



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: LEGACY HIGH SCHOOL

Commented [1]: Looks good!!

Co-leader Name(s): Jill Carlisle / Lori Cox

SMART Objective (desired change):

By December 2015, 50% of the instructional staff at LHS school will implement brain based strategies and/or physical movement activity for their students 3 times a week utilizing the Brain Break Kits and Resources provided by Adams 12 Health and wellness Team.

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

The data of the number of classrooms offering physical movement and brain break strategies will be collected for the month of October.

Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed
Research and gather resources for brain breaks and physical movement for the classroom. We are looking into KAGAN classroom strategies and manipulations.	April 2015	Carlisle/Cox		Done
Present to a staff meeting to introduce the benefits, data and resources for BB & PM. Ask staff what they are currently doing or have done. Ask staff if there are any additional supplies that could help them with BB & PM.	May 2015	Carlisle/Cox/Fedema		Done
Develop and implement a plan to promote the benefits of the RYD campaign to staff. Conduct a staff survey to obtain baseline data	May 2015			Done

collection on the number of staff participating. The baseline is to determine who does BB & PM.				
Present draft offerings to staff for feedback and Q&A.	May 2015			Done
Develop a classroom tracking tool to record what and when BB & PM are being used to measure participation.	February 2016	Carlisle/Cox		
Develop a post survey to get feedback on the affects of BB & PM in the classroom.	February 2016	Carlisle/Cox School Wellness Team		
Create and implement an incentive system* to encourage continued use of BB/PM by teachers. *Incentives may include gift cards or other items purchased through the Healthy Schools Grant funding.	February 2016	Carlisle/Cox School Wellness Team		
Distribute BB Kits.	September 2015	Carlisle/Cox School Wellness Team		Done
BB & PM one month commitment begins. Communicate, encourage and support staff via email and face to face visits.	March 2016	Participating Staff Members		
Collect tracking tool analyze, document, and utilize survey results and continue to improve BB&PM initiative based on assessment and feedback/testimonials from staff.	March 2016	Carlisle/Cox School Wellness Team		
Write a success story from 3 different content areas related to the BB & PM initiative utilizing data collected and analyzed by the wellness team. District Wellness Coordinator will provide template)	May 2016	Participating Staff Members		
Meet as a School Wellness Team four times during the school year.	August November 16th February	Carlisle/Cox School Wellness Team		

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

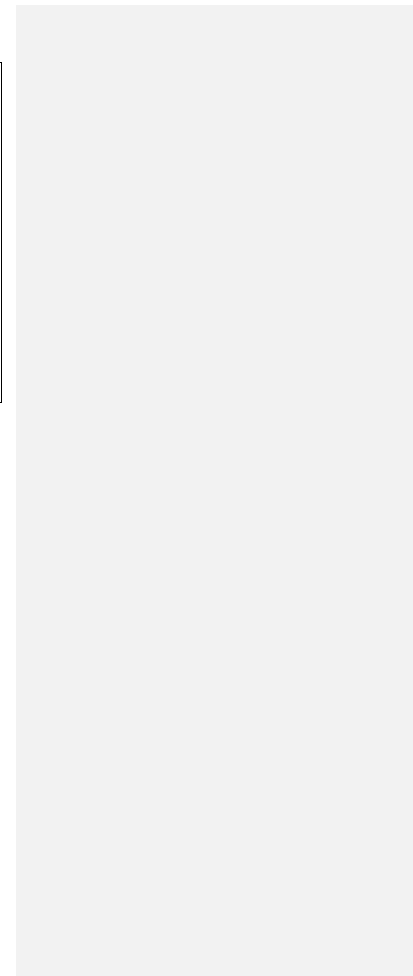
We will create a page on our website with information, data, and facts about nutrition, fitness, health and wellness. Carlisle will

sponsor a weekly fitness club to staff and students that will be held after school for 45 minutes. The PE Staff will open the weight room after school 4 / 5 days a week for staff and students to work out, exercise. Our RETHINK YOUR DRINK campaign will be introduced first semester to promote more water consumption and less sugary drinks. We will have supplies available for staff to check out and exchange resources.

Healthy Schools Successful Students: SHIP #2: Physical Activity

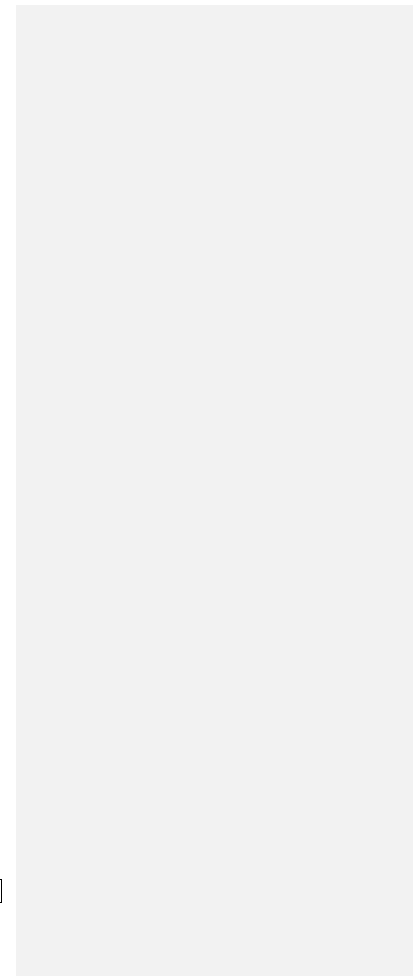
Date:

School Name: LEGACY HIGH SCHOOL				
Co-leader Name(s): Jill Carlisle / Lori Cox				
SMART Objective (desired change): By the end of the 2015-2016 school year, we will purchase and sell RYD water bottles to facilitate the purchase and installation of two Elkay Filtered Water Stations. The RYD campaign will then encourage LHS students and staff to refill their water bottles each day with the goal of eliminating over 1,000 plastic water bottles per day as measured on the Elkay counter.				
What data will you collect that will indicate the objective has been achieved? <ol style="list-style-type: none"> 1. BASELINE DATA: Following installation of the water stations, the "Helped eliminate waste from disposable plastic bottles" counter will be tracked daily. 2. RYD Campaign: Continue to track the daily use of the water station while implementing the RYD campaign. 				
Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed



Research and gather resources supporting benefits of water and how to run a Rethink Your Drink campaign.	May 2015	Carlisle/Cox		Done!
Develop and implement a plan to promote the benefits of the RYD campaign to staff. Conduct a staff survey to obtain baseline data collection on the number of staff participating. The baseline is to determine who drinks water and how much, how often vs. other beverage choices.	August 2015	Carlisle/Cox/Fedema School Wellness Team		Done!
Purchase, sell, give away water bottles to run campaign.	August 2015	Carlisle/Cox School Wellness Team	\$849.23	Done!
Purchase and install two Elkay Filtered Water Stations	October 2015	Carlisle/Cox/Fedema	\$1,000	Done!
Track daily the "Helped eliminate waste from disposable plastic bottles" counter.	October 2015	Carlisle/Cox		Done
RYD Campaign begins. 1. Daily school wide announcements. 2. Decorate water station. 3. Poster contest for clubs to promote water.	November 2015	Students and staff participating in Rethink Your Drink Campaign		Done
Celebrations: Gift cards for the sponsors and Nutritious Party for the club that wins the poster contest.	January 2016			
Summarize the data.	January 2016	Carlisle/Cox/Fedema		Done
Write a success story about the RYD Campaign wellness initiative.	May 2016	Staff participating in Rethink Your Drink Campaign		
Meet as a School Wellness Team during the school year.	November 16th February April	Carlisle/Cox LHS Wellness Team		

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



We will create a page on our website with information, data, and facts about nutrition, fitness, brain breaks, health and wellness. Carlisle will sponsor a weekly fitness/namaste club to students and staff that will be held after school for 45 minutes.

