



# NASPE STARS

## Application Instructions

A complete overview of the STARS process



The *CRITERIA CHART*, *PACING GUIDE*, *ACTION PLAN*, *INTENT TO APPLY*, and *RESUBMISSION PROCESS* referenced in this document can all be found online at <http://www.aahperd.org/naspe/awards/recognitionPrograms/STARS/apply.cfm>.

### Before your school applies

1. This is a school award. Therefore, all members of your physical education department must agree to be a part of the application process. Review the *CRITERIA CHART* with all members of your department to get an idea of what makes a STARS school. Your school must earn an average of 1.5 or better to earn STARS recognition (See the “Review and Scoring” section of the document for more detailed information).
2. Determine a realistic year of application (submission deadline is October 15 each year). We suggest you collect your materials throughout the school year immediately prior to the year you apply. For example, if your school intends to apply October 15, 2010, then you would collect all evidence and materials during the 2009-2010 school year. Review the *PACING GUIDE* for a general idea of the STARS timeline.
3. If there is more than one teacher in your physical education department, select one person to serve as the NASPE contact person. All communication between NASPE and the school will happen through this contact person. The contact person may be any of the teachers, a department chair, or another person who will be responsible for organizing the data collection, assembling the e-folio, completing the application form, and shipping all materials to NASPE.
4. Once all teachers are committed to the STARS application process and a realistic application date has been determined, the contact person should submit an *INTENT TO APPLY* to NASPE. This will notify NASPE of your intention to apply for STARS, and allow the STARS Program Manager to email the contact person with helpful hints, deadline reminders, and more.
5. Review the *CRITERIA CHART* with others in your school who will be involved with documentation, such as your principal, guidance counselors, office staff, and maintenance staff. Obtain appropriate permissions (for example, student privacy permission forms) before beginning the process of collecting evidence.
6. Even if your school may not be able to achieve STARS, the feedback from the review team will be helpful in advocating for change to make you program stronger.

### Creating your school’s NASPE STARS electronic portfolio (e-folio)

1. Go to <http://www.aahperd.org/naspe/awards/recognitionPrograms/STARS/apply.cfm> and download the NASPE STARS e-folio template and directions.
2. Review the *CRITERIA CHART* again. Study each criterion carefully to determine elements required at *all* STARS levels. Shoot for the highest level on each criterion.

3. If there are multiple teachers in your department, use the *ACTION PLAN* to divide the task of collecting required evidence among all teachers. Review the *PACING GUIDE* again. Use it as a guide to fill in the “due dates” on the *ACTION PLAN*. Tip: Have regular meetings and schedule check points with the teachers in your physical education department.
  
4. Assemble evidence about your school program according to the directions you downloaded with the e-folio template. The e-folio template will guide you through each of the six categories, showing you which of the 31 criteria fall into each category. Here are some tips to keep in mind while creating your e-folio:
  - Be careful not to include excessive information and materials. Consider the format (word.doc, pdf, photos, etc) of those materials in order to minimize the size (megabytes) of your e-folio.
  - The same piece of evidence may be entered in multiple sections, if that piece of evidence supports more than one criterion. (See the directions you downloaded with the e-folio for the procedure for setting links from one location to another)
  - Be sure each teacher submits evidence for each criterion when “all” or “each teacher” is a part of the criterion (as noted on the *CRITERIA CHART*). For these types of criterion, clearly identify each teacher and organize the evidence alphabetically by teacher last name.
  - If your physical education department has more than one teacher, help each other by reviewing evidence submitted to assure that it is complete and clear.
  - Make sure to follow any privacy policies for your school or school district. Many privacy policies require that student last names be eliminated.
  - Contact the NASPE STARS staff ([stars@aahperd.org](mailto:stars@aahperd.org)) with any questions you may have during the preparation and completion of your e-folio.
  
5. When finished, your e-folio should consist of an application form, table of contents, the “Big Picture”, and the 31 criteria (divided into six different categories). Each of these items is listed below with a description. If you open the e-folio template and then open the “index main page”, you will easily be able to see these areas laid out.
  - **Application Form:** This is one of the first documents within the e-folio template. This form is necessary in order to provide NASPE with the contact information of your school, teachers, media outlets, etc.
  - **Table of Contents:** The e-folio has a master table of contents. Within each of the six categories you will also see smaller tables of contents listing the criteria that make up the category.
  - **The “Big Picture”:** This is a brief narrative (no more than five pages) describing the uniqueness of your program, description of the school and community, and any general information that will help the reviewers understand the story you have presented in the e-folio.
  - **31 STARS Criteria:** The STARS e-folio is made up of 31 criteria (see *CRITERIA CHART* for requirements for each criterion). These 31 criteria are divided into 6 categories, which are:
    - Program Resources (criteria 1, 7, 8, 9)
    - Professional Preparation, Growth and Development (criteria 2, 3, 4, 5, 6, 31)
    - Program Policies (criteria 10, 11, 12, 13, 14, 16)
    - Curriculum (criteria 17, 18, 19, 20)
    - Instructional Practices (criteria 21, 22, 23, 24, 15, 25, 26, 27)
    - Communication (criteria 28, 29, 30)

For each of the 31 criteria, you should include three types of required evidence in order to demonstrate how the program meets the criterion. These three types of evidence are:

- **Narrative:** A written list and description of support materials to be found in the “documentation” and “examples” sections, explaining what the piece of evidence is, what part of the criterion it meets, and how it relates to your program

- **Documentation:** Any official documents. Include documents such as school and district forms, written policies, guidelines, processes, procedures, charts, faculty roster, tables, inventory of equipment, guidance department class rosters (omit student names), building diagrams, map of school property with dimensions of areas used for physical education, appropriate pages from official district curriculum documents, and any other items pertaining to the criterion. Make every effort to only provide documentation that “proves” the criterion. Do not provide “filler” documentation. Use the narrative to align any documentation with the criterion.
- **Examples:** Any teacher and/or student generated documents. Provide teacher and student work samples. When “all” or “each teacher” is indicated, be sure all teachers provide samples and organize them alphabetically by teacher last name. Be sure to delete or black-out any student names. Samples of completed student work (records, pictures, worksheets, assessments, journals, etc) as indicated in unit and lesson plans may be included. Reviewers will look for evidence of implementation of the planned units, written curriculum and written lessons. Teacher records and student work samples can be provided to show evidence of student achievement, evidence that assessment is used for instructional planning, and that there is student mastery of essential content. Examples of department work (meeting schedules, agendas, reports, etc) should be included when appropriate. Note that for some criteria, the documentation can also act as the examples. These criteria will only list “narrative” and “documentation” on the *CRITERIA CHART*.

Contact the STARS Program Manager ([stars@aahperd.org](mailto:stars@aahperd.org)) if you have questions or need clarification about any of the criteria.

## Sending materials to NASPE

1. There are 3 items you need to send to NASPE in order for your school’s e-folio to be reviewed by trained NASPE STARS review teams. Those items are:
  - STARS application form
    - As mentioned above, the application form is a document within the e-folio template. Complete this application form in your e-folio, then print and mail a copy to **arrive at NASPE no later than October 1<sup>st</sup>**.
  - STARS application fee (\$150)
    - **Must be received no later than October 1<sup>st</sup>**. This fee can be paid one of three ways:
      - credit card (complete the credit card information on the application form).
      - purchase order (include a copy of the purchase order with the application form).
      - check (payable to NASPE STARS, mail the check in the same envelope as the application form).
  - Four (4) copies of your school’s e-folio
    - Make five (5) copies of your e-folio on CD or DVD. Keep one copy for your records. Ship four (4) copies to **arrive at NASPE no later than October 15<sup>th</sup>**.
  - The application form, application fee, and four copies of your e-folio should all be mailed to:

NASPE STARS  
1900 Association Drive  
Reston, VA 20191

## Review and Scoring of your school's STARS e-folio

1. Each e-folio is reviewed by a team of three trained reviewers representing physical education professionals from various educational levels and areas of the USA.
2. Reviewers will be looking for complete evidence for each criterion as described in the CRITERIA CHART. In addition, the connection among related criteria should be evident in all teachers' work (e.g. a clear connection between and among entries for the written curriculum, the year plan, unit and lesson plans, assessments, and student evaluation should be evident).
3. Each criterion will be scored individually, with one STAR equaling one point, two STARS equaling two points and three STARS equaling three points.
4. The final score of the e-folio is based on the **average** score for all criteria (e.g. If the total from all 31 criteria for your school is 85 points [ $85 / 31 = 2.7$ ] your school earned an average score of 2.7)
5. Requirements for STARS recognition:
  - Average score of 1.5 STARS or above
  - Maximum of three (3) NO STARS permitted within the entire e-folio
  - Limit of one (1) NO STARS permitted within any one of the six categories
  - If your school earns a 2.5 or higher, you are eligible to apply for SuperSTARS. See <http://www.aahperd.org/naspe/awards/recognitionPrograms/STARS/apply.cfm> for more information about SuperSTARS
6. If your school achieves STARS recognition, you will be officially recognized at the next AAHPERD National Convention. The contact person in your department will be notified of the results in enough time to make travel reservations for the convention.
7. STARS status is valid for five (5) years.
8. Resubmission opportunities are available if your school does not earn STARS on the first try. See RESUBMISSION PROCESS online at <http://www.aahperd.org/naspe/awards/recognitionPrograms/STARS/apply.cfm>