



## 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: Nutrition

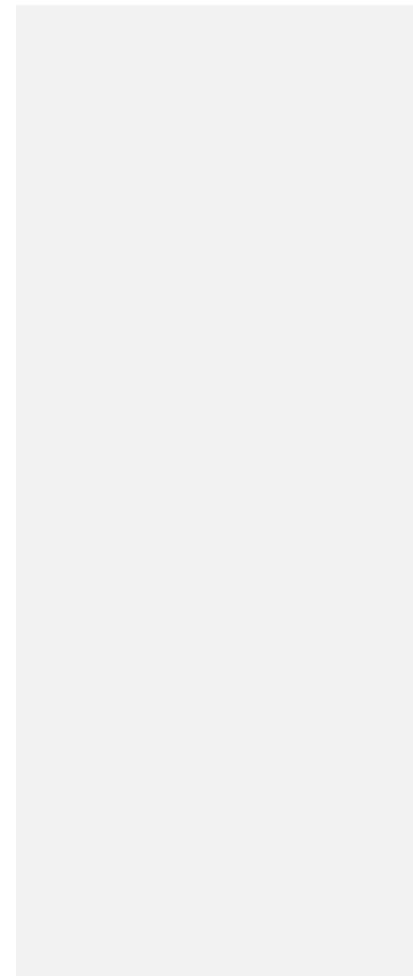
Date: February 13, 2016

<b>School Name:</b> Meridian Elementary				
<b>Co-leader Name(s):</b> Michelle Bishard, Michele Smith				
<b>SMART Objective (desired change):</b> By May of 2017, 100% of birthday celebrations at Meridian Elementary School will be Healthy Celebrations.*				
* Healthy Celebrations will be defined as including one or more of these options: be activity-based, distribute non-food trinkets, or provide 100% healthy** treats.  **Healthy is defined as consistent with the District Wellness Policy.				
<b>What data will you collect that will indicate the objective has been achieved?</b>  1. Classroom surveys on the % of healthy vs. non healthy Birthday celebrations in 2016-2017 school year. 2. Qualitative survey for staff, students, and parents on their perceptions related to Healthy Celebrations since the new policy was implemented.				
<b>Action steps to achieve SMART Objective</b>	<b>Timeline (By When)</b>	<b>Person(s) Responsible</b>	<b>Budget Needed</b>	<b>Action Step Completed</b>
Using results and teacher feedback from 2015-2016 Revise Healthy Celebrations plan.	May 20, 2016	Michelle Bishard, Michele Smith	N/A	
Present the revised Healthy Celebration plan to the	May 20, 2016	Michelle Bishard		

**Commented [1]:** Objective, data collection and activities look good!

**Commented [2]:** Is it possible to delegate some duties to others? Be mindful of how much you are taking on as co-leaders.

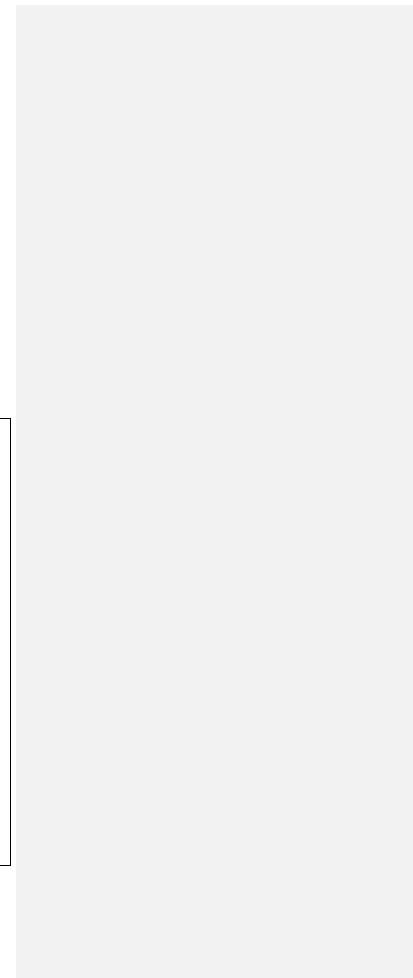
staff for feedback and questions		Terri Thompson		
Present the revised Healthy Celebrations plan to PTO for feedback and questions.	January 14, 2016			
Finalize the plan that supports the District Wellness Policy language and provides recommendations for healthy foods for celebrations and school functions	May 26, 2016	Michelle Bishard Michelle Smith		
Monitor the system for supporting the plan implementation for celebrations, including a tracking tool for staff and collect data about: The number of healthy/not healthy foods at parties and/or activity base celebration. A survey for staff on their perceptions related to Healthy Celebrations since the revised policy was implemented	Ongoing  May 15, 2017	Michelle Bishard Michele Smith		
Present the finalized plan to staff and students	August 15, 2016	Michelle Bishard, Michele Smith		
Publish the written policy in both the student and teacher handbooks	June 1, 2016	Michelle Bishard, Michele Smith		
Create parent information letter regarding healthy birthday celebrations.	June 1, 2016	Michelle Bishard, Michele Smith		
Create birthday activity based menu option ideas for classroom teachers and/or teacher create their own menu.	August 15, 2016	Michelle Bishard, Michele Smith Teri Thompson Ryanne VanSciver		
Eblast parents with information regarding the healthy birthday celebrations.	August 15, 2016	Michelle Bishard, Michele Smith		
Meet as a School Health Team four times during the school year	During September 2016, November 2016, January 2017, and March 2017	Michelle Bishard, Michele Smith		
In ASCEND/PE class collect data on birthday celebrations.	December 2016	Michelle Bishard Michele Smith		
Get teacher feedback at staff meeting on what worked and what needs to be changed on birthday menu.	April 2017	Wellness Team		
In ASCEND/PE class collect data on birthday celebrations.	May 2017	Michelle Bishard Michele Smith		
Obtain tracking tool results, analyze data, and write a	May 2017	Michelle Bishard,	N/A	



success story related to healthy food choices (School Wellness Coordinator will provide template) on healthy vs. non-healthy celebrations.		Michele Smith		
Report to staff on results of increasing healthy food choices at school celebrations (observations, success stories) and remind them to send out with beginning of the year paperwork for the class.	May 2017	Michelle Bishard, Michele Smith		
If needed, revise/Publish the written policy in both the student and teacher handbooks	June 1, 2017	Michelle Bishard, Michele Smith		
If needed, revise parent information letter regarding healthy birthday celebrations.	June 1, 2017	Michelle Bishard, Michele Smith		
If needed, finalize new birthday activity based menu option ideas for classroom teachers.	June 1, 2017	Michelle Bishard, Michele Smith		

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

Mustang Mile fundraiser  
 Jump Rope for Heart  
 Fun Run Club  
 Mileage Club before and during recess  
 Staff Mileage Club  
 Staff fitness challenges  
 Game Club



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

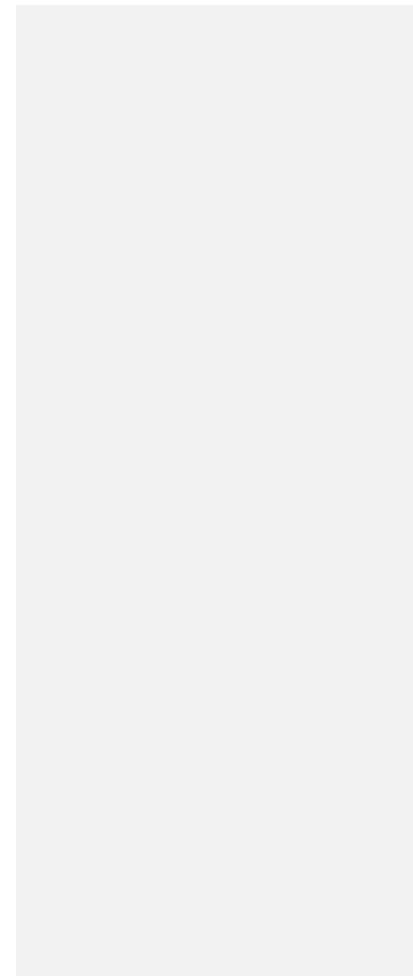
Date: Feb. 25, 2015

<b>School Name: Meridian Elementary</b>				
<b>Co-leader Name(s): Michelle Bishard, Michele Smith</b>				
<b>SMART Objective (desired change):</b> By May 26, 2016, 50% of Certified and Office Staff, at Meridian Elementary School, will have participated in a Wellness Challenge.				
<b>What data will you collect that will indicate the objective has been achieved?</b> 1. % of staff participating. 2. Total activities completed in Wellness Challenges. 3. Survey to measure qualitative input from staff to gauge impact of the program				
<b>Action steps to achieve SMART Objective</b>				
	<b>Timeline (By When)</b>	<b>Person(s) Responsible</b>	<b>Budget Needed</b>	<b>Action Step Completed</b>
Wellness Challenges	Aug. 21, 2015	Michele Smith, Michelle Bishard, Terri Thompson, Ryanne VanSciver, Michelle Scales	N/A	
Talk to PTO about budget for prizes	August 30, 2015			
Determine prizes.	Sept 2015	Michele Smith, Michelle Bishard, Terri Thomposon, Ryanne VanSciver		

**Commented [3]:** Objective, activities and data collection look good, See comments/questions below?

**Commented [4]:** Is this building on your SHIP from last year? For example, increasing number of staff participating.

Purchase Prizes.	September 2015	Michele Smith, Michelle Bishard		
Develop and implement a communications plan to promote the Wellness Challenge to staff and motivate staff	August-May 2015	Michele Smith Michelle Bishard		
Introduce Wellness Challenge to staff.	Sept., 2015	Michele Smith, Michelle Bishard	N/A	
Create teams for the Wellness Challenge.	Sept. 2015	Michele Smith	N/A	
Kick off the Semester 1 Wellness Challenge.	Sept 2015	Michele Smith	N/A	
Post weekly team progress.	Ongoing 2015-2016	Michele Smith	N/A	
End semester 1 Wellness Challenge	Nov 2016			
Distribute prizes	Dec 2016			
Start up semester 2 Wellness Challenge	Mar 2016			
End semester 2 Wellness Challenge	May 2016			
Develop and distribute data collection methodology to measure qualitative input from staff to gauge impact of the program	May 19, 2016	Michele Smith Michelle Bishard		
Hand out prizes based on points.	May 2016	Michele Smith, Michelle Bishard		
Analyze, document, and utilize assessment results and continue to improve Wellness Challenge/staff wellness based on data collected and feedback/testimonials received from staff	End May of 2016	Michele Smith, Michelle Bishard		
Write a minimum of one success story utilizing data collected and analyzed.	End of May 2016	Michele Smith, Michelle Bishard		
Meet as a School Health Team four times during the school year	During September 2015, November 2015, January 2016, and March 2016	Michele Smith, Michelle Bishard		



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

Students will also be having their own Mileage Club Challenge which is sponsored through outside sources that include Jumping street, boondocks, indoor skydiving, pirates cove, prolesh just to name a few.

Lara's comments: I'm really impressed with both of your SHIPs! 2013/14 is a planning year for Meridian. 2014/15 is the implementation year. It looks like you are implementing the Mileage Club Challenge and Healthy Celebrations this spring. You might want to consider adjusting your timelines so that the planning for the Healthy Celebrations is completed in spring 2014 with kickoff at the beginning of the new school year. Your survey could be done in November with modifications made, if needed, in Dec/Jan.

Feedback/Comments:

- Great SMART objectives for both SHIPs!
- Data measurements for both SHIPs are appropriate.
- Michele and Michelle are responsible for all activities - are there others that can help complete activities?
- For Healthy Celebrations, do you need money for printing parent letter?