

Physical Education Plan

WRITING GUIDE

The Physical Education (PE) Plan Writing Guide was developed through a collaboration by the New York State Department of Health (DOH) and the State Education Department (SED). Healthy Schools NY and Communities Putting Prevention to Work, programs of the DOH, provide technical assistance and resources to school districts throughout the state to increase the quantity and quality of physical education and physical activity for all students. This is achieved through the development and implementation of PE Plans and physical activity policies.

The PE Plan Writing Guide can be used by PE/Athletic Directors, PE teachers, or other school personnel responsible for contributing to the process of developing a quality PE program.

SED Regulations of the Commissioner, Part 135.4. Physical Education

(a) School district plans. It shall be the duty of trustees and boards of education to develop and implement school district plans to provide physical education experiences for all pupils as provided in this section. Such current plans shall be kept on file in the school district office and shall be filed with the Division of Physical Education, Fitness, Health, Nutrition and Safety Services. All school districts shall comply with the provisions of this section by August 1, 1982. However, the requirement for submission of a plan shall become effective by January 1, 1983. A school district may conduct an instructional physical education program which differs from, but is equivalent to, the required program of instruction set forth in paragraph (2) of subdivision (c) of this section, with the approval of the commissioner. An equivalent program may be implemented only after approval from the Division of Physical Education, Fitness, Health, Nutrition and Safety Services. A request for approval to conduct an equivalent instructional physical education program shall be filed with the Division of Physical Education, Fitness, Health, Nutrition and Safety Services, and shall include the:

- (1) program goals and objectives;
- (2) way in which students are to be scheduled and the length of time daily, weekly, monthly or yearly;
- (3) program activities offered at each grade level or each year of instruction; and
- (4) assessment activities for determining the students' performance toward the goals and objectives of the program.

SED recommends that the PE Plan has a table of contents and an appendix.

SCHOOL DISTRICT _____

SCHOOL YEAR _____

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| <p>I. School District: Demographics, Location, Number of Students, Date</p> <p>If the district has a PE Plan, include the BOE approval date. If the PE Plan has been submitted to NYSED, include the submittal date. Because this is a working document, PE Plan is submitted to NYSED every 5-7 years.</p> | <p>Summary of information will provide a snapshot of the district</p> | <p>Information from the school district report card can be retrieved and summarized from this site: https://www.nystart.gov/publicweb/</p> <ul style="list-style-type: none"> • Click on “View All Districts” on the menu bar to view the list of school districts. • On the district’s page, click on the <i>Accountability and Overview Report</i> link to access this information. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Notes:</p> | | | | | | |

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| II. PE Plan A. Program Goals and Objectives | K-12 program goals and objectives are guided by the NYS Learning Standards. | http://www.p12.nysed.gov/sss/schoolhealth/schoolhealtheducation/healthPEFACSLearningStandards.pdf http://www.p12.nysed.gov/ciai/pe/pels.html http://www.wheresmype.org/downloads/NASPE%20Standards%202004.pdf http://www.wheresmype.org/downloads/Comprehensive-School-Physical-Activity-Programs2-2008.pdf | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| <p>II. PE Plan</p> | | | | | | |
| <p>B. Required Instruction: K-12 Schedule Description</p> <ul style="list-style-type: none"> ▪ length of time ▪ days ▪ Include Integrated Elementary PE program info if applicable | <p>Because actual schedules change often, they do not need to be included. If necessary, these should be placed in the Appendix.</p> <p>Summary of the minutes and days students receive PE (K-12)</p> <p>Integrated Elementary PE Programs are classified as one of three NYS PE “Equivalent Programs.” Refer to 135.4 <i>Physical Education Regulations</i> for guidance.</p> <p>Some questions to consider regarding the program (but not limited to):</p> <ol style="list-style-type: none"> 1. Has it been approved by NYSED as required? 2. Is it integrated with the classroom teacher? 3. If so, how? Document | <p><i>NYSED Physical Education Regulations 135.4:</i> http://www.p12.nysed.gov/ciai/pe/documents/part135_4updatereg.html</p> <p><i>Elementary Physical Education: Sample Strategies for Incorporating Physical Education and Physical Activity into the K-3 Classroom</i> http://www.p12.nysed.gov/ciai/pe/toolkitdocs/elementary_pe_resource.pdf</p> <p><i>NYSED PE FAQ:</i> http://www.p12.nysed.gov/ciai/pe/peqa.html</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| | <p>how it is monitored and, if necessary, include a summary and examples of how the Integrated PE Program is, “Under The Direction And Supervision Of A Certified Physical Education Teacher.”</p> <p>Examples regarding the monitoring of the Integrated Elementary PE Program should be included in Appendix.</p> | | | | | |
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| <p>II. PE Plan</p> <p>C. Curriculum Design/ Required Instruction</p> <ul style="list-style-type: none"> ▪ K-12 PE Program ▪ PE Electives ▪ Title IX and PE Please note: Title IX is also covered in section II.I.c. of this PE Plan Writing Guide (Administrative Procedures/Policies, Class size and grouping). Title IX should be addressed in both sections. | <p>Curriculum maps should be included for K-12 PE Program/PE Electives with NYS PE Learning Standard connection for each activity within the units.</p> <p>Explain how electives are used as a supplement to the program.</p> <p>Describe how the school district complies with Title IX in the PE Program.</p> | <p>HSNY Coordinators can provide curriculum mapping exemplar information.</p> <p>Title IX: http://www.aahperd.org/nagws/programs/titleix/</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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| <p>II. PE Plan</p> <p>D. Adapted Physical Education (APE)</p> <ul style="list-style-type: none"> ▪ Integrated in regular classes ▪ Special classes (Adapted) ▪ Use of classroom aides | <p>Explain if and how students with special needs are integrated into regular PE classes.</p> <p>Explain if and how students are put into special classes (adapted physical education) to meet their needs regarding Physical Education.</p> <p>Explain if and how classroom aides are used.</p> <p>*Examples should be included in the Appendix.</p> | <p>Davis and Dillon. <i>Adapted Physical Education Desk Reference Book</i> available at: http://www.pecentral.org/adapted/adapteddisabilities1.html</p> <p>The APE Resource Document in the NYSED Website Physical Education Toolkit (sections I & II): http://www.p12.nysed.gov/ciai/pe/documents/qa.pdf</p> <p>The APE Resource Document in the NYSED Website Physical Education Toolkit (section III): http://www.p12.nysed.gov/ciai/pe/documents/resource.pdf</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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| II. PE Plan | | | | | | |
| E. Attendance Policy | | | | | | |
| <ul style="list-style-type: none"> ▪ Medical notes ▪ Parent notes ▪ Dressing for class | Describe how medical notes, parent notes and dressing for class are addressed within the K-12 PE Program. | HSNY Coordinators can provide an example of a PE attendance policy. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ▪ Students with long term disabilities | <p>Include how students with long and short term injuries are addressed in the district's PE Program.</p> <p>Please note: students with injuries or disabilities that last more than a week or two (depending on how often the student will have PE) require a doctor's note outlining the student's physical capabilities to safely participate in PE. Students can then get accommodations through Adapted Physical Education (APE) or integration in regular PE with or without modifications.</p> | <p>The APE Resource Document in the NYSED Website Physical Education Toolkit provides a medical recommendation form summarizing the regulation (<i>NYS PE Regulation 135.4 3 i.</i>) It also provides a checklist that allows doctors to indicate how an injured student can safely participate. Teachers, administrators, and/or school nurses can send this to students and/or guardians who can in turn provide this information to a medical provider. Please refer to page 25 of the APE Resource Document: http://www.p12.nysed.gov/ciai/pe/documents/resource.pdf.</p> | | | | |

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| <p>II. PE Plan</p> <p>F. Grading Policy</p> <ul style="list-style-type: none"> ▪ Grading should be based on factors not limited to attendance, dress, and participation. | <p>Describe how K-12 students are graded and evaluated. Assessments should be tied to NYS PE Learning Standards.</p> <ol style="list-style-type: none"> 1. Rubrics: what is the PE grade based on? 2. Testing: what skills and cognitive assessments are utilized? 3. Homework, reading assignments and research papers: how is literacy addressed across the curriculum, as it is currently an SED goal? <p>Provide evidence for this section by including rubrics, elementary report card (PE section), etc.</p> | <p>PE Assessment Guidance: <i>Health, Physical Education, & Family and Consumer Sciences Resource Guide:</i> http://www.p12.nysed.gov/guides/health</p> <p>PE Assessment Guidance: <i>Health, Physical Education, & Family and Consumer Sciences Resource Guide Part III:</i> http://www.p12.nysed.gov/guides/health/partiii1.pdf</p> <p>PE Profile: http://www.p12.nysed.gov/ciai/pe/profile.html</p> <p>Regents Reform Agenda updates: http://www.engageny.org</p> <p>NYSED guidance for the Common Core: http://www.p12.nysed.gov/ciai/cores.html http://www.corestandards.org/assets/Appendix_B.pdf</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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| <p>II. PE Plan</p> <p>G. Personnel</p> | <p>Describe how many PE teachers per building are in the PE Department.</p> <p>If there is an Integrated Elementary PE Program, describe how many elementary teachers are involved per building/grade level.</p> <p>Describe how teachers “receive direction and supervision” by the certified PE teacher. Names and certifications of teachers do not need to be included in this section.</p> <p>The name of the Director of PE and his/her qualifications should be included.</p> | <p><i>NYSED Physical Education Regulations 135.4:</i> http://www.p12.nysed.gov/ciai/pe/documents/part135_4updatereg.html</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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| II. PE Plan H. Facilities <ul style="list-style-type: none"> ▪ PE program use ▪ Intramural program use ▪ Interscholastic program use ▪ Community use of facilities | <p>This information may be best provided in chart format. List the facilities of each building within the district and what program(s) they hold.</p> | <p>HSNY Coordinators can provide an example of a PE facilities chart.</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| I. Administrative Policies/Procedures | | | | | | |
| <ul style="list-style-type: none"> ▪ Physicals: regular and athletic | <p>Regular and athletic physicals: describe the procedure for student health history, physical, and return to play.</p> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ▪ Fitness testing* | <p>Describe the physical fitness test(s) in use, when testing occurs and if it is part of the students' grade.</p> <p>* NYSED does not encourage fitness testing to be part of the grading system, but rather for measuring student improvement and providing direction for improvement.</p> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ▪ Class size and grouping/Title IX | <p>Include the maximum PE teacher-student ratio.</p> <p>Include school policy/procedures on Title IX in regard to PE. Include any exceptions to coed classes (e.g. wrestling).</p> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| <ul style="list-style-type: none"> ▪ Use of non-school facilities | <p>This should include a description of all facilities outside of the district campus used for PE/Athletics.</p> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ▪ Supplementary personnel | <p>Describe the use of any non-certified supplemental personnel within the PE Department. Include title (student teacher, aide, volunteer) and job description of duties.</p> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ▪ Summer School Program (if offered-can only be to make up course) | <p>Describe the summer school program for PE and include program details.</p> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ▪ Safety Practices/Policies | <p>The practices/policies should include: jewelry, dressing out, safety equipment, field/court inspection, equipment inspections, etc.</p> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ▪ Alternative PE <p>(Also include any policies related to PE and Sport)</p> | <p>NYSED PE Regulations allow for Alternative PE options in grades 10-12 regarding student participation in an out of school program with a non-certified instructor. The instructor must have appropriate experience and BOE approval. Some questions to consider regarding the program (but not limited to):</p> <ol style="list-style-type: none"> 1. Has it been approved by NYSED as required? 2. Does the school district use this option? 3. If yes, how does the district assess the program? | <p><i>NYSED Physical Education Regulations 135.4:</i> http://www.p12.nysed.gov/ciai/pe/documents/part135_4updatereg.html.</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| <ul style="list-style-type: none"> ▪ Periodic reports <p>“Periodic reports regarding the status and progress of equivalent programs which have been approved by the commissioner shall be filed with the Division of PE, Fitness, Health, Nutrition and Safety Services as requested.” (Regulation 135.4, ii)</p> | <p>a. How does the school know that it is an appropriate program? b. How does the program meet NYS PE learning standards? c. How are attendance and grading addressed?</p> <p>NYSED Requires Periodic Reports on the following (if applicable):</p> <ol style="list-style-type: none"> 1. Equivalent Programs <ol style="list-style-type: none"> a. Integrated Elementary PE Program b. Alternative PE c. Substitution for PE for 10th-12th graders in “extra class programs who have demonstrated acceptable levels... knowledge of PE activities” (135.4 NYSED PE Regulations). 2. Block Schedule Variance | <p style="text-align: center;"><i>NYSED Biweekly Newsletter, May 1, 2000</i> (see next page)</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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BLOCK SCHEDULE VARIANCE

Below is a letter from NYSED explaining the Variance Option

THE STATE EDUCATION DEPARTMENT /
THE UNIVERSITY OF THE STATE OF NEW YORK /
ALBANY, NY 12234

James A. Kadamus, Deputy Commissioner
Office for Elementary, Middle, Secondary and Continuing Education
May 1, 2000

TO:

- **District Superintendents of Schools**
- **Superintendents of Big 5 City School Districts**

FROM: James A. Kadamus

SUBJECT: **Biweekly Newsletter**

Variance Option for Physical Education for Semester Block Scheduling. Many semester block-scheduling schools have been able to offer physical education all year long and do not require a variance for physical education. If, however, a school wishes to not offer a formal physical education course during every semester, we have established the following limits:

For freshman and sophomores:

- Schools will be expected to provide required physical education programs throughout the entire school year. Schools may institute programs any time during regular scheduled school hours, which could occur before, during or after scheduled academic program times.

For juniors and seniors only:

- Schools must provide one semester of instruction that equals the time requirement for a half-unit of credit. During the other semester, students may elect to attend a physical education period, participate in interscholastic athletics or out-of-school physical activities occurring beyond the school day (i.e., gymnastics, dance, fitness centers, town sports leagues, etc.) per regulation.
- All students participating in physical education activities outside of the formal school setting must have a personal physical fitness plan approved by the physical education department and administration of the school. A physical education profile and log, which will keep track of the student's time spent on the activities, must be kept up-to-date.
- The school should require parental/guardian signatures during the semester of the planned physical fitness education program, attesting to the fact that the student is conducting such plan as approved. In addition, physical education staff should provide quality, random monitoring of the profile/log.
- Schools using this variance data should include data about these physical education profiles in their annual reports to SED, detailing the number of students involved, the types of activities approved, the number of random checks performs, and the percentage of students successfully completing their profile.

-For additional information, contact the Office for Curriculum and Instruction at (518) 474-5922. Send variance request outlining the process to the Associate in Physical Education, NYSED, 89 Washington Avenue, Albany, NY 12234

For more information, contact:

Darryl L. Daily
Associate in School Health Education/Interim Associate in Physical Education
New York State Education Department
Student Support Services/Curriculum & Instruction
89 Washington Avenue
Room 318 M-EB
Albany, New York 12234
Office: (518) 486-6090
DDAILY@MAIL.NYSED.GOV
Fax (518) 474-8299