



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: School Health Improvement Plan (SHIP)

Date: 2/27/14

School Name: Northglenn High School

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Co-leader Name(s): Wendy Hesalroad and Phyllis Musk

SMART Objective (desired change):

By May 30, 2016, Northglenn High School will have at

<p>least 50% of staff participate in up to three continuing staff wellness interventions and programs coordinated with the district staff wellness personnel and the School Wellness Coordinator.</p> <p>So glad that your team decided to utilize one of the templates so that you didn't have to spend too much time reinventing the wheel!</p> <p>Overall it is excellent and includes data collection pieces and is really comprehensive without knowing exactly what direction we're going yet.</p>				
<p>What data will you collect that will indicate the objective has been achieved?</p> <ol style="list-style-type: none"> 1. Number of worksite wellness interventions/programs offered at the school 2. Number of staff participating in each intervention/program 3. Outcome data comparing baseline assessment with post-program results 				
<p>Action steps to achieve SMART Objective</p>	<p>Timeline (By When)</p>	<p>Person(s) Responsible</p>	<p>Budget Needed</p>	<p>Action Step Completed</p>
Work with District Wellness Coordinator and other schools implementing staff wellness to gather/review best practices.	By March 20, 2015	Knudson/Hesalroad	(Sub pay x 2) \$230	
Assign a School Wellness Team member to serve as the Worksite Wellness Coordinator (WWC)	By April 1, 2015	Musk	Gift Card \$25 (The District doesn't allow reward gift cards greater than \$25)	
Conduct a survey to obtain baseline data collection on current offerings and number of staff participating	By April 1, 2015	Knudson/Hesalroad Musk	Printing costs or will the school cover this?	
Present draft of offerings to staff and/or PTA for feedback and questions	By April 20, 2015	Knudson/Hesalroad Musk	Printing costs or will the school cover this?	
Finalize offerings based on input from staff and/or parents	By May 10, 2015	All members		
Schedule a time and finalize a method for updating staff regarding new initiatives/programs	By May 23, 2015 and again by August 25, 2016	All members		

Commented [1]: There is funding remaining in your 2014-15 for these 2 expenses (subpay and gift cards), correct?

Meet as a School Health Team four times during the school year	During September 2015, November 2016, January 2016, and March 2016	All members	Snacks to pre-purchase to utilize any excess funds?	
Order needed equipment, resources, and incentives/awards for participation, as needed.	By September 1 2015 Just move this line item up and change the date to this school year	Knudson/Hesalroad	Gift cards Just pop in the amounts and for what health related stores	
Develop and implement a plan to promote the interventions/programs to staff	By September 15 2014	All members		
Begin implementation of staff wellness initiatives/programs	By October 1, 2015	All members		
Develop and distribute data collection methodology to measure input from staff to gauge impact of the program (does the staff think the effort is valuable, should it continue, etc.), and staff participation numbers	October 1, 2015	All Members		
Obtain data collection results to measure participation, input, and impact	By May 10, 2016	All members		
Analyze, document, and utilize assessment results and continue to improve offerings based on data collected and feedback/testimonials received from students	By May 15, 2016	All Members		
Write a minimum of one success story utilizing data collected and analyzed (School Wellness Coordinator will provide template)	By May 20, 2016	Hesalroad/Knudson		

Commented [2]: Regarding the the following two expenses (snacks and gift cards, will you have other sources of funding besides Healthy Schools Successful Students? Unfortunately, funding is not allocated for Northglenn in 2015-16 since you received funding for the past two years.

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

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