



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 2020, we hope you’ll join us in Salt Lake City, April 21-25, 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 in order to attend, follow these 3 steps:

1. Review the [Tips for Speaking With Your Principal/Supervisor](#).
2. 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.
3. 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
<p>Ensure all students are given the best opportunity to meet local, state and national standards for health and physical education (HPE)</p>	<ul style="list-style-type: none"> ✓ Discover dynamic ideas to create and deliver a standards-based 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
<p>Create active learning environments that can positively affect a broad range of student social, health, behavioral, and academic needs</p>	<ul style="list-style-type: none"> ✓ 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
<p>Help students become better learners</p>	<ul style="list-style-type: none"> ✓ 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: <ul style="list-style-type: none"> ▪ Increases in academic achievement and test scores ▪ Positive associations with attention, concentration and on-task behavior ▪ Improved classroom behavior and reduced disciplinary issues
<p>Develop expertise in differentiated instruction to meet the learning needs of all students</p>	<ul style="list-style-type: none"> ✓ 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 ✓ 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

- ✓ 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

Understand how to maximize opportunities to receive funding under the *Every Student Succeeds Act (ESSA)* federal education law

- ✓ Become the expert on ESSA and learn how to **secure funds and support for 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

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

<Date>:

Dear <Name of Principal or Supervisor>,

With more and more evidence showcasing 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 April 21-25, SHAPE America – Society of Health and Physical Educators will be hosting its 2020 National Convention & Expo in Salt Lake City. 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
- Maximize opportunities to receive funding under the *Every Student Succeeds Act*
- 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>