



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.

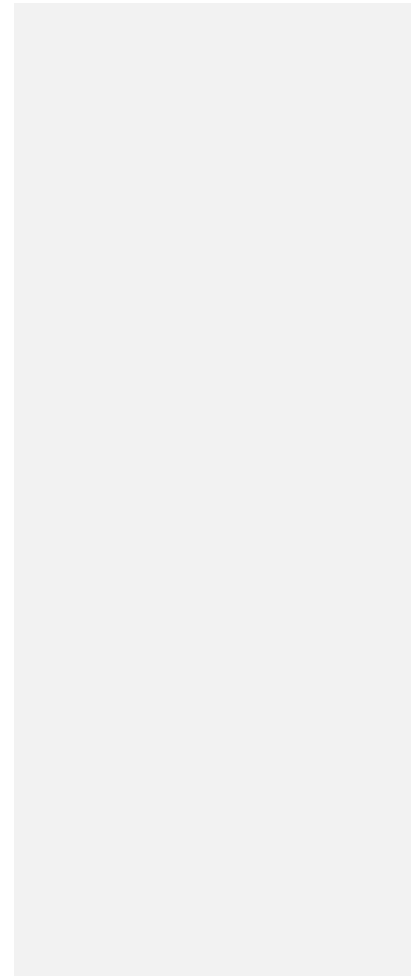
What are Action Steps?

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:

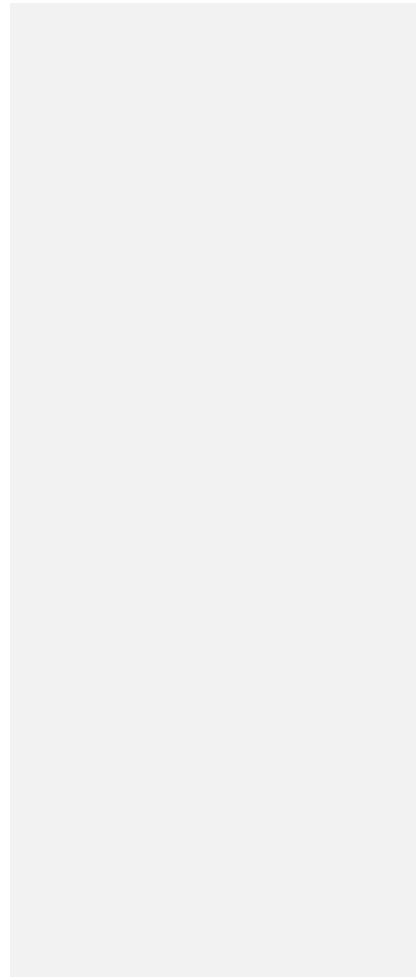
- a. Meeting with your school health team
- b. Work on your school/district wellness policy (e.g., assessing, communicating, revising, implementing, etc.)

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) #1

Date: 3/7/2016

School Name: Pathways Future Center				
Co-leader Name(s): Joe McClelland, and Jesse Field				
SMART Objective (desired change): By December 2016, 25% of the students who smoke will reduce the amount of cigarettes they smoke by half (50%) per week.				
What data will you collect that will indicate the objective has been achieved? The following data will be collected 4 times during the 2015-2016 school year for a duration of one quarter each time: 1. Number of students that are currently smoking and how many packs of cigarettes they smoke per week 2. Number of students that have cut down on smoking over the past month, and how much they have cut down on.				
Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed
Research and gather information to see how many students are smoking and how many cigarettes/packs do they smoke each day.	May 2016	Jesse	0	
Conduct a staff survey to find out who is willing and interested in participating in helping the students quit smoking	May 2016	Jesse/Steven	0	

Present a staff meeting to introduce idea that we will be starting this program to help the students to stop smoking. We will be having a sign up at this meeting as the staff will have heard about this program so see if anyone would like to join.	May 2016	Jesse/ Joe	0	
Purchase the incentives for them to choose other than smoking. Gift cards, water bottles, headphones, packs of gum.	May 2016	Jesse/Matt	0	
Develop a sheet that the students that smoke will fill out that includes cost of packs (per month), how many times they smoke (per day), they will fill these out and come in with it filled out of the smoking meetings.	August 2016	Joe/ Jesse	0	
Distribute the meeting times and encourage the students to come in to make sure they are going to get the incentives.	August 2016	Jesse/Iris	0	
Develop a method (including the dates during the school year when data will be collected) for distributing data collection tool and compiling the data to gather feedback and testimonials from teachers and students participating in brain breaks	August 2016	Jesse/ Steve School Wellness Team		
Obtain first month of data of students paperwork and what they think will help them quit smoking and why quitting is important to them to justify the incentives.	September 2016	Gerri/ Jesse		
Start handing out the incentives to the students to use to stop smoking. We will use the data we collected to find out what to allow each student to choose from that they said would help them the most. <i>*Incentives may include gift cards or other items purchased through the Healthy Schools Grant funding</i>	September 2106	Joe/ Darleen School Wellness Team		
Obtain second month of data collection to assess in school and at home use of tobacco.	November 2016	Joe/Jesse		
Analyze, document, and utilize survey results and continue to improve students quitting tobacco plan, adjust incentives and needs of students.	December 2016	Joe/Jesse/Matt School Wellness Team		
Write a success story from 3 students that have stopped smoking and publish their success stories, making them available to our community at	May 2016	School staff that participated in Quit Smoking		

Commented [1]: Do you need a budget for these incentives? If so, please adjust this budget.

Commented [2]: I think we talked about this a little at the co-leader meeting last week - have you been able to research some cessation programs to use with the students. I think having a structured program would be helpful.

Pathways in the school.				
Meet as a School Wellness Team four times during the school year.	September November February April	Joe/Jesse School Wellness Team		

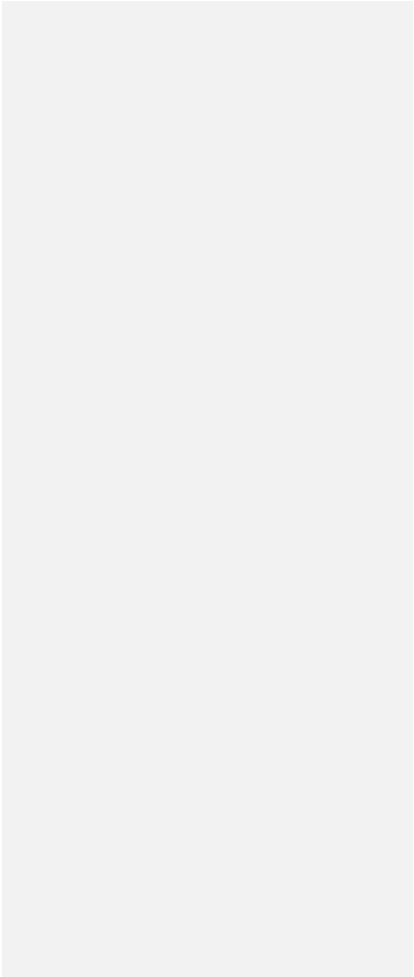
Describe other activities that support and further the health and wellness of students, staff, and family in your school:

We will bring in outside organizations to talk to the students about smoking and the long term ramifications of smoking, including a guest presenter that bring in a lung, someone with a stoma that he/she must breath out of and live with. Lung and heart associations.

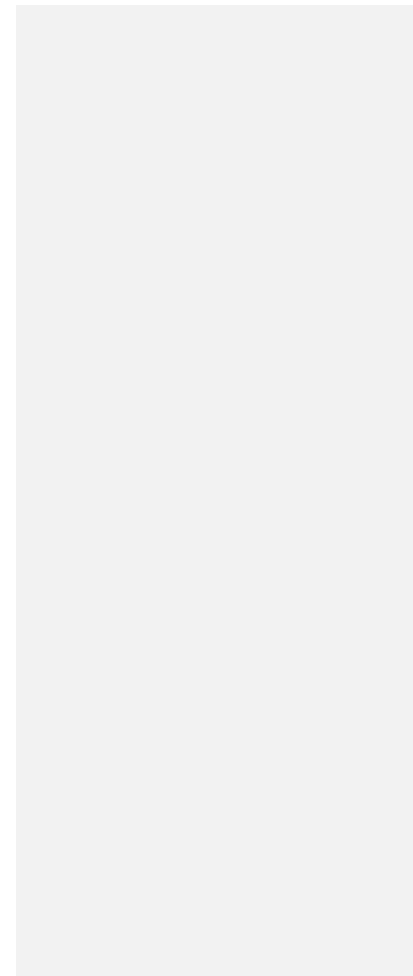
We are working with our administration and community to continue the funding for the health and wellness program and will be looking into a variety of options, including the "Golden Sneakers Award" as we move forward.

Healthy Schools Successful Students: School Health Improvement Plan (SHIP) #2

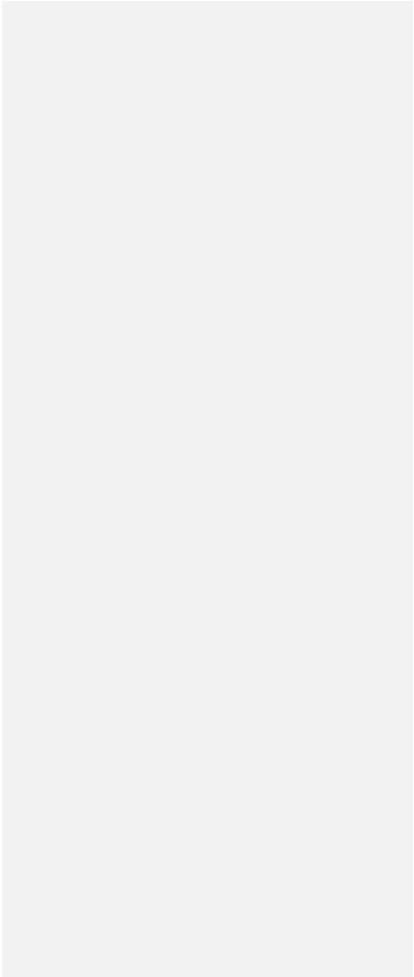
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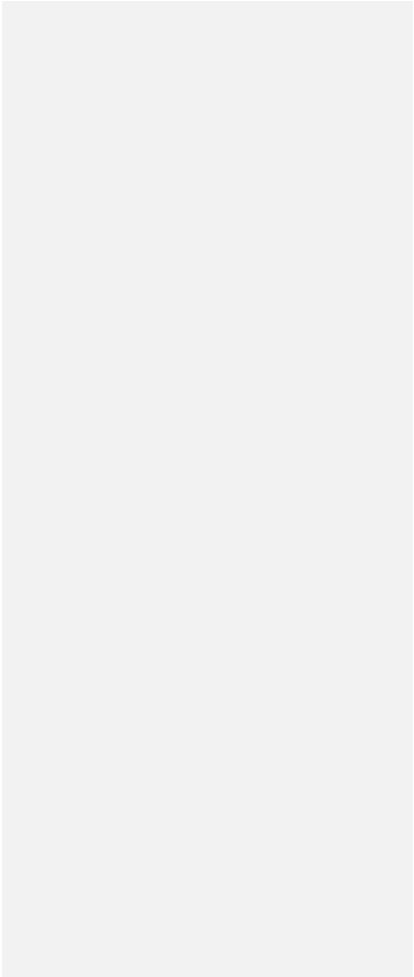
School Name: Pathways Future Center				
Co-leader Name(s): Joe McClelland,Jesse Field				
SMART Objective (desired change): By May 2016, 50% of SES staff participate in 1 of 4 physical activity offerings.				
What data will you collect that will indicate the objective has been achieved? <ol style="list-style-type: none"> 1. Baseline survey of the teachers on the amount of physical activity they do outside of work. 2. Fitness logs to track both exercise and nutrition for participating staff. 3. Number of teachers taking part in fitness activities that are offered. 4. Number of fitness interventions/programs offered at the school 				
Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed
Conduct a baseline survey teachers about their average total minutes of physical activity per week (March 15th, 2016	Joe	0	
Present draft of potential fitness offerings to staff for feedback and questions (maybe combine this with the baseline survey above?)	By Mar 20, 2016	Joe	0	
Finalize offerings for this year based on input from staff	By Mar 21st, 2016	Joe/Jesse	0	
Purchase any needed/budgeted incentives, supplies, and invoice instructors, as needed.	By May 15, 2016	Joe	0	



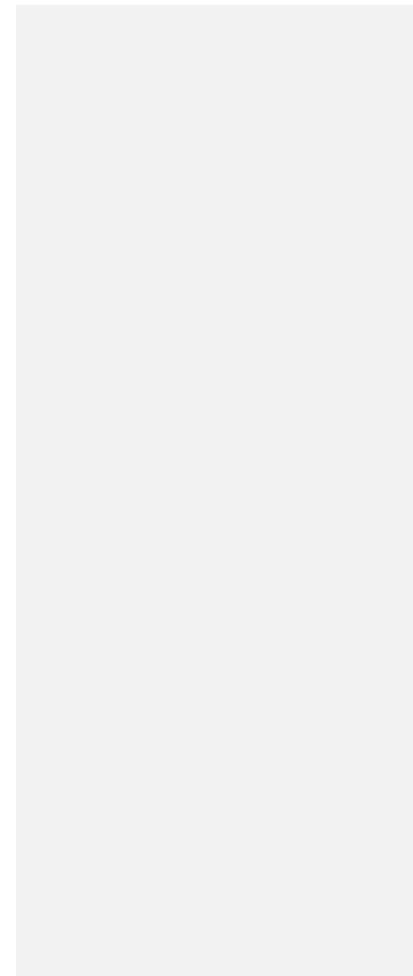
Schedule a time and finalize a method for communicating/promoting the fitness initiative and opportunities to staff	By Mar.25th, 2016 and again by August 25, 2016	Joe/Jesse	0	
Offer different after school fitness opportunities for teachers	Starting April 8th, 2016	Joe	\$700, to cover videos such as intensity, zumba, yoga. We will also purchase some pedometer. Also some stability balls We'll just need to spend all of this in advance, which means pre-invoicing instructors and pre-purchasing any supplies by this May, This will come out of this year's budget	



Start use of Activity Logs for nutrition and fitness	August 25th 2016	Joe,	\$300, prizes for reaching certain levels. Prizes will be shirts, water bottles, etc. As I mentioned above, we'll just need to spend all of this in advance, which means pre-invoicing and pre-purchasing any supplies by this May, this will come out of this year's budget.	
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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 compare to baseline data	May 15, 2016 and then May 2017			
Obtain data collection results to measure participation, input, and impact	By May 10, 2016 and May 2017			
Analyze, document, and utilize assessment results and continue to improve offerings based on data collected and feedback/testimonials received from staff	By May 15, 2016			
Write a minimum of one success story utilizing data collected and analyzed (School Wellness Coordinator will provide template)	By May 20, 2016			
<p>Describe other activities that support and further the health and wellness of students, staff, and family in your school:</p> <ol style="list-style-type: none"> 1. We will start offering 6-8 week fitness opportunities after school next fall 2. The nutrition log will ask the teachers to monitor the foods they eat and their exercise. 3. We will try to offer fitness breaks during the school week for teachers. <p>2016-2017 We will hold a staff What's on Your Plate Contest to promote healthy eating habits</p> <p>2016-2017 We will hold Healthy PotLUcks at the school to encourage healthy eating habits.</p> <p>2016-2017 We will offer staff exercise groups and classes to encourage healthy habits.</p>	<p>Begin August 2016</p> <p>August 2016</p> <p>August 2016</p>			



<p>We will maintain programs during the 2016-2017 school year.</p>	<p>September 2016- May 2017</p>			
<p>Meet as a School Wellness Team four times during the school year.</p>	<p>September November February April</p>	<p>Joe/Jesse School Wellness Team</p>		

