3. Document types of, frequency of, and methods of offering education on healthy snacks to students/parents</li> <li>4. Document number of students/parents reached through healthy snack education</li> </ol>				

Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed
Complete school health assessment and SHIP planning.		Wellnes Team	\$350 (Y1)	Action Step Completed 2013-14
Work with District Wellness Coordinator and other schools implementing a healthy snack policy to gather/review best practices.	On Going throughout the year 2014-15	Melissa Tank		In Progress
Collect resources and put in writing what qualifies as nutritious options for classroom teachers and parents, consistent with District Wellness Policy guidelines Suggested healthy snack list sent home to families.	Before all school wide holiday party as a reminder.	Melissa Tank Jocelyn Brookstein		In Progress
Conduct a survey of each classroom to obtain baseline data collection on the percentage of students bringing in healthy snacks for celebrations and parties.	May 27 <sup>th</sup> , 2014	Melissa Tank Jocelyn Brookstein		Action Step Completed
Present the finalized plan to the staff at Grade Level Chair and Staff meeting. Share list of healthy snack ideas	Oct. 14, 2014	Melissa Tank Jocelyn Brookstein		Action Step Completed
Publish the goal and list of healthy snack ideas in the monthly newsletter as well as on the school website. Include some new snack ideas with seasonal fruits and veggies along with the policy - make it fun!	Starting Nov. 2014 and ongoing throughout the year 2014-15.	Wellness Team School Liaison		In Progress
Meet as a School Health Team monthly during the school year.	4 <sup>th</sup> Thursday of every month	Wellness Team		In Progress
Develop a data collection survey for teachers to utilize once a month	Oct. 31, 2014	Wellness Team		In Progress
Develop and implement a motivational system (may include classroom competitions) to ensure increased percentage of students bringing healthy snacks on a regular basis. Purchase rewards/prizes, as needed. One idea: students receive tickets and entered into a drawing to pick something from the healthy prize menu created by the classroom teachers.	Oct. 31, 2014	Wellness Team	\$200 (Y2)	In Progress

Conduct a survey to obtain data collection on the percentage of students bringing in healthy snacks	Ongoing throughout the 2014/2015 school year	Classroom teachers		Survey Created
Analyze survey results and write a minimum of one success story related to non-food rewards utilizing data collected and analyzed (School Wellness Coordinator will provide template)	By May 28, 2015	Wellness Team		

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

### SHIP #2: Physical Activity

<b>School Name: Coronado Hills Elementary</b>				
<b>Co-leader Name(s): Melissa Tank, Jocelyn Brookstein</b>				
<b>SMART Objective (desired change):</b> By May 20, 2015 Coronado Hills Elementary will promote increased physical activity and social skills during recess by purchasing and implementing structured				

games for recess 5 days a week, reaching 100% of all 1 <sup>st</sup> -5 <sup>th</sup> grade students.				
<b>What data will you collect that will indicate the objective has been achieved?</b> <ol style="list-style-type: none"> <li>1. Number of students participating in games</li> <li>2. Document types of physical activity opportunities offered to students</li> <li>3. Document types of social skill development opportunities to students</li> <li>4. Collect feedback from students and staff on offerings</li> <li>5. Compare data from office referrals during recess before implementation and after</li> </ol>				
<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>
Research specific equipment and/or resources that fit within best practices and comply with our goal	May 27 <sup>th</sup> , 2014	Melissa Tank Jocelyn Brookstein Antonio Ricciardi Jill Collins Wellness Team	\$0	Action Step Completed
Order equipment	May 27 <sup>th</sup> , 2014	Melissa Tank Jocelyn Brookstein Jill Collins	\$950 (Y1)	Action Step Completed
Compile a game book	Dec. 19, 2014	Wellness Team		Action Step Completed
Train support staff how to use and implement the new equipment and games	Dec. 19, 2014	Melissa Tank	\$ 100 (Y2)	\$ Not Spent
Present new recess activities to students and teach students how to use the new equipment and games	Ongoing Throughout the year 14-15	Melissa Tank (During PE)		In Progress
Implement new program during recess	Oct. 6, 2014	Recess Staff Melissa Tank Jocelyn Brookstein		Action Step Completed
Develop and distribute data collection	May 28 <sup>th</sup> 2015	Wellness Team		

<b>methodology (such as a survey or input at a staff/PTO meeting) to measure input from students, staff and parents to gauge impact of the program (does the community/school think the effort is valuable, should it continue, etc.), and student participation numbers</b>				
<b>Meet as a School Health Team four times during the school year</b>	<b>4<sup>th</sup> Thursday of every month</b>	<b>Wellness Team</b>		<b>In Progress</b>
<b>Collect feedback from students and staff</b>	<b>Ongoing Throughout the year 14-15</b>	<b>Wellness Team</b>		<b>In Progress</b>
<b>Compare office referral data from recess during the 2013/2014 school year to the 2014/15 school year</b>	<b>May 28, 2015</b>	<b>Wellness Team</b>		
<b>Write a minimum of one success story related to active/structured recess utilizing data collected and analyzed (School Wellness Coordinator will provide template)</b>	<b>By May 28, 2015</b>	<b>Wellness Team</b>		

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

