



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:

<p>School Name: Prairie Hills Elementary</p> <p>Co-leader Name(s): Tonya Saenz and Tia Vahling</p>				
<p>SMART Objective (desired change):By May 2016, Prairie Hills Elementary school will create and implement a school policy requiring at least 50% of the food choices served during school celebrations (ie. Holiday parties, birthdays, functions, etc...) be healthy options, as outlined and defined in the district Wellness Policy.</p>				
<p>What data will you collect that will indicate the objective has been achieved?</p> <ol style="list-style-type: none"> 1. Baseline data will be collected pertaining to current nutritious food choices offered at celebrations and functions. 2. Written policy documentation addressing nutritious choices during the school day and at school functions will be provided to families and staff. 3. Percent of healthy options offered during celebrations will increase to 50% or higher by the end of the year. 4. Documentation that the policy for healthier celebrations and functions is communicated to staff and parents via the school website, at staff meetings 				

(copies of meeting minutes), and via other communications.				
Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed
Implement information addressing nutritious food offerings at school celebrations and functions from other schools and from the District Wellness Policy	By May 1, 2015	two co-leaders		
Conduct a survey to obtain baseline data collection on current practices and adherence to Wellness Policy related to the objective	By September 21, 2015	two co-leaders		
Implement policy based on best practices and case studies, using the examples from our mock classroom party setup.	May 1, 2015	All Wellness Team Members		
Present the draft policy to the staff for feedback and questions	May 14, 2015	two co-leaders		
Implement the policy that supports the district wellness policy language and <i>provides recommendations for healthy foods</i> for celebrations and school functions. Post on school web page and distribute in classroom back to school packets.	May 21, 2015	All Wellness Team Members		
Continue the system for supporting the policy implementation for parties and celebrations, including a sign-up sheet for room parents	May 21, 2015	All Wellness Team Members		
Replenish a birthday box filled with outdoor games/activities that can be played at extra gift recess if desired.	May 21, 2015	All Wellness Team Members	\$100.00 (Year 1)	
Provide fruit/veggies of the month to be sampled and	Aug 31, 2015	All Wellness Team	\$300.00 through	

implement fruit and veggie color(s) of the month.		Members	h school wellnes s budget (Year 3)	
Gather and Analyze data (from school wide bar graphs showing participation and progress) to determine effectiveness	September 30 October 30 November 30 January 30 February 30 March 30 April 30	All Wellness Team Members	no cost	
Implement competitions between grade levels/teachers vs. students/primary vs. intermediate	September- May 1, 2015-2016	All Wellness Team Members		
Review year long data and determine if we need to change or modify the Nutrition Plan.	April 25, 2015	All Wellness Team Members	no cost	

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

If students choose to bring in a healthier birthday snack option they will be given an extra birthday recess as a gift at the end of the month. If 50% of the students in a class participate in the healthier option the entire class will be given the extra recess.



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- a. Meeting with your school health team
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2. Get input from other individuals in your school on how best to address your school's health needs.
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<p>School Name: Prairie Hills Elementary</p> <p>Co-leader Name(s): Tonya Saenz and Tia Vahling</p>				
<p>SMART Objective (desired change): During the 2016 – 2017 school year, Prairie Hills Elementary school will create and implement a school policy requiring at least 50% of the food choices served during school celebrations (ie. Holiday parties, birthdays, functions, etc...) be healthy options, as outlined and defined in the district Wellness Policy.</p>				
<p>What data will you collect that will indicate the objective has been achieved?</p> <p>1. Baseline data will be collected pertaining to current nutritious food choices offered at celebrations and functions.</p> <p>2. Written policy documentation addressing nutritious choices during the</p>				

<p>school day and at school functions will be provided to families and staff.</p> <p>3. Percent of healthy options offered during celebrations will increase to 50% or higher.</p> <p>4. Documentation that the policy for healthier celebrations and functions is communicated to staff and parents via the school website, at staff meetings (copies of meeting minutes), and via other communications.</p>				
Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed
Conduct a survey to obtain baseline data collection on current practices and adherence to Wellness Policy related to the objective	By April 22, 2016	two co-leaders		
Implement a draft policy based on best practices and case studies, using the examples from our mock classroom party setup.	May 1, 2016	All Wellness Team Members		
Present the draft policy to the staff for feedback and questions	May 15, 2016	two co-leaders		
Continue policy that supports the district	May 21, 2016	All Wellness Team		

wellness policy language and <i>provides recommendations for healthy foods</i> for celebrations and school functions. Post on school web page and distribute in classroom back to school packets.		Members		
Communicate our system for supporting the policy implementation for parties and celebrations, including a sign-up sheet for room parents	May 21, 2016	All Wellness Team Members		
Replenish the birthday box filled with outdoor games/activities that can be played at extra gift recess if desired.	May 21, 2016	Co-coordinators	\$50.00 (Year 4) PTO donation	
Continue purchasing fruit/veggie of the month one day per month where it is sampled and implement fruit and veggie color(s) of the month.	Aug 20, 2016	All Wellness Team Members	\$300.00 (Year 4) PTO donation	
Gather and Analyze data (from school wide bar graphs showing participation and progress) to determine effectiveness	September 30 October 30 November 30 January 30 February 30 March 30 April 30	All Wellness Team Members	no cost	

Implement competitions between grade levels/teachers vs. students/primary vs. intermediate	January 1, 2017	All Wellness Team Members	\$10.00 Monthly for the winning team (Year 4) PTO donation	
Review year long data and determine if we need to change or modify the Nutrition Plan.	April 25, 2017	All Wellness Team Members	no cost	

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

If students choose to bring in a healthier birthday snack option they will be given an extra birthday recess as a gift at the end of the month. If 50% of the students in a class participate in the healthier option the entire class will be given the extra recess.