



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.

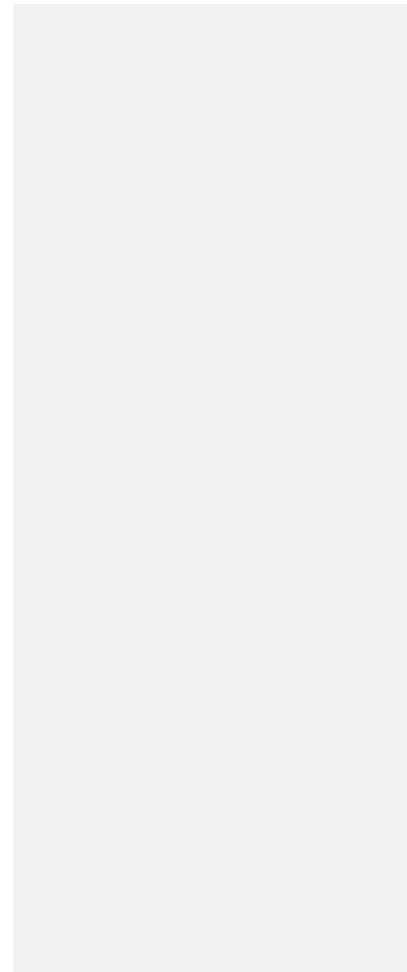
What are Action Steps?

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: February 19, 2015

School Name: Hulstrom K-8: A School for Advanced Academics and Gifted Education

Co-leader Name(s): Paula Dickerson, Esther Lum, Ruth Rueter

SMART Objective (desired change):

During the 2015-16 school year, Hulstrom K-8 School will schedule the daily recess period immediately prior to lunch for 100% of K-5 students.

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

The objective will be considered as "met" when the master schedule change is implemented, as a permanent change, in September 2015, and the recess before lunch process is occurring smoothly.

Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed
The wellness team will assist in creating a logistics plan for moving students and their effects (lunches, coats, etc) through the new process. Ultimately Hulstrom administration/staff personnel will decide on optimal plan.	May 2015	Wellness team, Hulstrom administration/staff		May 2015
Purchase hand sanitizer and items required by the logistics plan.	May 2015	Esther Lum, Ruth Rueter	\$200 year 1	May 2015, Oct 2015
Staff scheduling personnel will create the Fall 2015 schedule with K-5 student recess scheduled immediately prior to lunch.	August 2015	Hulstrom administration/staff		May 2015
Parents to be notified of new recess before lunch program and reasoning behind it. Can be done as email communication, note in Wednesday folders, and	August 2015	Wellness team, Hulstrom administration		Aug 2015

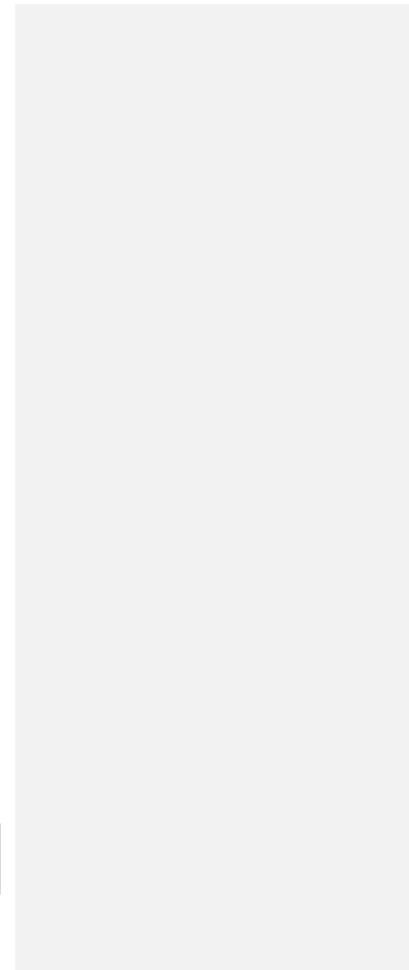
Commented [1]: Love it!! Objectives, activities and data collection look good - I can't wait to see your results!

Commented [2]: Good thinking! Be sure to work with administration on how this expense can be absorbed in the school budget in the future if/when new schedule proves to be successful.

Commented [3]: I know some schools have parents donate hand sanitizer, so that might be an option in the future.

at PTA meeting.				
Present new recess and lunch schedule to staff at a Back-to-School Staff meeting to ensure buy-in, answer questions, and provide information on why recess before lunch is a best practice and the expected outcomes.	August 2015	Wellness team		Completed by administration
Wellness team will assist with the transition to new recess/lunch schedule at the beginning of the school year (help dispense hand sanitizer and guide students through process).	August 19, 2015	Wellness team		Aug 2015
Wellness team will, during the school year, assess the transition through discussions with administration, kitchen staff and playground personnel on a monthly basis early in the school year, and once during spring semester. Wellness team will assist with troubleshooting any issues that arise.	Through May, 2016	Wellness team		Ongoing
Wellness team will survey teachers/staff to assess satisfaction with recess before lunch schedule.	April, 2016	Wellness team		
Analyze data, share data with stakeholders, and utilize data to make any necessary changes.	May 15, 2016	Wellness team		
Write a minimum of one success story (District Wellness Coordinator will provide template) related to this objective.	May 15, 2016	Ruth Rueter, Michele Schiavone, Alison Long		

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



Healthy Schools Successful Students: SHIP #2: Physical Activity

Date: February 20, 2015

School Name: Hulstrom K-8: A School for Advanced Academics and Gifted Education				
Co-leader Name(s): Esther Lum, Paula Dickerson, Ruth Rueter				
SMART Objective (desired change):				
By May 15, 2016, Hulstrom K-8 school will create an environment that promotes student and staff participation in physical activity (PA), outside of physical education class, during the school day, through the use and completion of physical activity logs by at least 75% of classrooms.				
What data will you collect that will indicate the objective has been achieved?				
<ol style="list-style-type: none"> 1. Teachers and staff will submit activity logs once a month for 7-8 months during the school years 2014-2015 and 2015-2016. 2. Data will be collected from all classes participating in the Fitness Counts program. 3. The number of students and staff who maintain and turn in an activity log will be recorded by the Wellness Committee Fitness Counts Coordinator. 4. The number of minutes of PA recorded in the activity logs for teachers, staff and students. 				
Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed
Promote Fitness Counts, a program to encourage voluntary fitness breaks for classrooms, through email.	September 15, 2014	Esther Lum, Ruth Rueter		September 15, 2014
Recruit classes and staff to participate	September 30, 2014	Esther Lum, Ruth Rueter		September 30, 2014
Disseminate program materials including instructions, activity logs, pedometers and activity kits	October 15, 2014	Esther Lum, Ruth Rueter		October 15, 2014
Collect physical activity logs once a month and conduct data entry.	Monthly from October 2014 – May 2016	Ruth Rueter, Esther Lum, Cyndy Kung		Ongoing

Promote physical activity by creating a resource	May 15, 2015	Esther Lum,	\$150	Sept 2015
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Commented [4]: Looks like you are building on your SHIP from last year and that is good to see! Objective, activities and data collection methods look good. Be mindful of the amount of data you collect from teachers. If the monthly logs are not too burdensome, keep going but there may be some ways to collect less frequently and still get quality data - let me know if you need some help and Becky our evaluator, might have some suggestions!

Commented [5]: We have had this program in place since January 2014, and we have found it helpful to collect the data fairly frequently because it serves as a reminder to the teachers to go out on breaks. We also use the data to track who qualifies for incentives.

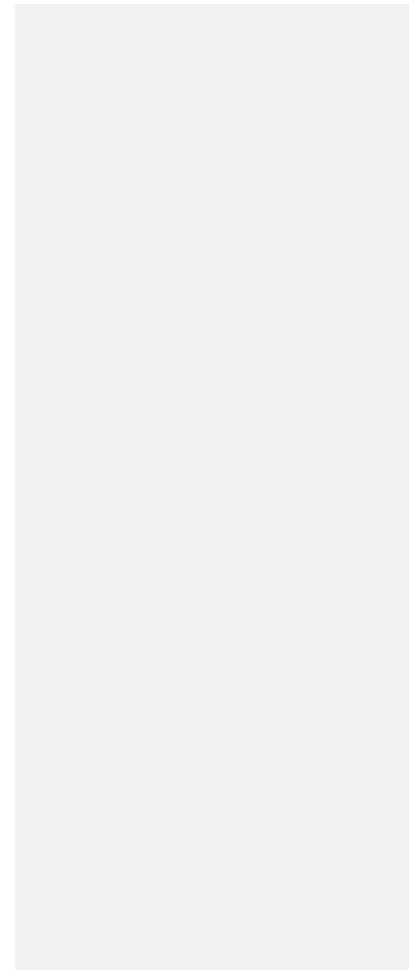
Commented [6]: Sounds good! Every school is different so I just wanted to be sure!

Commented [7]: Is Fitness Counts the name of your initiative or an established program/resource? Either way is fine, I just wasn't familiar with it if it is an resource for all schools to use!

Commented [8]: This is the name of a program developed specifically for Hulstrom by a few members of the wellness committee. It was started in January of 2014.

Commented [9]: Awesome!

library for teachers and staff by purchasing appropriate books and materials.		Ruth Rueter	year 1	
Support program implementation by checking in with teachers and staff informally and periodically when picking up activity logs. Troubleshoot any issues or problems with Wellness Committee members.	Ongoing through May 15, 2016	Ruth Rueter, Esther Lum, Cyndy Kung		Ongoing
Report Fitness Counts progress including successes and challenges at regularly scheduled Wellness Committee meetings.	Reported monthly during Wellness meetings	Esther Lum, Ruth Rueter, Cyndy Kung		Ongoing
Promote Fitness Counts to PTA, teachers and staff by describing how it is a part of an overarching wellness agenda at Hulstrom, supported by the Adams 12 School District through the Healthy Schools Initiative. (Presentation at PTA meeting; email to teachers)	January 20, 2015 PTA meeting presentation	Esther Lum, Jill Collins		January 20, 2015
Encourage teachers to increase frequency of Fitness Counts to at least 1x/week (through principal PA announcements, emails to teachers, incentives for teachers, buddy month in February, etc.)	April 30, 2015	Esther Lum, Ruth Rueter, Cyndy Kung		August 2015
Determine and purchase incentives for participants in 2015. Incentives: <ul style="list-style-type: none"> To promote participation during certain months End of year participant awards 	May 15, 2015	Esther Lum, Ruth Rueter	\$250 year 1	May 2015
Recruit classes and staff to participate for 2015-2016 school year	September 30, 2015	Esther Lum, Ruth Rueter		Sept 2015
Encourage teachers to increase frequency of Fitness Counts to at least 2x/week (through principal PA announcements, emails to teachers, incentives for teachers, buddy month in February, etc.)	April 30, 2016	Esther Lum, Ruth Rueter, Cyndy Kung		Oct 2015



Determine and purchase incentives for participants in 2016. Incentives: <ul style="list-style-type: none"> To promote participation during certain months End of year participant awards 	May 15, 2016	Esther Lum, Ruth Rueter, Cyndy Kung	\$500 year 2	
Compile and analyze data, sharing data with stakeholders and utilizing data to make any necessary changes to the program.	May 15, 2016	Esther Lum, Ruth Rueter, Alison Long		
Write a minimum of one success story utilizing data collected and analyzed (School Wellness Coordinator will provide template)	May 30, 2016	Esther Lum, Ruth Rueter, Cyndy Kung		

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

Healthy Schools Successful Students: SHIP #3: Staff Wellness

Date: February 20, 2015

School Name: Hulstrom K-8: A School for Advanced Academics and Gifted Education

Co-leader Name(s): Esther Lum, Paula Dickerson, Ruth Rueter

SMART Objective (desired change):

By May 30, 2016, Hulstrom K-8 School will have at least 50% of staff participate in up to two staff wellness interventions and activities coordinated with the district staff wellness personnel and the Hulstrom Wellness Committee representative.

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

1. Number of staff wellness interventions/activities offered at the school
2. Number of staff participating in each intervention/activity
3. Outcome data comparing baseline assessment with post-program results (participation)

Commented [10]: With All 3 SHIPs, I am calculating a budget of \$2000; \$1000 overbudget - pls double check

Commented [11]: Yes, I thought I was told that we would receive \$1000 for this school year and another \$1000 for the 2015-16 school year, is that not correct? If that is incorrect I can adjust the budget.

Commented [12]: That's correct but funding for each year must be spent by the end of the grant year in July. Jill may have given you a more specific date so pls check with her. There is no carry-over. Looking at you budgets you are planning to spend \$400 in May 2015 (2014-15 SY) and \$1600 in 2015-16 SY. You are \$600 over in 2015-16.

Commented [13]: Objectives, activities and data collection look good! Just be mindful of amount you are spending on incentives and whether or not that is sustainable in the future.

Commented [14]: Our hope is to get these activities started and to get staff interested. If we get sufficient interest, we think we can get staff to contribute to them in the future to make them self sustaining.

Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed
Assign a Hulstrom Wellness Committee member to serve as the Staff Wellness Coordinator.	January 6, 2015	Paula Dickerson		Jan 2015
Offer Zumba classes once weekly for any interested staff members to participate in and purchase incentives for attendees.	January 6, 2015	Paula Dickerson Esther Lum	\$400 year 1	Jan 2015
Conduct a survey to obtain and document baseline data on current offerings at the school, including participation in wellness activities outside school, and interest in potential future offerings.	March 15, 2015	Paula Dickerson Kim Farmer		April 2015
Review and analyze survey results.	March 30, 2015	Wellness team		April 2015
Develop a draft list of staff wellness activities to be offered with tentative schedule, utilizing contacts from Adams 12 wellness coordinator.	April 30, 2015	Wellness team		May 2015
Present offerings to staff via email and other promotions (flyers, bulletin board posting, PTA website, etc.), and solicit participation	May 30, 2015	Wellness team		Nov 2015

Commented [15]: Is this for class instructor, incentives, or both.

Commented [16]: It is for class and incentives.

Order needed equipment, resources, and incentives/awards for participation, as needed.	Ongoing August 1, 2015 – May 30, 2016	Paula Dickerson	\$500 year 2	Nov 2015 - May 2016
Begin implementation of staff wellness initiatives/activities	September 30, 2015	Wellness team		Jan 2016
Provide updates on staff wellness SHIP at four Hulstrom Wellness Committee meetings during the school year	September 2015 November 2015 January 2016 March 2016	Paula Dickerson Esther Lum		Oct 2015 Dec 2015 Jan 2016 Feb 2016
Conduct survey of staff to gauge impact of staff wellness activities. (Do staff think the effort is valuable, should it continue, etc.), including staff participation, to compare with baseline.	January 15, 2016	Wellness team		
Analyze, document, and utilize survey results and continue to improve offerings based on data collected and feedback/testimonials received from	January 30, 2016	Wellness team		

Commented [17]: How much will you be spending on equipment, resources and incentives

Commented [18]: At this time we don't know the details because we don't have the results from the survey back. However, we were thinking of possibly offering additional classes or programs besides Zumba. Do you require a detailed breakdown at this time? Zumba requires around \$15 per class and we do offer some incentives as well. We were hoping to have more offerings based on the teachers' responses to the survey.

Commented [19]: We don't need a breakdown at this time. Good to see you are using your data to drive you programs!

staff.				
Write a minimum of one success story utilizing data collected and analyzed (School Wellness Coordinator will provide template)	April 30, 2016	Paula Dickerson Esther Lum		

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

