Justification Toolkit

Each year, thousands of health and physical educators come together at the SHAPE America National Convention & Expo — the "can't miss" professional development experience for HPE professionals. In 2023, we hope you'll join us in Seattle, March 28 – April 1, for your opportunity to:

- Learn from experienced teachers and other industry experts;
- Discover valuable new programs and resources for your HPE program;
- Build new relationships and grow your professional network.

If you need approval from your principal/supervisor to attend, follow these three steps:

- Review the **Tips for Speaking with Your Principal/Supervisor.**

- Develop talking points using the **Needs/Benefits Table** so you can explain how attending the national convention will help you meet the needs of your school/district.

- Customize and send the **Justification Letter** to your supervisor to set up a face-to-face meeting.

Tips for Speaking with Your Principal/Supervisor

1. Request an appointment to speak with your school principal/supervisor.

2. Use the Needs/Benefits Table in this toolkit to match the benefits of attending to specific needs within your school/district. Once the convention program is available online, select sessions you plan to attend and share how they align with your specific goals and responsibilities.

3. Use your most recent evaluation to address areas you could improve upon by attending the national convention.

4. Review our list of funding ideas and select options to discuss with your principal.

5. Offer to hold a training session after the convention so you can share new tactics and best practices with colleagues who did not attend.

School District's Needs	Convention Attendee Benefits
Ensure all students are given the best opportunity to meet local, state, and national standards for health and physical education (HPE)	✓ Discover dynamic ideas to **create and deliver a skills-based health education and standards-based physical education curriculum** ✓ Learn **best practices for creating an inclusive environment** in health and physical education class ✓ Explore the latest **assessment tools for measuring how students are progressing** toward achieving HPE standards
Create active learning environments that can positively affect a broad range of student social, health, behavioral, and academic needs	✓ Get the **latest research on the effects and benefits of social and emotional learning (SEL)** on students ✓ Learn how to **create positive learning environments** that have caring teacher-student relationships at their center ✓ **Identify new instructional practices and strategies** to help you teach, model, and reinforce SEL skills in the classroom ✓

Help students become better learners	✓ Learn strategies to **increase students' physical activity levels in PE class, as well as before, during, and after school.** This can lead to student success, such as:
	
	  ▪ **Increases in academic achievement** and test scores
	
	  ▪ **Positive associations with attention**, concentration, and on-task behavior
	
	  ▪ **Improved classroom behavior** and reduced disciplinary issues

Understand how to become an advocacy leader in your community to gain support for HPE programs	✓ Learn how to develop and implement programs that **grow and support HPE programs** in your school district ✓ Identify **new communication tactics and key messages** to share with various education and community stakeholders to garner support for HPE ✓ Discover **strategies for coalition building** and creating successful partnerships in support of HPE

School District's Needs	Convention Attendee Benefits
Develop expertise in differentiated instruction to meet the learning needs of all students	✓ Gain strategies to effectively address the **learning needs of all students** ✓ Acquire a sharper focus on teaching the **essential ideas and skills** of various content areas ✓ Learn new ways to **assess, reflect and adjust content** and the learning process to meet student needs ✓ Uncover more ways to **foster equity and inclusion** within your classroom and school community. ✓ Learn **best practices for responding to individual student differences** that can lead to a more inclusive learning environment (such as learning style, prior knowledge, interests, and level of engagement)
Better understand the whole-child approach to education to ensure students are healthy and successful academically	✓ Implement an inclusive, whole-child approach at your school to ensure students are healthy, supported, and ready to learn. ✓ Learn strategies for implementing the Whole **School, Whole Community, Whole Child (WSCC) model**, including: ▪ Using a **skills-based approach to deliver health education** and promote healthy literacy in schools ▪ Developing a **comprehensive school physical activity program**, which includes a well-designed PE program and opportunities for physical activity before, during and after school. ▪ Gather resources to **implement a skills-based curriculum** that will lead students to make healthy choices ▪ Gain tactics for **linking CDC's identified "six risk behaviors"** to the teaching and instruction of health education
Explore the latest technologies to improve student engagement and find ways to capitalize on existing school technologies	✓ Try the **latest products, services and technology tools** geared toward HPE and physical activity in schools and learn to: ▪ Maximize student engagement using **modified equipment for students with disabilities** ▪ Create a **personalized, tech-assisted learning environment** ▪ Collect **meaningful formative data** to assess student learning ▪ Manage student data related to **standards-based curriculum objectives**

Justification Letter

Dear <Name of Principal or Supervisor>,

With increased evidence highlighting the benefits of health and physical education for students, I am eager to tell you about an upcoming national professional development opportunity that can improve my teaching skills and lead to better learning for all students.

On March 28 – April 1, SHAPE America – Society of Health and Physical Educators will be hosting its National Convention & Expo in Seattle. As an attendee, I can learn best practices for health and physical education, get hands-on experience, and gain valuable insights from experienced teachers — including SHAPE America's Teachers of the Year.

This national convention will provide me with invaluable information, tools, and resources which I can use in my teaching to:

- Meet local, state, and national standards for health and physical education

- Create active learning environments that can positively affect a broad range of student social, health, behavioral, and academic needs

- Implement a whole-child approach at our school which incorporates social and emotional learning

- Incorporate practical ideas to infuse more physical activity during the day

- Meet the needs of all students through differentiated instruction

- Advocate for support in the community for HPE programs

- Meet the needs of all learners using the latest technologies

Additionally, the scheduled presentations are research and evidence-based and incorporate the most recent findings on best practices.

I would appreciate the time to discuss this professional development opportunity and how you can support my attendance.

Sincerely,

<Full Name>
<Title>