

SAN MARCOS UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE

INSTRUCTIONAL SERVICES

INDEPENDENT STUDY, PHYSICAL EDUCATION

6158.1

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GENERAL PROCEDURES

A parent or guardian will submit a completed SMUSD Independent Study Physical Education (I.S.P.E.) Application Packet to the district I.S.P.E. committee at the San Marcos Unified District Office.

Upon receipt of the Application Packet, the SMUSD I.S.P.E. committee will review the packet, interview the coach in person if necessary, and determine the student's eligibility for I.S.P.E. Parent/guardians will be notified of I.S.P.E. approval or denial from the district I.S.P.E. committee. I.S.P.E. approvals will remain in effect for the school year. Students will be required to reapply for I.S.P.E. each year; approval of I.S.P.E. in a previous year does not guarantee future I.S.P.E. approval.

Credits will be granted each semester only after the completion of the contract and all course requirements as indicated by signatures on the Student Objectives form, and after determination by the I.S.P.E. coordinator that all conditions for the program have been met. Course requirements will include submission of a log of activities, written progress reports from the student at each quarter, written statements from the coach quarterly, and an extensive written evaluation at the end of each semester.

A student who fails to complete two consecutive Independent Study Logs during any four-week period, or misses appointments with the site Independent Study Coordinator may be removed from the I.S.P.E class and the contract cancelled (BP 6158.1).

CRITERIA

In order for a student to be eligible to participate in I.S.P.E., the following criteria must be met:

1. Student must be participating in an individual sport that requires rigorous physical activity and the student must be highly ranked in that sport (see Sport Qualifications). The coach could be required to schedule and meet face to face with the district I.S.P.E. Committee to discuss his/her program prior to final approval.
2. The I.S.P.E. course must develop proficiency, knowledge, and skills that cannot be achieved within the in-school physical education program.
3. The direct instruction requirement must be equal to or exceed the hourly requirement of the state of California. The requirement is 400 minutes every 10 school days. I.S.P.E. eligibility begins in grade seven.
4. Student must have had a record of past performance which demonstrates that he/she is a responsible student.
5. Independent Study courses must be completed within a twenty-week period, usually by the end of the semester and must be equal to or exceed the hourly requirement of the district P.E. program (400 minutes every two weeks for a total of 60 hours per semester).
6. Parent/guardian will be required to sign a district liability waiver form for the activities covered under the contract.
7. All high school I.S.P.E. courses will be managed by Foothills Independent Study. High school students who are approved for I.S.P.E. will submit all coursework to the SMUSD Independent Study instructor at Foothills Independent Study campus.
8. The parent/guardian agrees to undertake all transportation of the student to and from I.S.P.E., including high school coursework submission at Foothills Independent Study campus. The District will not provide transportation.

9. Student must be under the direct supervision of a coach who meets district qualifications as outlined in an Instructor's Statement of Responsibility.
10. All I.S.P.E. instructors/coaches are required to sign a Statement of Responsibility and Hold Harmless Agreement. Instructors/Coaches must also carry Commercial General Liability insurance for the activity in which they are giving instruction.
11. I.S.P.E. courses may not be used to make up a regular physical education class that was failed.
12. I.S.P.E. courses may be used to fulfill the graduation requirement for two years of physical education. 11th and 12th grade students who have successfully completed two years of I.S.P.E. in high school may apply to take up to 10 additional credits of I.S.P.E. for elective credit.
13. Second semester grade 7 and 9 I.S.P.E. students must contact a P.E. teacher from their school to find out when he/she can participate in the state mandated physical fitness testing. It is the student's responsibility to find out when the testing will occur, to schedule the testing with the instructor, and to attend the regular P.E. classes during the testing period.

INDEPENDENT STUDY PHYSICAL EDUCATION CHECKLIST

1. A signed Course Requirement and Expectations form
2. A signed I.S.P.E. contract
3. A signed Release to Participate form
4. Student objectives sheet
5. Coach's statement of responsibility
6. Coach's Hold Harmless Agreement and Certificate of Insurance
7. Instructor's Qualification form
8. A portfolio is required for all students who wish to qualify.

The following is to be included in the portfolio:

- ✚ Official competition records, results, ranking (highly ranked state or national level only)
- ✚ Calendar of upcoming competitive events/performances
- ✚ Copy of sports organization membership card

COURSE REQUIREMENTS

The District believes that accountability for meeting agreed objectives is of prime importance. The student will be held responsible for maintaining their programs and keeping up with the communication between their individual coaches and the Independent Study Coordinator at the site. Due to the independent nature of the program, a large part of the grade (pass/fail) that the student receives will be based upon his/her accomplishment of the agreed objectives, contract, and requirements, and his/her communicating this information to the I.S.P.E. coordinator in a timely fashion. The following requirements must be met as a part of the independent study in order to receive credit.

1. Every four (4) weeks an I.S.P.E. log must be submitted to the I.S.P.E. coordinator indicating days and hours of participation. High school students must submit logs to the independent study instructor at Foothills Independent Study campus. The log must be signed by the instructor and parent/guardian. Logs are available from the I.S.P.E. coordinator at the student's home school (middle school) or Foothills Independent Study campus (high school).
2. On the Wednesday of the last week of the grading period (progress report), a one page typewritten paper is due from the student indicating his/her self-evaluation of progress toward stated goals. In addition, a one-half page statement, personally written and signed by the I.S.P.E. coach/instructor, is due which indicates that satisfactory progress is being made toward the goals.

3. On the Wednesday of the last week of the semester, a two-page paper is due which must include:
 - a. The student's evaluation of his/her success in attaining the stated goals and objectives, answers to the questions on the report form relative to the student's sport activity, and a statement indicating future goals if the student intends to continue the same activity for an additional semester. Remember, this is a minimum of two pages.
 - b. A one-page statement, personally written and signed by the I.S.P.E. coach/instructor, evaluating the student's semester participation and progress.

DROPPING AN INDEPENDENT STUDY P.E. COURSE

1. Courses must be dropped during the first three weeks of a semester.
2. A student may drop a class through the fourth week of a semester without a grading penalty if approved by the parent/guardian, counselor and the principal. If circumstances exist beyond the control of the student, the principal may approve the withdrawal without penalty.
3. A student dropped from class after the fourth week of the semester will either be reassigned to a regular physical education class or placed on a shortened day with an "F" grade.

Adoption History

Initial Review: 07/20/98

Reviewed/Revised: 06/13/05
12/08/08
08/23/10
09/18/18
03/02/21