

Application for Outstanding Middle School and Secondary School Physical Education Program of the Year in California

The Outstanding Middle School and Secondary School Physical Education Program of the Year (POY) Award recognizes physical education programs of excellence through a process of self-assessment by the school physical education staff. Therefore, all teachers are to be included in the application process.

There are six parts you will need to include when compiling your application:

1. The Big Picture
2. Explanation of each criteria listed below
3. Documentation of each criteria listed below
4. Letters of recommendation
5. Completed CAHPERD publicity form
6. A video of your program

The Big Picture

- Include a brief narrative (no more than 4 pages) describing the uniqueness of your program, description of the school and community and any general information that will help the reviewers understand the story you have written in your application packet.

Explanation of criterion

- Describe how each element listed below is implemented in your program:
 1. Federal and State statutes:
 - i. The program complies with all federal and state statutes and regulations related to physical education.
 2. Minimum Instructional Minutes:
 - i. Each student receives a minimum of 400 minutes of physical education instruction every 10 school days.
 3. Course Offerings
 - i. Students who are exempted from two years of physical education in grades 10, 11, or 12 are offered a variety of physical education elective courses.
 4. Teacher Qualifications:
 - i. All who teach physical education have a current California state license/certificate to teach physical education in California.
 - ii. At least one physical education teacher is certified in First Aid and CPR.
 5. Professional Development
 - i. All physical education teachers have participated in at least one physical education-related professional development activity in the past 12 months.
 6. Professional Involvement
 - i. At least one physical education teacher is a current member of CAHPERD

7. Teacher to Student Ratio
 - i. No physical education classes are more than 20% higher than the ideal teacher to student ratio, which is 30:1
8. Facility
 - i. There is an assigned location for all physical education classes that allows for safe movement by all students.
9. Equipment
 - i. There is sufficient equipment to facilitate learning and practice time for all students in each class period using multiple learning stations and a variety of equipment and skills.
10. Student Health and Safety
 - i. A process is in place for all teachers to get information regarding students' health conditions relevant to physical education activity.
11. Exemption Policy or Plan
 - i. All students are enrolled in the physical education program, modified instruction, and/or an adapted physical education program as appropriate.
12. Temporary Alternate Policy or Plan
 - i. All teachers have a policy for temporarily excusing a student from physical education physical activity.
 - ii. All physical education teachers provide alternate meaningful learning activities related to physical education for students who are temporarily excused from physical education physical activity.
13. Including Students With Disabilities
 - i. All teachers have a plan for appropriate instruction that enables individuals with disabilities to practice skills and engage in physical activity in the least restrictive manner.
14. Program Mission Statement
 - i. The school physical education department has a mission statement.
15. Curriculum
 - i. The curriculum is based on the *Physical Education Model Content Standards for California Public Schools*.
 - ii. All physical education teachers use a written sequential and progressive curriculum that includes skills and concepts of movement and health related fitness.
 - iii. High school course provide students with instruction in each of the eight content areas required by California statute and regulation.
 - iv. The physical education curriculum is reviewed and revised by teachers on a regular basis.
 - v. The physical education department has a year plan that includes units of study, the number of class periods per unit and is aligned with the physical education curriculum.

16. Instructional Practices

- i. Each teacher develops and uses written unit plans that are aligned with the department year plan.
- ii. Each teacher uses daily lesson plans.
- iii. Each teacher establishes and implements appropriate class management procedures to maximize instruction and safety.
- iv. All teachers use at least one source of information (other than the teacher) to deliver essential content to students including: other students, written materials (books, posters, bulletin boards), technology (video, computer).

17. Student Assessment and Evaluation

- i. All teachers assess students on achievement of lesson objectives related to knowledge and performance of motor skills and health related concepts.
- ii. All physical education teachers use a written grading plan that reflects student achievement of essential physical education content.

18. Communication and Coordination

- i. Physical education teachers communicate with other members of the department on a regular basis.

19. Parent Communication

- i. All parents receive written progress reports regarding student achievement at least once per quarter.

20. Program Improvement/Evaluation

- i. The physical education staff actively solicits student feedback about the physical education program through informal discussion.
- ii. There is regular periodic performance evaluation of teachers by an appropriate administrator.

Documentation of Criterion

- Include examples to show how your program meets the criterion. For example, school forms and written policies, plans, processes, procedures, charts, tables, inventory of equipment, map of physical education facilities, sample lesson plans, grade reports (omit student names), assessments, pictures, worksheets, and/or any other items pertaining to elements found in the criterion and as implemented in your program.

Letters of recommendation

- A maximum of 5 letters should be included.
- Letters should be directly related to the criteria listed above.
- Include at least one letter from the principal, a colleague and a parent.

Completed CAHPERD publicity form

Video of Program

- Content: A visual example that depicts your program and shows, when possible, the criterion in action. For example, facilities, teacher instruction, engaged students, a variety of units, etc.
- Length: 15-30 minutes. Be sure the content mentioned above is covered.
- Format: DVD or video tape
- Number of copies: 5

***** IMPORTANT**

- Your application should be arranged in a 3 ring binder large enough to allow for easy page turning, with sections tabbed and identified by the number and title of each criterion. Documentation for each criterion should be included with the appropriate tab.
- **Five copies** should be sent to:
CAHPERD, Physical Education Program of the Year Selection Committee
1501 El Camino Avenue – Suite 3, Sacramento, CA 95815