

Healthy Schools Successful Students: School Health Improvement Plan (SHIP)

To be implemented in school year: 2016-2017

Full School Name: Hillcrest Elementary
District Name: Adams 12
Co-leader Name(s): Sean Seifarth and Lauren White

Priority Area: What WSCC priority area have you selected to focus your efforts (nutrition, staff wellness, physical activity, etc)? Nutrition/staff wellness

SMART Objective #1 (desired change):

During the 2016– 2017 school year, Hillcrest Elementary School will measure and evaluate and modify utilization of school wellness policy requiring at least 50% of the food choices served during school celebrations, school functions, and school fundraisers be healthy options, as outlined and defined in the district Wellness Policy.

New Objective Continued/Expanded Objective

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

1. Measure the types and number of nutritious choices offered for classroom parties, birthdays, teacher rewards, and student celebrations (Baseline survey with teachers regarding food choices in the classroom and follow up survey after policy implementation)
2. Number and methods of communications and to whom (track when and where we discuss the policy- back to school, PTA, staff meeting, etc.)
3. Documentation that the policy for healthier celebrations and functions is communicated to staff and parents via the school newsletter (copy of newsletter), at staff meetings (copies of meeting minutes), and via other communications.
4. Evaluate the snack process at every grade level and move to a consistent whole school practice in bringing snacks for celebrations.
5. Create alternative celebrations that include healthy snacks and/or movement options for classroom celebrations including school parties, and birthday parties.

Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed

Draft a policy on healthy choices for classroom parties, birthday parties, teacher rewards, student celebrations, and school functions and fundraisers.	April & May 2016	Sean & Lauren	\$460 (Sub-pay 2 Day each coordinator)	
Meet with administration and review and move to adopt new policy for the 2016-2017 school year. Add to both staff and parent handbooks.	May 2016	Sean & Lauren	\$0	
Baseline survey with teachers regarding food choices in the classroom for school parties, birthday parties, staff/school events, and fundraisers.	May 2016	Sean & Lauren	\$	
Create a birthday celebrations menu centered around movement that includes alternative healthy celebration options.	May 2016	Sean Lauren	\$	
Following adoption of new policy, review new policy during opening training/handbook review.	August 2016	Sean & Lauren	\$	
Include new policy information in back-to-school newsletter, post at back to school night, post to website, present to parent engagement team.	August 2016	Sean & Lauren	\$	
Bring to grade level chair and evaluate snack process of every grade level, with introducing a model that could be used school-wide for signing up for snacks during celebrations.	September 2016	Sean & Lauren	\$	
Midyear follow up survey collecting teacher and parent feedback after policy implementation. Survey parents who attend classroom celebrations regarding nutrition policy in regard to healthy snacks for classroom celebrations and fundraisers. In addition, survey staff regarding nutrition policy with regard to staff celebrations.	October & December 2016	Sean & Lauren	\$	
EOY report/data sent to staff and included in parent newsletter.				
BUDGET NEEDED FOR THIS OBJECTIVE:			\$400	

Priority Area: What priority area have you selected to focus your efforts?

Staff Wellness/physical activity

SMART Objective #2 (desired change):

By May 22, 2017, 75% of certified and classified staff, at Hillcrest Elementary School, will have participated in the Hillfit Fitbit Challenge Series.

New Objective Continued/Expanded Objective

Data: 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 wellness group account through fitbit.com	January, 2016	All participating staff		January, 2016
Invite all staff into the wellness challenge.	January, 2016	Sean and Lauren	\$0	January, 2016
Determine Challenges and prizes.	Monthly February 2016- May 2017	Sean and Lauren	\$0	Ongoing
Utilize purchased Staff Incentives: \$840 Weekly gift cards (17 weeks Winter 2016, Spring 2016) \$15 each—Total (17 weeks) 7 Day Challenge Incentives Total \$255 Monthly Challenge incentives (4 total \$50 each) -February, March April & May 2016 \$285 in Team/Partner Challenges	April 2016- May 2017	Sean and Lauren		

<p>Success Story for -Spring 2016</p> <p>Total Expense for two years: \$1,440 2014-2015 2015-2016</p>				
<p>Tracker reimbursement: To encourage staff participation, \$600 will be allocated towards staff reimbursements of a fitbit tracker. A voucher along with ACH form and printout from fitbit website indicating membership in the wellness group will be submitted to finance. \$25 reimbursement per staff member toward the purchase of any model fitbit tracker.</p>	January 2016- May 2016	Sean and Lauren & Office Manager	\$600 (2015-2016)	
<p>Develop and implement a communications plan to promote the Hillcrest Fitbit weekly step challenges to staff and motivate staff, including posters, announcement at staff meeting, and email advertisement.</p>	March 2015- April 2016	Sean, Lauren	On-going	
<p>Introduce Hillcrest Fitbit Challenge to staff.</p>	January, 2016	Sean and Lauren	Completed	
<p>Kick off the Hillcrest Fitbit Challenge.</p>	February 1, 2016	Sean and Lauren	Completed	
<p>All participating staff will be responsible for setting up a profile on fitbit.com, joining the Hillcrest Wellness group, and syncing daily/weekly/monthly step data through the fitbit.com website.</p>	February 1, 2016 through May 2016	Sean and Lauren	Ongoing	
<p>Recognize weekly & Monthly individual winners.</p>	Monthly February 2016- May 2017	Entire Wellness Team	On-going	
<p>Develop and distribute data collection methodology to measure qualitative input from staff to gauge impact of the program</p>	February 2016- May 19, 2017	Entire Wellness Team	On-going	

Hand out prizes based on challenge completion.	February 2016- May, 2017	Sean and Lauren	On-going	
Analyze, document, and utilize assessment results and continue to improve Hillcrest Fitbit Challenge/staff wellness based on data collected and feedback/treceived from staff. Administer survey periodically to guage staff interest and modify challenges based on staff input.	March, 2016- May 2017	Entire Wellness Team	On-going	
Meet with Administration regarding program sustainability for 2016-2017	March 2016	Sean & Lauren	Completed	
Write a minimum of one success story utilizing data collected and analyzed.	May, 2016	Sean and Lauren		
Fall program relaunch- share results from prior months with staff and re-launch program for 2016-2017 school year	August, 2016	Sean & Lauren		
Follow-up with administration regarding Skate City funding of initiative for 2016-2017school year.	August 2016	Sean & Lauren		
Write a minimum of one success story utilizing data collected and analyzed.	May, 2017	Sean and Lauren		

***Copy and paste the above table if you have more than two SMART Objectives.

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

During the 2016– 2017 school year, Hillcrest Elementary School will measure and evaluate and modify utilizaion of school wellness policy requiring at least 50% of the food choices served during school celebrations, school functions, and school fundraisers be healthy options, as outlined and defined in the district Wellness Policy.

Co-curricular activities including: Running Club, Flag Football Club, Jumprope (Hops) Club, Basketball (Hoops) Club, and Gymnastics Club

