

# Des Moines Public Schools Physical Education Department

## Contract PE Operational Guidance

### Contract PE Definitions

Contract PE is a supplemental course that allows students who currently have a full academic schedule for both semesters to fulfil their PE classroom requirement.

A student is considered to have a \*full academic schedule when it is filled with academic courses without any periods of release. For the purposes of identifying whether or not a student has a full academic schedule, travel periods are considered academic courses.

### Criteria to Enroll

12th grade students are eligible to enroll in Contract PE for 1 semester of their senior year provided they meet at least one of the following criteria:

- Student is involved in a work study or other educational program that requires the student's absence from school.
- Student is carrying a full academic schedule for the current semester.
- Student is involved in a school-sponsored athletic program or activity supervised by a staff member with a coaching endorsement.

All other high school students are eligible to enroll in Contract PE provided they meet all of the following criteria:

- Student is carrying a full academic schedule for the current semester.
- Student has no physical education failures to make up from previous years.
- Student is involved in a school-sponsored athletic or activity supervised by a staff member with a coaching endorsement.

Once a student's eligibility to enroll has been determined using these criteria, they must complete a Contract Physical Education Student Application and secure the required signatures.



### Roles and Responsibilities for Contract PE

#### Student

- Thoroughly complete the Contract PE application and make sure both student and guardian signatures are in place
- Attend Contract PE meeting at the beginning of the semester
- Log in to Daily Fit Log regularly to record activity minutes
- Report to Contract PE teacher at designated times for pre-fitness testing and goal setting; record both in Daily Fit Log
- Report to Contract PE teacher at designated times for post-fitness testing and record results in Daily Fit Log
- Each month, evaluate the Daily Fit Log activity overview and complete an end-of-month reflection followed by the selection of a new goal

#### Teacher

- Carefully review Contract PE applications to ensure criteria are met before signing off on the Contract PE Teacher line
- Schedule and facilitate Contract PE meeting at the beginning of the semester to ensure all student Daily Fit Log accounts are set up and working correctly
- Schedule times with students to complete pre- and post-fitness testing
- Every three weeks, add student evidence from Daily Fit Log to Contract PE grade book in Infinite Campus
- At the end of the semester, post a final grade for each student based on the collected evidence
- Throughout the semester, follow up and make time available for connecting with Contract PE students

#### Administrator

- Ensure that the Contract PE teacher has a designated planning period for the administration of Contract PE requirements, testing, and conferencing; this planning period is separate and distinct from any other planning period(s) to which that teacher may be entitled

\*Full academic schedule- Student is enrolled in current core classes or advanced placement classes with no release periods. The course needs to be aligned with standards and assessed with an overall academic grade, not pass/fail.

*Updated 3.8.16*

- Carefully review Contract PE applications to ensure criteria are met before signing off on the School Administrator line

## **Contract PE in Unique Academic Environments**

There are specialized academic contexts wherein the guidance for Contract PE is applied differently.

### **Full-Schedule Academic Support Lab**

- **Eligibility Criteria Changes:** All students with a full academic schedule served entirely in the ASL are automatically eligible for Contract PE
- **Responsibility of the ASL academic case manager:** All ASL students in Contract PE are to be provided with opportunities during the day for both physical activity and the logging of such activity in Daily Fit Log

### **Scavo High School Night Lab**

- **Eligibility Criteria Changes:** All students enrolled in the Scavo High School Night Lab are automatically eligible for Contract PE
- **Responsibility of the Night Lab educator:** All Night Lab students in Contract PE are to be provided with opportunities during instruction for both physical activity and the logging of such activity in Daily Fit Log

\*Full academic schedule- Student is enrolled in current core classes or advanced placement classes with no release periods. The course needs to be aligned with standards and assessed with an overall academic grade, not pass/fail.

*Updated 3.8.16*