

Bartholomew Consolidated School Corporation
PE Waiver Program Procedures

1. The student obtains the PE Waiver Information Packet from the PE/Health Department. The student should indicate to their counselor at the time of scheduling that they intend to participate in the waiver program.
2. The student and parent read all the information provided in the packet and fill out the PE Waiver Application form.
3. The student/parent provides the instructor/coach from the waiver activity with the waiver application and the “Activity Schedule and Instructor Agreement” for completion and signature. Category 1, 2 and 3 students do not need the schedule to be completed and only need the coach/director signature so that the coach/director is aware that the student is doing the activity for credit. Category 4 students must have the entire “Activity Schedule and Instructor Agreement” completed.
4. The student/parent submits the application form and activity/instructor form to the PE/Health Department of the high school prior to the end of the first full week of the semester of which credit is sought. The waiver is valid for the semester of submission only and additional waivers must be submitted for each additional semester in which credit is sought.
5. After checking the application thoroughly, the PE instructor may sign the form. The PE/Health Department Coordinator must then sign off on the application as well for approval of the waiver. **The high school principal is the final authority on approving or denying waivers for credit.**
6. The PE waiver will be kept and monitored by a PE instructor. The PE/Health Department will notify the guidance office of all students taking the waiver program for that semester. If there are any concerns, the PE instructor will contact the student and/or the parent by phone or in writing.
7. The PE instructor will monitor the waiver activities and the required PE assessment activities during the semester to insure that the student is meeting the requirements and standards outlined in the program.
8. Performance activities and absences will be reported to the monitoring PE instructor by the waiver activity sponsor one week prior to the end of each current nine week grading period. No grade will be recorded. **Credit will be determined on a credit/no credit basis and will not count in the student’s GPA.**
9. Any changes in the PE Waiver or the activity schedule must be approved by the PE instructor. Changes would include any injuries that may prevent the student from completing required activities.