

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)

February 13, 2014

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| <p>Tarver Elementary</p> <p>Natalie Wilkos and Rene Brosch</p> | | | | |
| <p>SMART Objective:</p> <p>By April, 2015, all students will increase physical activity outside of the school day by 10%. Students will increase PA outside of the school day by choosing activities from the CDE recommended list of physical activities (aerobic activities, muscle-strengthening activities, and bone-strengthening activities).</p> <p>By May 30, 2016, all students will increase physical activity outside of the school day by 10% compared to 2014-2015 school year data.</p> | | | | |
| <p>What data will you collect that will indicate the objective has been achieved?</p> <p>Baseline data collection will be taken in April 2014 to inform us current levels of PA activity that we will compare to data collected April 2015. All students will record daily physical activity in minutes on a Google form to be submitted to the Health and Wellness Committee to be reviewed once a month or as necessary.</p> | | | | |
| <p>Action steps to achieve SMART Objective</p> | <p>Timeline (By When)</p> | <p>Person(s) Responsible</p> | <p>Budget Needed</p> | <p>Action Step Completed</p> |

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| Complete school health assessment and SHIP planning. | | Health and Wellness committee | \$525 Y1 | yes |
| Design Google record-keeping form for students to record their PA. | 02/28/2014 | Jenn Bernatow Parsons | \$0 | yes |
| Re-design Google record-keeping form for students to record their PA to increase student participation. ***Will be offered to K-5th students starting October 2014. | 10/10/2014 | Jenn Bernatow Parsons | \$0 | yes |
| Share draft plan at a staff meeting and/or PTO meeting to gather input and garner support. | 03/03/2014 | Raelene Alvarez | \$0 | yes |
| Finalize PA plan based on input from staff and parents. | 08/2014 | Health/Wellness Committee | \$0 | yes |
| Disseminate the PA packet and record-keeping form to all students, parents, and teachers. ***Not using 2014-2015 school year. Not using 2015-2016 school year. | 03/07/2014 | Health/Wellness Committee | \$0 | yes |
| Start PA program with all students. *4/1/2014 - Start program to establish baseline data *10/2014 - Officially start program All students are participating and logging PA minutes on a Google Form. | 04/01/2014 10/2014 | Health/Wellness Committee | \$0 | yes yes |
| Monthly Morning Announcements to recognize the class with the most minutes of logged outside physical activity completed. *Purchase trophies (one for primary and one for intermediate grades) to recognize the class with the most PA minutes. *Purchase miscellaneous supplies to make posters to promote PA activity. | 10/2014 | Jenn Bernatow Parsons, Natalie Wilkos | \$80 Y1 \$45 Y2 | yes yes |

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| Class with most minutes of logged activity each month will be rewarded with a whole class trophy. Separate trophies for primary (K_2) and intermediate (3-5) grades. | 10/31/2014 | Jenn Bernatow Parsons | \$0 | yes |
| Based on needs, offer one to two follow-ups with staff to debrief and promote ongoing support | 05/05/2014 and 10/2014 | Rene Brosch | \$0 | yes |
| To reward and promote an increase of physical activity, purchase cart and balls, jump ropes, etc., for daily use. | 5/15/2014 | Teresa Kajiwara | \$270 Y1 | yes |
| Fun and Fitness Night for Tarver Community - Sponsored by the PTO. Opportunity to share out about our initiatives in health and wellness at Tarver. | 2/2013 2/2014 2/2015 | Health/Wellness Committee | \$0 | yes yes yes |
| Meet in May to analyze and share data and survey results and determine the effectiveness of the program up to this point. Plan for next year. | 05/2015 | Health/Wellness Committee | \$0 | yes |
| Meet in May to analyze and share data and survey results and determine the effectiveness of the program up to this point. | 5/2015 | Health/Wellness Committee | \$0 | yes |
| Meet as a School Health Team four times during the school year | 10/2014, 12/2014, 02/2015, and 04/2015 | Health/Wellness Committee | \$0 | yes |

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

After School Fun and Fitness Club and Lions Club Relay sponsored by Mr. Yoshihara

Tarver Tiger Trot – PTO fundraiser walk/run event in May.

Brain Breaks in classrooms

Two daily recess periods for primary students. - **Congratulations on making this happen! TJ and I had been talking about this and how you can really be a model for other schools in the district! Ditto!**

Tarver is doing so many amazing PA initiatives already... I'm really looking forward to working with your team over the next few years to do even more for your kiddos and staff.

You have a good plan! This really fits into increase students PA and family education. As you develop your logs, just be mindful of the time and effort placed on teachers. An idea to include the younger students (for the future) - have them check off that they were active after school - kind of like a homework assignment. They wouldn't need to be specific with minutes - just indicate they were active.

Please indicate which budget items will be spent with Year 1 (Y1) and Year 2 (Y2) funding. Year 1 expenses (up to July 31) in both SHIPs should add up to \$1300.