

New York City Department of Education
Department of Fitness & Health Education
Lori Rose Benson, Director

Adaptive Physical Education FAQs
for Elementary and Middle School Principals

What is Adaptive Physical Education?

In New York State, all elementary and secondary students must receive physical education as a part of their educational program. The federal law Individuals with Disabilities Education Act (IDEA, enacted by Congress in 1975) entitles all students with disabilities to receive a free, appropriate public education, including appropriate physical education. Adaptive physical education (APE) is vitally important to the quality of life for students with disabilities.

APE is developmentally appropriate physical education. APE teachers adapt, modify, and/or change a physical activity so that it is as appropriate for the person with a disability as it is for a person without a disability. Physical education class and physical activities can be modified and/or changed in numerous ways. The goal is for **ALL** students to fully participate in physical education.

Who manages APE?

APE is centrally managed by the Department of Fitness and Health Education (DFHE), which provides an allocation for each APE teacher's salary and oversight of each teacher's schedule.

Do the APE teachers report directly to the Department of Fitness and Health Education?

No. DFHE oversees teachers' schedules, equipment needs, assessment tools, administrative issues, travel reimbursement, and events planning, in addition to providing general support for all APE teachers.

Who is in charge of payroll, attendance, and C.A.R. for APE teachers?

APE teachers may service more than one school. However, each teacher is assigned to one "payroll school," which is given the allocation for the APE teacher's full salary. The payroll school oversees all matters pertaining to attendance, payroll and C.A.R. The allocation for the teacher's salary will remain at the "payroll school."

All APE teachers are required to follow the timekeeping procedure of each school they service. Therefore, if a particular school's practice is for its itinerant teachers to use a timecard, the APE teacher does the same; if the practice is that teachers are required to sign an attendance book, APE teachers must follow that protocol. Each principal will determine the timekeeping procedure the teacher will follow for his/her building.

In the event of an absence, the APE teacher is required to call all schools s/he services on that day. The payroll school is responsible for recording the absence.

Who is responsible for evaluating and rating APE teachers?

The principal of *each* school with an APE program should observe and evaluate the APE teacher, just like every other teacher in the school. The payroll school principal submits the teacher's yearly rating with feedback from the other principals.

Who is in charge of travel reimbursement for APE teachers?

Teachers requesting reimbursement for travel must do so through the TRAC system and submit their requests to the Department of Fitness and Health Education. The approving officer for APE travel reimbursements is Tong Ngo (TNgo@schools.nyc.gov).

How are APE teachers assigned? Who approves APE teacher schedules?

APE teachers receive their school assignments and caseload of students based on the Projected Register Report prior to the start of the school year from DFHE. The APE teachers then determine if the Projected Registered Report accurately reflects the students present in the school. APE teachers also work with each school to identify any additional students, not listed on the Projected Register Report, who have APE mandated on their IEP. Based on this information, each APE teacher drafts a schedule to ensure that all mandated students have been scheduled for APE. Each APE teacher then submits his/her draft schedule to be reviewed and approved by DFHE. The Department of Fitness and Health Education must be informed of any changes to the schedule.

How many teaching periods or minutes of instructions do APE teachers provide per day/week?

Teachers are expected to teach no less than 1,000 minutes per week plus the 37 ½ minutes extended day four times a week.

Can APE teachers be asked to do additional teaching or tasks?

No. APE teachers are placed in schools solely to provide APE to student for whom it is mandated. They may not take on additional teaching responsibilities or provide coverage for other teachers.

What kinds of professional development opportunities will be available this year for APE teachers?

The Department of Fitness and Health Education will offer a wide range of trainings throughout the year. Teachers are encouraged to attend all trainings. A complete APE professional development calendar will be available soon and can be viewed online at <http://schools.nyc.gov/Academics/FitnessandHealth/CHAMPS/default.htm>.

For additional questions and support contact:**Tong Ngo**

212-374-2313

TNgo@schools.nyc.gov

Elaine Postler

646-660-4913

EPostle@schools.nyc.gov