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 so you can demonstrate its effectiveness in your school(s). The attainment of Level 2 status is an important step toward establishing an exemplary physical education program, and therefore is an award in which your community can take considerable pride.

You are required to conduct a self-study of the strengths and weaknesses of your program in order to be considered for Level 2 recognition. Enclosed is application information. Also enclosed is an important explanation of the circumstances in which individuals can apply to the Awards Program.

In order to be considered for recognition at Level 2 of the Exemplary Physical Education Awards Program, you must submit the following materials:

1) Application for Level 2 Exemplary Status
2) Three copies of typed Self-Study Report
   a) District-Wide Self-Study (preferred) - Based upon completion of a self-study evaluation using the instrument and procedures included in the self-study handbook titled Evaluation of Physical Education Programs: A Self-Study Approach (a.k.a. the Green Book).
   or
   b) Abbreviated Self-Study (alternative for individual teachers or buildings) - Based upon completion of a self-study evaluation using an abbreviated self-study manual titled Evaluation of Physical Education Programs: An Abbreviated Self-Study Approach for Use by Individuals and Small Groups (a.k.a. the Blue Book).

Your application and self-study report will be evaluated according to the enclosed “Review Panel Score Sheet.” You must receive 85 out of 100 points to receive an award. Review the score sheet and Attachment A, Important Issues for Level 2 Application, carefully to be certain that your submission meets the criteria for Level 2 recognition and that you understand the circumstances in which an individual can apply.

Good luck in completing the information. Your application must be received by May 1 to be considered for Level 2 exemplary status.

Sincerely,

Charles T. Kuntzleman, Chair
Governor’s Council on Physical Fitness, Health and Sports

P.O. Box 27187 · Lansing, Michigan 48909 · (517) 347-7891 · 1-800-4-FITMICH · Fax: (517) 347-8145
Application for Level 2 Exemplary Status
Governor’s Council Exemplary Physical Education Awards Program

The Governor’s Council Exemplary Physical Education Awards Program (Level 2) provides two options for obtaining recognition for exemplary actions which lead to an award. The preferred option is to conduct a district-wide self-study of the strengths and weaknesses of the physical education program. The alternative option is available to a single teacher or cluster of teachers assigned to one building. Completion of this application requires six steps.

1. Designate the Level 2 option you have selected (check one):
   ________ district-wide
   ________ single teacher or cluster of teachers assigned to one building

2. Complete the self-study according to the procedures found in the Green Book (district-wide) or the Blue Book (individual teacher or school).

3. Prepare a self-study report according to the procedures included in the appropriate handbook, Attachment A - Important Issues for Level 2 Applications, and the Review Panel Score Sheet for Level 2 (Attachment C). The report must be typed and must include all sections noted in Attachment B - Outline for Self-Study Report. Example self-study reports can be found in the Green Book (Appendix F) and/or Attachment D.

4. Provide the name and signature of the teacher who coordinated the completion of the self-study. This person will receive any correspondence and will be recognized with the award should it be granted.

   I hereby acknowledge that I have submitted three copies of a typed and completed self-study report that contains the sections outlined on Attachment B. I understand the review committee will review this application for Level 2 status according to the score sheet found in Attachment C, with a score of 85 percent required to pass.

   Name: ___________________________ Title: ___________________________
   Signature: ______________________ Date: ____________________________
   School Phone: ____________________ Home Phone: ____________________
   School Name: _____________________ County: _________________________
   School District: ___________________ County: _________________________
   School Address: ___________________

   If applicable, attach the names of other individuals who are submitting the report and/or the name and phone number of outside consultants who helped with the self-study.

5. Obtain the signature of the administrator who authorized completion of the self-study, read the report and verifies the accuracy of the information.

   I hereby acknowledge that I have read the attached self-study report and that the information included is accurate to the best of my knowledge.

   Name: ___________________________ Title: ___________________________
   Signature: ______________________ Date: ____________________________
   Address: _________________________ Phone: _________________________
   _______________________________
   _______________________________

6. Mail this application and three copies of the typed self-study report 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.
Important Issues for Level 2 Applications

1. Consultants

The use of a consultant is not required, but is strongly recommended if funds are available. If an outside consultant is not utilized, it is strongly recommended that an administrator (e.g., Curriculum Director) facilitate the process and write the report.

2. Sample Reports

The sample reports (Attachment D in this packet or Appendix F in the Green Book) are provided as models only. Your report should reflect your district or school’s strengths and weaknesses. Your discussion and recommendations must reflect your findings and include high priority issues that you identify. It is not acceptable to cut and paste these sections from the sample report.

You are allowed to use language that appears in the sample reports for the sections titled “Introduction,” “Overview of Methods,” “Profile of Program Strengths and Weaknesses,” and “Conclusions” with modifications that reflect your circumstances and data.

You are not allowed to use language that appears in the sample reports for the sections titled “Discussion of Results” and “Recommendations for Program Improvement.” These sections in your report must reflect your program findings and therefore will be different than those found in the sample reports.

3. District versus Individual Applications

Applications at the district level are preferred because of the interdependency across grades, buildings and teachers that is necessary for high-quality programming. This district-wide approach is strongly preferred as it 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.

4. 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 than 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
Outline for Self-Study Report
(to be used for both district-wide and individual teacher/school reports)

1. Title Page
   Include date of completion and the name(s) and address(es) of the person(s) who prepared the report.

2. Table of Contents

3. A narrative description of the evaluation that includes:
   a. Introduction
      Include a description of representation from the stakeholders involved in the self-study.
   b. Overview of Methods
      Include methods for conducting the self-study and what occurs at each meeting.
   c. Profile of Program Strengths and Weaknesses
      Include a completed “Profile of Program Status” (see Appendix E in the Green Book or Appendix D in the Blue Book) and a description of the profile format you use.
   d. Discussion of Results
      Include a narrative discussion for each of the following five areas, identifying your program’s strengths and weaknesses:
      - Quality of the School Environment
      - Quality of the Physical Education Program
      - Quality of Instruction
      - Quality of Personnel
      - Quality of Facilities, Equipment and Safety Practices
   e. Recommendations for Program Improvement
      Include all high priority needs, identified in your “Profile of Program Status,” organized by the five areas identified in “d” above.
   f. Conclusions
      Include concluding remarks specific to your process and findings.
   g. References

4. Appendices that include:
   a. Appendix A - Participants in Self-Study
      Include names, titles, and affiliations.
   b. Appendix B - Self-Study Checklist
      Include a copy of the evaluation instrument used (see Appendix C in the Green Book - include blank form for district-wide application; see Appendix A in the Blue Book - include completed form for individual application).
   c. Appendix C - Summary Self-Study Checklist
      Include a summary version of the self-study checklist (see Appendix D in the Green Book - include blank form for district-wide application; see Appendix C in the Blue Book - include completed form for individual application).
   d.* Appendix D - Distribution of Final Ratings
      An example of this appendix can be found in Attachment D - Example of a Self-Study Report.
   e.* Appendix E - Self-Study Participant Recommendations
      An example of this appendix can be found in Attachment D - Example of a Self-Study Report.
   f. Appendix F - Glossary
      Include terms that have special meaning.

*These two appendices are optional. While not required by the review committee, these appendices would be helpful for administrators and others who will review your self-study report.

Revised 6/00
Review Panel Score Sheet
Level 2

Guide for Awarding Points Within Items

<table>
<thead>
<tr>
<th>Condition</th>
<th>Percent of points to be awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criterion fully met (90% or better)</td>
<td>100</td>
</tr>
<tr>
<td>Criterion met at a high level (75% or better)</td>
<td>75</td>
</tr>
<tr>
<td>Criterion met at a modest level (50% or better)</td>
<td>50</td>
</tr>
<tr>
<td>Criterion met at a low level (25% or better)</td>
<td>25</td>
</tr>
<tr>
<td>Criterion unmet (24% or less)</td>
<td>0</td>
</tr>
</tbody>
</table>

Item | Points Available | Points Awarded
---|-----------------|-----------------|
Application Form Items
1. The Level 2 option is designated.
   a. District-wide
   b. Single teacher or cluster of teachers in one building.
   2
2. Name of the teacher who coordinated the completion of the self-study is provided (name, title, signature, address, phone, date).
   2
3. Name of the administrator who authorized completion of the self-study is provided (name, title, signature, address, phone, date).
   2

Self-Study Report Items
A typed self-study report written according to the procedures outlined below must be included with the application. Evaluate the following:
4. A dated Title Page includes preparer name(s) and address(es).
   2
5. A Table of Contents matches the narrative.
   3
6. An Introduction includes a description of representation from a variety of stakeholders. (Less information is required for individual applications.)
   2
7. Methods used to conduct the self-study are clearly described with a summary of what occurred at each meeting. (Meetings are not required for individual applications.)
   7
8. Profile of Program Strengths and Weaknesses includes data, from the Summary Self-Study Checklist, in the column titled “Rating of Quality.” Columns titled “Work Needed,” “Priority” and “Timeline” are completed based on striving to obtain a 4.5, or better, rating of quality for each category. A description of the profile is clear and sensible.
   18

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<table>
<thead>
<tr>
<th>Item</th>
<th>Points Available</th>
<th>Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. The <strong>Discussion of Results</strong>* narrative reflects data in the Profile of Program Status, includes discussion of strengths as well as weaknesses, and is understandable in each of the following areas:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Quality of the School Environment</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>b. Quality of the Physical Education Program</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>c. Quality of Instruction</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>d. Quality of Personnel</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>e. Quality of Facilities, Equipment, and Safety Practices</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>10. <strong>Recommendations for Program Improvement</strong>* are clear and consistent with the data and include at least those issues identified as high priority in the Profile of Program Status.</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>11. <strong>Conclusions</strong> are clear and accurately reflect the study process and outcomes.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>12. <strong>Appendix A</strong> includes the names, titles, and affiliations of participants in the self-study.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>13. <strong>Appendix B</strong> includes a copy of the self-study checklist used.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>14. <strong>Appendix C</strong> includes a copy of the summary version of the self-study checklist.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>15. <strong>Appendix F</strong> includes a glossary of terms.</td>
<td>1</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Totals</th>
<th>100</th>
</tr>
</thead>
</table>

Award criterion ≥ 85%

Status (circle one): Pass Fail Refine and resubmit

\*Note: In these sections, applicants are not allow to use language that appears in the sample reports. The narrative must reflect their own data. Significantly reduce the points awarded if the applicant has copied/used language from the sample reports.

Revised 6/00