

# Laguna Beach Unified School District

## Independent Study - Physical Education Guidelines

Thank you for your interest in the Independent Study Physical Education (ISPE) program in accordance with LBUSD Board Policy 6025.

The objective and philosophy of the LBUSD ISPE program is not to exempt students from regular physical education classes simply because they may participate in other outside sports or physical activities. While outside sports/physical activities/teams are encouraged and valued, they do not take the place of physical education. The purpose of the LBUSD ISPE program is to allow students who have attained a verifiable level of mastery at the pre-Olympic, Olympic, pre-professional, or professional level for their age group to continue to train and compete with outside coaches in a way that might not otherwise be possible.

While our primary recommendation is that all students, especially at the 6-10 grade levels, participate in the District physical education program, we do offer an independent study physical education program for students who are nationally-ranked athletes, or equivalent, performing or competing at a nationally- recognized/ranked level.

An independent study course requires personal accountability and maturity. Students in ISPE will be responsible for fulfilling the requirements of the ISPE contract, which include completion of all paperwork, including filing of all workout timesheets. The guidelines for ISPE are:

1. **Team sport or activity participation DOES NOT qualify for ISPE.**
2. Students must maintain a 2.0 GPA, have regular/satisfactory school attendance, and display satisfactory behavior in the classroom and on campus.
3. All students must submit an application for ISPE each semester (twice each school year), no later than three weeks prior to the start of the semester as follows:

**Fall Application Date – 2<sup>nd</sup> Friday in August before the start of the fall semester.**

**Spring Application Date – 2<sup>nd</sup> Friday of January before the start of the spring semester.**

Laguna Beach Unified School District  
**Procedures for Requesting Independent Study**  
**Physical Education**

The Laguna Beach Unified School District will allow students to be exempted from the State and District required regular physical education classes if they are participating in an approved independent study physical education program as outlined below. The student must be training and competing at an advanced pre-Olympic, Olympic, pre-professional, or professional level of competition, and the off-campus instructor and/or agency must meet specific District requirements for approval.

**SPECIFIC QUALIFICATIONS BY SPORT**

Diving	The student participates in national championship events. These events may include the USA Diving Spring National Championships, the Spring Junior Regional Championships, the Junior National Diving Championships, and the National Diving Championships. <a href="http://www.usadiving.org">www.usadiving.org</a>
Equestrian	The student must qualify for United States Equestrian Federation events and meet all membership and point requirements for each discipline entered. High school students must also compete in the Orange County Interscholastic Equestrian League at the varsity level. <a href="http://www.usef.org">www.usef.org</a>
Gymnastics	The student competes at USA Gymnastics Level 8-10 of Elite for gymnastics, OR Level 10 of Elite for tumbling and trampoline, or in Western Regional or National meet competitions. <a href="http://www.usa-gymnastics.org">www.usa-gymnastics.org</a>
Swimming	The student competes individually at AA, or at higher ranking at Senior Q. Sectional, Junior National, or Senior National meets. <a href="http://www.usaswimming.org">www.usaswimming.org</a>
Tennis	The student must be ranked in the top 100 in Southern California as a <u>singles</u> player in her/his age division. Rankings are determined by the United States Tennis Association. <a href="http://www.usta.com">www.usta.com</a>
Other individual sports/activities:	Team sport/activity competition does not qualify for ISPE. In order for any other sport/activity to be considered for ISPE, the student/athlete <u>must be participating at a nationally-ranked level for their age group according to a nationally-recognized and verifiable ranking organization</u> . Applications submitted for sports/activities other than those listed above will be considered by the LBUSD ISPE Committee on an individual basis.

Students must complete an ISPE packet that includes all required supporting documentation. The ISPE packet will be reviewed by the designated site administrator to determine the eligibility of the student. It is the responsibility of the student/parent to provide appropriate documentation. This documentation must include:

### **Criteria and Eligibility**

1. Independent study physical education must develop proficiency, knowledge, and skills that cannot be achieved within an in-school program.
2. The time spent in instruction must equal or exceed a minimum of **ten (10)** hours per week, **NOT TO INCLUDE COMPETITION OR PERFORMANCES**. Independent Study Physical Education students will not receive a letter grade for an Independent Study PE course. The grade assigned will either be a **Pass** or **Fail** with five credits issued for successful completion of the approved semester.
3. High school students may use the Independent Study Physical Education option to meet a portion or all of their physical education graduation requirements of four (4) semesters and up to two (2) semesters of elective credit.
4. Students participating in Independent Study Physical Education must meet the LBUSD criteria for eligibility as well as site criteria.
5. A Course of Study Contract must be completed prior to the beginning of Independent Study Physical Education.
6. Seventh (7<sup>th</sup>) and ninth (9<sup>th</sup>) grade students taking Independent Study PE are required to participate in the State-mandated PE physical fitness test administered each spring.
7. **All students in eighth grade are required** to take Health, which is only offered within the eighth grade PE program. Therefore, eighth grade students are only eligible for 1 (one) semester of ISPE. Students must be enrolled in PE at Thurston Middle School for the other eighth grade semester.

### **Student/Parent Procedures**

1. Submit a written request to the designated site administrator no later than the 2<sup>nd</sup> Friday of August for the upcoming fall semester and no later than the 2<sup>nd</sup> Friday of January for the upcoming spring semester.
2. Submit all appropriate forms required by the District in order to approve an organization/instructor as an Independent Agency.
3. Submit a copy of the previous semester's report card to verify eligibility.
4. Submit a *Hold Harmless Agreement* signed by a parent, which holds the District harmless from any liability or claims as a result of the independent study.
5. Complete the *Request to Provide an Independent Study Physical Education Program* form with all required documentation and evidence of insurance.

## Independent Study Agency Procedures

1. Complete the *Request to Provide an Independent Study Physical Education Program* form and attach supporting documentation.
2. Provide a *Certificate of Insurance* and a copy of the Endorsement policy from the insurance company of the instructor or organization hiring the instructor, naming the Laguna Beach Unified School District as an additional insured. The insurance should be general liability in the minimum amount of \$300,000 combined single limit, which includes Bodily Injury and Property Damage. If the instructor is an independent contractor at the facility where instruction will be provided, **both** instructor and facility must provide a certificate of insurance naming the Laguna Beach Unified School District as an additional insured. (See sample *Certificate of Insurance* form attached).

**IMPORTANT** – THE CERTIFICATE OF INSURANCE MUST STAY CURRENT FOR THE DURATION OF THE STUDENT’S ISPE AGREEMENT.

3. Sign a *Hold Harmless Agreement* that holds the District harmless from any liability or claims as a result of the Independent Study Agreement. (See form attached).
4. Complete the *Physical Education Course of Study Contract* outlining the learning/instructional objectives, specific activities, and evaluation procedures for the program.
5. Maintain and provide an hourly attendance register to the student at the end of each month for submission to the school. (The LBUSD ISPE Timesheet is attached).

## School Procedures

1. Provide all necessary forms to students/parents who request Independent Study Physical Education.
2. Within 10 business days after receiving all of the necessary and completed ISPE forms and documentation, the designated site administrator shall review the request and approve or disapprove the Independent Study Physical Education application request, except in cases where the ISPE request must be evaluated by the LBUSE ISPE Committee. In such cases, the designated site administrator will forward the request to the Committee within 10 days of receipt, and a decision will be rendered by the Committee no later than the start of the semester unless the parent/student have been notified of the need for an extension.
3. If approved, the designated site administrator shall contact the student and school registrar indicating that the ISPE Agreement will be reflected on the student’s class schedule for the approved semester.
4. The designated site administrator shall monitor the student’s compliance with ISPE procedures to ensure that monthly attendance timesheets are turned in and that regular progress reports are received. Failure to submit the timesheets in will result in forfeiting of the privilege of Independent Study Physical Education.

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**  
**Independent Study Physical Education (ISPE) Check List**

The following documents must be completed and submitted for ISPE consideration. After documents have been reviewed the student and school registrar will be notified as to whether if ISP has been approved or denied.

**From Student:**

- Written Request/Cover Letter to Site Administrator Requesting consideration for Independent Study Physical Education (ISPE)
  
- Previous semester's report card or student transcript

**From Student, Parent/Guardian and Off-campus Instructor or Agency hiring the instructor:**

- Independent Study Physical Education Course of Study Contract

**From Parent(s)/Guardian(s):**

- Hold Harmless Agreement

**From Off-campus Instructor or Agency:**

- Request to Provide an Independent Study Physical Education Program
- Hold Harmless Agreement

**From Insurance company of the Off-campus Instructor or Agency:**

- Certificate of Insurance and Endorsement Policy.

The endorsement policy **must name the Laguna Beach Unified School District as an additional insured.** The insurance should be general liability in the minimum amount of \$300,000 combined single limit, which includes Bodily Injury and Property Damage.

If the instructor is an independent contractor at the facility where instruction will be provided, **both instructor and facility** must provide a certificate of insurance  *naming the Laguna Beach Unified School District as an additional insured.* (See example in Information Packet)

**From National, Pre-Professional or Professional Association**

- Official competition records, results, ranking at a regional, state or national level

Laguna Beach Unified School District  
**Request to Provide an Independent  
Study Physical Education Program**

In accordance with Board Policy 6025 – Independent Study, the Laguna Beach Unified School District provides the opportunity for students who are competing at an advanced pre-professional or professional level of competition to receive physical education credit for their training. The outside or independent agency must submit this completed form and meet specific LBUUSD criteria related to liability prior to being approved as an independent study agency for a student.

Name of Agency:

Address:

Phone Number:

FAX Number:

Student's Name:

School:

Name of Program or Sport:

Specific Level of Competition for Student:

Describe background and experiences that qualify agency for training at this level. Also attach a resume for instructor who will be conducting/supervising training:

We understand the necessary requirements to provide Independent Study Physical Education to students in the Laguna Beach Unified School District and are willing to cooperate fully with the District in the conduct of this program. We agree to assume all responsibility for: (Please initial each)

\_\_\_\_\_ Immediate supervision of \_\_\_\_\_ (student)

\_\_\_\_\_ Quality of instruction

\_\_\_\_\_ Monthly attendance records

\_\_\_\_\_ Insurance coverage (attach certificate of insurance to this form)

\_\_\_\_\_ Signed Hold Harmless Agreement (attach to this form)

Agency Representative:

Date:

Site Principal:

Date:

\_\_\_\_\_ APPROVED

\_\_\_\_\_ Not Approved

Laguna Beach Unified School District  
**INDEPENDENT STUDY PHYSICAL EDUCATION**  
**COURSE OF STUDY CONTRACT**

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Duration of Contract: From \_\_\_\_\_ to \_\_\_\_\_ Short-Term \_\_\_\_\_ Full-Time \_\_\_\_\_

Name of Agency Providing Program:

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Instructional Objectives: During the duration of the program, the student will be responsible for mastering the following competencies and learning objectives.

- Train at a pre-Olympic, Olympic, pre-professional or professional level in the field of: \_\_\_\_\_
- Develop specific skills related to field of expertise including (list):
- Increase cardiovascular fitness                       Develop muscle tone and endurance

Learning Activities: The student will sue the following learning activities to complete the above objectives.

- Direct instruction/training (list skills):
- Self-directed practice under supervision (list activities):
- Training for advanced competition (list activities):
- Other (list):

Available Resources: List personnel, facilities, specialized equipment, etc..

Evaluation: The student's work will be evaluated by one or more of the following methods:

- Demonstration of advanced skills
- Results of competition
- Records/collected data
- Other (describe)

Meeting Times: The student will meet with the instructor a minimum of ten (10) hours per week for direct instruction/training. If a student misses three or more meeting times during a 4-week period, the Superintendent or designee shall determine whether it is in the student's best interest to remain in independent study.

Assigned Instructor: \_\_\_\_\_

Place of Meeting: \_\_\_\_\_

Frequency/Hours: \_\_\_\_\_

Student Responsibilities: The student agrees to attend all scheduled sessions with his/her instructor and to maintain a level of training consistent with an advanced level of competition. In addition, the student is responsible for ensuring that all attendance records and progress reports are submitted by the independent study agency to the school in a timely manner.

Agency Responsibilities: The Independent Study Agency/Instructor agrees to cooperate fully with the District in the conduct of the program in regards to the quality of instruction, dates and times of meetings, attendance records, immediate supervision of the student, and evaluation of the student's performance and progress. Failure to satisfy this requirement will result in a forfeiture of the ability to conduct an independent study physical education program as allowed by the Laguna Beach Unified School District.

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Laguna Beach Unified School District  
Independent Study Physical Education  
**Hold Harmless Agreement (Parent)**

The parent(s) of \_\_\_\_\_ hereby agree(s) to defend, indemnify and hold the Laguna  
(Student's Name)

Beach Unified 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

attorney fees), or loss of any sort of personal injury (including death) and property damage that may arise during or be

caused in any way by such use, operating, occupancy, acts, omissions, and/or condition or premises under this

agreement, whether such use, operation, occupancy, acts, omissions and/or condition of premises by the

\_\_\_\_\_, \_\_\_\_\_'s members, or \_\_\_\_\_'s agent's or  
(Agency)

employees, whether said agency or employment be direct or indirect, or their invitee.

(Agency)

(Agency)

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Laguna Beach Unified School District  
Independent Study Physical Education  
**Hold Harmless Agreement (Agency/Provider)**

\_\_\_\_\_ Hereby agrees to defend, indemnify and hold the Laguna Beach Unified  
(Agency)

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 attorney fees), or loss of any sort of personal injury (including death) and property damage that may arise during or be caused in any way by such use, operating, occupancy, acts, omissions, and/or condition or premises under this agreement, whether such use, operation, occupancy, acts, omissions and/or condition of premises by the \_\_\_\_\_,

\_\_\_\_\_’s members or \_\_\_\_\_’s agent’s or employees, whether  
(Agency)

said agency or employment be direct or indirect, or their invitee. \_\_\_\_\_ further agrees to  
(Agency) (Agency)

furnish such liability or other insurance naming the Laguna Beach Unified School District as an additional insured, for the protection of the public and the Laguna Beach Unified School District in the minimum amount of \$300,000 combined  
(Agency)

single limit for personal injury or property damage.

Agency Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

<b>PRODUCER</b>	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.	
	<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
<b>INSURED</b>	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	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	<input type="checkbox"/>	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				EACH OCCURRENCE	\$
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
						MED EXP (Any one person)	\$
						PERSONAL & ADV INJURY	\$
						GENERAL AGGREGATE	\$
						PRODUCTS - COMP/OP AGG	\$
							\$
	<input type="checkbox"/>	<b>AUTOMOBILE LIABILITY</b> <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 <input type="checkbox"/> _____ <input type="checkbox"/> _____				COMBINED SINGLE LIMIT (Each Occurrence)	\$
						BODILY INJURY	\$
						PROPERTY DAMAGE	\$
						EA ACCIDENT	\$
						EA ACC	\$
						AGG	\$
	<input type="checkbox"/>	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____					\$
	<input type="checkbox"/>	<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$ _____				EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
							\$
							\$
	<input type="checkbox"/>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
	<input type="checkbox"/>	<b>OTHER</b>					



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

### CERTIFICATE HOLDER

LAGUNA BEACH UNIFIED SCHOOL DISTRICT  
 550 BLUMONT  
 LAGUNA BEACH, CA 92651

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURER AFFORDING COVERAGE 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

## **IMPORTANT**

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

## **DISCLAIMER**

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT  
INDEPENDENT STUDY PHYSICAL EDUCATION TIMESHEET**

**LAGUNA BEACH HIGH SCHOOL**

**THURSTON MIDDLE SCHOOL**

Student: \_\_\_\_\_ Month & Year: \_\_\_\_\_

IS Agency: \_\_\_\_\_

Instructors  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Laguna Beach Unified School District  
Independent Study Physical Education  
Weekly Timesheet**

	<u>Date</u>	<u>Hours</u>
Sun	_____	_____
Mon	_____	_____
Tues	_____	_____
Wed	_____	_____
Thurs	_____	_____
Fri	_____	_____
Sat	_____	_____

*Timesheets must be signed and turned into the Asst. Principal's office at the end of each month in order to receive credit.*

**Laguna Beach Unified School District  
Independent Study Physical Education  
Weekly Timesheet**

	<u>Date</u>	<u>Hours</u>
Sun	_____	_____
Mon	_____	_____
Tues	_____	_____
Wed	_____	_____
Thurs	_____	_____
Fri	_____	_____
Sat	_____	_____

*Timesheets must be signed and turned into the Asst. Principal's office at the end of each month in order to receive credit.*

**Laguna Beach Unified School District  
Independent Study Physical Education  
Weekly Timesheet**

	<u>Date</u>	<u>Hours</u>
Sun	_____	_____
Mon	_____	_____
Tues	_____	_____
Wed	_____	_____
Thurs	_____	_____
Fri	_____	_____
Sat	_____	_____

*Timesheets must be signed and turned into the Asst. Principal's office at the end of each month in order to receive credit.*

**Laguna Beach Unified School District  
Independent Study Physical Education  
Weekly Timesheet**

	<u>Date</u>	<u>Hours</u>
Sun	_____	_____
Mon	_____	_____
Tues	_____	_____
Wed	_____	_____
Thurs	_____	_____
Fri	_____	_____
Sat	_____	_____

*Timesheets must be signed and turned into the Asst. Principal's office at the end of each month in order to receive credit.*