

School Health Improvement Plan (SHIP) Guide

Each action step on your School Health Improvement Plan should:

- ☐ Begin with a verb
- ☐ Be in chronological order
- ☐ Contain a single action
- ☐ Be written with sustainability in mind
- ☐ Be assigned so work is shared
 - Is the work falling on too few people?
 - Are students and parents assigned tasks?
 - Are there people outside the team/school that could support?
- ☐ Utilize/apply the WSCC Model

MEETINGS

Plan Meetings with stakeholders or partners that will support your SHIP.

- Set up meeting with _____ to discuss _____.
- Meet with _____ to discuss _____.
- Provide update on progress of _____ to _____.
- Get on agenda of _____ to pitch/solicit ideas/get approval for _____.
- Schedule meeting with _____.
- Get approval for _____.

COMMUNICATION

Plan when and where to communicate changes to protocols or procedures.

- Communicate new research for _____.
- Communicate changes to school protocol / procedure for _____.
- Share progress of _____ to _____ (another group or team).
- Create newsletter about _____ to be included in _____.
- Write parent letter about _____ for _____.
- Create presentation for _____ to present _____.

DATA COLLECTION

Plan to collect data to evaluate progress and inform next steps.

- Collect baseline data by _____.
- Observe _____.
- Develop survey questions for _____.
- Implement survey to _____.
- Analyze data of _____ to _____.
- Photograph before photos of _____.
- Photograph after photos of _____.
- Conduct interview with _____.
- Research _____.
- Collect formative data of _____.
- Collect summative data to inform whether or not objective has been met by _____.

SUSTAINABILITY

Plan steps to ensure work is sustainable.

- Research funding opportunity for _____.
- Update student / parent handbook to include _____.
- Write success story about _____.
- Share success with _____.
- Set up procedure for _____.
- Change / Update school-level practices in procedures in _____.
- Coordinate with _____ in order to _____.
- Align _____ with _____.