

Texas Association for Health, Physical Education, Recreation, and Dance

OPERATING CODE FOR EXEMPLARY SCHOOL COMMITTEE

1. Name

- 1.1. The name of this committee shall be the Exemplary School Committee of the Texas Association for Health, Physical Education, Recreation, and Dance (TAHPERD).

2. Purpose

- 2.1. The purpose of the Exemplary School Committee is to select schools to receive the TAHPERD Exemplary School recognition.

3. Organization

- 3.1. The committee shall be organized as a standing committee of the Association.
- 3.2. The committee shall consist of 12 voting members, including the Chair. Members should be from various geographical areas with at least six (6) K-12 physical education/health administrators and K-12 teachers. Committee members and the Chair shall be appointed by the TAHPERD President and approved by the Board of Directors. The TAHPERD Executive Director is an ex officio, non-voting member.
- 3.3. Members shall be appointed annually for five-year terms.
- 3.4. Members who have served a full five-year term may not immediately succeed themselves as committee members.

4. Procedures

- 4.1. The Exemplary School recognition is given to individual school campuses and is valid for a 5 year period. Schools may apply for a higher level annually.
- 4.2. Applicants should review the criteria, required evidence, and application process with their principal, fellow teachers, and HPERD administrators.
- 4.3. The applicant name on the application form will be the primary contact person between the school and TAHPERD.
- 4.4. Collect evidence and organize the portfolio according to the numbered criteria.
- 4.5. Each portfolio must be submitted through the online application process.
- 4.6. Applications will be reviewed by the Exemplary School Committee
- 4.7. Application submission does not guarantee an award. Non-recipients will be provided feedback and should use it to strengthen the program and future applications. Applications will be reviewed for the level indicated on the application form. If the application does not meet the criteria for the level of award applied for, a lower level award may be awarded if the application met those criteria.
- 4.8. Incomplete portfolios will not be considered for an award.
- 4.9. No handwritten application forms or narratives will be accepted.

5. Recognition Requirements

- 5.1. Blue (highest level) – Must meet all 15 required criteria and 3 optional criteria at the Blue level to receive this level award. The application requires signatures of the applicant, principal, coordinator or assistant superintendent, and superintendent
- 5.2. Red – Must meet all 15 required criteria and 2 optional criteria at the Red level to receive this level award. The application requires signatures of the applicant, principal, coordinator or assistant superintendent, and superintendent
- 5.3. White – Must meet all 15 required criteria at the White level to receive this level

award. The application requires signatures of the applicant and principal.
5.4. Criteria 1-15 are required. Criteria 16-19 are optional.

6. Timeline

- 6.1. **December 1:** The TAHPERD Office staff announces the Exemplary School Program application is available on the TAHPERD website.
- 6.2. **August 31:** Applications are due to the TAHPERD Office
- 6.3. **October:** Exemplary School Committee meets to review applications and select the schools to be recognized. The Operating Code and application process is reviewed.
- 6.4. **November 1:** TAHPERD Office notifies applicant of committee's decision
- 6.5. **November 1:** The TAHPERD Office will mail letters of congratulations to all award recipients and their principal and superintendent with information on the presentation of the Exemplary School award at the TAHPERD Annual Convention.
- 6.6. An announcement of the Exemplary School recipients shall be published in the Spring issue of the *TAHPERD Journal*.

Adopted by the Board of Directors: Apr 2011

Amended by the Board of Directors: Dec 2013
Dec 2014
Apr 2015