Sample Completed Score Card

Module 1: School Health and Safety Policies and Environment

Instructions

1. Carefully read and discuss the Module 1 Discussion Questions (pages 5-22), which contains questions and scoring descriptions for each item listed on this Score Card.
2. Circle the most appropriate score for each item.
3. After all questions have been scored, calculate the overall Module Score and complete the Module 1 Planning Questions located at the end of this module (pages 23-24).

		Fully in Place	Partially in Place	Under Develop-ment	Not in Place
CC.1	Representative school health committee	3	2	1	0
CC.2	Written school health and safety policies	3	2	1	0
CC.3	Communicate school health and safety policies to students, parents, staff, and visitors	3	2	1	0
CC.4	Connectedness to school	3	2	1	0
CC.5	Overcome barriers to learning	3	2	1	0
CC.6	Enrichment experiences	3	2	1	0
S.1	Safe physical environment	3	2	1	0
S.2	Maintain safe physical environment	3	2	1	0
S.3	No tolerance for harassment or bullying	3	2	1	0
S.4	Active supervision to promote safety	3	2	1	0
S.5	Written crisis response plan	3	2	1	0
S.6	Staff development on unintentional injuries, violence, and suicide	3	2	1	0
PA.1	Access to physical activity facilities outside school hours	3	2	1	0
PA.2	Adequate physical activity facilities	3	2	1	0
PA.3	Prohibit using physical activity as punishment	3	2	1	0
N.1	Prohibit using food as reward or punishment	3	2	1	0
N.2	Fundraising efforts supportive of healthy eating	3	2	1	0
N.3	Restrict access to foods of low nutritive value	3	2	1	0
N.4	Restrict access to other foods of low nutritive value	3	2	1	0
T.1	Prohibit tobacco use among students	3	2	1	0
T.2	Prohibit tobacco use among staff and visitors	3	2	1	0
T.3	Enforce tobacco-use policies	3	2	1	0
T.4	Prohibit tobacco advertising	3	2	1	0
T.5	Tobacco-use cessation services	3	2	1	0
A.1	Written policies for self-carry and self-administration of medications	3	2	1	0
A.2	Professional development on asthma	3	2	1	0
A.3	Implement indoor air quality practices	3	2	1	0
A.4	Implement integrated pest management practices	3	2	1	0
COLUMN TOTALS: For each column, add up the numbers that are circled and enter the sum in this row.		30	14	8	0
(If you decide to skip any of the topic areas, make sure you adjust the denominator for the Module Score (84) by subtracting 3 for each question eliminated).		**TOTAL POINTS**: Add the four sums above and enter the total to the right.			52
		MODULE SCORE = (Total Points / 84) X 100			62%

Sample Completed Planning Questions
Module 1: School Policies and Environment

The Module 1 Planning Questions will help your school use its *School Health Index* results to identify and prioritize changes that will improve policies and programs to improve students' health and safety.

Planning Question 1
Look back at the scores you assigned to each question. According to these scores, what are the **strengths** and the **weaknesses** of your school's policies and environment related to students' health and safety?

Strengths	**Weaknesses**
Excellent communication of policies with parents, visitors, and staff.	*Do not have a committee to oversee our health programs (CC.1).*
Offer a wide variety of enrichment experiences.	*Not all our students are actively supervised (I.4).*
Our physical environment is safe, and we do not tolerate bullying.	*Indoor and outdoor facilities for physical activity are not often available outside of school hours (PA.1).*
Have a written crisis response plan, and it is practiced regularly.	*Fundraising efforts do not support healthy eating (N.2).*
Do not use physical activity as punishment or unhealthy foods as rewards.	*Could enforce our tobacco-use policies better (T.2).*
Smoking is prohibited all over campus, as is advertising of cigarettes.	*Staff development on unintentional injuries, violence, and suicide are inadequate (I.6).*

Planning Question 2
For each of the weaknesses identified above, list several recommended actions to improve the school's scores (e.g., create and maintain a school health committee).

1. *Form a school health committee.*
2. *Conduct staff development on active supervision techniques.*
3. *Make indoor and outdoor facilities for physical activity available outside school hours.*
4. *Find alternatives for fundraising.*
5. *Strengthen enforcement of tobacco-use policies.*
6. *More staff development on preventing unintentional injuries and violence.*

Planning Question 3. List each of the actions identified in Planning Question 2 on the table below. Use the five-point scales defined below to score each action on five dimensions (importance, cost, time, commitment, feasibility). Add the points for each action to get the total points. Use the total points to help you choose one, two, or three top priority actions that you will recommend to the *School Health Index* team for implementation this year.

Importance	**How important is the action?**		
	5 = Very important	3 = Moderately important	1 = Not important
Cost	**How expensive would it be to plan and implement the action?**		
	5 = Not expensive	3 = Moderately expensive	1 = Very expensive
Time	**How much time and effort would it take to implement the action?**		
	5 = Little or no time and effort	3 = Moderate time and effort	1 = Very great time and effort
Commitment	**How enthusiastic would the school community be about implementing the action?**		
	5 = Very enthusiastic	3 = Moderately enthusiastic	1 = Not enthusiastic
Feasibility	**How difficult would it be to attain the action?**		
	5 = Not difficult	3 = Moderately difficult	1 = Very difficult

Module 1 Actions	Importance	Cost	Time	Commitment	Feasibility	Total Points	Top Priority Action?
Meet with principal to form school health committee	5	5	4	3	3	20	√
Conduct staff development on active supervision techniques.	4	4	2	3	4	17	
Open indoor and outdoor facilities outside of school hours	3	5	5	3	5	21	√
Fundraising alternatives	3	5	4	2	2	16	
Better tobacco-use policies	2	5	5	5	3	20	√
More and continued staff development on violence and injury prevention	4	3	3	4	4	18	