



Los Alamitos Unified School District

Administrative Regulation 6158

Independent Study – Physical Education (ISPE)

This program is available to students who are engaged in a district recognized and approved preparation program for national, international or Olympic-level competition. Verification of the applicant's abilities or achievements is required.

1. A program of Independent Study - Physical Education (ISPE) shall be based on the individual needs of a student as specified in an individual plan and contract which is aligned with the *California Framework in Physical Education* and the California Physical Education standards.
2. The individual plan which shall be developed in partnership with the instructors/coaches, and student shall include:
 - a. A statement outlining the student's reasons for requesting ISPE.
 - b. A statement of the student's long range goal(s), which is/are aligned with the *California Framework in Physical Education* and the California Physical Education standards.
 - c. A statement of intermediate goal(s) which is/are aligned with the *California Framework in Physical Education* and the California Physical Education standards.
 - d. A timeline for the achievement of the goals and completion of the contract.
 - e. A statement of list of the daily activities by which the student will achieve the listed intermediate goals.
 - f. A statement of the manner in which the listed daily activities will be evaluated.
 - g. The name, title, and qualifications of the coach, trained specialist, or instructor who will provide instruction.
 - h. Instruction/practice must take place in a licensed facility under direct supervision of a credentialed or otherwise qualified instructor.
 - i. Verification of the applicant's abilities or achievements is required. Student must have reached a level of ability that could qualify them as national level or Olympic athlete.
 - j. The instructor must complete a monthly log verifying instruction and progress on long and short range goals. A Performance Evaluation Report must be signed and submitted on a quarterly basis.
 - k. Parents/guardians must sign a release of liability allowing students to leave campus. The parents/guardians assume full responsibility and liability for the transportation and safety while the student is off campus participating in the approved activity.
 - l. In order to continue in ISPE, the student must maintain verification of a 2.0 overall grade point average (GPA) or better in the semester prior to approval of ISPE as well as ongoing.
 - m. The signatures of the student, student's parents or guardian and the trained specialist(s) or any person other than school staff who will be supervising or instructing the student.
 - n. Approval of the Independent Study Review Team.
3. The Assistant Superintendent of Educational Services or his/her designee is responsible for the Independent Study - Physical Education program.
4. The district and school shall maintain an Independent Study - Physical Education file for each student in the program. That file shall include, but not be limited to, the following:
 - a. A copy of the Board Policy, Rules and Regulations and Procedures related to the program.
 - b. A copy of all contracts or agreements pertaining to the student.

5. Students participating in this program shall spend a **minimum of twelve (12) hours per week** (Mon-Fri) in physical training (excluding competition or performances) for a period of time of not less than eighteen (18) weeks per semester (a total of 234 hours per semester).
6. At Los Alamitos High School, students in grades 9-12 participating in this program may earn five (5) units of graduation credit for physical education per semester. A limit of twenty (20) units of credit in physical education may be earned and applied in this program toward graduation requirements during the four years of high school.
7. A grade of pass or fail shall be issued by the principal's designee who is a credentialed teacher and shall be based upon an evaluation of the information supplied by the student's coach, instructor or trained specialist.
8. Students may not take ISPE and regular physical education simultaneously.
9. Students in grades 6-12 participating in this program must maintain a record of no less than a 2.0 overall semester grade point average.
10. Failure on the part of the student, parents, coach or instructor to meet any terms of the contract or the student's Individual Plan may result in the forfeiture of the privilege of the program and students will be scheduled a period of Physical Education.
11. Students in grade 7 and grade 9 taking ISPE shall complete the State Physical Fitness Test on their campus of attendance. The student's participation in said testing shall occur during regular school hours, during the State-required annual assessment window, and may require the student to be pulled from other classes in order to complete State Physical Fitness Testing.

Procedures for Independent Study - Physical Education

1. This Independent Study Program applies to students in grades 6-8 and students in comprehensive high school grades 9-12 who are engaged in a district recognized and approved preparation program for national, international, or Olympic level competition.
 - a. The maximum length of the contract for this program is for one (1) school year.
 - b. The contract may be renewed yearly by re-application no later than 15 days (grades 6-12) before the semester that the request is being made will begin.
 - c. An individual plan must be completed, and all signatures must be obtained for program approval.
 - d. All conditions of the contract must be completed before a pass or fail grade and credit for the program may be issued.
 - e. Failure to meet the conditions of the contract shall result in a review and potential drop from the program and a loss of credit for the semester in progress.
 - f. Students must have at least one year of high level competitive experience in the program for which they are participating in fulfill their P.E. requirement.
* High level competitive experience can be defined as national, international, and/or Olympic caliber.
2. Individual Plan for Independent Study - Physical Education
 - a. Student obtains forms for the plan from the school principal or designee.

- b. Student, parent or guardian and coach, instructor or trained specialist complete all sections of the plan.
- c. The Individual Plan is presented to the principal or designee for signature at least fifteen (15) working days before the beginning of the semester in which the independent study is requested. (The principal's or designee's signature indicates the plan meets all conditions of this Independent Study Program.)
- d. The principal shall forward the plan to the Assistant Superintendent of Educational Services or designee for review, approval or denial by the Independent Study Review Team.
- e. The Assistant Superintendent or designee shall sign the plan and inform the school of program acceptance.
- f. The principal or designee shall communicate information regarding acceptance or denial to the applicant.
- g. The student's school class schedule shall be adjusted appropriately as possible within the schedule limitations of the school.
- h. The accepted student shall begin the program and complete all requirements.
- i. One (1) copy of the plan shall be returned to the parent/student, one (1) copy shall be retained in the principal's or designee's office, and one (1) copy shall be retained at the District Office.

3. Contract

- a. Student, parent/guardian, and coach, instructor, or trained specialist must read and sign the contract.
- b. The contract is presented to the school principal or designee for signature and for information only.
- c. The principal or designee shall forward the contract to Assistant Superintendent of Educational Services or designee for approval or denial and signature.
- d. The Assistant Superintendent or designee shall communicate information regarding acceptance or denial to the applicant.
- e. One (1) copy of the contract shall be returned to the parent/guardian, and one (1) copy shall be retained in the principal's or designee's office.

4. Daily Log of Activities

- a. The log shall be maintained by the coach, instructor, or trained specialist.
- b. The log shall accurately reflect the student's daily activities.
- c. The log shall accurately reflect the student's daily attendance record.
- d. The log shall accurately reflect the number of hours the student is involved in work-out or practice daily.
- e. The log shall be reviewed for accuracy and authenticity by the coach or instructor prior to signature.
- f. The log shall not be signed by any person other than the coach or instructor approved in the contract.
- g. The log shall be submitted to the principal's designee at the end of each month.
- h. The log must indicate long range and intermediate goals aligned with the *California Framework in Physical Education* and the California Physical Education standards.
- i. Failure to complete and submit the log may result in a review and termination of the program.
- j. One (1) copy of each of the log sheets submitted should be retained by the coach or instructor and parent/student.

5. Attendance

- a. The student's attendance in the school shall not be affected by this program.
- b. The student shall have daily attendance in the approved program unless excused for reason accepted by the school for excused absences.

- c. Students in grades 6-8 shall be assigned six (6) regular classes plus one (1) Independent Study Class, and students in grades 9-12 shall be assigned five (5) regular classes plus one (1) Independent Study Class.
 - (1) The Independent Study - Physical Education class may be assigned:
 - a. Grades 6-8 period 1 or period 7.
 - b. Grades 9-12 period 1 or period 6.
 - (2) The arrangements for the use of time during this Independent Study-Physical Education period will be the responsibility of the principal or designee.
- d. The student's daily attendance in the program shall be verified by the coach's or instructor's signature on the daily log.

6. Intermediate and Long Range Goals

- a. It is required that statements be submitted outlining the student's long range and intermediate goals that are aligned with the *California Framework in Physical Education* and the California Physical Education standards.
- b. These statements shall be a part of the student's individual plan.

7. Daily Activities

- a. The instructor/coach shall be required to submit a statement outlining the daily activities by which the student will achieve the listed long range and intermediate goals.
 - (1) These activities shall be supervised by a coach, instructor or trained specialist.
 - (2) These activities shall be reflected in the student's daily log and shall be a part of the student's individual plan.
- b. Students shall spend a minimum of eighteen (18) weeks per semester, a total of 2234 hours, in daily physical activities related to the program.
- c. Students shall spend a minimum of twelve (13) hours per week in the daily physical activities related to the program.

8. Qualifications of Coach, Instructor or Trained Specialist

- a. The coach, instructor or trained specialist of a program considered for approval shall be required to submit to the site designee, a resume of qualifications.
- b. The resume shall include, but not be limited to, the following:
 - (1) Name and title
 - (2) Address
 - (3) Telephone number
 - (4) Name of organization representative or president
 - (5) Telephone number of organization
 - (6) Website of organization
 - (7) Proof of national and/or international coaching status
 - (8) Previous similar positions held
 - (9) Professional organizations or affiliations
 - (10) Additional information (i.e. past competitive experience of coach)
 - (11) Credentials/licenses held

9. Evaluation

- a. Students shall be evaluated each semester.
 - (1) The evaluation shall be made by the coach, instructor or trained specialist and the principal or designee.

- (2) The evaluator shall use the following as a basis for evaluation:
 - Daily Log of Activities
 - Participant Evaluation Form
- (3) The required evaluation form must be submitted to the principal or designee one week prior to the end of the semester.

10. Grades

- a. Students will be assigned a grade of pass or fail for each of the grading periods (first, second, third and fourth report periods and first and second semesters).
- b. Students will be assigned a grade of pass or fail based upon the items enumerated in the Participant Evaluation Form and the Daily Activities Log.
- c. The coach, instructor or trained specialist who works directly with the student will have input on the grade.
- d. The principal or designee will be directly responsible for the assignment of the student's grades.
- e. The school registrar or clerk will post the grade on the student's permanent record.

11. Credit

- a. Students in grades 9-12 participating in this program may earn up to twenty (20) units of graduation credit for physical education during their four years of comprehensive high school.
- b. Failure to complete and submit the daily logs and evaluation forms as required or failure to meet the required twelve (12) hours per week of instruction may result in a drop from the program and a loss of credit for the semester in progress.