



## 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)

Date: Dec. 3, 2014

**School Name:** Skyview Elementary

**Co-leader Name(s):** Beverly Popovitch, Travis Crouch

**SMART Objective (desired change):**

Throughout the 2014 - 2015 school year, 75% of instructional staff at Skyview Elementary school will implement physical activity or brain-based strategies for their students at least **five** 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 2014-2015 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 5 times during the school year	During Sept. 2014, Nov. 2014, Jan. 2015, and May 2015	<b>Beverly Popovitch, Travis Crouch, CSH Team members</b>		
Conduct a survey to obtain baseline data collection on current Brain Break offerings and number of classrooms participating	By Jan. 30, 2015	<b>Beverly Popovitch, Travis Crouch</b>		
Communicate Brain Break Kits Initiative to staff and/or PTA for feedback and questions  Communication methods will include: <ul style="list-style-type: none"> <li>● Staff:               <ul style="list-style-type: none"> <li>- At a weekly staff meeting</li> </ul> </li> <li>● Students/Families:               <ul style="list-style-type: none"> <li>- At a PTO meeting (Dec. 9<sup>th</sup>, 2014)</li> <li>- School website</li> </ul> </li> </ul>	By Jan. 30, 2015	<b>Beverly Popovitch, Travis Crouch</b>		

<ul style="list-style-type: none"> <li>- Morning announcements</li> <li>- School-wide assembly (Dec. 10, 2014)</li> </ul>				
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 Jan. 30, 2015	<b>Beverly Popovitch, Travis Crouch</b>		
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 Jan. 30, 2015	<b>Beverly Popovitch, Travis Crouch</b>		
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	Jan. 30, 2015	<b>Beverly Popovitch, Travis Crouch</b>		
Obtain first week of data collection tool results to measure participation	By Jan. 30, 2015	<b>Beverly Popovitch, Travis Crouch</b>		
Create and implement an incentive system* to encourage continued use of Brain Break Kits by teachers and students - <b>This will be part of our Healthy Kids Contest (school-wide)</b> <i>*Incentives may include gift cards or other items purchased through the Healthy Schools Grant funding</i>	January 30, 2015	<b>CSH Team</b>		<b>Dec. 2014</b>
Obtain second week of data collection tool results to measure participation	By April 10, 2015	<b>Beverly Popovitch, Travis Crouch</b>		
Analyze, document, and utilize survey results and continue to improve Brain Break Kits initiative based on assessment and feedback/testimonials from students	By May 15, 2015	<b>Beverly Popovitch, Travis Crouch, CSH Team members</b>		
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, 2015	<b>Beverly Popovitch</b>		