Dear Physical Education Teacher/Administrator:

Thank you for your interest in the Exemplary Physical Education Awards Program sponsored by the Governor's Council on Physical Fitness, Health and Sports. You are to be commended for your interest in and commitment to developing an exemplary physical education program. Your participation in this awards program will help you evaluate and systematically refine your program to gain higher levels of exemplary status, which in turn will enhance the physical activity-related health of the children in your school.

Enclosed is an application for Level 1 of the Awards Program. Also enclosed is an explanation of the circumstances in which individuals can apply to the Exemplary Physical Education Awards Program. It is important to read Attachment A, Important Issues for Level 1 Applications, so that you understand these circumstances.

We encourage you to complete the application and preliminary program review questionnaire so that you and your school may be considered for recognition of your accomplishments by the Governor's Council. Attaining Level 1 status is an important first step toward establishing an exemplary physical education program. Your application must be received before May 1 to be eligible for this award.

Good luck in your efforts to achieve Level 1 exemplary status.

Sincerely,

Charles T. Kuntzeleman, Chair
Governor's Council on Physical Fitness, Health and Sports

Enclosures
Application for Level 1 Exemplary Status
Governor’s Council Exemplary Physical Education Awards Program

The Governor’s Council Exemplary Physical Education Awards Program (Level 1) provides an opportunity for an individual teacher, or a group of teachers in the same building, to obtain recognition for exemplary actions when district-wide involvement can not be accomplished. The Level 1 Award requires completion of a preliminary program review. This initiates a continuing effort to provide exemplary programming in physical education to your students. Attachment A, Important Issues for Level 1 Applications, explains the circumstances in which an individual teacher, or a group of teachers in the same school, may begin this process. Completion of this application requires four steps.

1. Complete the attached Preliminary Program Review (30-item questionnaire) for the building in which you teach.

2. Provide the following information and sign this application.

   I hereby acknowledge that 80 percent (24 out of 30) of all items on the Preliminary Program Review must be answered “yes” in order to receive Level 1 recognition. If less than 80 percent are answered “yes,” I have provided a typed explanation of how I plan to correct all items answered “no.” I understand the Review Panel can overrule the 80 percent minimum criteria if I provide adequate information on how to correct those items answered “no.”

   Name: ____________________________________________________________________________ Date: ____________________________________________________________________________

   Signature: ________________________________________________________________________

   School Phone: ____________________________________________________________________ Home Phone: ____________________________________________________________________

   School Name: _____________________________________________________________________

   School District: __________________________________________________________________ County: __________________________________________________________________

   School Address: ___________________________________________________________________

3. Obtain your principal’s signature verifying:
   a. The accuracy of responses on the Preliminary Program Review and
   b. The intent of the building (administration and staff) to pursue subsequent award levels.

   I hereby acknowledge the accuracy of responses to the Level 1 Preliminary Program Review attached to this application and our intent to pursue subsequent award levels.

   Name: __________________________________________________________________________ Title: _______________________________________

   Signature: ________________________________________________________________________

   Phone: __________________________________________________________________________ Date: ______________________________________________________________________

4. Mail this application and the Preliminary Program Review by May 1 to:

   Michigan Fitness Foundation
   P.O. Box 27187
   Lansing, MI 48909

   Note: Keep copies of your submitted materials as we cannot return them.

Revised 6’00
Important Issues for Level 1 Applications

1. **District versus Individual Applications**

Applications at the district level are strongly preferred because of the interdependency across grades, buildings and teachers that is necessary for high-quality programming. This district-wide approach compliments the current educational reform movement to improve curriculum, instruction, and assessment. When district-wide involvement cannot be accomplished, applications by individual teachers can be submitted.

An individual teacher may begin the Awards Program if his/her district has not already applied for an award on the ladder. The teacher may continue to apply for levels on the awards ladder regardless of whether his/her district later (i.e., in subsequent years) applies for an award. Once a district has begun involvement with the Awards Program, new individual teachers from that district must get special permission, in the form of a typed approval letter, from the superintendent or curriculum director to apply for an individual award. The letter must state that they understand that the district is moving up the awards ladder and the reason why the individual teacher should be allowed to proceed independently. District consistency is the prevailing goal.

2. **Clarification of Individual Applications**

Individual awards can be submitted by a single teacher (submit one application even if the single teacher has assignment in more that one school building) or by a group of teachers in a single building (submit one application for the cluster of teachers within a single school building). A single application by a cluster of teachers from different school buildings (e.g., three elementary teachers from a district) is outside the definition of an individual application and will not be accepted. In this case, the teachers are encouraged to individually submit applications (when district-wide involvement is not available). However, it is not acceptable for the same report to be reproduced and submitted by several individuals. Each individual application must be unique and not merely copied.

Revised 6/00
Preliminary Program Review (Level 1)  
Governor’s Council Exemplary Physical Education Awards Program

**Curriculum**

1. A relevant and defensible mission statement guides the program.  
   Yes  No

2. Goals of the program are consistent with the program’s stated mission and the mission of the school district.  
   Yes  No

3. Members of the community were involved in finalizing the goals and objectives of the program.  
   Yes  No

4. Objectives and instruction are provided in each of the domains included in the Michigan Core Curriculum Outcomes for Physical Education (i.e., motor skills, physical fitness, cognitive concepts, and personal/social skills).  
   Yes  No

5. Program objectives (stated in terms which are observable and measurable) that describe what a student will be able to do as a result of the program guide the program’s teaching/learning activities.  
   Yes  No

6. The match between the number of program objectives included in the program and the time available for instruction (days/wk, min/day) results in students’ achievement at the competency (versus exposure) level.  
   Yes  No

<table>
<thead>
<tr>
<th>(Indicate the time allocations which best describe your program.)</th>
<th>Days/Week</th>
<th>Minutes/Day</th>
<th>Notes of clarification</th>
</tr>
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7. The program objectives to be taught at each grade level are clearly specified.  
   Yes  No

8. Sequential benchmarks related to each program objective are available for monitoring students’ progress toward achievement of the program objectives.  
   Yes  No

**Instruction**

9. The instruction delivered is consistent with the district’s approved curriculum.  
   Yes  No

10. Assessment of students’ status is used to plan instruction and to monitor progress toward achievement of the objectives/benchmarks.  
    Yes  No

11. Instruction is guided by written unit and lesson plans.  
    Yes  No

12. Each class period is focused on teaching and learning portions of the stated objectives.  
    Yes  No

13. The substance of what is taught in class is appropriately modeled by the teacher.  
    Yes  No

14. The needs of special students are systematically met.  
    Yes  No

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Revised 7/98
15. Class management practices facilitate full use of available time and contribute to maximizing students’ “time on task.”

Yes No

**Student and Program Evaluation**

16. Students’ achievement of sequential steps or benchmarks related to the program objectives is regularly (at least informally) measured.

Yes No

17. Reports of students’ status/achievements are provided to parents/guardians at least twice a year.

Yes No

18. Cumulative records related to the program objectives of the curriculum are maintained for each student.

Yes No

19. Students’ achievement data are used to assess the effectiveness of the program.

Yes No

20. The results of the program in terms of students’ achievement of stated objectives is documented in the district’s annual report.

Yes No

21. A curriculum advisory/review board, which includes administrators, teachers, and selected other community members, is in place.

Yes No

22. A procedure which results in the curriculum being updated annually or at least every five years is in place.

Yes No

**Equipment/Facilities/Safety**

23. Instructional equipment and facilities are clean and free of safety hazards.

Yes No

24. Sufficient equipment and facilities are available to maximize individual students’ time on task.

Yes No

25. Facilities and equipment are always checked for possible hazards prior to use.

Yes No

26. Warning signs regarding appropriate use of equipment and facilities are posted.

Yes No

27. Students are taught about unsafe practices and are disciplined when executing potentially dangerous acts.

Yes No

28. A system is in place that informs teachers of significant student health problems.

Yes No

29. There are written guidelines outlining procedures to be followed for injuries and in emergency circumstances.

Yes No

30. The teacher knows the extent of his/her personal and district liability insurance.

Yes No

**Note:** At least 80 percent (24 of 30) of all items must be answered “yes” in order to be eligible for Level 1 status. If less than 80 percent are answered “yes,” the review committee can overrule the minimum criteria if you provide a **typed** explanation of how you plan to correct the items that are answered “no.”