



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: 2-28-201

School Name: STEM Magnet Lab School				
Co-leader Name(s): Kelly Geerdes, Rob Gonci				
SMART Objective (desired change): By May 2015, 10% (40) of our elementary students will participate in a before school movement program during two, ten week sessions, as measured with a with a participant roster.				
What data will you collect that will indicate the objective has been achieved? 1. Participant roster to measure quantitative data (number of times participated, average number of participants per day, etc.) 2. Survey to measure qualitative components (increased knowledge of the benefits of PA, health, and nutrition concepts.)				
Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed
Gather/review policy information addressing PA minutes for students and the academic impacts of increased PA on academics	By March 15, 2014	Rob and Kelly	0	Done
Investigate funding sources for extra duty pay for BOKS "leaders. Possibly ask to add to co-curricular pay.	By September 1, 2015	Rob/Admin	\$1000 \$500-Fall \$500-Spring	Complete WSSC (CSH)
Share draft plan at a staff meeting and PTO meeting to gather input and garner support	By April 2, 2014	Rob/ Kelly	0	Complete April 2014
Finalize Before School PA Club plan based on input from staff and parents	By April 15, 2014	Rob/Kelly	Sub Day(2) \$200 (yr 1)	Completed April 2014
Purchase physical education equipment to support	By May 1, 2014	Rob	\$300	Completed

the program.			(yr 1)	
Promote/Recruit school staff as leaders, parent volunteer/s and middle school "junior" leaders	By May 25, 2014	Rob/Kelly	\$1000 total for co-curricular pay (2- \$500 stipends for leaders) to be paid during the 14-15 school year from the 14-15 CSH Budget. (yr 2)	
Begin promoting with posters made by "Tech Ed students" and create morning announcements.	By September 1, 2014		\$50 -\$50 (yr 2)	
Start Club; two times a week before school. Monday and Wednesday 7:25AM-7:50AM K-5 Fitness BOKS	By October 20 , 2014 –First Session By February 17, 2015 –Second session	Program Leaders	0	Bradford-Staff will run before school program.
Develop and disseminate the school tracking tool for staff in charge of Club to track attendance	By October 20 , 2014	Kelly	0	
Implement a system for making reminder announcements and commercials for students two times throughout the school year and updates to parents three times throughout the school year.	During November 2014, January 2015	Kelly	0	
Meet as a School Health Team four times during the school year	During September 2014, November 2014, January 2015, and March 2015	Rob	\$0 (yr 2) To thank for snacks, thank you cards, reminders.	

Based on needs, offer one to two follow-ups with staff to debrief and promote ongoing support	By December 1, 2014 and April 1, 2015	Rob/Kelly	0	
Develop and distribute a survey to gather qualitative feedback and testimonials from teachers, parents, and students.	Develop By Dec 12, 2014 Distribute By April 15, 2015	Rob	0	
Analyze, document, and share assessment results. Utilize data to plan for next school year.	By May 1, 2015	Rob/Kelly	0	
Write a minimum of one success story utilizing data collected and analyzed (School Wellness Coordinator will provide template)	By May 15, 2015	Rob/Kelly	0	

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

Ideas for future sustainability: Students raise funds to participate, Students pay to participate, PTO sponsorship, Extra-duty pay through FAC.

Our plan is set for 40 total participants in 2 programs (fall and winter.) Two adults will be leaders, one is a paid school staff member and one is a parent volunteer. Middle school siblings may be chosen as “Junior Leaders.” Additional parent volunteers will be solicited if more than 40 students enroll in the program. If additional leadership is not found students will be added to a wait list and notified as spots arise. Also, priority for the second program will be given to students who do not participate in the first program.

SHIP #2: Staff Wellness

Date:

School Name:				
Co-leader Name(s): Rob Gonci, Kelly Geerdes				
SMART Objective (desired change): By May 25, 2015, STEM Magnet Lab School will have at least 30% of staff participate in up to three new and/or continuing staff wellness opportunities coordinated with the School Wellness Team. We would like to increase our participation from this year by 25% for the 2014-2015 school year.				
What data will you collect that will indicate the objective has been achieved? Number of worksite wellness opportunities offered at the school Number of staff participating in each intervention/program Summative survey (data collection) for staff to further develop staff wellness opportunities.				
Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed
Complete school wellness assessment and SHIP planning	By February 28, 2014	Rob and Kelly	0	Feb 28
Work with District Wellness Coordinator and other schools implementing staff wellness to gather/review best practices.	By March 20, 2014	Rob/Kelly	0	May 2nd
Assign a School Wellness Team member to serve as the Worksite Wellness Coordinator (WWC)	By April 1, 2014	Rob/Kelly	0	Rob- Jina
Conduct a survey to obtain baseline data collection on current offerings and number of staff participating	By April 30, 2014	Kelly	\$30 (yr 1)	May 2nd
Investigate fitness tracking technology and sources,	May 7th, 2014	Rob	\$799.60	Complete

apply for "mini grant" and request items			(yr 1)	9 Fitbits Purchased and distributed to staff- June 6, 2014
Investigate community resources for staff wellness opportunities	August 29, 2014	Rob/Kelly/WWC	0	Requested donations 9/9/2014 None received yet
Request \$300 from PTO for Staff Wellness incentives	September 29 2014	Rob	\$300 PTO (not HSSC)	Will meet with PTO in November
Present draft of offerings to staff for feedback and questions	By August 30, 2014	WWC	0	Presented Information on Staff Wellness, Playworks and the BOKS program during ERD and during Back To School Meetings
Finalize offerings based on input from staff and/or parents	By September 15, 2014	WWC	0	After school opportunities offered. Monthly competitions. Revisit Jan 2015.
Meet as a School Health Team four times during the school year	During September 2014, November 2014, January 2015,	School Health Team	\$100 (yr 2) -\$100 update	September Complete

	and March 2015		10/2014	
Order needed equipment, resources, and incentives/awards for participation, as needed based upon results from April 30th Survey. Our initial intent is to spend \$400 for equipment and \$400 for prizes/incentives and rewards.	By May 1, 2014	Rob	\$720.40 gift cards/ incentives, Thank you gifts- Equipment (yr 1)	
Develop and implement a plan to promote the interventions/programs to staff	By September 1, 2014	WWC/ Rob/Kelly	0	Promoted and Presented Staff Wellness, BOKS and Playworks to Staff and Parents- Completed Sept 2014
Begin implementation of staff wellness initiatives/programs	By September 15, 2014	WWC	0	Completed September Challenge and October Challenge began 10/1/14
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 staff participation numbers	September 1, 2014	WWC/ Rob/ Kelly	0	Fitbit data collected for August and September.
Obtain data collection results to measure participation, input, and impact	By May 10, 2015	Kelly	0	
Analyze, document, and utilize assessment results and continue to improve offerings based on data collected and feedback/testimonials received from students	By May 15, 2015	SHT	0	

Write a minimum of one success story utilizing data collected and analyzed (School Wellness Coordinator will provide template)	By May 20, 2015	SHT	0	
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Describe other activities that support and further the health and wellness of students, staff, and family in your school:

[Further investigate resources for Fitbits based on current success and staff enrollment.](#)