

# San Dieguito

Union High School District

710 Encinitas Blvd.  
Encinitas, CA 92024-3357  
(760) 753-6491  
www.sduhsd.net

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Sunset HS  
Torrey Pines HS

## 2009-2010

Dear Parent/Guardian:

Thank you for your interest in the Independent Study Physical Education (I.S.P.E.) program. We support and appreciate after-school activities, and we encourage students to participate in them. For the most part, however, these outside sports do not take the place of the regular physical education class which offers an introduction to diverse sporting activities in the context of a cooperative classroom environment. Students are encouraged to participate in the on-campus physical education program, especially at the 7-10 grade levels.

While our primary recommendation is that all students participate in the district physical education program, we do offer an independent study physical education program for (1) exceptionally gifted, state or regionally ranked athletes, (2) students wishing to take an advanced level in a course we are not currently offering, (3) students who have restricted schedules such as AVID, (4) students with medical conditions, or (5) students who have fulfilled their high school graduation P.E. requirement.

An independent study course requires personal accountability and maturity. Students in I.S.P.E. will be responsible for fulfilling the requirements of the I.S.P.E. contract, which include completion of all paperwork, filing of all workout logs, and submission of all reports. Details of the requirements are contained in this packet. Individuals are selected based upon their ability to handle the individual responsibility.

Please understand that due to the independent nature of the program, a large part of the grade (pass/fail) that your son/daughter receives will be based upon his/her accomplishment of the agreed objectives, and his/her communicating this information to the I.S.P.E. Coordinator in a timely fashion.

***Based on the advice of legal counsel, the SDUHSD now requires all I.S.P.E. instructors/coaches to provide insurance verification and the hold harmless agreement provided in this packet.***

# San Dieguito Union High School District

## Independent Study Physical Education (I.S.P.E.)

The following items must be on file before your Independent Study application is complete.

- (1) A parent letter of request stating the reason(s) a release is needed from the school physical education program (see reverse side of sheet for criteria.)
- (2) The signed I.S.P.E. contract
- (3) Student goals sheet
- (4) Coach/instructor's statement of responsibility
- (5) Coach/instructor's Hold Harmless Agreement and Certificate of Insurance
- (6) Parent Release of Liability form
- (7) A portfolio is required for all students who wish to qualify using criteria 1 or 2 (see reverse side of sheet)

The following is to be included in the portfolio:

- Items (1) through (6)
- Official competition records, results, ranking (regional, state or national level required)
- Calendar of competitive events
- Copy of organization membership card
- Other evidence of advanced ranking

**San Dieguito Union High School District  
Independent Study Physical Education (I.S.P.E.)**

**CRITERIA**

*To qualify for I.S.P.E. one of the following criteria must apply:*

**Criteria One:** *To provide exceptionally gifted athletes who are competing at a regional, state or national competition or performance with in-depth opportunities. Portfolio documenting competition level to be included.*

**Criteria Two:** *To participate in an advanced study of a course adopted by the San Dieguito Union High School District which is not available through the district Physical Education or extra-curricular program.*

**Criteria Three:** *To provide an alternative for students who are in special academic support programs (i.e. AVID) during the regular school day which preclude taking a regularly scheduled P.E. class.*

**Criteria Four:** *To provide an alternative for students who are medically prohibited from participating in regular P.E. classes, and who are under a physician's supervision, and who will follow prescribed physical activities.*

**Criteria Five:** *Has fulfilled high school physical education requirement and elects to take an extra elective in grades 11 and 12.*

**San Dieguito Union High School District  
Independent Study Physical Education (I.S.P.E.)**

**Guidelines**

1. Student participation on district or community athletic team sports such as baseball, basketball, football, lacrosse, soccer, softball, volleyball will not be granted Independent Study P.E. credit. Per CIF 600.2.A
2. The I.S.P.E. courses 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 district P.E. program as follows: Middle Schools/LCC/TPHS – 400 minutes every 2 weeks; CCA/SDA – 400 minutes every single week.)
4. Special needs students on I.S.P.E. must follow course requirements.
5. The parent will be required to sign a District Liability Waiver Form which holds the District harmless from any liability or claims as a result of the I.S.P.E. program.
6. All I.S.P.E. instructors/coaches are to provide insurance verification and the hold harmless agreement provided in this packet.
7. Second semester grade 7 and 9 I.S.P.E. students must contact a school P.E. teacher 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.
8. Students in grades 11 and 12 who have completed their two years of P.E. credit for graduation may take I.S.P.E. as an elective if they meet all of the criteria for participating in I.S.P.E.
9. The parent/guardian agrees to undertake all transportation of the student to and from I.S.P.E. The District will not provide transportation.
10. The I.S.P.E. course must be part of the student's regular bell schedule. I.S.P.E. may NOT be an additional period. For example, if the school has a six period day, I.S.P.E. must be one of six classes, NOT a seventh class.
11. **While the schools will establish certain requirements in implementing this policy, the San Dieguito Union High School District and its schools are not responsible for the quality or conditions of instruction conducted off school premises in the I.S.P.E. program.**

**San Dieguito Union High School District  
Independent Study Physical Education (I.S.P.E.)**

**Course Requirements**

1. The participation requirements must equal or exceed the hourly requirement of the district P.E. program; Middle Schools/LCC/TPHS: 400 minutes of direct instruction every two weeks; CCA/SDA: 400 minutes of direct instruction every single week.
2. I.S.P.E. logs must be submitted indicating days and hours of instruction. Logs must be signed by your instructor and parent. Logs are available at the attendance office or from your I.S.P.E. coordinator.
2. On the Wednesday of the last week of the quarter/term, a one-page 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, and
  - (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.
4. All second semester grade 7 and 9 I.S.P.E. students must make arrangements with the I.S.P.E. coordinator to take the state mandated California Physical Fitness test. The results of such tests must be recorded, signed and dated by the physical education instructor administering the test. This information must be turned in during the second semester.

**Dropping an Independent Study P.E. Course**

1. A student may drop a class anytime during the first four weeks of a semester (two weeks for the 4 X 4 schedule) without a grading penalty on the student transcript, if approved by the parent/guardian and school counselor.
2. After the fourth week (second week for the 4 X 4 schedule) of the semester a student who drops a class will receive a withdraw/no credit on the student transcript.
3. No class may be dropped within 30 school days (15 days for the 4 X 4 schedule) of the final marking period, nor may any class be added for transfer units within 30 school days (15 days for the 4 X 4 schedule) of the final marking period.

San Dieguito Union High School District

I.S.P.E. CONTRACT

Student I.D. #

Name: Birthdate: Age: Grade:

Address:

Parent/Guardian name: Business phone:

Activity: Home phone:

Teacher/Coach/Instructor: Phone:

Business name (if appropriate):

Business address:

Location of formal instruction:

City Zip

Length of contract: Semester: Fall Spring Both:

Coach/Instructor's method of evaluation: Test Demonstration of skills Oral presentation Logs

Observation: Other:

Signatures: (We have read the terms of this contract and hereby agree to all the conditions set forth)

1. Student: Date:

2. Parent/Guardian: Date:

3. Teacher/Instructor/Coach: Date:

4. P.E. Department Chairperson: Date:

Completed contracts will be approved/denied by the I.S.P.E. Committee

**San Dieguito Union High School District  
Independent Study Physical Education (I.S.P.E.)  
STUDENT GOALS**

Statement of performance objectives: (What do you plan to achieve during the time of this contract?)  
Please list your specific, measurable goals

	GOAL	LEARNING ACTIVITIES
1		
2		
3		
4		
5		

*Note: For one I.S.P.E. course, this means that the student must work with direct instruction for a minimum of 400 minutes every two weeks at the Middle Schools/LCC and TPHS, and 400 minutes every single week at CCA/SDA.*

Please indicate below how you plan to fulfill this time obligation:

DAY	ACTIVITY	SPECIFIC WORKOUT ROUTINE DETAILS	DAILY TIME SCHEDULE	PRACTICE LOCATION	TOTAL # OF MINUTES

**San Dieguito Union High School District  
Independent Study Physical Education**

**INSTRUCTOR'S STATEMENT OF RESPONSIBILITY**

The outside independent agency/instructor/coach must submit this completed form and meet specific District criteria related to liability prior to being approved as an independent study agency for a student.

The supervision of I.S.P.E. activities must be performed by a coach who is at least 21 years of age, who has a certificate or credential in that activity, or who has participated for at least 4 years at a collegiate/world class level in that activity. As such, you are required to describe your background and experience that qualify you or your agency for training at this level. This must be attached to this instructor's Statement of Responsibility. Please also attach a resumé for the instructor who will be doing the training.

I understand the concept of the Independent Study Physical Education program and accept the responsibility as \_\_\_\_\_ coach. I understand the requirements  
(Student's name)

associated with this request to provide I.S.P.E. to students in the San Dieguito Union High School District in the conduct of this program. We agree to assume all responsibility for

\_\_\_\_\_  
(Student's name)

I will PERSONALLY instruct this athlete for a minimum of 400 minutes every two (2) weeks (LCC/TPHS student), or for a minimum of 400 minutes every single week (SDA/CCA student). In addition, I will sign his/her time logs, as well as PERSONALLY write and sign his/her quarter and semester evaluations which will include a one page statement evaluating the athlete's participation and progress towards stated goals and objectives.

If there are any questions regarding the I.S.P.E. program, or your athlete, please contact the I.S.P.E. Coordinator at the athlete's school site.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Agency/Instructor/Coach's name

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Agency/Instructor/Coach's signature

\_\_\_\_\_  
Athlete's name

**San Dieguito Union High School District  
Independent Study Physical Education (I.S.P.E.)**

**Middle School Requirements**

Early second semester, all seventh graders are required to take the state's mandated Physical Fitness Test. Included in the test are the following: the mile run, sit and reach or shoulder stretch, curl-ups, push-ups, trunk lift, and height & weight testing. It is highly recommended that your child practice the mile run, curl-ups, push-ups and flexibility in preparation for these tests. Please include your child's timed mile run with each ISPE log. For a student to be accepted into the I.S.P.E. program they must be an "exceptionally" gifted athlete. The following standards, representing results within the 85<sup>th</sup> percentile in our nation, should be met by I.S.P.E. students:

	<b>BOYS</b>	<b>GIRLS</b>
Mile Run (age 12)	7:11	8:23
Mile Run (age 13)	6:50	8:13
Curl-ups (age 12) (in 60 seconds)	50	45
Curl-ups (age 13) (in 60 seconds)	53	46
Push-ups (age 12) (right angle)	31	20
Push-ups (age 13) (right angle)	39	21

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
INDEPENDENT STUDY P.E. LOG**

Student name: \_\_\_\_\_ Inclusive dates: \_\_\_\_\_

Activity: \_\_\_\_\_ Instructor: \_\_\_\_\_ Home phone #: \_\_\_\_\_

DATE	DAY OF WEEK	DETAILS OF SPECIFIC INSTRUCTIONAL TIME	TIME IN	TIME OUT	HOURS	LOCATION
<b>TOTAL HOURS</b>						

Parent's verification: \_\_\_\_\_

Instructor's verification: \_\_\_\_\_

**THE LOG IS A VERIFICATION OF PARTICIPATION IN THE *INDEPENDENT STUDY PHYSICAL EDUCATION* PROGRAM. EACH LOG MUST HAVE PARENT'S AND INSTRUCTOR'S SIGNATURE.**

**Credit is given when 60 hours of instruction have been completed. Turn in log sheets to the ISPE coordinator.**

**Please note: Students dismissed from I.S.P.E. cannot reapply again while a student is in the San Dieguito Union High School District.**

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Failure to turn log in within five days of the due date will result in one or more of the following:

1. Reassignment to regular Physical Education class
2. Receive a "F" grade
3. Progress report sent home

**LOGS ARE DUE ON THE FOLLOWING DAYS:  
9/11, 9/25, 10/9, 10/23, 11/13, 12/4, 12/18, 1/08, 1/22, 2/5  
2/19, 3/05, 3/19, 4/02, 4/16, 4/30, 5/14, 5/28, 6/11  
REPORTS ARE DUE ON THE FOLLOWING DAYS:  
10/23, 1/22, 4/2, 6/11**

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**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
INDEPENDENT STUDY PHYSICAL EDUCATION**

**HOLD HARMLESS AGREEMENT**

**(AGENCY/ INSTRUCTOR/ COACH)**

\_\_\_\_\_ hereby agrees to defend, indemnify and  
(Agency/Instructor/Coach)  
hold the San Dieguito Union High School District, its directors, officers, agents, employees and individual members, free and harmless from and against any and all liability, claims, demands, causes of action at law or equity, expenses and costs (including attorneys' fees), or loss of any sort of personal injury (including death) and property damage that may arise during or because in any way by such use, operation, occupancy, acts, omissions, and/or condition of premises under Independent Study Physical Education Program participation.

\_\_\_\_\_ further agrees, pursuant to the hold harmless  
(Agency/Instructor/Coach)  
agreement above, to procure and maintain at its sole expense Commercial General Liability insurance with limits no less than \$1,000,000 combined single limit per occurrence for personal injury and/or property damage. Agency/Instructor/Coach shall provide the District with a certificate of insurance (Accord Form 26-S) evidencing all required coverage.

\_\_\_\_\_ understands and agrees that he/she and all of  
(Agency/Instructor/Coach)  
his/her employees or agents shall not be considered officers, employees or agents of the San Dieguito Union High School District as they relate to the Independent Study Physical Education program.

DATED: \_\_\_\_\_ By: \_\_\_\_\_  
Agency Representative/Instructor/Coach

**San Dieguito Union High School District**  
**2009/2010 School Year**

**PARENT RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT FOR  
INDEPENDENT STUDY PHYSICAL EDUCATION PROGRAM PARTICIPATION**

This is a release of liability and assumption of risk agreement. Read it carefully and sign below. Completion of this release is a prerequisite to participation in Independent Study Physical Education Program. This release essentially says the student named below is going to participate in an Independent Study Physical Education Program which involves inherent risks to participants. If he/she is hurt, injured, or even dies, you (i.e., the student, parents and heirs) will not make a claim against or sue the San Dieguito Union High School District, its Board of Trustees, officers, employees, volunteers, and agents, or expect them to be responsible or pay for any damages.

We, the undersigned, understand and acknowledge that \_\_\_\_\_ has voluntarily chosen to  
(Name of Student)  
participate in an Independent Study Physical Education Program. We know and fully understand that any physical education activity, including, but not limited to, \_\_\_\_\_, involves numerous risks, dangers, and hazards, both  
(Name of Activity )

known and unknown, where serious accidents can occur, participants can sustain physical injuries, damage to their property, and even die. Regardless of whether the athletic activity involves physical contact or not, all athletic activities and sports have inherent risks of injury which are inseparable from the activity and cannot be entirely eliminated regardless of the care taken by players, instructors, coaches, trainers, or other staff. Furthermore, we understand that while the school district may establish certain requirements in implementing the Independent Study Physical Education Program, neither the District nor its schools are responsible for the quality or conditions of instruction involved with this program in that it involves physical activities which are off of school district premises and are not organized or supervised by the school district. We acknowledge and willingly assume all risks and hazards of potential injury and death which may arise out of participation in this Independent Study Physical Education Program, including any transportation to or from any such program.

\_\_\_\_\_’s participation in this Independent Study Physical Education Program is purely  
(Name of Student)  
voluntary and it is being done at his/her own risk.

In consideration for San Dieguito Union High School District allowing the above-named student to participate in this Independent Study Physical Education Program, we voluntarily agree to release, waive, discharge, and hold harmless San Dieguito Union High School District, its Board of Trustees, officers, employees, volunteers, and agents from any and all claims of liability arising out of their negligence, or any other act or omission which causes the student illness, injury, death and damages of any nature in any way connected with the student’s participation in this program. We also expressly agree to release and discharge San Dieguito Union High School District, its Board of Trustees, officers, employees, volunteers, and agents from any act or omission of negligence in rendering or failing to render any type of emergency or medical services.

As parent or legal guardian of the student/participant under 18 years of age, I have read and voluntarily agree that my son/daughter may participate in this Independent Study Physical Education Program, and I sign this release on his/her behalf. In signing this document, I fully recognize and understand that if my son/daughter is hurt, dies, or his/her property is damaged, I am giving up the student’s right and the rights of the parents and heirs to make a claim or file a lawsuit against San Dieguito Union High School District, its Board of Trustees, officers, employees, volunteers, and agents.

California Law provides as follows: “All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death, occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions, shall sign a statement waiving such claims.” (Education Code Section 35330)

WE, THE UNDERSIGNED, HAVE READ THIS DOCUMENT. WE UNDERSTAND THAT IT IS A RELEASE OF ALL CLAIMS. WE FURTHER UNDERSTAND THAT WE ARE ASSUMING ALL RISKS INHERENT IN THIS INDEPENDENT STUDY PHYSICAL EDUCATION PROGRAM. WE VOLUNTARILY SIGN OUR NAME AS EVIDENCE OF OUR ACCEPTANCE OF THE ABOVE PROVISIONS, PARTICIPATION IN THE PROGRAM AND ANY FIELD TRIP OR EXCURSION ASSOCIATED WITH IT.

\_\_\_\_\_  
Student/Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)

PRODUCER  
**ISPE**  
**Low Limit GL**

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INSURED  
 Contractor Name  
 Address  
 City, State Zip

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURER A:  
 INSURER B:  
 INSURER C:  
 INSURER D:  
 INSURER E:

**COVERAGES**  
 THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	OTHER				

SAMPLE

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

CERTIFICATE HOLDER	ADDITIONAL INSURED; INSURER LETTER:	CANCELLATION
San Dieguito Union High School District 710 Encinitas Blvd Encinitas, CA 92124		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE

The District's name and address must appear here—"Proof of Insurance" is NOT acceptable

**★ You must TURN IN THE CERTIFICATE WITH THIS INFO. OR THE APPLICATION WILL BE RETURNED INCOMPLETE.**