Conway Public Schools
School Health Index Checklist of Responsibilities and Deadlines

__ Establish a Wellness Committee within your school
  • suggested members include: Indistar chairperson, nurse, administrator, students, PE teacher, classroom teacher, parents, PTO member, custodian, community partner

__ Have four committee meetings throughout the year to implement recommendations
  • document meetings with agenda and sign in sheet

__ Complete the required Modules (1-4, 10, 11), Overall Score Card and School Health Improvement Plan as a TEAM by September 26, 2019.
  • Schools are required to complete the health topic discussion questions for Physical Activity, Nutrition, and Tobacco Use Prevention from the following modules:
    Module 1: School Health and Safety Policies and Environment
    Module 2: Health Education
    Module 3: Physical Education and Other Physical Activity Programs
    Module 4: Nutrition Environment and Services; and
    Module 10: Family Engagement
    Module 11: Community Involvement
  • Once a module is completed, click on Scorecard and Planning Questions to identify strengths, weaknesses, and possible actions (goals) to include in your Plan for Improvement.
  • Identify several actions or goals to work on throughout the year.

__ Turn in a summary report by April 25, 2020. The report should be a summary of your Plan for Improvement and include a list of committee members, meeting dates and agendas

__ Attend all of the required CPSD SNPAAC Committee meetings at 3:00 on:
  September 5, 2019
  November 14, 2019
  February 11, 2020
  May 7, 2020
Completing the School Health Index

Act 1220 requires schools to annually assess each school campus using the School Health Index. The School Health Index (SHI) was developed by the Centers for Disease Control and Prevention as a self-assessment and planning tool that schools can use to improve their health and safety policies and programs. Use of this tool will enable schools to:

- Identify strengths and weaknesses of school policies and programs for promoting health and safety,
- Develop a plan for improving student health, and
- Involve school staff, parents, students, and the community in improving health policies and programs.

There is a growing recognition of the correlation between student health and academic performance. Using the SHI can help your school develop health and wellness goals for school.

- There is no single way to complete the SHI. You will need to find an approach that meets your school’s needs. The most important thing to remember is that the SHI is meant to be completed by school health teams, not an individual. This gives teachers, administrators, parents, students, and community members a means of contributing to the process of improving school wellness policies and programs.

- There are two versions of the School Health Index, one for elementary schools and another for middle/high schools. Choose the version most appropriate for the grades served in your school.

**Keep In Mind...**

Answer questions as accurately as possible
Self-help tool, not an instrument for punishing staff
No passing or fail grade - it’s designed to help you understand the school and build awareness of areas needing improvement, and not to compare with other schools
Expect some low scores and that’s ok

**Keys to a successful school wellness committee...**

School wellness chair needs to have strong leadership skills
Get administrative buy-in
Team representation, cohesion, and commitment - teamwork is the main key
Clear, organize, and well-facilitated process
Start with small, achievable goals
Be sure to implement the same goals in both SHI and Indistar
Highlight and build on successes

A brief instructional video for completing the School Health Index online and creating an account can be accessed by clicking the following link:

https://adesandbox.arkansas.gov/iframe?v=YmNjNGYxMWExM2IzYzc1MmE4N2EyY2FI2TFkNWI3ZmQ

The following pages are STEP BY STEP INSTRUCTIONS and screenshots for completing the School Health Index Assessment.
To Access and Complete the School Health Index Online:

1. The School Health Index can be accessed online at:
   https://www.cdc.gov/healthyschools/shi/index.htm

2. To access your school’s SHI account, enter your Reference Number or create a new account. The school’s Reference Number is assigned when a new account is created. It does not change from year to year.
3. If creating a new account, complete the required information. Enter an email address for each team member. Once the team is created, all team members will receive an email with the school’s Reference Number. Save this email so that you will have the Reference Number and be able to access your school’s account each year.

4. If you have created a new account, enter the Reference Number provided for your school to access your account.
5. Before beginning the assessment, ensure that you have selected the required health topics. To do this, click on Edit Your School’s SHI Profile in the My SHI Options Tab. Verify that the nutrition, physical activity, and tobacco use health topics have been selected.

6. Answer the discussion questions for each of the required modules.
Once a module is completed, click on Scorecard and Planning Questions to identify strengths, weaknesses, and possible actions to include in your Plan for Improvement.
8. Once all required modules are completed, you can access the Overall Scorecard by clicking on the Overall Scorecard tab. This provides a snapshot of all the modules completed and allows the team to see an overall picture of the strengths and weaknesses of the school’s health policies and programs.
9. To complete the Plan for Improvement, click on the appropriate tab.

10. Click on the blue box to select top priority actions from completed modules to include in the Plan for Improvement.
11. Complete steps to achieve each priority action, including responsible individual/group and deadline. The priority actions identified in your Plan for Improvement should be included in your school’s health and wellness goals.