



**Responsible:** Department of Extended Studies

## **PURPOSE**

This administrative procedure sets forth the means by which a student may be permitted to earn physical education credit by participating in instructor-led group classes at an approved fitness facility in the Washoe County School District ("District").

## **PROCEDURE**

1. District high school students are permitted to earn physical education credit by participating in instructor-led group classes at an approved fitness facility as predetermined by the Extended Studies Department under the following protocols:
  - a. Physical Education ("PE") Options is only available to students currently enrolled full time in a District School.
  - b. The instructor:
    - i. Must be certified and "live" in the class. Video classes are not accepted.
    - ii. May not be the student's parent/guardian or other close relative.
  - c. Students must complete 60 hours (3,600 minutes) of live instructor-led group classes within the semester to earn .5 credit. Video classes are not accepted.
  - d. Classes under one (1) hour may not be rounded up. For example, a 45-minute class does not count as 1 hour.
  - e. Students may count up to two (2) hours of instructor-led group classes per day.
  - f. A student may earn only .5 credit through PE Options per semester; with a maximum of two (2) credits (physical education credit) earned in total through PE Options in his/her high school career.
  - g. Satisfactory / Unsatisfactory (S/U) grades are awarded for PE Options and do not affect the student's grade point average (GPA).
2. Registration:
  - a. A registration form and fee payment shall be completed prior to the student's participation in the course. Registration for the course can be completed online or at Extended Studies.

- b. The following must be submitted to Extended Studies Office within five (5) business days after registration has been completed. These must be turned in before participation hours will be counted. Failure to fully and properly complete and submit the following documents will result in the student's forfeiture of the opportunity to earn credit through this option for the semester.
    - i. Students must submit proof of gym membership from an Extended Studies approved facility. See the approved facility list found on the Extended Studies website.
    - ii. Students must submit the Manager/Supervisor Acknowledgement form to Extended Studies.
    - iii. The Statement of Understanding form must be signed by the parent/guardian and student and submitted to Extended Studies.
3. Submission Deadlines
- a. On a monthly basis, the following must be completed and submitted to Extended Studies:
    - i. The PE Options Attendance Card must be signed by the class instructor after every group class attended and by the manager/supervisor at the end of the month. Only the *original* PE Options Attendance Card will be accepted (No faxes or scanned emails).
    - ii. A group class schedule from the gym must be attached monthly to the PE Options Attendance Card. The classes that the student attended must be circled.
  - b. Two (2) weeks before the end of the semester the following must be completed and submitted to Extended Studies:
    - i. Final project - The final project must be submitted two weeks before the end of the semester. Students may choose to turn in an essay or a printed Power Point presentation demonstrating what they have learned about the activity, him/herself, and how his/her experience working out has affected him/her. See Orientation Packet for specific details.
    - ii. Seniors must submit the final project three (3) weeks prior to the end of the Spring semester in order to have grades posted in time for graduation.

- c. One (1) week before the end of the semester the following must be submitted to Extended Studies:
    - i. PE Options Attendance Card showing the student completed the minimum of 60 hours.
    - ii. Documentation of ALL HOURS completed.
    - iii. Seniors must submit Attendance Card and final documentation of all hours three (3) weeks prior to the end of the Spring semester in order to have grades posted in time for graduation.
4. Approved Facility List:
- a. Gyms and health centers that are interested in participating in the District's PE Options program are required to apply annually to be put on the PE Options Approved Facility List. They must submit the Application for Facility Participation in the District's PE Options Program and the PE Options Facility Expectations and Responsibility Signature Page. After receipt of these documents, District staff will visit the site to discuss requirements and inspect the facility.
  - b. A gym/health center found to be falsifying student participation or not abiding by the expectations of the program will be immediately removed from the approved list.

## **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 6652, PE Options Orientation Packet and Application
  - b. Administrative Procedure 6636, Supervised Curriculum PE
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                        |
|------------|----------|-------------------------------------|
| 7/1/2016   | 1.0      | Adopted as administrative procedure |
| 11/10/2016 | 2.0      | Revised                             |