



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Elementary Physical Education Monitoring Procedures

NUMBER: MEM-6482.2

ISSUER: Frances Gipson, Ph.D., Chief Academic Officer
Division of Instruction

Kathleen M. McGrath, Administrator, Elementary
Division of Instruction

DATE: September 28, 2016

ROUTING
 All Locations
 Board Members
 Local District
 Superintendents
 Directors
 Elementary Principals
 Elementary Teachers
 Elementary School
 Site Support Staff

POLICY: Students in grades 1-6 are to receive 200 minutes of physical education for each 10 consecutive instructional days.

MAJOR CHANGES: This memorandum replaces MEM-6482.1 and provides additional guidance to elementary schools to comply with the CAL200 and Marc Babin v. Los Angeles Unified School District et al. court settlement. Additional information is available in BUL-4656.3, Elementary P.E. Programs.

BACKGROUND: In 2013, a group called CAL200 and an individual by the name of Marc Babin filed a class action lawsuit against 37 school districts in California stating that the districts were failing to provide the state-mandated 200 minutes of physical education for each 10 school days. The Los Angeles Unified School District was one of the districts named in the lawsuit. As a result of a settlement reached in 2014 and court decision on March 20, 2015, the Los Angeles Unified School District is under a court mandate to ensure all students receive the state-mandated 200 minutes of physical education for each 10 consecutive instructional days. The settlement agreement specifically delineates the documentation to be collected and maintained for three years. The settlement agreement also requires that a complaint form be available for parents who feel that their child is not receiving 200 minutes of physical education for each 10 consecutive instructional days.

- GUIDELINES:**
- I. Instructional Minutes
 - The California Education Code establishes instructional minutes for physical education instruction, which are intended to ensure that physical education is an integral part of the instructional program for all students.
 - A. TK/Kindergarten
 - Certification forms are not required in TK/Kindergarten because physical education is inclusive of the kindergarten day
 - B. Grades 1-6
 - 200 minutes of PE is required each 10 consecutive instructional days



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- C. CAL200 Settlement Agreement requirements are only for self-contained classrooms in **grades 1-6**.
- II. Schedules
- A. At the beginning of each semester, the site administrator, or designee, shall obtain from each teacher in grades 1-6 a schedule showing the days, times, and duration of scheduled physical education instruction.
 - B. The individual classroom schedule shall be posted in each classroom or on the school website for the entire semester.
 - C. In addition, the administrator, or designee, shall create a schoolwide schedule that indicates the day and time of physical education instruction for each classroom in grades 1-6. This schedule shall be posted in the main office for the entire semester.
- III. Online Reporting
- A. At the end of each month the classroom teacher must complete and submit the Online Monthly PE Instruction Certification in the Teacher Portal at: <https://myapps.lausd.net/TeacherPortal/PE/>.
 - B. This new process replaces and eliminates the previously used paper certification process (Attachment A of Memo 6482.1 - Teacher's Monthly PE Instruction Certification). The school site administrator, or designee, can view all certification reports in the Principal's Portal.
 - C. In the event there is a diversion from or change in a teacher's regular PE schedule, the teacher must complete step 2 of the certification report to identify and indicate when compensated time was or will be provided.
 - D. A tutorial for submitting the online certification is available on the Physical Education Programs website at: <http://achieve.lausd.net/Page/10089>.
- IV. Paper-based Certification
- A. If compelling circumstances impede teachers from certifying using the online teacher certification portal, a paper-based process may be utilized with approval from the site administrator and the assigned Local District director.
 - B. These paper forms are available on the Physical Education Programs website at: <http://achieve.lausd.net/Page/10089> and have to be submitted to the principal at the end of each respective month. The principal will forward the completed form to the Local District director.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- V. Monitoring
- A. At the end of each month, the school site administrator, or designee, shall review the teacher certifications and certify in the Principal's Portal that all teachers who are required to submit the Online Monthly PE Instruction Certification have done so. In addition, the site administrator, or designee, must verify that the teacher certification reflects that the required minutes of physical education instruction were provided or that it describes the corrective action taken for teachers who did not.
 - B. A tutorial for submitting the online certification is available on the Physical Education Programs website at: <http://achieve.lausd.net/Page/10089>.
 - C. Each month the school site administrator, or designee shall conduct unannounced visits to at least two classrooms during the time at which physical education is scheduled in the particular classroom, and shall document the observation in the Principal's Portal. If a teacher is found to be noncompliant, corrective measures taken to address any instances of non-compliance must be indicated.
- VI. Certification Deadlines
- A. Principal Certification - After the end of each semester (January 13, 2017, for fall and June 16, 2017, for spring), the school site administrator shall verify that all monthly teacher and principal certifications have been submitted online. If an approved paper-based certification was used at any time during the semester it must be submitted to the Local District director.
 - B. Local District Superintendent Certification - By January 23, 2017, for fall semester and June 26, 2017, for spring semester, the Local District Superintendent shall complete and sign the Local District Superintendent Certification of Physical Education Minutes (Attachment B) and forward it to Dr. Janice Collins, Specialist, Physical Education Programs, via e-mail at janice.collins@lausd.net. A copy of all forms shall be kept at the Local District until June 2018.
 - C. Superintendent - Within 60 days of the end of each semester, the Superintendent, or the Superintendent's designee, shall provide a written report to the LAUSD Board of Education regarding the District's compliance with the CAL200 settlement agreement. As soon as reasonably practical, but not later than 21 days after Board review, the District shall file a copy of the Superintendent's report with the court and serve a copy to each party of the settlement agreement.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- VII. Procedures Regarding Parent(s) and Guardian(s)
- A. Annual Notice of Physical Education Requirement – California Education Code section 51210(g) requires that elementary students in grades 1 through 6 receive physical education instruction for a total period of time that is not less than 200 minutes each 10 school days. Recess, lunch periods, and psychomotor do not count. Physical education instruction must be taught by a credentialed teacher. Annual notice will be provided to parents in the 2016-17 Parent/Student Handbook. Parents or guardians who have any questions regarding physical education minutes should first contact their child’s teacher or principal.
 - B. Physical Education Instructional Minutes Complaints - A parent or guardian who believes that his or her child is not receiving the required number of physical education instructional minutes may file a complaint.
 - C. The complaint form (attachment A) is available at the school site or can be found on the LAUSD Physical Education website at <http://achieve.lausd.net/Page/1240> and should be returned to the school’s site administrator (or designee) in the main office. Any complaint not resolved at the school site should be discussed with the Local District director for the school.

AUTHORITY: This is a policy of the Superintendent of Schools and the Board of Education; Education Codes Sections: 44256, 45340 – 45349, 45350 – 45356, 45360 – 45367; and California Code of Regulations §80003 a.

**RELATED
RESOURCES:**

- Online tutorial for the completion of the CAL200 certification and other resources including sample lessons are available on the LAUSD Physical Education Website at <http://achieve.lausd.net/Page/5603>.
- Physical Education Model Content Standards for California Public Schools – Kindergarten Through Grade Twelve, California Department of Education, 2005
- Physical Education Framework for California Public Schools, September 15, 2008
- BUL-4656.3- Elementary Physical Education Programs

ASSISTANCE: For assistance or further information, please contact: Katie McGrath, Administrator, Elementary Instruction at (213) 241-5333 or katie.mcgrath@lausd.net or Dr. Janice Collins, Specialist, Physical Education Programs, Division of Instruction at (213) 241-4134 or via e-mail at janice.collins@lausd.net.



**Physical Education
Instructional Minutes Complaint Form**

Any parent or guardian with concerns regarding the number of minutes of physical education provided to his or her child may complete the Physical Education Instructional Minutes Complaint Form and submit it to the school principal.

To the principal of _____
(School Name)

I wish to express a concern that my child _____ who is in the _____ Grade in Room _____ has not received 200 minutes of physical education instruction per 10 school days as required.

Date (s) of missed instruction:

From _____ To _____
From _____ To _____

Signed: _____ Date: _____

Please return this form to the school principal in the Main Office.



LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

Attachment B

TO: Dr. Janice Collins, Specialist
Physical Education Programs

DATE: _____

FROM: _____, Local District Superintendent
Local District _____

SUBJECT: LOCAL DISTRICT SUPERINTENDENT CERTIFICATION OF PHYSICAL EDUCATION MINUTES

The elementary schools in Local District _____ have met the required 200 minutes of physical education each 10 consecutive instructional days. Each teacher in grades 1-6 in every school in my local district has submitted the monthly online teacher certification (or completed the paper certification) for each month of the ___ Fall semester or ___ Spring semester (check one). Each principal of every school with grades 1-6 has submitted the monthly online principal certification for each month of the ___ Fall semester or ___ Spring semester (check one). These records will be kept at the local district office until June 30, 2018.

OR

The schools in Local District _____ have **NOT** met the required 200 minutes of physical education each 10 consecutive instructional days. **A report regarding corrective action taken for each teacher and school that failed to meet the mandated 200 minutes is attached.** All records for all schools will be kept at the Local District office until June 30, 2018.

Local District Superintendent's Name

Date: _____

Local District Superintendent's Signature

NOTE: Please scan this completed certification to Dr. Janice Collins via e-mail at janice.collins@lausd.net by **January 23, 2017 (Fall semester) and June 26, 2017 (Spring semester)** and file the hard copy of this certification until June 2018.