



ADMINISTRATIVE PROCEDURE 6636 SUPERVISED CURRICULUM PE – HIGH SCHOOL

Responsible: Office of Student Services, Department of Extended Studies

PURPOSE

This administrative procedure shall set forth the means by which a student may earn physical education credit through a supervised curriculum program in the Washoe County School District ("District").

PROCEDURE

1. High school students in the District are permitted to earn physical education credit through a Supervised Curriculum PE ("SCPE") program by participating in pre-professional sport preparation or participation in a national or regional competition, under the following guidelines:
 - a. Student must be enrolled full time in a District school;
 - b. Students participating in a team sport at a District high school are not eligible for participation in Supervised Curriculum PE ("SCPE");
 - c. Students are not eligible for SCPE if his/her parent/guardian or other close relative is the coach;
 - d. Students must complete 60 hours of supervised curriculum instruction and a final project within the semester to earn .5 credit.
 - e. Students may earn a maximum of two credit total through SCPE (PE credit only). Students must re-apply each semester for SCPE by submitting a new, completed application. Students may register once per semester/summer for a maximum of .5 credit.
 - f. Extended Studies will post grades to the student's transcript at the end of the semester. Satisfactory and Unsatisfactory (S/U) grades are awarded for SCPE and do not affect the student's GPA.
 - g. Completion of the Supervised Curriculum PE contract must occur each semester (including summer semester). Failure to provide proper documentation, failure to meet the indicated deadlines, or participation in a sport not listed below will result in no credit being issued.
 - h. Students wishing to apply for an individual or club sport not listed below, must make his/her request at least one month IN ADVANCE of the semester application deadline date. Application must be made in writing to the Department of Extended Studies. Students who participate in a non-approved sport will NOT receive credit for SCPE for that semester

2. Supervised curriculum in PE has been approved ONLY for the following activity areas:

a. INDIVIDUAL SPORTS

- Tour/Mountain Bike Racing
- Bowling
- Dance (professional training)
- Diving
- Drum Corps
- Equestrian Training
- Golf*
- Ice Skating
- Martial Arts
- Motocross
- Rock Climbing
- Rodeo Training
- Skiing
- Snowboarding

b. CLUB SPORTS

- Baseball*
- Basketball*
- Boxing
- Fencing
- Gymnastics
- Ice Hockey
- Lacrosse
- Soccer*
- Softball*
- Swimming*
- Tennis*
- Track*
- Volleyball*
- Wrestling*

c. *Refer to Nevada Administrative Code (NAC) 386.600 – 386.886, Nevada Interscholastic Activities Association, regarding participation on independent / outside teams if the student wishes to participate in a club sport during the season in which that sport is played at the high school.

3. In order to be accepted as a student in Supervised Curriculum PE:

- a. The application packet for Supervised Curriculum PE must be completed and submitted to Extended Studies before hours count toward the required 60. Failure to fully and properly complete and submit this form will result in the student's forfeiture of the opportunity to earn credit through this option for that semester.
- b. The supervised curriculum coach or instructor is obligated to submit to Extended Studies a copy of the program that the student is following with the amount of time to be spent in that program for the semester. It is the student's responsibility to submit this to Extended Studies so it arrives prior to the established deadlines.

4. In order to receive credit for Supervised Curriculum PE:
 - a. The student may count up to a maximum of four (4) hours per day of supervised practice and/or competition. If the student is submitting hours for competition, a copy of the competition program/agenda must be attached to the report.
 - b. The monthly report from the coach or instructor is due to Extended Studies **no later than 7 days after the end of the month**. The form for this report is given to the student each month when the previous month's report is submitted.
 - i. Record or report of attendance which must address:
 1. Did the student follow the schedule as set down on the application for supervised curriculum PE?
 2. Did the student regularly complete a minimum of five hours per week?
 - ii. Accomplishments made toward goals set which must address:
 1. What has the student been working on this month?
 2. What are the specific functions the student has been practicing for or participating in (performances, matches, etc.) during the month? Artifacts must be attached (program, schedule, etc.).
 3. Has the student attended special clinics, passed tests, or attained a new rating or rank?
 - iii. Signature of the coach or instructor named on the application for enrollment in the SCPE (required on each monthly report). **Extended Studies will NOT accept a report without this signature. A parent's signature will not be accepted in place of the coach's or instructor's signature.**
 - iv. Continually turning in reports late or neglecting to turn in reports may result in a failing grade (U) and no credit will be earned.
5. In order for a student in grades 9, 10 and 11 to earn credit, all hours must be submitted to Extended Studies one (1) week prior to the end of the semester and the final project must be submitted two (2) weeks prior to the end of the semester. This allows time for Extended Studies to verify hours, grade final projects and post grades. Extension may be granted by the Extended Studies Coordinator to extenuating circumstances.

6. Summer Program

- a. Students participating in SCPE during the summer session must be enrolled in a WCSD High School during the school year. Students will apply for the course through Extended Studies and pay the regular course fee. All of the above requirements apply. A minimum of 60 participation hours are due one (1) week prior to the end of the summer session and the final project is due two (2) weeks prior to the end of the summer session.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

- 1. This Administrative Procedure reflects the goals of the District’s Strategic Plan and aligns with the governing document of the District, to include:
 - a. Administrative Form 6660: Supervised Curriculum PE (SCPE) Packet
 - b. Administrative Procedure 6661, PE Options
- 2. This Administrative Procedure aligns with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) Chapter 386, Local Administrative Organization, and specifically:
 - a. Chapter 386, and specifically:
 - i. NAC 386.600 – 386.886, Nevada Interscholastic Activities Association.
 - b. Chapter 389, Examinations, Courses, Standards and Diplomas, and specifically:
 - i. NAC 389.710, Independent Study defined

REVIEW AND REPORTING

- 1. This procedure and any accompanying documents will be reviewed bi-annually in even numbered years.

REVISION HISTORY

Date	Revision	Modification
05/15/2009	1.0	Adopted as Accepted Practice
05/01/2012	2.0	Revised Accepted Practice
12/16/2013	3.0	Revised: converted to Administrative Procedure
11/15/2016	4.0	Revised