



PREPARATORY SCHOOL
Physical Education
Policies and Procedures for Medical Documentation

1. Purpose

These guidelines established the required steps and responsibilities when a student presents a medical note temporarily excusing them from participation in Physical Education (PE). The purpose is to ensure student safety, maintain instructional continuity, and provide equitable, academic expectations during periods of medical modification.

2. Acceptable Medical Documentation

A. A temporary medical excusal or modification must be supported by **written documentation** from a licensed healthcare provider.

B. A temporary parental excusal or modification must be supported by **written documentation** from the Parent/Guardian on file. **This provision allows for only 1-3 school days.** Any temporary parental excusal exceeding 3 school days will require a note from a licensed healthcare provider.

C. The documentation must clearly state:

- The **specific activity limitations** (e.g., “no running”, “walking only”, “No PE/No physical activity”).
- The **duration** of the limitation, including start and end dates.
- Any **permitted activities** the student may safely perform (e.g., walking only).
- District Doctors Modified Check Off Sheet
(<https://www.vvuhsd.org/departments/educational-services/student-services/health-services/health-forms>)

D. Expired or unclear medical notes cannot be honored without clarification from the provider. A request for clarification may be made by the School Nurse, Counselor, or Administrative Personnel.

3. Submission Procedures

A. Medical notes must be submitted to the **Counseling Office** and **School Nurse** upon the student's return to school.

B. The PE teacher will receive an official copy from the Counseling Office to ensure accurate implementation.

C. Students may not participate in any modified PE activities until the medical note has been received and verified by school personnel.

4. Timeline for Modification

A. Upon receipt of verified medical documentation, the PE teacher has **three (3) school days** to develop and communicate appropriate academic or activity-based modifications in alignment with the medical note.

B. Modified, “walk-only,” or limited participation medical notes will not exceed twenty (20) school days per semester.

- Notes submitted **without end dates** will be considered valid for no more than **20 school days**.
- **Medical modifications that exceed 20 semester school days will result in removal from Physical Education.**
- **Upon removal, students are required to make up that semester credits.(High School Only)**

C. Notes excusing students from “No PE/No Activities” for safety reasons will result in complete removal from all PE, Sports, or Physical Activities on Campus for the duration of the medical restrictions.

- Notes submitted **without end dates** will be considered valid for no more than **10 school days**.
- **ED Code 51222; States a student must complete 400 minutes of Physical Education every 10 school days. Therefore, Medical Non-Participation notes that exceed 10 semester school days may result in removal from Physical Education.**
- **Upon removal, students are required to make up that semester credits. (High School Only)**

D. The Physical Education Department Policy allows a maximum of 20 school days per semester in which a student may be “Placed on Modified Activity”. Therefore, the student has 20 total days available, after which they are expected to resume full participation in accordance with department guidelines.

E. A doctor’s note excusing a student from PE for 10 school days applies toward that total.

5. Types of Modifications

Depending on the doctor’s note, student modifications may include, but are not limited to:

A. Activity Restrictions

- No PE or physical activity of any kind (10 Days Only)
- Walking only participation (Modified)
- Upper body or lower body limitations
- Restricted movement or cardiovascular limitations

B. Academic or Alternative Assignments

When physical participation is limited, students may be assigned:

- Fitness related written assignments
- Modify walking logs or observational task (if permitted by the doctor’s note)

***These alternative assignments will be at the discretion of the student’s teacher.**

6. Participation and Safety Rules

A. Students with “No PE/No Activity “ notes must not participate in any PE, sports, or physical activities on campus.

B. Students with “Walking Only” notes may only engage in walking assignments approved by the PE teacher.

C. Students are responsible for following the limitations stated in their medical note at all times. Failure to comply is a safety violation and the student may be at risk for removal from PE class.

D. Students are expected to resume regular PE participation once cleared by the healthcare provider.

7. Grading During Medical Modification

A. Grades will be based on:

- Completion of assigned modified task
- Participation within permitted limitations
- Effort and engagement in completing assignments

B. Students with a “walking only” doctor’s note may be evaluated using a **modified walking rubric** aligned with California State Standards, or FitnessGram guidelines, when medically appropriate.

C. Partial Credit During Medical Modification:

- Students on a modified, “walk-only”, or limited participation doctor’s note will receive **partial credit** for completing the assigned modified activities.
- These students may earn **full credit** once they complete the required **class make-up assignments** in accordance with the teacher’s established make-up policy.
- Make-up assignments will serve as a replacement for missed daily PE participation during the period of medical restrictions.

D. No PE/No Activity Medical Note:

- Students on No PE/No Activity will be instructed to perform alternative assignments at the discretion of the teacher. These students **will not** receive credit in PE during the period of the doctor’s note.
- **No PE/No Activity** participation students are to report to their assigned PE class for **daily roll call** and will be directed to the Counseling Office/Front Office where they will complete alternative assignments.
- These students may earn **full credit** once they complete the required **class make-up assignments** in accordance with the teacher’s established make-up policy.
- Make-up assignments will serve as a replacement for missed daily PE participation during the period of medical restrictions.

E. While a student’s medical note appropriately identifies what the student may or may not safely engage in during Physical Education, such documentation does **not** control or override the teacher’s grading rubric or assessment procedures. Medical professionals provide medical recommendations regarding physical capability; they **do not** determine academic grading standards.

***Medical issues that extend beyond the duration or scope of the original medical note may be subject to review and verification by the district nurse.**

F. Grading standards are applied consistently to all students and are not influenced by a student’s BMI. This approach ensures fairness and prevents biased evaluation of student performance.

8. Communication

1. The PE teacher will communicate required modifications, and assignments to the student verbally and in writing.

9. Non-Compliance or Misuse of Medical Notes

The school may review situations involving repeated, conflicting, or questionable notes to ensure the student's safety, and compliance with state and school policies. Concerns will be referred to:

- Administration/School Counselor
- School Nurse
- District Health Services (District Nurse)

The District Nurse is authorized to communicate with a student's medical provider, as permitted by law, to verify or clarify any medical information related to the student's participation in Physical Education.

**** While signatures are requested to confirm receipt and understanding, all rules, policies, and procedures remain in full effect and are enforced regardless of whether a signed acknowledgement form is returned by a parent or guardian.***