



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: 2-11-15

School Name: STEM Magnet Lab School				
Co-leader Name(s): Kelly Geerdes, Rob Gonci				
SMART Objective (desired change): By May 2016, 60 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. We are also going to promote parent participation to increase our community involvement.				
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
Assess 2014-15 BOKS program. Survey Parents and Staff as to effectiveness of the program and improvements for the 2015-16 school year.	May 10, 2015	Rob	0	
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	
Share with staff and PTO	By September, 2015	Rob/ Kelly	0	

Commented [1]: Remind me what BOKS stands for

Commented [2]: <http://www.bokskids.org/>
Reebok is the sponsor

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Ms.G
*Kelly Geerdes *
*STEM Magnet Lab K-8 *
*Technology, Engineering & Entrepreneurship *
*kelly.geerdes@adams12.org
<kelly.geerdes@adams12.org> *

Commented [3]: Build our Kids Success (Reebok)

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Ms.G
*Kelly Geerdes *
*STEM Magnet Lab K-8 *
*Technology, Engineering & Entrepreneurship *
*kelly.geerdes@adams12.org
<kelly.geerdes@adams12.org> *

Commented [4]: To clarify, this will be coming from other sources of funding rather than HSSS

Commented [5]: There isn't any money for 2015/16 so we would need to ask PTO for funding

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Ms.G
*Kelly Geerdes *
*STEM Magnet Lab K-8 *
*Technology, Engineering & Entrepreneurship *
*kelly.geerdes@adams12.org
<kelly.geerdes@adams12.org> *

Promote BOKS program over announcements and create posters.	September 2015	Rob/Kelly		
Start Club; two times a week before school. Monday and Wednesday 7:25AM-7:50AM K-5 Fitness BOKS - IF FUNDING WAS MADE AVAILABLE	By October 20, 2015 –First Session By February 17, 2016 –Second session	Program Leaders		Pending Funding
Analyze, document, and share assessment results. Utilize data to plan for next school year.	By May 1, 2016	Rob/Kelly	0	
Write a minimum of one success story utilizing data collected and analyzed (School Wellness Coordinator will provide template)	By May 15, 2016	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 fall 2014 program had 30 participants and the spring 2015 program currently has 42 participants enrolled. We have received many offers from parent volunteers. We would like to grow our program to 60 participants in programs next year.

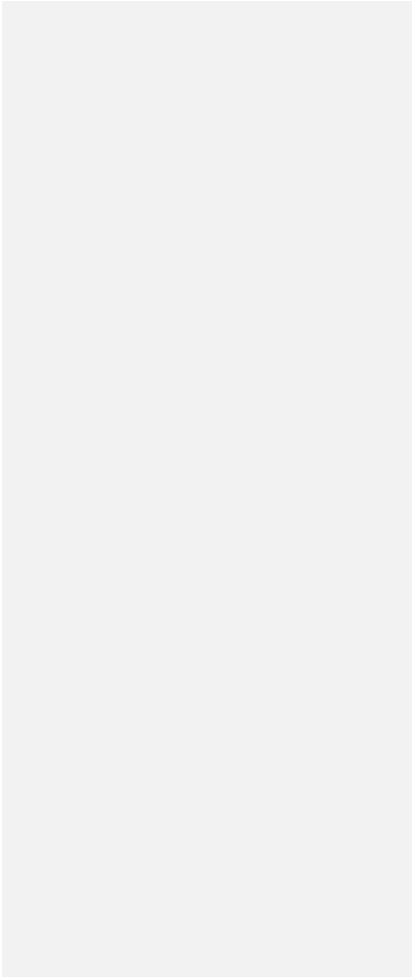
Healthy Schools Successful Students: SHIP #2: staff Wellness

Date:

School Name: **STEM Magnet Lab Schools**

Co-leader Name(s): **Gonci, Geerdes**

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SMART Objective (desired change):				
By May 25, 2016, STEM Magnet Lab School will have at least 30% of staff participate in up to three continuing staff wellness opportunities coordinated with the School Wellness Team.				
What data will you collect that will indicate the objective has been achieved?				
Number of work site wellness opportunities offered at the school Number of staff participating in each intervention/program Summative survey (data collection) of staff to further develop staff wellness opportunities.				
Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed
Work with District Wellness Coordinator and other schools implementing staff wellness to gather/review best practices.	By March 20, 2015	Rob/Kelly	\$0	
Conduct a survey to obtain 2014/2015 data collection on current offerings and number of staff participating	By May, 2015	Kelly	\$0	
Identify equipment, resources, and incentives/awards for participation.	By May 1, 2015	Rob	\$0	
Investigate community resources for staff wellness opportunities	August 29, 2015	Rob/Kelly/WWC	0	
Meet as a School Health Team four times during the school year	During September 2015, November 2015, January 2016, and March 2016	School Health Team	\$0	
Offer Co-Leader position to staff	August 2015	Rob/Kelly	0	
Begin implementation of staff wellness initiatives/programs	By September 15, 2015	Rob/Kelly	0	

Commented [6]: Looks good! Is your objective building on last year's objective (e.g., reaching more staff, more opportunities are offered. etc.)?

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, 2015	WWC/ Rob/ Kelly	0	
Obtain data collection results to measure participation, input, and impact	By May 10, 2016	OPEN	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, 2016	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	

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

