



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: March 3, 2016

School Name: Riverdale Elementary School

Co-leader Name(s): Dave Westdal and Jill Ellison

SMART Objective (desired change):

Throughout the 2016 - 2017 school year, 75% of instructional staff at Riverdale Elementary school will implement physical activity or brain-based strategies for their students at least three days per week utilizing the Brain Break Kits provided by the Adams 12 Health & Wellness Team and other Brain Break resources like GoNoodle.

What data will you collect that will indicate the objective has been achieved?

The following data will be collected two times during the 2016-2017 school year for a duration of one week each time:

1. Number of classrooms offering daily brain-break strategies and the frequency of the brain-break strategies each week.
2. Number of classrooms offering opportunities for physical activity and the frequency of physical activity each week.
3. Documentation of types of brain-break strategies utilized and types of physical activity opportunities utilized.

Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed
Meet as a School Wellness Team a minimum of four times during the school year	During April 2016, August 2016, October 2016, and December 2017	Wellness Team		
Conduct a survey to obtain baseline data collection on current Brain Break offerings and number of classrooms participating	By April, 2016	Wellness Team/PBIS		
Communicate Brain Break Kits Initiative to staff and/or PTA for feedback and questions Communication methods will include: <ul style="list-style-type: none"> ● Staff: <ul style="list-style-type: none"> ○ Weekly staff meeting ○ Follow-up email after weekly staff meeting 	By April, 2016	Stephanie Rendon/PBIS	Minds in Motion Fit Sticks- 25 sets @ estimated \$20.00 per= \$500.00	Minds in Motion Fit Sticks- 25 sets @\$16.00 2 Healthy Kids Club

<ul style="list-style-type: none"> ● Students/Families: <ul style="list-style-type: none"> ○ School website ○ Letter home in folders ○ Morning announcement 				Posters @ \$30.00 2 Minds in Motion Math and Literacy Activity Cards- @36.00= Subtotal \$466.00
Work with District Wellness Coordinator, Jill Collins, to develop and disseminate a data collection tool for staff to measure participation (2x/school year – one week in duration)	By September 1, 2016, & January 2017	Stephanie Rendon		
Distribute Brain Break Kits* and begin implementation for brain breaks and physical activity in participating classrooms. <i>*we will consider allowing grade levels to switch Brain Break Kits during the school year to provide a greater variety of resources to teachers/students</i>	By August, 2016	PBIS/ Wellness Team		
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	By September 1, 2016, & January 2017	PBIS/Wellness Team		
Obtain first week of data collection tool results to measure participation	By October, 2016	PBIS/Wellness Team		
Obtain second week of data collection tool results to measure participation	By February, 2017	Jill Ellison and Dave Westdal		
Analyze, document, and utilize survey results and continue to improve Brain Break Kits initiative based on assessment and feedback/testimonials from students	By March, 2017	PBIS/Wellness Team		
Write a minimum of one success story related to the Brain break Kits initiative utilizing data collected and	By May 15, 2017	Jill Ellison and Dave Westdal		

analyzed (District Wellness Coordinator will provide template)				
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Healthy Schools Successful Students: School Health Improvement Plan (SHIP) #2

Date: February 11, 2016

School Name: Riverdale Elementary				
Co-leader Name(s): Jill Ellison and Dave Westdal				
<p>SMART Objective (desired change): By May of 2017, 70% of classroom celebrations at Riverdale Elementary School will be Healthy Celebrations.*</p> <p>* 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.</p> <p>**Healthy is defined as consistent with the District Wellness Policy.</p>				
<p>What data will you collect that will indicate the objective has been achieved?</p> <p>1. Classroom surveys on the % of healthy vs. non healthy Birthday celebrations in 2016-2017 school year.</p> <p>2. Qualitative survey for staff, students, and parents on their perceptions related to Healthy Celebrations since the new policy was implemented.</p>				
Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed

Work with District Wellness Coordinator to gather/review policy information addressing nutritious food offerings at school celebrations and functions from other schools and from the District Wellness Policy	March 15, 2016	Dave and Jill		
Develop a draft Healthy Celebrations plan.	April 11, 2016	Dave and Jill	17 stability balls (\$15.00 each)- \$255.00 Birthday Baskets- 18 pack on Amazon-\$50.00 Birthday Stickers- 17 rolls of 100 at \$4.99 per roll (Amazon) -\$85.00 Bookmarks (2 packs per 17 teachers at \$3.50 per pack)- \$119.00 Blank CD's - 20 pack Memorex on Amazon- \$15.00 Total Budget- \$524.00	12- 55 inch @ \$15.00 6- 65 inch @ \$15.00 24 Pack Sterilit e Storage Box- \$48.90 Birthda y Sticker s- 18 rolls of 100 CDs- \$15.00 Bookm arks- Cat in the Hat Bookm arks- 3.99 for a 36 pack @ 18= \$

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Present the new draft Healthy Celebration plan to the PBIS staff for feedback and questions	April 12, 2016	Dave and Jill		
Finalize a plan that supports the District Wellness Policy language and provides recommendations for healthy foods for celebrations and school functions	May 13, 2016	Dave and Jill		
Develop a 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.	May 13, 2016	Riverdale PBIS Team		
Present the finalized plan to staff, PTO, and students	May 27, 2016	Riverdale PBIS Team Stephanie Rendon		
Publish the written policy in both the student and teacher handbooks	May 13, 2016	Riverdale PBIS Team Stephanie Rendon		
Create parent information letter regarding healthy birthday celebrations.	May 13, 2016	Riverdale PBIS Team		
Create classroom celebration activities menu for classroom teachers.	May 13, 2016	Riverdale PBIS Team		
Distribute parent information letter to parents on back to school night and birthday activity menu to classroom teachers.	August 16, 2016	Riverdale PBIS Team		
Disseminate tracking tool to 100% of classroom teachers	August 16, 2016	Riverdale PBIS Team		
Meet as a School Health Team four times during the school year	During September 2016, November 2016, January 2017, and March 2017	Riverdale PBIS Team		
Disseminate surveys to 100% of classroom teachers	May 2017	Riverdale PBIS Team		
Obtain tracking tool results, analyze data, and write a success story related to healthy food choices (School Wellness Coordinator will provide template) on healthy vs. non-healthy celebrations.	May 2017	Riverdale PBIS Team	N/A	
Report to staff on results of increasing healthy food choices at school celebrations (observations, success stories)	May 2017	Riverdale PBIS Team		

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

Holiday and major school parties included in this healthy transition.