

**Bartholomew Consolidated School Corporation  
PE Waiver Guidelines**

**Program Description:**

The overarching goal of our general physical education courses is to *ensure that our students meet the standards and objectives that prepare them for a lifetime of personal physical fitness*. The PE Waiver option is now allowed by the Indiana Department of Education for students that may meet many of these standards in alternative settings.

These guidelines include a list of basic requirements/standards/responsibilities that have been developed by the PE/Health Departments of both BCSC high schools so that the waiver program meets the overarching goal of our general physical education credit requirement. These requirements must be met and maintained to be eligible for participation in the program.

School-based extracurricular, private, or commercially sponsored physical activity programs in which students participate in intensive physical training above and beyond that of regular physical education courses may be substituted for physical education credit as allowed by the school corporation and the Indiana Department of Education.

**QUALIFYING CRITERIA**

**CATEGORY 1:** These are school and/or IHSAA sponsored athletic activities and competitions. Student athletes must complete a full season to receive one semester of credit. Signing up for this program does not prevent a coach from cutting a student from the team as some teams can only carry a specific number of athletes.

**CATEGORY 2:** These are alternative PE courses that may be substituted for a second semester general PE course. Students must complete one semester of general PE with a letter grade of "A" or "A-" or complete a qualified semester credit to be able to qualify for this category. This category could include weight training/conditioning or advanced PE and would depend on available openings in that course.

**CATEGORY 3:** These would include performing art courses that require a minimum of ten ( 10 ) hours per week of exceptional or high quality physical activity if that activity does not last an entire semester, i.e. marching band or five (5) hours per week of high quality physical if that activity is a semester long class, i.e. dance. Instructors/directors of these courses will provide the PE department with documentation of the hours of high quality physical activity. Students must complete a Category 3 course with a "B-" or better to get the PE credit.

**CATEGORY 4:** These are physical activities that require exceptional or very high quality physical skills by the student that is individual sport specific and includes competition (comparable to Olympic training level). This category requires that the student meets a minimum of ten (10) hours a week if the activity meets at least nine weeks and five (5) hours a week if the activity meets eighteen (18) weeks. “Appropriate” means that the physical activity is of exceptional or high quality physical skills/training by the student (comparable to Olympic training level such as elite gymnastics and skating that are individual sports). This category will also require a student specific letter of recommendation from a recognized national sanctioning athletic organization for the student’s placement into this high level category, i.e USA Gymnastics or U.S. Figure Skating.

#### **ATTENDANCE**

Attendance in the Category 1,2,& 3 PE waiver activities must comply with the coach/director’s requirements.

Attendance in Category 4 PE waiver activities require 95% attendance in accordance with the DOE guidelines that are used for GQE waivers. Participation in events/activities related to Category 4 waiver activities should not affect the student’s attendance at school unless arranged with the school administration.

#### **GRADES, CREDITS, AND REQUIREMENTS**

No letter grades will be recorded within the waiver program. **Credit will be determined on a credit/no credit basis and will not count in the GPA.**

High school graduation requirements specify students must earn two credits of physical education.

BCSC will require that students participating in this waiver program will be required to take fitness/wellness assessments during the semester for which the waiver will be sought. The fitness/wellness assessments will be administered by the PE/Health Department at each high school. It will include a water safety/swimming assessment as well as a series of written fitness/wellness assessments **to ensure that students meet the standards to prepare them for a lifetime of personal physical fitness.**

#### **TRANSPORTATION**

Transportation to and from PE waiver activities will be the sole responsibility of the student or the student’s parent/guardian.

## **TRANSFER**

The student may **NOT** transfer from a physical education class into a PE waiver after the deadline for application. However, the student may withdraw from the PE waiver program and transfer back into a general PE course within the first three weeks of a semester.

## **LIABILITY**

The school corporation and its officers or representatives shall be excluded from liability and/or medical expenses that may develop or result from the student's participation in Category 4 activities including travel to and from the activity. The school corporation has no control over the daily activities of Category 4 activities, the quality of the activity or qualifications of the instructor. BCSC does not perform criminal background checks on Category 4 instructors/coaches.

## **REVOKING A WAIVER**

A student's PE waiver may be revoked if it is determined that the student's participation in a waiver activity no longer meets the criteria specified for the category chosen, if the student's attendance becomes irregular, or if the student is suspended or removed from the activity.

## **STUDENT/PARENT RESPONSIBILITIES**

The student/parent is responsible for adhering to the following requirement:

1. Obtaining the PE Waiver packet from the PE/Health Department and informing the counselor at the time of scheduling that they will be participating in the waiver program.
2. Submitting a completed application and instructor agreement to the PE instructor administering the PE waiver program prior to the end of the first week of the semester or sooner for which the credit is being sought.
3. Ensuring that the student participates in his/her activity under professional supervision for at least the minimum amount of time per week as outlined in the category type chosen.
4. Ensuring that the student completes the assessment benchmarks as outlined in the Waiver Assessment.
5. Ensuring that the student attends his/her activity on a regular basis that includes 95% attendance for Category 4 activities.
6. Providing transportation to and from the waiver activity.
7. Notifying the PE instructor of any changes in the student's schedule or of any injuries/illnesses.
8. Notifying the PE instructor if the student's attendance becomes irregular or if the student withdraws from the program.

9. Submit a letter of recommendation from a sanctioning sport organization for Category 4 waivers.
10. Completes all assessment and water safety requirements outlined by the PE/Health Department in order to meet the standards of a general PE credit.

### **PE INSTRUCTOR RESPONSIBILITIES**

The PE instructor's responsibilities include the following:

1. Providing applications and information on the PE waivers to students interested in participating in the program.
2. Answering any questions/concerns of the student or parent.
3. Checking each application submitted to verify that it is correctly and completely filled out.
4. Forwarding the application to the PE/Health Department Coordinator after signing it and obtaining the Coordinator's signature for final approval.
5. Notifying the student/parent of any concerns regarding the application by phone and/or in writing.
6. Verifying that the guidance department has a list of all students approved for the PE waiver that semester.
7. Ensuring that grades (pass/fail) and attendance are recorded for students participating in the waiver program at the end of each nine week grading period as received from the instructor/coach/director of the waiver activity. Grades (credit/no credit ) are to be recorded at the same time as all other nine week grades are entered. Absences will also be monitored.
8. Providing the required water safety assessments and periodic assessments as outlined by the PE/Health Department.

### **PE/HEALTH DEPARTMENT COORDINATOR RESPONSIBILITIES**

The PE/Health Department Coordinator will be responsible for the following:

1. Reviewing and signing the student's application form.
2. Ensuring that appropriate procedures are maintained to certify student attendance and program accountability.
3. Adding Category 2 and 3 PE Waiver courses when appropriate.
4. Reviewing and monitoring the required assessment process.
5. Reviewing and monitoring the waiver program.

### **PRINCIPAL RESPONSIBILITIES**

The building principal will be responsible for the following:

1. Providing appropriate forms and information to the PE/Health Department.
2. Reviewing as necessary applications and notifying PE/Health Department of any concerns.
3. Serving as the final appeal level for questions or concerns over the waiver and awarding of credit.
4. Notifying the PE/Health Department of any program changes when necessary.

5. Reviewing and monitoring the waiver program with the assistance of the department coordinator.