



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: Nutrition

Date: May 1, 2015

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| <p>School Name: Tarver Elementary</p> <p>Co-leader Name(s): Natalie Wilkos and Rene Brosch</p> | | | | |
| <p>SMART Objective (desired change): By May of 2016, 75% of birthday celebrations in 75% of classrooms at Tarver Elementary School will be Healthy Celebrations.*</p> <p>* Healthy Celebrations will be defined as including one or more of these options: be activity-based, distribute non-food items/trinkets, or provide 100% healthy** treats.</p> <p>**Healthy is defined as consistent with the District Wellness Policy.</p> | | | | |
| <p>What data will you collect that will indicate the objective has been achieved?</p> <p>1. Classroom surveys on the percent of healthy vs. non healthy birthday celebrations in 2015-2016 school year.</p> <p>2. Qualitative survey for staff, students, and parents on their perceptions related to Healthy Celebrations since the new policy was implemented.</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> |
| <p>Introduce Healthy Celebration plan to the staff to raise awareness.</p> | <p>May 6, 2015</p> | <p>Natalie Wilkos Rene Brosch</p> | <p>n/a</p> | <p>yes</p> |

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| Purchase games/activities/totes for Healthy Celebration choices. | May 8, 2015 | Natalie Wilkos Rene Brosch | \$505 Y1 \$50 Y2 | yes |
| Present the Healthy Celebration plan to the staff for feedback and questions. | August 18, 2015 | Natalie Wilkos Rene Brosch | n/a | yes |
| Revise Healthy Celebration plan based on results and feedback from staff. | September 4, 2015 | Natalie Wilkos Rene Brosch Raelene Alvarez | n/a | yes |
| Finalize the plan that supports the District Wellness Policy language and provides recommendations for healthy foods for celebrations and school functions. | September 4, 2015 | Natalie Wilkos Rene Brosch Raelene Alvarez Jen Parsons | n/a | yes |
| Monitor the system for supporting the plan implementation for celebrations, including a tracking tool for staff and collect data about: The number of healthy/not healthy foods at parties and/or activity base celebration. A survey for staff on their perceptions related to Healthy Celebrations since the revised policy was implemented | Ongoing May 15, 2016 | Natalie Wilkos Rene Brosch | n/a | yes - ongoing |
| Present the finalized plan to staff and students. | September 4, 2015 | Natalie Wilkos Rene Brosch | n/a | yes |
| Create parent information letter regarding healthy birthday celebrations. | August 18, 2015 | Raelene Alvarez | n/a | yes |
| Create birthday activity based menu option ideas for classroom teachers. | August 18, 2015 | Natalie Wilkos Rene Brosch Raelene Alvarez Jen Parsons | n/a | yes |
| Present parents with information regarding the healthy birthday celebrations on back to school night. | August 18, 2015 | Natalie Wilkos Rene Brosch | n/a | yes |
| Disseminate tracking tool to 100% of classroom teachers. | September 4, 2015 | Jen Parsons | n/a | yes |
| Meet as a School Health Team four times during the school year | During September 4, 2015, November 20, 2015, February 12, 2016, and April 2016 | Natalie Wilkos Rene Brosch | n/a | yes - ongoing |
| Obtain tracking tool results, analyze data, and write a | May 2016 | Jen Parsons | n/a | no |

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| success story related to healthy food choices (School Wellness Coordinator will provide template) on healthy vs. non-healthy celebrations. | | Natalie Wilkos Rene Brosch | | |
| Report to staff on results of increasing healthy food choices at school celebrations (observations, success stories) | August 2016 | Natalie Wilkos Rene Brosch | n/a | no |

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

Monthly PBS winners will receive a healthy alternative as their celebration.
 Box Top winning classroom will receive a healthy alternative as their celebration.

Healthy Schools Successful Students: SHIP #2: Staff Wellness

February 13, 2014

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| Tarver Elementary | | | | |
| Natalie Wilkos and Rene Brosch | | | | |
| SMART Objective: By May 30, 2015 Tarver Elementary School will have at least 50% of staff participate in at least 2 of 3 staff | | | | |

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| <p>wellness activities coordinated by the health/wellness committee.</p> <p>By May 30, 2016, Tarver Elementary School will have at 65% of staff participate in at least 2 of 3 staff wellness activities coordinated by the health/wellness committee.</p> | | | | |
| <p>What data will you collect that will indicate the objective has been achieved?</p> <p>1. Number of staff participating in each wellness activity.</p> <p>2. Number of worksite wellness interventions/programs offered at the school</p> <p>3. Outcome data comparing baseline assessment with post-program results</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> |
| <p>Purchase 1 massage chair for the staff lounge/workroom for stress reduction at the workplace. Related stress reduction discussions/activities at staff meetings for 5-10 minutes three times a year.</p> | <p>04/2014</p> | <p>Teresa Kajiwara</p> | <p>\$250 Y1</p> | <p>yes</p> |
| <p>Purchase 1 extra large white board for placement in the staff lounge/workroom to post “shout outs” and pictures of health/wellness activity of the staff and new health/wellness initiatives and opportunities for staff, students, and community.</p> | <p>04/2014</p> | <p>Teresa Kajiwara</p> | <p>\$175 Y1</p> | <p>yes</p> |
| <p>Work with District Wellness Coordinator and other schools implementing staff wellness to</p> | <p>08/2014</p> | <p>Natalie Wilkos</p> | <p>\$0</p> | <p>yes</p> |

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| gather/review best practices. | | | | |
| Conduct a survey to obtain baseline data collection on current staff wellness opportunities and number of staff participating and conduct an interest survey on what health and wellness opportunities staff would like to see offered. | 11/2014 | Natalie Wilkos Raelene Alvarez Elizabeth Martinez | \$0 | yes |
| Conduct a survey to seek staff needs regarding their health and wellness. | 08/2015 | Health/Wellness Committee | \$0 | yes |
| Develop and implement a plan for updating staff regarding new staff wellness initiatives/programs. All news related to health and wellness is distributed by Natalie Wilkos directly to the staff and/or posted on our Health and Wellness "shout-out" board in the staff lounge. 2015-2016 school year encourage staff to post healthy recipes along with other celebrations on the board. | 08/2014 Monthly 09/2015-5/2016 | Health/wellness committee | \$0 | yes |
| Choose 3 activities (one physical, one nutritional, and one mental health) and determine the dates for each activity. 2014-2015 <ul style="list-style-type: none"> Kaiser's Laugheceuticals program (mental health) - in December 2014 TJ to speak and demo healthy eating desserts (nutritional health)- in May 2015 Zumba class as an introduction to a fun and beneficial form of exercise with ongoing benefit for participants (physical health)- in | 12/2014 03/2015 05/2015 | Natalie Wilkos and Rene Brosch | \$55 Y2 \$224Y3 | yes |

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| March 2015 2015-2016 <ul style="list-style-type: none"> • Community 2 mile walk (mental health) • Zumba class (physical activity) • Nutritional coach from Natural Grocers talk about portion size, healthy options/recipes (nutritional health) | 2/2016 | | | |
| Based on needs, offer one to two follow-ups with staff to debrief and promote ongoing support. | 02/2015 | Health/ wellness committee | \$0 | yes |
| Based on needs, offer one to two follow-ups with staff to debrief and promote ongoing support. | 02/2016 | Health/ wellness committee | \$0 | yes |
| Purchase balance balls to replace workstation chairs in an effort to encourage core work and stability. (40 balance balls X \$11/each) | 5/2015 | Rene Brosch | \$450 Y2 | yes |
| Meet in May to analyze and share data and determine the effectiveness of the program up to this point. Discuss plans to continue in the 2015-2016 school year. | 05/2015 | Health/ wellness committee | \$0 | yes |
| Starting August 2015, and continued through 2015-2016 school year, offer weekly Zumba classes to all staff. | 8/2015 | Jen Parsons | \$25 Y3 | yes |
| Write a personal success story | 05/2016 | Rene Brosch Natalie Wilkos | \$0 | no |
| Meet as a School Health Team four times during the school year | 10/2014, 12/2014, 02/2015, 04/2015, 8/2015, 11/2015, | Health/ wellness committee | \$0 | ongoing |

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| | 1/2016, 2/2016, 3/2016, 5/2016 | | | |
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Describe other activities that support and further the health and wellness of students, staff, and family in your school:

PTO will provide 2 healthy and nutritious staff luncheons for fall and spring conference days.

Staff will participate in the Tarver Trot.

Staff will be encouraged to participate in the Hawk Run/Walk in 5/2014

Some staff will participate in district offered wellness programs.

Staff has formed a wellness team to compete in the Ola Ala district challenge.

Staff is encouraged to walk/run in the Horizon Hawk 5k, the Great Candy Run 5k, and the Moustache Must-Dash 5k in the Fall 2014; Feel the Energy 5k, and Colfax 10 miler in the Spring 2015.

Zumba class is offered weekly to Tarver staff for the entire 2015-2016 school year.

