



## 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.

## Healthy Schools Successful Students: SHIP #1: Physical Activity

**Date:**

**School Name:**

**Co-leader Name(s): Sean Seifarth, Sarah Reed**

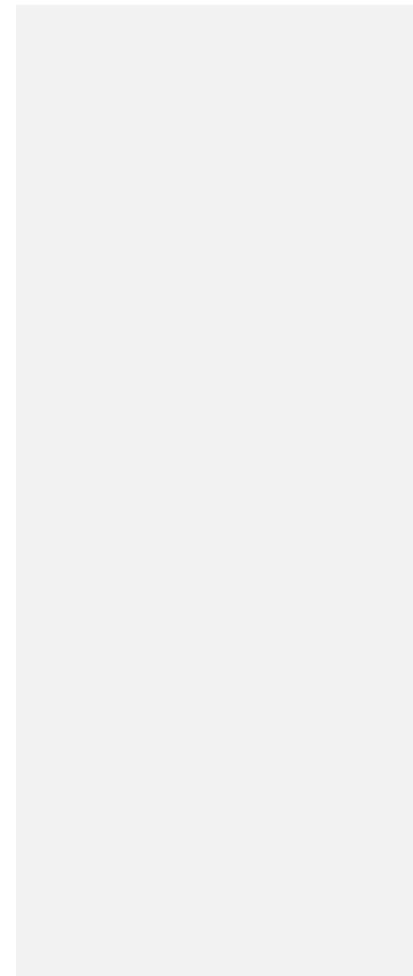
**SMART Objective (desired change):**

Throughout the 2014 - 2015 school year, 90% of instructional staff at Hillcrest Elementary 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.

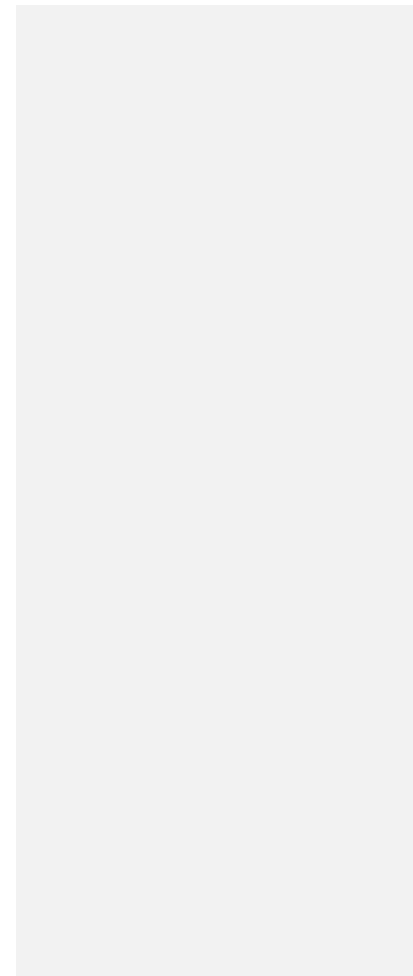
**What data will you collect that will indicate the objective has been achieved?**

- The following data will be collected two times during the 2014-2015 school year for a duration of one week each time:
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 November 2014, December 2014, February 2015, and April 2015	Co-leaders		
Conduct a survey to obtain baseline data collection on current Brain Break offerings and number of classrooms participating	By November 15, 2014	Co-leaders/Wellness team		
Communicate Brain Break Kits Initiative to staff and/or PTA for feedback and questions  Communication methods will include: <ul style="list-style-type: none"> <li>• Staff: <ul style="list-style-type: none"> <li>o Weekly staff meeting</li> <li>o Follow-up email after weekly staff meeting</li> </ul> </li> </ul>	By December 3, 2014	Co-leaders		



<ul style="list-style-type: none"> <li>● Students/Families: <ul style="list-style-type: none"> <li>○ School website</li> <li>○ Letter home in folders</li> <li>○ Morning announcement</li> </ul> </li> </ul>				
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 December 19, 2014	Co-leaders		
Distribute Brain Break Kits* and begin implementation for brain breaks and physical activity in participating classrooms.  <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>	By December 31, 2014	Co-leaders		
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	January 9, 2014	Co-Leaders		
Obtain first week of data collection tool results to measure participation	By January 19, 2014	Co-Leaders		
Create and implement an incentive system* to encourage continued use of Brain Break Kits by teachers and students  <i>*Incentives may include gift cards or other items purchased through the Healthy Schools Grant funding</i>	February 30, 2015	Co-leaders/Wellness team		
Obtain second week of data collection tool results to measure participation	By April 10, 2015	Co-Leaders		
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	Co-Leaders/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	Co-Leaders		
Communicate 2015-2016 Brain Break Kits Initiative	September 2015	Co-Leaders		



to staff and/or PTA for feedback and questions.				
<p>Communication methods will include:</p> <ul style="list-style-type: none"> <li>• Staff: <ul style="list-style-type: none"> <li>o Bi-annual staff meeting</li> <li>o Follow-up email after weekly staff meeting</li> </ul> </li> <li>• Students/Families: <ul style="list-style-type: none"> <li>o School website</li> </ul> </li> </ul>				
Gather 2015-2016 baseline data including feedback and testimonials from teachers and students participating in brain breaks.	September 2015	Co-Leaders		
Revise and update data collection tool results to measure weekly participation.	September 2015	Co-Leaders		
Obtain year-end data collection results to measure participation.	By May 11, 2016	Co-Leaders		
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, 2016	Co-Leaders/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, 2016	Co-Leaders		

### Healthy Schools Successful Students: SHIP #2: Staff Wellness

**Date:** February 2015

**School Name:** Hillcrest Elementary

**Co-leader Name(s):** Sean Seifarth, Sarah Reed

**SMART Objective (desired change):**

By May 22, 2015, 50% of certified and classified staff, at Hillcrest Elementary School, will have participated in the Hillcrest Elementary Fitbit Challenge.

**Commented [1]:** 2nd SHIP? Only saw one for Fitbit Challenge

**Commented [2]:** Our other SHIP was for Classroom Based Brain Break Kits.

**Commented [3]:** It wasn't loaded into your Google Docs folder - I'll check with Jill. Thx!

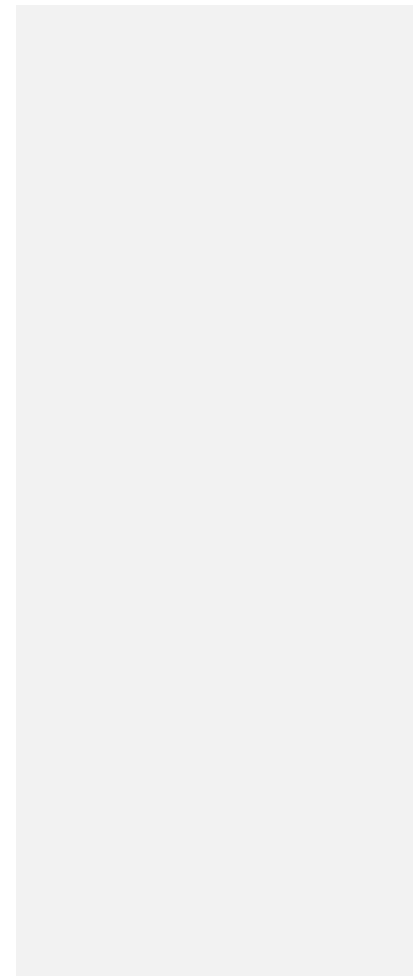
**Commented [4]:** Objective, activities and data collection methods look good! See my comment about incentives below. Budget is \$1500. \$500 over - please double check.

**Commented [5]:** Revised budget numbers to be broken out over 2 years.

**What data will you collect that will indicate the objective has been achieved?**

1. % of staff participating.
2. Total steps completed by each staff member and entered into the fitbit.com website.
3. Survey to measure qualitative input from staff to gauge impact of the program.

Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed
Create a corporate wellness account through fitbit.com	March 27, 2015	All participating staff	N/A	
Invite all staff into the wellness challenge.	March 31, 2015	Sean and Sarah	N/A	
Determine prizes.	March 31, 2015	Sean and Sarah	N/A	
Purchase Staff Incentives: \$1400 Weekly gift cards ( 30 weeks Fall 2015, Spring 2016, Fall 2016) \$15 each—Total \$450 Monthly Challenge incentive (8 total \$50 each) -2 April & May 2015 -3 September, October, November 2015 -4 January February, March, April 2016, May 2016 \$50 each—Total \$450  Success Story Winner for each of the 3 sessions -Fall 2015 -Spring 2016 Fall 2016  \$70 each- Total \$210  \$50 Allocated towards Kick-off  Total Expense for two years: \$1400 2015-2016-	April 2015- April 2016	Sean, Sarah, Becky, Lauren	2014-2015 \$740 2015-2016 \$660	
Tracker reimbursement: To encourage staff	March 2015-April	Sean and Sarah	\$500	



participation, \$500 will be allocated towards staff reimbursement of a fitbit tracker. A copy of receipt or proof of purchase will be needed for reimbursement. \$25 reimbursement per staff member toward the purchase of any model fitbit tracker.	2016			
Develop and implement a communications plan to promote the Hillcrest Fitbit weekly step challenges to staff and motivate staff	March 2015-April 2016	Sean, Sarah, Becky, Lauren		
Introduce Hillcrest Fitbit Challenge to staff.	-March 11, 2015 -September 2, 2015 -February 10, 2016	Sean and Sarah	N/A	
Kick off the Hillcrest Fitbit Challenge.	-April 1, 2015 -September 9, 2015 - February 10, 2016	Sean and Sarah	N/A	
All participating staff will be responsible for setting up a profile on fitbit.com, joining the Hillcrest Wellness group, and synching daily/weekly/monthly step data through the fitbit.com website.	-April 1, 2015 -September 9, 2015 -February 17 2016	Sean and Sarah	N/A	
Recognize weekly & Monthly individual winners.	-April-May 2015 -September 2015- November 2015 -February 2016- April 2016	Entire Wellness Team	N/A	
Develop and distribute data collection methodology to measure qualitative input from staff to gauge impact of the program	April, 1 2015-May 19, 2016	Entire Wellness Team	N/A	
Hand out prizes based on steps completed.	-May 19, 2015 -November 18, 2016 -April 27, 2016	Sean and Sarah		
Analyze, document, and utilize assessment results	-May 21, 2015	Entire Wellness Team		

**Commented [6]:** How will you kick off the challenge?

**Commented [7]:** Present to staff at ERD. Email advertising, and fun sign in the staff lounge. Reallocate \$50 dollars from incentives to healthy snacks and decorations for kick-off.

and continue to improve Hillcrest Fitbit Challenge/staff wellness based on data collected and feedback/testimonials received from staff	-November 20, 2015 -April 29, 2016			
Write a minimum of one success story utilizing data collected and analyzed.	End May of 2016	Sean and Sarah		

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

Teachers are participating in a classroom based-brain break initiative to help students to get increased movement in the classroom during the school day.

