



ADMINISTRATIVE PROCEDURE

CATEGORY: Instruction, Curriculum Design

SUBJECT: Physical Education Instruction

A. PURPOSE AND SCOPE

1. To outline administrative procedures regarding Physical Education instruction.
2. **Related Procedures:**
 - Nondiscrimination on the Basis of Sex in District Programs and Activities 0112
 - School Aquatics Programs 4178
 - Independent Study 4316
 - Graduation from Senior High Schools 4770
 - California Physical Fitness Test 4835
 - Illness and Minor Injuries 6371

B. LEGAL AND POLICY BASIS

1. **References:** California Education Code §§200 *et seq.*, 33050-33053, 33352, 51210, 51220, 51222, 51223, 51225.3, 51241, 51242, 51246, 51745, 51746, 60605 and 60800; California Code of Regulations, Title 5, §§1041 *et seq.*, 4930, 4931, 4940, 10060, 14030, 14001 *et seq.* regarding school facilities construction; Title IX, Educational Amendments of 1972 (20 US Code, §1681 *et seq.*, and 34 CFR 106 *et seq.*)

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Physical Education, Health and Athletics Department. Questions concerning the interpretation of the FITNESSGRAM®, answer sheets, data collection and test results should be directed to Assessment Services.
2. **Instructional Minutes.** Physical education is an integral part of the educational program for all students. Students shall receive physical education instruction every year in Grades K-12. No student may be removed from physical education class for disciplinary or academic reasons.
 - a. **Elementary:** Students in Grades K-6 shall receive a minimum of 200 minutes of physical education instruction each 10 school days, exclusive of lunchtime, recess and voluntary activity programs and before- and after-school activities. (Education Code §51210[g]) Each elementary school must provide a principal-approved school-wide physical education class schedule documenting the 200 minutes every 10 school days. This schedule must be submitted to the Physical Education, Health and Athletics Department by October 15 each year.
 - b. **Span schools with Grades K-8** shall have 200 minutes of physical education each 10 school days exclusive of lunchtime, recess, voluntary activity programs and before- and after-school activities. (Education Code §51223)
 - c. **Secondary:** Students in Grades 7-12 shall receive a minimum of 400 minutes of physical education each 10 school days for the duration of the entire school year. (Education Code §51222[a])

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- d. **High schools** must provide opportunities for students to participate in elective physical education classes each year in addition to the required physical education classes. (Education Code §51222[b]) Contact the PE, Health and Athletics Department for details regarding the number of required instructional minutes by schedule type to fulfill high school physical education requirements (traditional, 4x4 block, 4x4 with adjusted minutes, and 4x4 A-B block schedules).
3. **Waivers for Block and Alternative Schedules.** Before implementing a schedule that would result in noncompliance with instructional minute requirements, a waiver must be submitted to and approved by the State Board of Education. (Education Code §§33050-33053)
4. **Required Elementary Teaching Credential.** To ensure that students have access to qualified teachers, only teachers with a Single Subject Credential in physical education or a Multiple Subject Credential must **plan** the physical education program, **evaluate** students and **assign** grades in physical education.
- a. When the regular elementary classroom teacher provides physical education instruction for only his or her individual class, the teacher is qualified to teach physical education if he or she possesses a Multiple Subject Credential. (Education Code §44256)
- b. When one teacher provides physical education instruction to more than one class of students throughout the school day, the subject becomes departmentalized. When this occurs, the teacher must possess a Single Subject Credential authorizing physical education instruction or a Multiple Subject Credential with a Supplementary Authorization in physical education.
- c. Instructional aides, paraprofessionals, and volunteers may not be used to provide physical education instruction or decrease the student/teacher ratio for physical education instruction. (Education Code §§45340-45367)
5. **Required Secondary Teaching Credential.**
- a. To ensure that students have access to qualified teachers, only teachers with the proper district-approved credentials may **plan** the physical education program, **deliver** instruction, **evaluate** students and **assign** grades in physical education. (Education Code §44256)
- b. Instructional aides, paraprofessionals, volunteers, and walk-on coaches may not be used to provide physical education instruction or decrease student/teacher ratios in physical education classes. (Education Code §§45340-45367)
6. **Required Credentials for Other Courses Used to Fulfill Physical Education Requirements.**
- a. JROTC: In order for all minutes (400) to qualify as physical education credit for students enrolled in JROTC, the teacher of record must hold either a Designated Subject Credential and a Special Teaching Authorization or a Single Subject Credential in physical education.

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- b. Marching Band, Cheerleading, Drill Team, or Color Guard: In order for all minutes (400) to qualify as physical education credit for students enrolled in Marching Band, Cheer, Drill Team or Color Guard, the teacher of record must hold either a Teaching Credential and a Limited Teaching Assignment working toward a Single Subject Credential in physical education or a Single Subject Credential in physical education.
- c. Only 49% of the class time can be counted toward the 400-minute requirement if the teacher of record does **not** hold either a Single Subject Credential in physical education or a Special Teaching Authorization in physical education.
- (1) To fulfill the state and district year-long mandated physical education minute requirement, students in these courses must either be enrolled in the class all year, or enroll in a physical education class for the second semester.
 - (2) Students must also receive instruction in physical education for 51% of the class time to receive physical education credit. Instruction must incorporate the required eight physical education content areas (Section C.8.b.).
7. **Gender Equity and Equal Educational Access.** All physical education courses are to be conducted in a coeducational, inclusive manner. Students must not be separated in physical education classes on the basis of gender. All students must have equal access to courses, facilities and equipment. (Title IX, 34 US Code, Subtitle B, Chapter 1, Parts 106.33 and 106.34; California Code of Regulations, Title 5, §§4930, 4931 and 4940)
8. **Physical Education Course Content.** The Course of Study, TK-12, includes descriptions of physical education courses and the text and teaching materials to be used. Physical education will promote daily physical activity where 50% of the time students are engaged in moderate to vigorous physical activity and where students develop the appropriate skills to maintain a physically active and healthy lifestyle. Physical education course syllabi must be posted and must be consistent with the district's curriculum and Course of Study, TK-12.
- a. The Physical Education Model Content Standards and the Physical Education Framework for California represent an integral part of the educational program for all students. They guide students regarding how their bodies move, how to perform a variety of physical activities, the health-related benefits of regular physical activity, and specific skills that will allow them to adopt a physically active and healthy lifestyle. They also provide learning experiences that meet the developmental needs of students. With effective physical education instruction, students become confident, independent, self-controlled and resilient; develop positive social skills; learn to set and strive for personal, achievable goals; learn to assume leadership, cooperate with others and accept responsibility for their own behavior; and improve their academic performance.
 - b. In accordance with California Code of Regulations, Title 5, §10060, all students in Grades 9-12 shall be provided opportunities to receive instruction and be evaluated on their progress in each of the following physical education content areas:
 - (1) Effects of physical activity on dynamic health
 - (2) Mechanics of body movement

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- (3) Aquatics
 - (4) Gymnastics and tumbling
 - (5) Individual and dual sports
 - (6) Rhythms and dance
 - (7) Team sports, and
 - (8) Combatives (may include self-defense)
9. **Independent Study.** See Administrative Procedure 4316.
 10. **Physical Education Class Size.** Class size is consistent with requirements of good instruction, district facilities and student safety (California Code of Regulations, Title 5, §10060) and must be in compliance with the San Diego Education Association (SDEA) Collective Negotiations Contract (Sections 13.3.1 and 13.5.6).
 11. **Graduation Requirements.** The State of California requires two years of physical education for graduation. A student will be required to continue enrollment in physical education for more than the two-year requirement if he or she did not pass five of the six subtests on the FITNESSGRAM®.
 12. **Grade 9 Enrollment in Physical Education.** The district requires all students in Grade 9 to be enrolled in physical education. Students in Grade 9 attending school on a 4x4 schedule must take physical education courses 5503 and 5504 in first semester and physical education courses 5701 and 5702 in second semester. This will fulfill the state and district's year-long mandated minute requirement. Contingent upon passing five of the six Healthy Fitness Zones on the FITNESSGRAM®, the students will also have met the district's two-year physical education graduation requirement. Students that have met the above listed requirements must apply for both the district-approved Physical Education Two-Year Waiver (Attachment 1) and the Application for Physical Education Permanent Exemption (Attachment 2) as described in Section C.13.
 13. **Exemptions from Physical Education.**
 - a. **Guidelines for injury or illness.**
 - (1) A teacher may excuse a student from physical education because of an illness for up to three consecutive days. Verbal requests from students must be considered in light of the students' past performance and behavior. Students who claim illness are required to dress for physical education and participate on a limited basis. Students who frequently request to be excused from physical education for short periods of time should be advised to have a medical examination (Administrative Procedure 6371). Students will be required to make up all missed assignments and activities. Documentation of coursework must be retained with the physical education teacher of record.
 - (2) Up to 10 consecutive days' excuse from physical education participation may be authorized by the school nurse (Administrative Procedure 6371). A Physical

Education Modifications for Injury or Illness form (Attachment 3) must be completed by the school nurse.

- (3) More than 10 consecutive days' excuse from physical education participation requires authorization by a family physician or health advisor. A Physical Education Modifications for Injury or Illness form (Attachment 3) must be completed by the school nurse in conjunction with the physician or health advisor, to determine the extent to which the student can participate in physical education class. Modifications and accommodations must be made for the student, and the student is to continue to be enrolled in the physical education class.
 - (4) 504 qualifications. If a student's injury or illness exceeds or qualifies for a 504 Plan, the modification and accommodations outlined in the 504 Plan are to be implemented.
 - (5) Adapted physical education. If a student's injury or illness is a permanent disability, the Individualized Education Program (IEP) or 504 Team will determine the least restrictive environment for the student to receive physical education instruction.
- b. **Two-year waivers.** Education Code §51241(b)(1) permits school district boards of education to grant students in Grades 10 through 12 who have satisfactorily met at least five of the six standards on the state-mandated physical fitness test, the option of waiving courses in physical education for two years.
- (1) A student may exercise this option only after the school has received its Physical Fitness Test (PFT) results form Assessment Services, indicating that the student has scored satisfactorily in at least five of the six Healthy Fitness Zones. A completed Physical Education Two-Year Waiver (Attachment 1) validates and records the student's choice to exercise the exemption option.
 - (2) The physical education teacher or school counselor is to meet with all students who scored satisfactorily on the PFT and explain the Physical Education Two-Year Waiver (Attachment 1) and review options.
 - (3) Students who choose the exemption option are to retain a signed copy of the exemption form and the school is to place the original in the student's cumulative file.
- c. **Other short-term waivers.**
- (1) Students may receive a waiver from physical education if participation in a Regional Occupational Program (ROP) class results in hardship because of travel time involved. (Education Code §52316)
 - (2) Any four-year or senior high school student engaged in a regular, school-sponsored interscholastic athletic program carried on wholly or partially after regular school hours may request to be exempted from attending courses of physical education. Students must fulfill the four-semester graduation requirement for physical education (Education Code §51242).

- d. **Permanent exemptions.** A student can be permanently exempted from physical education as long as he or she is 16 years old or older and has been enrolled in Grade 10 for one academic year or longer. (Education Code §51241[c]1) The Physical Education, Health and Athletics Director may grant permanent exemptions for extreme or severe circumstances on a case-by-case basis. Complete and submit the Application for Physical Education Permanent Exemption (Attachment 2) to the Physical Education, Health and Athletics Department for consideration. **This exemption may not be used to supplant the state FITNESSGRAM® mandates or the district's two-year graduation requirement.**
14. **Physical Fitness Test.**
- a. The FITNESSGRAM® is the state-designated physical fitness test that shall be administered to all students in Grades 5, 7, and 9 during February, March, April and May. Additionally, the test may be offered in November for students in Grades 10-12. All students are required to participate whether or not they are enrolled in a physical education class at the time of the test, including students in marching band, JROTC, color guard, show choir and cheerleading. All public schools, including charter, atypical and alternative schools, maintaining Grades 5, 7, and 9 must administer the test. (Education Code §60800) Administrative Procedure 4835 outlines the purpose and implementation of the state-adopted physical fitness test.
- b. Students with disabilities who are unable to take the entire physical fitness test should be given as much of the test as their conditions permit. The student's Individualized Education Program (IEP) or 504 Team is responsible for determining to what extent the student may participate.
- c. Students must perform satisfactorily in at least five of the six Healthy Fitness Zones (Aerobic Capacity, Abdominal Strength and Endurance, Upper Body Strength and Endurance, Body Composition, Trunk Extensor Strength, and Flexibility) to apply for a two-year exemption of physical education in high school. (California Code of Regulations, Title 5, §10060)
- d. Students who do not meet the state physical fitness requirement must be enrolled in physical education in Grades 10, 11 and 12 or until they meet and achieve an overall passing score in all Healthy Fitness Zones.
- e. Students shall be provided with their individual results after completing the physical fitness test. Each school site's physical fitness test scores must be reported on the school's accountability report card (SARC).
15. **Physical Education Facilities.** Physical education teaching stations shall be adequate for the projected student enrollment and for students to complete the instruction and coursework defined in Education Code §§51210(g), 51220(d) and 51225.3(a)1(F), and the California State Physical Education Content Standards.

D. IMPLEMENTATION

1. Site principals/administrators ensure that the instructional minute and course content requirements are met at their sites.

2. Each elementary school must provide a principal-approved school-wide physical education class schedule documenting the 200 minutes every 10 school days. This schedule must be submitted to the Physical Education, Health and Athletics Department by October 15 each year.
3. Middle and high school physical education courses must be listed in each site's master schedule, and include teacher assignment, classes offered, and the number of minutes required.
4. High school principals/administrators and counselors of students in Grades 9-12 ensure that high school students participate in the physical education courses mandated by the district's Course of Study, TK-12, and include the eight physical education content areas listed in Section C.8.b., consistent with the district's graduation requirements for physical education.
5. High school principals/administrators ensure that their students have opportunities to participate in physical education elective courses each school year.
6. Human Resource Services ensures that physical education teachers possess the appropriate teaching credential.
7. Site principals/administrators ensure that all physical education courses in their schools are coeducational and that all students have equal access to facilities and equipment.
8. The Physical Education, Health and Athletics Department ensures that all district schools have a sequential, developmentally appropriate physical education curriculum based on the California Physical Education Model Content Standards and the California Physical Education Framework.
9. The Physical Education, Health and Athletics Department may provide professional development and assistance to physical education teachers, including elementary physical education specialists and classroom teachers.
10. Site and district staff ensure that temporary waivers or permanent student exemptions from physical education are properly implemented. (Education Code §§51241, 51242)
11. Physical Fitness Test:
 - a. The Physical Education, Health and Athletics Department may provide professional development and assistance to teachers in the administration of the California Physical Fitness Test (FITNESSGRAM®).
 - b. Assessment Services ensures that schools receive the FITNESSGRAM® administration kit, instructions and results.
 - c. Site principals/administrators and staff serving as testing coordinators arrange for administration of the tests and ensure all test data is entered into the FITNESSGRAM® Web System accurately and completely in accordance with Assessment Services deadlines.

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- d. Assessment Services forwards test results to schools as soon as possible and posts them on the district's test management system website.

E. FORMS AND AUXILIARY REFERENCES

1. Physical Education Two-Year Waiver (Attachment 1)
2. Application for Physical Education Permanent Exemption (Attachment 2)
3. Physical Education Modifications for Injury or Illness (Attachment 3)
4. California Physical Education Model Content Standards (January 2005)
5. California Physical Education Framework
6. District Course of Study, TK-12, available on the district website
7. District Physical Education Department, Elementary, Middle School and High School Grade-Level Syllabus
8. District Pilot and Site-Adopted Courses, A Supplement to the Course of Study, available on the district website
9. Instructions for administering the FITNESSGRAM® (included in administration kits supplied by Assessment Services and outlined in Administrative Procedure 4835)
10. Collective Negotiations Contract with San Diego Education Association (SDEA)
11. Site Operations Circular 1019, dated May 21, 2015, available on the district website
12. Site Operations Circular 1016, dated November 20, 2015, available on the district website

F. REPORTS AND RECORDS

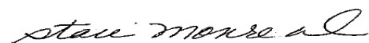
1. Student cumulative files

G. APPROVED BY



General Counsel, Legal Services
As to form and legality

H. ISSUED BY



Chief of Staff