



# Redlands Unified School District

School Improvement & Professional Development Department  
Educational Services Division

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P.O. Box 3008 · Redlands, California 92373-1508 · (909) 307-5300 · FAX (909) 307-2489

## Independent Study-Physical Education (ISPE)

### Program Guidelines

This program is established for students in grades seven through 12 who are engaged in a district recognized and approved program for national, international, or professional competition. **Students must complete a minimum of 10 hours of activity per week for a minimum of 18 weeks per semester (180 hours total).**

### Application Process

**Students currently enrolled in Redlands USD:**

**Step 1:** Download an Independent Study PE Application Packet at least 60 days before the start of the semester (to allow for time to complete the packet).

**Step 2:** Complete the packet and submit it to your school principal's office thirty (30) days before the start of the semester that the ISPE program will begin, for approval. Your principal will forward the packet to the Director of Secondary Education for final approval.

**Step 3:** You and your school site will be notified of approval status.

*Students new to the district who wish to enroll in ISPE must compete and submit the application within 30 days for the first day of attendance.*

### Application Packet Contents

- Contract
- Individual Plan
- Coach/Instructor Resume

### Daily Activity Logs & Coach/Instructor Evaluation Forms

Students are responsible for completing Daily Activity Logs and having their coach complete the Evaluation Form. Logs and Evaluation Forms are due to the Director of Secondary Education according to the timeline. See ISPE Timeline Schedule for actual dates.

### Coach/Instructor Information

If the student changes his/her coach during the course of the program, a new Contract and Coach/Instructor Resume will be required. If the student has more than one coach/instructor, a resume will be required from each. Additionally, each coach/instructor will be required to complete an evaluation of the student's performance.



# Redlands Unified School District Independent Study - Physical Education

## 2023-2024 Timeline

<p>1<sup>st</sup> Semester/Both Semesters Application Due Friday, July 28<sup>th</sup>, 2023 Approved by Friday, August 4<sup>th</sup>, 2023</p>	<p>2<sup>nd</sup> Semester Only Applications Due by Monday, November 27<sup>th</sup>, 2023 Approved by Thursday, December 14<sup>th</sup>, 2023</p>
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### ISPE Item

### Due Date

#### 1st Quarter

Reminder letters mailed out.....Mon., September 25, 2023  
1<sup>st</sup> Quarter Daily Activity Logs & Evaluation Forms.....Fri., October 6, 2023

#### 2nd Quarter/1st Semester

Reminder letters mailed out.....Mon., November 27, 2023  
Quarter/1<sup>st</sup> Semester Daily Activity Logs & Evaluation Forms.. .....Mon., December 11, 2023  
Due to Winter Break, activity logs will be due by Monday, Dec. 11<sup>th</sup>. Please be sure to submit a total of 90 hours.

#### 3rd Quarter

Reminder letters mailed out..... Mon., February 26, 2024  
3rd Quarter Daily Activity Logs & Evaluation Forms..... Fri., March 8, 2024

#### 4th Quarter/2nd Semester

Reminder letters mailed out.....Monday, May 27, 2024  
4<sup>th</sup> Quarter/2<sup>nd</sup> Semester Daily Activity Logs & Evaluation Forms.....Mon., June 3, 2024

*For questions or concerns, please call (909) 748-6767 or email: erika\_devilliers@redlands.k12.ca.us*

# **Redlands USD**

## **Board Policy**

### **Independent Study Physical Education**

BP6158.11

#### **Instruction**

The district shall establish and maintain an independent study education program for students in grades seven through 12 who are engaged in a district recognized and approved preparation program for national, international, or professional competition.

The Superintendent or designee is authorized and directed to recommend to the Governing Board appropriate regulations and procedures for the implementation of this policy in conformity with applicable statutory provisions.

#### Legal Reference

EDUCATION CODE

46300 Method of Computing Average Daily Attendance

CODE OF REGULATIONS, TITLE 5

11700-11703

Policy REDLANDS UNIFIED SCHOOL DISTRICT adopted:

June 27, 1995

Redlands, California revised: April

10, 2018

# **Redlands USD**

## **Administrative Regulation**

### **Independent Study Physical Education**

AR 6158.11

#### **Instruction**

Students currently enrolled in the district must submit completed applications no later than one month prior to the beginning of the semester which the Independent Study Physical Education Program will begin.

Students new to the district who wish to enroll in the Independent Study Physical Education Program must submit application within thirty (30) days after the first day of attendance.

Entry into the program will be contingent upon the ability of the school to make the necessary program adjustments.

#### **Individual Plan**

An individual plan for Independent Study Physical Education shall be completed by either the student or parent/guardian. Individual Plan will include a statement of reason(s) for requesting the Independent Study Program, statement of student's long range goal(s), statement of intermediate goal(s), timeline for achievement of goals and completion of contract, list of daily activities by which the student will achieve his/her goals, and a signed hold harmless agreement.

The Individual Plan shall be submitted to the school principal who, in turn, will submit it to the Director of Secondary Education (district level) for approval or denial. The Director shall communicate information regarding acceptance or denial to the applicant and school of involvement. The student's class schedule shall be adjusted appropriately.

#### **Contract**

Students entering into a contract for this program must reside within the boundaries of the district or have completed and had approved a request for an inter-district agreement. Maximum length of the contract is for one (1) school year; but may be renewed yearly by re-application. All conditions of the contract must be completed before credit for the program may be issued.

Failure to meet the conditions of the contract shall result in a drop from the program and a loss of credit for the semester in progress.

The contract requesting the opportunity for a student to participate in a physical activity in lieu of participation in a regular physical education class or program shall be signed by student, parent or guardian, coach/instructor or trained specialist and forwarded to the school principal for his/her signature and information. The application shall then be submitted to the Director of Secondary Education for approval or denial. The Director of Secondary Education shall

communicate information regarding acceptance or denial to the applicant and the school site.

### Daily Log of Activities

The daily log of activities shall be maintained by the student, shall accurately reflect the student's daily activities and daily attendance record and shall be reviewed for accuracy and authenticity by the coach or instructor approved on the contract. The log shall be submitted to the Director of Secondary Education at the end of each quarter. Failure to complete and submit the log may result in a forfeiture of the privilege of the program. A copy of log sheets submitted should be retained by the coach/instructor and parent/student.

### Attendance

A student's school attendance shall not be affected by the independent study program and (a student) shall have daily attendance unless excused for reasons accepted by the school for excused absences. Students in grades 7-12 shall be assigned five (5) regular classes plus one (1) Independent Study Class. The arrangements for the use of time during the Independent Study P.E. period will be the responsibility of the principal/designee. Student's daily attendance in the program shall be verified by the coach/instructor's signature on the daily log.

### Daily Activities

Students on the Independent Study P.E. Program shall submit statements outlining the daily activities by which he/she will achieve the long range and intermediate goals. These goals shall be reflected in the student's daily log, a part of the student's individual plan. Students shall spend a minimum of eighteen (18) weeks per semester, a total of 180 hours, in daily physical activities related to the program (a minimum of ten (10) hours per week).

### Qualifications of Coach/Instructor or Trained Specialist

The coach/instructor or trained specialist of a program considered for approval shall submit to the Coordinator of Secondary Education a resume of qualifications which shall include but not be limited to:

- \* Name, title, address, telephone number
- \* Name of organization representative, telephone number
- \* Professional preparation in program to be considered
- \* Previous similar positions held
- \* Professional organizations or affiliations
- \* Pertinent additional information

Evaluation. Grades. Credit

Students shall be evaluated each grading period by the coach/instructor and the Director of Secondary Education, and will be assigned credit based upon the items enumerated in the Participant Evaluation Form and the Daily Activities Log.

Students in grades 7-8 who successfully meet the requirements of the program will be given physical education credit. A limit of twenty (20) units of graduation credit may be earned in this program in the four years of high school.

Regulation      REDLANDS UNIFIED SCHOOL DISTRICT  
approved: June 27, 1995      Redlands, California  
revised: April 11, 2018