



## 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: Physical Activity

Date: 8/2015 - 5/2016

<p><b>School Name: Silver Hills Middle School</b></p> <p><b>Co-leader Name(s): Sara Foster and Stacie Albi</b></p>				
<p><b>SMART Objective (desired change):</b></p> <p>Throughout the 2015 - 2016 school year, 75% of instructional staff at Silver Hills Middle 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 &amp; Wellness Team and other Brain Break resources like GoNoodle.</p>				
<p><b>What data will you collect that will indicate the objective has been achieved?</b></p> <p>The following data will be collected two times during the 2015-2016 school year for a duration of one week each time:</p> <ol style="list-style-type: none"> <li>1. Number of classrooms offering daily brain-break strategies and the frequency of the brain-break strategies each week.</li> <li>2. Number of classrooms offering opportunities for physical activity and the frequency of physical activity each week.</li> <li>3. Documentation of types of brain-break strategies utilized and types of physical activity opportunities utilized.</li> </ol>				
<p><b>Action steps to achieve SMART Objective</b></p>	<p><b>Timeline (By When)</b></p>	<p><b>Person(s) Responsible</b></p>	<p><b>Budget Needed</b></p>	<p><b>Action Step Completed</b></p>
<p>Meet as a School Wellness Team a minimum of four times during the school year</p>	<p>During September 2015,</p>	<p>Wellness Team</p>		

	December 2015, February 2016, and April 2016			
Review end of year (2014-15) survey to obtain baseline data collection on current Brain Break offerings and number of classrooms participating	By October 2, 2015	Wellness Team		Completed
Communicate Brain Break ideas to staff for feedback and questions.  Communication methods will include: <ul style="list-style-type: none"> <li>● Staff: <ul style="list-style-type: none"> <li>○ Weekly staff meeting</li> <li>○ Follow-up email after weekly staff meeting</li> <li>○ Shared document in Google Drive to list brain breaks being used in classrooms</li> </ul> </li> <li>● Students/Families: <ul style="list-style-type: none"> <li>○ School website</li> <li>○ Email letter from Principal</li> <li>○ Morning announcements</li> </ul> </li> </ul>	Ongoing	Wellness Team		
Determine dates for distributing data collection device and compiling the data to gather feedback and testimonials from teachers and students participating in brain breaks	By October 2, 2015	Stacie and Sara		Completed
Create and implement an incentive system to encourage continued use of Brain Break Kits and movement ideas by teachers and students	By March 31, 2016	Wellness team	\$500 of sports and fitness equipment	
Brainstorm ideas for participation amongst students: class competitions, creating own brain breaks, etc.	By March 31, 2016	Wellness Team		
Brain Break Training with Kim Bevill	April 11, 2016	Entire Certified Staff		
Obtain first week of data collection results to measure participation.	By April 8, 2016	Stacie and Sara		
Obtain second week of data collection tool results to measure participation	By May 13, 2016	Stacie and Sara		
Analyze, document, and utilize survey results and continue to improve Brain Break Kits initiative based	By May 15, 2016	Wellness Team		

on assessment and feedback/testimonials from students				
Write a minimum of one success story related to the Brain break Kits initiative utilizing data collected and analyzed (District Wellness Coordinator will provide template)	By May 15, 2016	Wellness Team		

## Healthy Schools Successful Students: SHIP #2 :Staff Wellness

**Date:** January 27, 2015

<b>School Name: Silver Hills Middle School</b>				
<b>Co-leader Name(s): Stacie Albi and Sara Foster</b>				
<b>SMART Objective (desired change):</b>  By May 26, 2016, Silver Hills Middle School will have at least 50% of staff participate in at least one extended wellness challenge offered by the district or the School Wellness Team.				
<b>What data will you collect that will indicate the objective has been achieved?</b>  1. Number of work site wellness interventions/programs offered at the school/district  2. Number of staff participating in each intervention/program  3. Outcome data comparing baseline assessment with post-program results				
<b>Action steps to achieve SMART Objective</b>	<b>Timeline (By When)</b>	<b>Person(s) Responsible</b>	<b>Budget Needed</b>	<b>Action Step Completed</b>
Complete school wellness assessment and SHIP planning.	February 20, 2015	Stacie and Sara	N/A	Completed

Work with District Wellness Coordinator and other schools implementing staff wellness to gather/review best practices.	By April 24, 2015.	<b>Stacie and Sara</b>	<b>N/A</b>	Completed
Assign a School Wellness Team member to serve as the Worksite Wellness Coordinator (WWC)	By May 1, 2015.	<b>Stacie and Sara</b>	<b>N/A</b>	Completed
Conduct a survey to obtain baseline data collection on current offerings as well as staff needs and interests.	By May 1, 2015.	<b>Wellness Team</b>	<b>N/A</b>	Completed
Finalize offerings based on input from staff.	By May 15, 2015.	<b>Wellness Team</b>	<b>N/A</b>	Completed
Schedule a time and finalize a method for updating staff regarding new initiatives/programs	By May 22, 2015 and again by August 28, 2015	<b>Stacie and Sara</b>	<b>N/A</b>	Completed
Meet as a School Health Team four times during the school year	During September 2015, November 2015, January 2016, and April 2016	<b>Wellness Team</b>	<b>N/A</b>	
Poll staff on healthy and useful incentives. Budget for necessary resources and incentives/awards for participation for year two.	By September 1, 2015	<b>Stacie and Sara</b>	<b>\$500 worth of healthy food options</b>	Completed
Develop and implement a plan to promote the interventions/programs to staff	By September 30, 2015	<b>Wellness Team</b>	<b>N/A</b>	Completed
Begin implementation of staff wellness initiatives/programs	By October 19, 2015	<b>Wellness Team</b>	<b>N/A</b>	Completed
Develop tool to measure staff participation.	October 19, 2015.	<b>Wellness Team</b>	<b>N/A</b>	Completed
Use tool to collect feedback and measure participation and impact.	By May 10, 2016	<b>Wellness Team</b>	<b>N/A</b>	
Analyze, document, and utilize assessment tool results and continue to improve offerings based on data collected and feedback/testimonials received from staff.	By May 15, 2016.	<b>Wellness Team</b>	<b>N/A</b>	
Write a minimum of one success story utilizing data collected and analyzed (School Wellness Coordinator will provide template)	By May 20, 2016	<b>Stacie and Sara</b>	<b>N/A</b>	

