



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: Family Engagement/Health Education

Date: 2/28/14

<p>School Name: Eagleview ES</p> <p>Co-leader Name(s): Rebecca Vasey and Mark Glen</p>				
<p>SMART Objective (desired change):</p> <p>During the 2014-2015 school year, Eagleview ES will implement a school-wide and community Health and Wellness Communications Campaign for families and staff members that supports and promotes priority health issues* utilizing at least two different methods** in order to create a school community focused on creating and sustaining the vision of “A Healthy School = Successful Students” at least twice a month.</p> <p>** Priority Health Issues will include physical activity, good nutrition and a balanced lifestyle.</p> <p>* Methods of communication may include school website, article in school newsletter, and separate monthly Health & Wellness newsletter for parents and family events.</p>				
<p>What data will you collect that will indicate the objective has been achieved?</p> <ul style="list-style-type: none"> • Number of communication methods used (e.g., school website, article in school newsletter, Cafeteria 101) • Track when communications are delivered or offered • Track, through a documentation file, copies of communications created and delivered 				

<ul style="list-style-type: none"> • Outline of health/wellness topics covered as part of the communications campaign • Number of families who read the newsletter, as tracked through raffle entry slips returned to school • Number of students and families that participate in promoted PA events (triathlon and Cotton Wood classic) 				
Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed
Gather/review resources and best practices regarding school health/wellness communication plans from other schools and by working with the School Wellness Coordinator to obtain best practices	By January 15, 2014	School Health Team	0	
Brainstorm current Health & Wellness messages to be communicated to parents/staff and methods of communication and ideas for topics to cover in the Health & Wellness Communication Campaign	By April 1, 2014	School Health Team	0	
Develop a plan to initiate a Health & Wellness Communication Campaign to staff and families: Publish monthly health and wellness updates and articles in school newsletter and/or separate Health & Wellness newsletter sent home to families	By April 1, 2014	Rebecca Vasey	\$15 - copy expense (Y1) and (Y2)	
Develop a plan to involve school and staff community that encourages participation in physical activity and/or local "active" events: Cottonwood Classic 5K	By April 1, 2014	Mark Glen & Rebecca Vasey		
Purchase supplies and resources and make copies for Health & Wellness Communication Campaign	By May 1, 2015	Rebecca Vasey	See Breakdown in action steps, below	
Meet as a School Health Team four times during the school year	During September 2014, November 2014, January 2015, and March 2015		0	

<p>A1. Outline what key messages need to be shared with parents in the newsletter (could also include other communication tactics such as signage about School Health Team efforts or posters)</p>	<p>By First of every month for Year 1 and Year 2 (starting 4/1/2014 Y1 and 9/1/2014 Y2)</p>	<p>Mark Glen & Rebecca Vasey</p>	<p>0</p>	
<p>A2. Assign School Health Team members a due date and article topic for submission to school newsletter or putting up signage, etc.</p>	<p>By 15th of every month for Y1 and Y2 (starting 4/15/2014 Y1 and 9/15/2014 Y2)</p>	<p>Rebecca Vasey</p>	<p>0</p>	
<p>A3. Write up content for monthly submissions for the newsletter or for school signage/promotion. All content should be edited by the School District Wellness Coordinator or one or more School Wellness Team members and approved by school administration before publication.</p>	<p>First article/signage by April 20, 2014 (Y1). Remaining articles should be finalized by the 20th of each month (Y2).</p>	<p>Rebecca Vasey</p>	<p>0</p>	
<p>B1. Promote and encourage participation in Thornton 19th Annual Cottonwood Classic 5K on May 17, 2014. School team is assembled & registration is ongoing from May1-May 14. Anticipating 100 students, 10 staff & 50 family members. All students and staff have the opportunity to sign up for race and ½ fee reimbursement.</p> <p>B2. Recess Running Club to encourage physical activity. Club makes running/training for 5K available to all students who wish to participate. Would meet in Fall and Spring during recess one day a week . Budget to include feet tokens to track miles & chains for tokens to hang on.</p> <p>B3. Promote and encourage participation in “Family P.E.” night Fall 2014 and Spring 2015. Informational night to include healthy eating habits, encourage</p>	<p>B1. By May 14, 2014 (Y1) By May 2015 (Y2)</p> <p>B2. By September 30, 2014 (Y2)</p> <p>B3. By 12/1/2014 and By 5/1/2015</p>	<p>Rebecca Vasey & Mark Glen</p>	<p>B1. \$680 - ½ price of entrant race fee for 100 students & 10 staff (Y1) \$700 (Y2)</p> <p>B2. \$65.04 (\$39.54 for 450 foot tokens & \$25.50 for 150 chains) Y2</p> <p>B3. \$100 (Y2) posters, fliers and snacks.</p>	

physical activity and roll-out “Think Before You Drink” campaign to Eagleview students and families (Year 2). Budget to include fliers, posters and fresh-fruit/snacks.	(Y2)			
Develop and distribute data collection methodology to measure input from staff and parents to gauge impact of the Communications Campaign (do staff/parents think the effort is valuable, should it continue, etc.) Highlight upcoming community events for 2014-2015.	May 15, 2014 (Y1) and May 15, 2015 (Y2)		0	
Create and implement an incentive system to encourage reading and sharing of Communications Campaign info by parents and staff	By September 30, 2015 (Y2)	Mark Glen & Rebecca Vasey	0	
Analyze, document, and utilize assessment results and continue to Communication Campaign.	By May 15, 2015	Mark Glen & Rebecca Vasey	0	
Write a minimum of one success story related to community involvement utilizing data collected and analyzed (School Wellness Coordinator will provide template)	By May 20, 2015	Rebecca Vasey	0	

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

The promotion and encouragement of the Cottonwood Classic 5K is our kick-off event to support a healthy lifestyle among our school staff, families and community.

The Eagleview School Health Team has implemented a “Happy Healthy Birthday Party” incentive program. Students are encouraged to bring a “healthier” birthday treat/alternative to share with their class. To participate, students must meet 2 of the 6 qualifications and submit a form explaining why their treat was “healthy”. Those students who participate in the incentive program are treated to a birthday party (30 minutes) in the gym on the last day of the month courtesy of our P.E. Teacher Mr. Glen. The idea is to get students thinking and talking about “healthier “ food choices with their classmates and families. The program was implemented February 1, 2014 and we have had one successful month end party celebration.

SHIP #2: Staff Wellness

Date:2/28/14

<p>School Name: Eagleview ES</p> <p>Co-leader Name(s): Rebecca Vasey and Mark Glen</p>				
<p>SMART Objective (desired change):</p> <p>By May 30, 2015, Eagleview ES will have at least 50% of staff participate in a Staff Wellness Initiative* and 75% of all staff will report utilizing the newly installed staff water cooler in conjunction with the Staff Wellness Initiative.</p> <p>*Staff Wellness Initiative will be centered around a Biggest Loser Competition</p>				
<p>What data will you collect that will indicate the objective has been achieved?</p> <p>Number of staff participating in each intervention/program Outcome data comparing baseline assessment with post-initiative 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 health assessment and SHIP planning.</p>	<p>By January 7, 2014</p>	<p>School Health Team</p>	<p>\$91.44 (Y1)</p>	<p>Yes</p>
<p>Work with District Wellness Coordinator and other schools implementing staff wellness to gather/review best practices.</p>	<p>By January7, 2014</p>	<p>School Health Team</p>	<p>0</p>	<p>Yes</p>
<p>Conduct a survey to obtain baseline data collection on current offerings and number of staff participating in Staff Wellness Initiative</p>	<p>By January 7, 2014 (Y1) By January 31,</p>	<p>Mark Glen</p>	<p>0</p>	<p>Yes</p>

	2015 (Y2)			
Finalize offerings/incentives based on input from staff regarding Staff Wellness Initiative Incentives = \$25 gift cards x12 based on hitting goals, most weight loss, % decrease in BMI . Awards given at 3 week intervals with 3 finalist in May. Gift cards will be to encourage continuation of healthy lifestyle and long term involvement in physical activity (i.e. pedometer, exercise equipment, etc).	By May 1, 2014 (Y1) By May1, 2015 (Y2)	Mark Glen	\$300.00 (Y1) \$300.00 (Y2)	
Schedule a time and finalize a method for updating staff regarding new initiatives/programs	By September 1, 2014 and again by January 1, 2015	School Health Team	0	
Meet as a School Health Team four times during the school year	During September 2014, November 2014, January 2015, and March 2015	School Health Team	0	
Order equipment, resources, and incentives/awards for participation, as needed.	By May 1, 2014	Mark Glen & Rebecca Vasey	Scale - \$43.33 (Y1) Water cooler - \$469.99 & filter \$59.99 (Y1) Cooler Filter - \$119.98 (59.99 x 2) (Y2)	
Develop and implement a plan to promote the initiatives to staff (Y1) Rethink Your Drink” campaign (Y2) ~ expenses to include posters & flyers to promote education and awareness of National campaign.	By May 1, 2014 (Y1) By December 1, 2015 (Y2)	Mark Glen & Rebecca Vasey	\$100 (Y2)	
Begin implementation of staff wellness initiatives/programs and install water cooler (Y1) Roll out “Rethink Your Drink” Campaign (Y2)	By May 1, 2014 (Y1) By September 30,	Mark Glen & Rebecca Vasey	0	

	2015 (Y2)			
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	By May 1, 2014 (Y1) By May 1, 2015 (Y2)	Mark Glen & Rebecca Vasey	0	
Obtain data collection results to measure participation, input, and impact	By May 10, 2014 (Y1) By May 10, 2015 (Y2)	Mark Glen	0	
Analyze, document, and utilize assessment results and continue to improve offerings based on data collected and feedback/testimonials received from staff	By May 15, 2015	Rebecca Vasey	0	
Write a minimum of one success story utilizing data collected and analyzed (School Wellness Coordinator will provide template)	By May 20, 2015	Rebecca Vasey	0	

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

*** Eagleview to cover additional expenses that exceed \$1300 budget for Year One through additional grants and/or PTO funds.