



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: Family Engagement/Health Education

Date: 2.20.15

<p>School Name: Rocky Top Middle School</p> <p>Co-leader Name(s): Audrey Hoffa and Shelly Ford</p>				
<p>SMART Objective (desired change):</p> <p>During the 2014 - 2015 school year, Rocky Top Middle School will implement a Health and Wellness Communications Campaign for families and staff members utilizing at least three different methods* to promote priority health issues** in order to create a school community focused on creating and sustaining the vision of “A Healthy School = Successful Students.”</p> <p>* Methods of communication may include school website, article in school newsletter, Cafeteria 101, separate monthly Health & Wellness newsletter for parents</p> <p>** Priority Health Issues may include physical activity, nutrition and social/emotional wellness.</p>				
<p>What data will you collect that will indicate the objective has been achieved?</p> <ul style="list-style-type: none"> • Number of communication methods used (e.g., school website, article in school newsletter, quarterly activity) • Track participants in quarterly activity • Track when communications are delivered or offered • Track, through a documentation file, copies of communications created and delivered • Outline of health/wellness topics covered 				

as part of the communications campaign				
Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed
Complete school health assessment and SHIP planning.			What has been spent to date on subpay, stipends, snacks for meetings, meeting materials etc.?	
Gather/review resources and best practices regarding school health/wellness communication plans from other schools and by working with the School Wellness Coordinator to obtain best practices	By May 1, 2015	Shelly Ford and Audrey Hoffa		x
Conduct a survey to obtain baseline data collection on current Health & Wellness messages communicated to parents/staff and methods of communication and ideas for topics to cover in the Health & Wellness Communication Campaign	By May 1, 2015	School Wellness Team		x
Present draft of survey results to staff and/or PTA for feedback and questions	By May 15, 2015	Shelly Ford and Audrey Hoffa		x
Develop a plan to initiate a Health & Wellness Communication Campaign to staff and families based on survey and staff/PTO input: Publish monthly health and wellness updates and articles in school newsletter and/or separate Health & Wellness newsletter sent home to families Offer semester activities for students, families and community members: 5K, Wellness day Disseminate information on "Healthy Schools" efforts at the school via school website	By May 25, 2014	School Wellness Team		x
Schedule a time and finalize a method for updating	By May 30, 2015	School Wellness Team		

staff and parents regarding new/finalized Health & Wellness Communication Campaign	and again by August 25, 2015			
Purchase supplies and resources and make copies for Health & Wellness Communication Campaign	By September 1, 2015	Shelly Ford and Audrey Hoffa	\$200 - yr 1	
Meet as a School Health Team four times during the school year	During September 2014, November 2014, January 2015, and March 2015	School Wellness Team		x
A1. Outline what key messages need to be shared with parents in the newsletter (could also include other communication tactics such as signage about School Health Team efforts or posters)	By Nov. 1, 2014	School Wellness Team		x
A2. Assign School Health Team members a due date and article topic for submission to school newsletter or putting up signage, etc.	By the end of each month for the following month's newsletter	School Wellness Team		in progress
A3. Write up content for monthly submissions for the newsletter or for school signage/promotion. All content should be edited by the School District Wellness Coordinator or one or more School Wellness Team members and approved by school administration before publication.	First article/signage by Nov. 1, 2014. Remaining articles should be finalized by the 20 th of each month	School Wellness Team Students Parents Community Members	\$200 - IT support gift cards for adding wellness tab to Rocky Top website - yr1	in process
B1. Develop calendar for the semester activities (5K, wellness day) 5k-during grizzlies give back week in May	By August 20, 2014	Chelsea Behanna, Audrey Hoffa, Shelly Ford	\$900 and donations from community for prizes	x
B2. Advertise activities to community members through signage, email push and school website.	Each semester and as needed: By September 30, 2014 and February 28, 2015	School Wellness Team		x
B3. Gather feedback from each quarterly activity to see success or changes that need to be made	By May 30, 2015	School Wellness Team		

C1. Finalize key Health & Wellness messages/content for school website based on results obtained from data collection tool/input from staff and parents	By Oct.15, 2014	Audrey Hoffa and Shelly Ford		x
C2. Promote use of website to staff and parents	By November 1, 2015	School Wellness Team		
C3. Go live with Health & Wellness info on website	By November 1, 2015	School Wellness Team		
Develop and distribute data collection methodology to measure input from staff and parents to gauge impact of the Communications Campaign (do staff/parents think the effort is valuable, should it continue, etc.)	December 1, 2015	School Wellness Team		
Create and implement an incentive system to encourage reading and sharing of Communications Campaign info by parents, students and staff (prizes and/or gift cards for the first people each month to read newsletter and post under rockytopwellness.com)	November 1, 2015	School Wellness Team	\$300 yr1	
Analyze, document, and utilize assessment results and continue to improve brain break guidelines and teacher resources based on assessment and feedback/testimonials from students	By May 15, 2015	School Wellness Team		
Write a minimum of one success story related to brain breaks utilizing data collected and analyzed (School Wellness Coordinator will provide template)	By May 20, 2015	School Wellness Team		

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

--

SHIP #2: Nutrition/Garden

Date:

<p>School Name:Rocky Top Middle School</p> <p>Co-leader Name(s):Audrey Hoffa and Shelly Ford</p>				
<p>SMART Objective (desired change):</p> <p>Between April 2015- May 2016, Rocky Top Middle School will support a School Garden Committee of at least ten staff members, parents, community members and students for garden planning/development, implementation/harvest, and maintenance.</p>				
<p>What data will you collect that will indicate the objective has been achieved?</p> <p>Number of Garden Committee meetings held and number of active participants on School Garden Committee Documentation of process related to garden planning/development Document number of students, staff members, and parents/community members participating in garden development, harvest and ongoing maintenance through sign-in sheets and hours log Pounds of produce grown and harvested Pounds of produce utilized or donated</p>				
<p>Action steps to achieve SMART Objective</p>	<p align="center">Timeline</p>	<p align="center">Person(s) Responsible</p>	<p align="center">Budget Needed</p>	<p align="center">Action Step</p>

	(By When)			Completed
Gather/review policy information addressing school gardens from the district and from non-profits focused on school gardens, including DUG, Slow Foods Denver, and Community Enterprises Participate in and Complete Master Community Gardener Program through Denver Urban Gardens.	By March 15, 2015	Chelsea Behanna, Audrey Hoffa, and Shelly Ford		x
Conduct a survey to obtain baseline data collection on teacher/staff interest in utilizing the garden for instructional purposes	By April 1, 2015	School Wellness Team		x
Inform parents, staff, students and community members of garden development, opportunities to join the School Garden Committee, and opportunities to support the school garden and assist in monitoring the school garden	By April 1, 2015	School Wellness Team		x
Finalize School Garden Committee members and meet with members monthly to plan and finalize garden logistics (volunteers, student-led garden design, donations, purchases, etc.)	By August 30, 2015	Audrey Hoffa and Shelly Ford		
Have students plant and grow indoor seedlings to sell as part of the garden preparation and fundraising	By May, 2015	School Wellness Club and Sponsors		x
Develop a draft document outlining promising and relevant best practices and case studies on school gardens for reference	By August 30, 2015	Garden Committee		
Obtain examples of garden designs from other schools and tour other school gardens that have utilized their gardens for similar objectives	By April 30, 2015	Garden Committee		x
Finalize garden location and get approval from district and school facilities (includes getting final district approval and outline needs related to soil testing, irrigation, materials used, etc.)	By August 30, 2015	Chelsea Behanna, Shelly Ford, Audrey Hoffa and Garden Committee		
Purchase supplies, including resources, seeds, plants, soil, etc. (Get donations of supplies) - plants obtained this year will be sold and funds will go towards building the garden	By May 20, 2015	Garden Committee	\$200-yr2 some soil purchased. seeds, and plants donated	x

Build and plant garden. Work with 7th grade students on planning and building as a component of their math classes	By May 30, 2016	Garden Committee and others who sign up		
Determine summer maintenance plan for the garden with Committee members - consider a volunteer sign-up for watering, weeding, etc.	By May 30, 2016	Garden Committee		
Implement summer maintenance plan for the garden	June 2016 - Aug 2016	Garden Committee and those who sign up to maintain the garden		
Research and identify additional grant and donation funding needed to maintain/expand the garden	By December 20, 2015	School Wellness Team		
Work with students/classes and Committee to plant first round of fruits, vegetables, and/or herbs and utilize this produce in classroom lessons	Between April 1, 2016 - May 31, 2016	School Wellness Team, Garden Committee, Volunteers, Classroom Teachers		
Document and track the progress related to creating and maintaining the garden, including keeping a photo journal of the process and student participation numbers	Between April 2015 - May 2016	Audrey Hoffa and Shelly Ford		
Survey the staff, students, and parents on their perceptions/use of the school garden since it was built	April 15, 2016	Garden Committee		
Obtain all tracking results, analyze data, and write a success story related to healthy food choices (School Wellness Coordinator will provide template)	May 10, 2016	School Wellness Team		
Report to staff on all data collection and success stories related to the school garden at a staff meeting	May 31, 2016	Audrey Hoffa and Shelly Ford		
Meet as a School Garden Committee at least four times per year and update the School Health Team of progress at least two times during the school year	During September 2015, November 2015, January 2016, and March 2016	Garden Committee		
Write a minimum of one success story utilizing data collected and analyzed (School Wellness Coordinator will provide template)	By May 15, 2016			

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

Use the food grown in the garden for the school Empty Bowl project