

Action Plan: Harbor Springs Middle School, Shay Elementary, Blackbird Elementary



Priority Walking Audit or Survey Recommendation	Steps to Take to Achieve Outcome	Person Responsible	Date Completed	Approval			Relevant School / Other Partners
				Road	School	Other	
EDUCATION							
1. Bike Safety Rodeo in spring, weekend before Memorial Day	1. Coordinate with Harbor Springs Police 2. Obtain MI League for Bike Safety Materials 3. Conduct Rodeo	1. Cycling Club	1.				ALL SCHOOLS Harbor Springs Police Harbor Light Newspaper publicize event
2. Educate parents at Blackbird about proper pick up and drop off procedures and school zone safety	1. Assess the pick up / drop off area. 2. Send procedure materials home to parents in Friday Back Pack.	1. Administration 2. PTO	1. 2.				BLACKBIRD ELEMENTARY Harbor Springs Police
3. Pedestrian Safety Assembly in spring, prior to Bike Rodeo	1. Coordinate with Harbor Springs Police 2. Schedule with school	1. Harbor Springs Police	1.				ALL SCHOOLS Harbor Springs Police
4. Map/Brochure of Routes and Safety Information	1. Prepare Map of existing and proposed 2. Develop and Print Brochure/Map	1. HARBOR, Inc. 2. Administration	1. January 2010				ALL SCHOOLS Harbor Springs Police
ENCOURAGEMENT							
1. Walk to School Club	1. Develop Walk/bike log with helmet stickers for incentives 2. Organize program 3. Promote in Harbor Light Newspaper	1. HARBOR, Inc. 2. Administration	1. 2.				HARBOR SPRINGS MIDDLE SCHOOL & SHAY ELEMENTARY HARBOR, Inc. and Harbor Light Newspaper publicize event
2. Supervised "Walking Wednesday" program	1. Promote need for walking groups among all community groups 2. Organize program 3. Promote in Harbor Light Newspaper	1. HARBOR, Inc. 2. Administration	1. 2.				BLACKBIRD ELEMENTARY HARBOR, Inc. and Harbor Light Newspaper publicize event
3. Implement ACES program	1. Organize event in May and October in coordination with National Days 2. Hold Program	1. Administration 2. Lead Teacher	1. 2.				HARBOR SPRINGS MIDDLE HARBOR, Inc. and Harbor Light Newspaper publicize
4. Implement mileage club at recess.	1. Define course 2. Recruit teachers to take turns walking with students at recess 3. Purchase Incentives for walkers	1. Phys. Ed. Teacher 2. Administration	1. 2.				SHAY ELEMENTARY HARBOR, Inc. and Harbor Light Newspaper publicize
5. Bike Rack at entry to Shay	1. Pursue funding 2. Install	1. Administration 2. HARBOR, Inc.	1. 2.				SHAY ELEMENTARY
6. Implement bi-annual walk/bike to school days	1. Organize and hold one day in spring and one day in fall, coordinate with National Walk to School Day and Regional Smart Commute Week 2. Decide how to get the word out 3. Purchase t-shirts and incentives	1. Administration 2. HARBOR, Inc.	1. 2.				ALL SCHOOLS Options: PHSACF funding of incentives



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ENFORCEMENT							
1. Implement Student Safety Patrol / Consider Crossing Guards at: <ul style="list-style-type: none"> Center & Lake Shay Crosswalk Clark and State 	1. Coordinate with 5 th and 6 th Grade Teacher students to participate 2. Purchase safety patrol equipment 3. Develop training program / crossing guard program	1. Administration 2. PTO 3. PTO	1. 2. 3.				HARBOR SPRINGS MIDDLE & SHAY ELEMENTARY Coordinate with HS Police
2. Increased speed enforcement on a periodic basis on Hoyt Rd, State Rd and Lake St. outside of City of Harbor Springs, for the start and end of the school day.	1. Contact sheriff and police chief 2. Ask for periodic patrol of high speed areas that children use as routes to school	1. HARBOR, Inc. 2. Administration	1. 2.				ALL SCHOOLS Essential: Law enforcement
3. Improve drop-off and pick up system at Blackbird Elementary	1. Assess the pick-up / drop-off area and prepare report of recommendations 2. Create rotating schedule for 2 parents at each drop-off and pick-up	1. Administration 2. PTO	1. 2.				BLACKBIRD ELEMENTARY Coordinate with HS Police
4. Pole-mounted Drive Feedback signs for speed awareness.	1. Contact police chief 2. Ask for pole-mounting on Lake and vicinity during May and September	1. HARBOR, Inc. 2. Administration	1. 2.				ALL SCHOOLS Essential: Law enforcement
ENGINEERING							
1. Install Hoyt Road Trail / Sidewalk	1. Conduct Study of alternate routes 2. Provide information to city, village or township; coordinate project 3. Pursue Funding 4. Implement	1. HARBOR, Inc. 2. HARBOR, Inc. 3. HARBOR, Inc. 4. Emmet County Road Commission	1. 2008 2. 2009 3. 4.				ALL SCHOOLS
2. Install Sidewalks from Lake to Shay entry for students arriving from the east.	1. Allocate Funding 2. Design 3. Implement	1. School Administration 2. 3.	1. 2. 3.				SHAY ELEMENTARY
3. Paint Crosswalks on Lake and State	1. Contact City of Harbor Springs	1. School Administration	1.				ALL SCHOOLS
4. Add Sidewalks on Lake Street in West Traverse Township	1. Conduct preliminary study 2. Pursue funding 3. Implement	1. HARBOR, Inc. and West Traverse Township	1.				ALL SCHOOLS
5. Add Sidewalks on Quick Road in West Traverse Township	1. Conduct preliminary study 2. Pursue funding 3. Implement	1. HARBOR, Inc. and West Traverse Township	1.				ALL SCHOOLS
6. Add Sidewalks on State Road in West Traverse Township	1. Conduct preliminary study 2. Pursue funding 3. Implement	1. HARBOR, Inc. and West Traverse Township	1.				ALL SCHOOLS



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ENGINEERING, CONTINUED							
7. Add Sidewalks on Cemetery Road in West Traverse Township	1. Conduct preliminary study 2. Pursue funding 3. Implement	1. HARBOR, Inc. and West Traverse Township	1.				ALL SCHOOLS
8. Add Sidewalks on Hughston Road in West Traverse Township	1. Conduct preliminary study 2. Pursue funding 3. Implement	1. HARBOR, Inc. and West Traverse Township	1.				ALL SCHOOLS
9. Install sidewalks on Clark west of the school	1. Contact City of Harbor Springs	1. School Administration	1.				ALL SCHOOLS
10. Install sidewalk behind Blackbird (north) to the Tennis Courts	1. Allocate Funding 2. Seek design assistance 3. Install	1. School Administration	1.				BLACKBIRD ELEMENTARY
11. Install sidewalks on Fairview	1. Contact City of Harbor Springs	1. School Administration	1.				ALL SCHOOLS
12. Install Secure bike racks and shelters at Shay Entry	1. Research bike rack/shelter types 2. Purchase bike racks/shelters 3. Hire installation	1. School Facilities 2. 3.	1.				SHAY ELEMENTARY
13. Install crosswalk signs and handicap ramps at all crosswalks on State and Lake near school	1. Contact City of Harbor Springs	1. School Administration	1.				ALL SCHOOLS
14. Install sign system for bike routes within 2 mile radius	1. Contact City of Harbor Springs 2. Do Circulation / Sign Evaluation 3. Pursue Funding	1. HARBOR, Inc. 2. HARBOR, Inc. 3. HARBOR, Inc.	1.				ALL SCHOOLS Options: PHSACF funding of study
15. Do a sidewalk study for all areas within 2 miles of the school to determine areas of need due to concentrated school age populations	1. Pursue funding 2. Conduct Study	1. HARBOR, Inc. 2. HARBOR, Inc.	1. January 2010				ALL SCHOOLS Options: PHSACF funding of study
16. Install lights on School property	1. Allocate funding 2. Seek lighting design assistance 3. Install lighting	1. School Administration	1.				HARBOR SPRINGS MIDDLE SHAY ELEMENTARY