

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.)

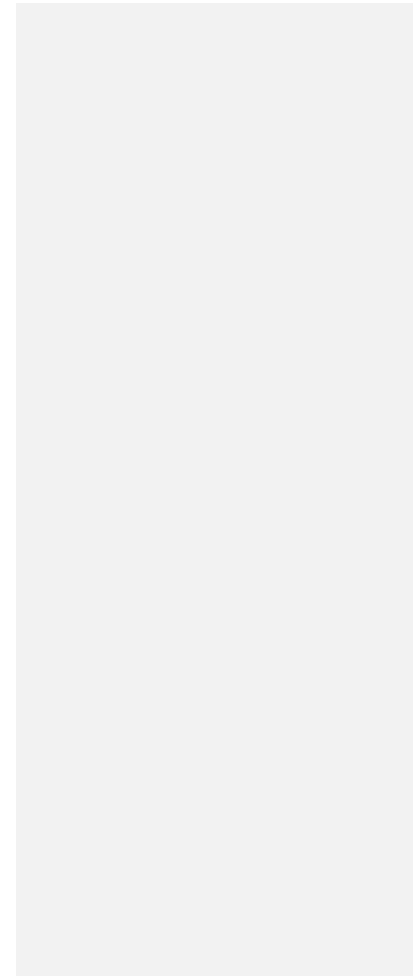
Things to Remember

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: Updated 3/9/16 for the 2016-2017 school year

School Name: Skyview Elementary				
Co-leader Name(s): Travis Crouch, Beverly Popovitch				
SMART Objective (desired change): By May 26, 2017, healthy options offered as rewards, during celebrations, and as a part of school fundraisers will increase to 75% at Skyview Elementary.				
What data will you collect that will indicate the objective has been achieved? 1. Baseline and end of year data will be collected pertaining to percent of current healthy food and non-food choices offered as rewards, during celebrations, and as part of school fundraisers.	September 30, 2016 (Baseline) May 5, 2017 (End of the year)			
Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed
Re-publish the written school policy regarding healthy rewards, celebrations, and fundraisers in both the student and teacher handbooks	August 31, 2016	Stephanie Auday		
As a team, revisit data collected during the 2015-2016 school year in order to determine if additional resources are needed to support the SHIP for the 2016-2017 school year.	August 31, 2016	CSH Team		



Revisit school policy regarding healthy rewards, celebrations, and fundraisers with students, staff, and PTO	August 31, 2016	CSH Team		
Purchase animal crackers for each classroom for a healthy snack	August 31, 2016	Co-Leaders/Office Manager	\$125	
Conduct a survey to obtain baseline data collection related to percentage of healthy options for rewards, celebrations, and fundraisers	September 30, 2016	Co-leaders		
Provide 100% of teachers and parents with a resource containing suggestions for celebrations that involve healthy food and non-food rewards/celebration ideas	September 30, 2016	CSH Team		
End of the year survey/data collection around percentage of healthy options provided as rewards, for celebration, and as part of fundraisers	May 5, 2017	Co-leaders		
Analyze end of year data from survey and write a success story related to healthy rewards, celebrations, and fundraisers as Skyview.	May 26, 2017	CSH Team		
Meet as a School Health Team at least seven times (for one hour) during the school year 2016-2017 school year	August 2016 - May 2017	CSH Team		
Continue developing a system for supporting the policy implementation for parties, celebrations, and fundraisers	Year-long: August 2016 - May 2017	CSH Team		
Continue adding to the CSH team page on the school website. Continue adding suggestions for healthy/nutritious food choices at parties as well as ideas for non-food rewards.	Year-long: August 2016 - May 2017	CSH Team		

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

- We are planning to continue with the distribution of Rainbow On Your Plate stickers at lunch for students. Rainbow stickers are

given to students when the student has both a fruit and a vegetable on their tray or in their bagged lunch.

- A link is posted on the CSH Team webpage on the Skyview Elementary website with ideas for healthy Halloween treats for class parties. We plan to continue to add resources to the CSH team page on the Skyview webpage.
- In the fall, we sent home a letter to parents of all students around healthy celebrations that included healthy celebration ideas. We also provided all classroom teachers with a binder of resources for healthy classrooms, and shared a link via email with all staff to the Adams 12 Healthy Schools Toolkit.

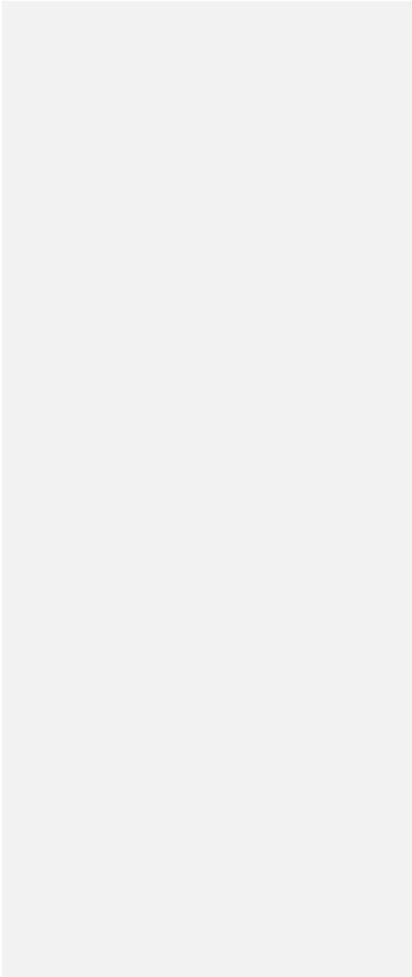
Healthy Schools Successful Students: School Health Improvement Plan (SHIP) #2

Date: Updated 3/9/16 for the 2016-2017 school year

School Name: Skyview Elementary				
Co-leader Name(s): Travis Crouch, Beverly Popovitch				
SMART Objective (desired change): By May 26, 2017, Skyview Elementary will promote increased physical activity by continuing structured indoor recess using indoor recess kits for 100% of students in grades 1-5.				
What data will you collect that will indicate the objective has been achieved? 1. Number of students participating in structured				

Commented [1]: Objectives and activities look good!

<p>games and/or physical activities during indoor recess</p> <p>2. Number of student leaders, teachers, and paras implementing</p> <p>3. Document physical activity resources provided</p> <p>4. Feedback from students/staff/parents on policy</p>				
Action steps to achieve SMART Objective	Timeline (By When)	Person(s) Responsible	Budget Needed	Action Step Completed
Continue to work with District Wellness Coordinator and other schools implementing structured indoor recess to gather/review best practices	August 2016 - October 2016	Stephanie Auday, Para staff, Travis Crouch, Beverly Popovitch		
Review, as a CSH Team, ways to improve the implementation of structured indoor recess for the 2016-2017 school year	By Sept. 30, 2016	Coordinated Health Team		
Order needed additional equipment, resources, and incentives/awards for participation for both students and staff.	September 30, 2016	Travis Crouch, Beverly Morse		
Retrain teachers and Paras on how to use indoor recess bags	Oct. 28, 2016	CSH Team		
Develop and distribute data collection methodology (such as a survey or input at a staff/PTO meeting) to measure input from students, staff and parents to gauge impact of the program in terms of behavior (does the community/school think the effort is valuable, should it continue, etc.). Also collect data on number of classrooms implementing structured indoor recess.	By March 1, 2017	Co-Leaders		
Obtain data collection results to measure participation, input, and impact	March 24, 2017	Co-leaders, Stephanie Auday		
Analyze, document, and utilize assessment results and continue to improve offerings based on data collected and feedback/testimonials received from students, teachers, parents	May 1, 2017	CSH Team		



Share results with students, staff, and parents	May 28, 2017	CSH Team		
Write a minimum of one success story related to this SMART Objective (School Wellness Coordinator will provide template)	May 28, 2017	Co-Leaders		
Meet as a Coordinated School Health Team	Monthly - September 2016- May 2017	CSH Team		

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

- In Jan. 2015, we kicked off our Healthy Kids Contest at Skyview. Each classroom has a running track poster with a runner that moves around their track as the class earns points by doing healthy activities. Classes earn points by doing healthy things such as having a healthy class party, doing brain breaks during the school day, and bringing in a photo from home of the students exercising or eating healthy. There is a winning class each month. The class wins a healthy mascot for the classroom and a movement party for the class.

***Moving into the 2016-2017 the Healthy Kids Contest posters will be moved into each classroom. Each classroom teacher will have the discretion to decide how their students will earn meters on their track.

