



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Elementary Physical Education Programs

NUMBER: BUL- 4656.3

ISSUER: Dr. Ruth Pérez
Deputy Superintendent of Instruction

Gerardo Loera, Chief Academic Officer
Office of Curriculum, Instruction and School Support

DATE: April 28, 2015

ROUTING
All Locations
Instructional
Superintendents
Instructional
Directors
Elementary
Principals
Elementary Teachers
Board Members

POLICY: The purpose of this Bulletin is to ensure that elementary schools take the necessary steps to ensure that quality standards-based physical education instruction is provided to elementary students per District and State guidelines.

MAJOR CHANGES: This Bulletin provides guidance on the requirement for elementary school principals and teachers to upload and certify the required documentation regarding the State and District mandated physical education instructional minutes.

BACKGROUND: The State of California made physical education a priority in response to the rising costs associated with obesity and related diseases due to a lack of physical activity and included physical education as part of the Federal Program Monitoring of schools. On July 8, 2008, the Board of Education unanimously adopted a resolution establishing physical education instruction as a priority and adopted the California Model Content Standards for Physical Education K-12. In addition, it established guidelines for providing elementary physical education instruction. With the current emphasis on health-related fitness and its link to academic achievement, it is important to ensure that all physical education programs are in compliance with state and federal mandates as well as with district policy governing physical education.

These changes were developed in part, as a response to an audit conducted by the Office of the Inspector General on the District’s compliance with the State of California Education Code regarding instructional minutes in physical education. This coupled with the CAL 200 Settlement Agreement, requires that elementary school principals certify the online physical education bell schedule in addition to monthly teacher and principal certification of the physical education schedule. It also requires that the physical education bell schedule must be available in the school office for public viewing and monitoring.



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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. Kindergarten

Physical education is inclusive of the kindergarten day

b. Grades 1-6

200 minutes each 10 school days, exclusive of lunch and recess

c. Span Schools

1. Grades 1 through 6 - 200 minutes each 10 school days, exclusive of lunch and recess

2. Grades 7 through 8 – 400 minutes each 10 school days, exclusive of lunch and recess

II. Credential Requirements

a. Instruction in physical education must be taught by a teacher with a Single Subject Credential in physical education (1 or more periods per day) or a Multiple Subjects Credential, maximum of one period per day. Teachers must plan the physical education instructional program, deliver instruction, evaluate students, and assign grades in physical education.

b. When one teacher provides physical education instruction to more than one class or for more than one class per day, the subject becomes departmentalized. When this occurs, the teacher must possess a Single-Subject Credential authorizing physical education instruction (EC§44256).

c. The teacher possessing the Multiple Subject Teaching credential may provide physical education instruction for a maximum of one period per day for his/her individual class, the teacher is credentialed to teach physical education. (CCR§80003 a)

d. Instructional aides, paraprofessionals, and volunteers may not be used to plan, provide or assess physical education instruction or to decrease the student/teacher ratio for physical education instruction (EC§45340- §43567). Such practices provide physical activity experiences, but do not satisfy the physical education instructional minutes or teacher qualification requirements.

III. CAL 200 Settlement Agreement Requirements for Schools Serving Grades 1 through 5 and self-contained 6.

a. Class Schedules- The site administrator (or designee) shall obtain from each teacher a schedule showing the days and beginning and end times of physical



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education instruction (exclusive of recess and lunch) and it shall indicate a total minimum of 200 minutes over each ten school days throughout the school year for grades 1-6. Kindergarten students do not have mandated minutes for physical education, because it is inclusive of the school day. Each schedule has to allow for transition time for moving students from the classroom to the playground and vice-versa; these minutes shall not be counted towards the 200-minute requirement. It is recommended that the instructional period be listed as 30 minutes per-day, this will allow for 10 minutes of transition time to and from the playground, multi-purpose room, etc.

- b. Publication of Physical Education Schedule (Referred to in “a” above) - Each teacher’s schedule shall clearly identify the independent instructional time allotted for physical education (see Attachments A-F). The schedule has to be posted in each classroom or on the school website. In addition, the administrator (or designee) shall create a school site schedule that indicates the day and time of physical education instruction for each classroom. This schedule shall be posted in the main office for the entire semester—both fall and spring semesters. Minutes taught by an appropriately credentialed teacher are the only ones that count towards the physical education requirement. Note: Instruction requires adequate teaching space, particularly on the playground. If a teacher is scheduled to teach physical education on the playground during other students’ recess or lunch period, a designated area should be identified.
- c. Reporting Forms - Each month the classroom teacher must complete, sign and date Exhibit A (Teacher’s Monthly PE Instruction Certification- Attachment G). Section one on the form indicates that the teacher followed his/her posted schedule. If a day was missed, the teacher needs to complete section two and identify an adjustment of the schedule and indicate when compensated time was provided. The principal will collect each teacher’s monthly certification form and maintain it for three years.
- d. Monitoring
 1. On an ongoing basis the principal shall collect and review reporting forms and verify that each teacher delivered the required minutes of physical education instruction.
 2. Each month the principal shall observe and keep observation records for at least two classes during the allotted physical education instruction time and document the observations on Exhibit B (Principal’s Report- Attachment H). The teacher’s name, grade level taught, and the date of observation are to be identified on the form, as well as, all instances in which physical education was not observed during a teacher’s designated time for providing instruction. If a teacher was found as being



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- noncompliant corrective measures must be indicated.
3. Within 18 days of the end of each semester, the school site administrator (or designee) shall give the Principal's Report and all signed reporting forms to the ESC director (for monitoring purposes) who will forward them to the Local District Superintendent, along with a description of any measures taken to address any instances of noncompliance. Note: A copy of all forms should remain at the school. Within 24 days of the end of each semester these documents will then be forwarded to Dr. Janice Collins, Physical Education Administrator, at Central office via school mail (OCISS, 25-151 25th Floor, Beaudry Bldg.). Within 30 days of the end of each semester the Principal's Report and all signed reporting forms will be provided to the Superintendent of Schools.
- e. Reports to the LAUSD Board of Education - Within 60 days of the end of each semester, the Superintendent shall provide a report to the LAUSD Board of Education regarding the District's compliance with the Cal 200 Settlement Agreement. As soon as reasonably practicable, but not later than 21 days after Board review, the District shall file a copy of each report with the Court and serve a copy on each party to his Agreement.
 - f. Procedures Regarding Parent(s) and Guardian(s)
 1. 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 of not less than 200 minutes each 10 school days, exclusive of recesses and the lunch period. Annual notice will be provided to parents in the 2015-16 Parent/Student Handbook. Elementary schools are required to display all teachers' physical education schedules in the school's main office or on the school website. Parents or guardians who have any questions regarding physical education minutes should first contact their child's teacher or principal.
 2. 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. The complaint form (Attachment I) is available at the school site or can be found on the District physical education website at <http://achieve.lausd.net/Page/1240> and should be returned to the school's principal in the main office. Any complaint not resolved at the school site should be discussed with the Instructional Director for the school.
Reminder: During the spring semester of 2015, teachers and principals



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will complete the required paper documents (Exhibits A & B).
Beginning with the Fall semester of the 2015-16 school year both the principal and teacher forms will be digital and web based.

IV. Instructional Requirements

1. Each teacher must provide evidence of lesson planning.
2. The teacher should provide physical education instruction in a designated area as per the time posted on the physical education schedule. During inclement weather, physical education instruction should be appropriately modified to take place in a sheltered area. Physical education instruction should include:
 - a. Including warm-up and fitness and fitness activities, activity lesson, and a cool-down based on District standards.
 - b. Encouraging maximum participation of all students.
 - c. Engaging students in moderate to vigorous movement for a minimum of 50% of the instructional time.
 - d. Learning tasks and games that pair or group students based on their grade level. (grades 1- 2 in pairs, grade 3 in a group of three, grade 4 in a group of four, etc.)
 - e. Allowing students to experience learning in a safe, secure, enjoyable class setting.
 - f. Providing appropriate student to equipment ratio (preferably, 1 piece of equipment for each student, or at minimum 1 piece of equipment for every three students) when required by the lesson.

V. Certification of Elementary Physical Education Schedule

Elementary principals shall certify on the Online Principals Portal that their physical education schedules meet the mandated 200 minutes of physical education instruction for each 10 schooldays at the beginning of each semester.

Directions:

- a. Access the Elementary Physical Education Bell Schedule link by going to the Online Principals Portal by typing in: *principalportal.lausd.net* in the URL.
- b. Click on *Bell Schedule*.
- c. Validate the 7-digit code is correct for your school. If you have a magnet school on your campus, it has its own 7-digit code. If the code is not correct, fill in the correct code and click on Change Location. The 7-Digit code can be found on your school's web page.
- d. Click on the PE Schedule link.
- e. Click on the PE Schedule Template, then save the file to your computer so



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- that you will be able to find it. Find the file on your computer and open the template. Read through the instructions in the top middle of the page. Make sure to fill in the information about your school (school name, location code, school year, ESC and principal).
- f. Start on the left hand side of the template and fill in the teacher's name or room number. List all classes. Fill in the time that each teacher will be taking his or her students out for physical education instruction. This must correspond with the classroom teacher's posted schedule in the classroom. This process only has to be done the first year that the Physical Education Schedule is completed. The template will stay populated and only has to be updated each semester or subsequent years as needed. Fill in the time and day for a typical two-week period of time. The minutes will automatically be totaled on the right hand side of the template. If a teacher chooses to take their class out two or more times in one day, enter their schedule in two immediate rows. The minutes will only be added on each row; however the two rows together must equal the minimum of 200 minutes.
 - g. Once all classrooms and physical education time has been entered, save the file, print a copy for yourself, then close the file.
 - h. Return to the ACTION page and click on the Choose File or Browse button. You can browse your computer to find the file of your bell schedule template. You should see the correct file name next to the Choose File/Browse. If it is correct then you now are ready to upload the elementary physical education bell schedule.
 - i. Click on the Upload Elementary File.
 - j. Next click on the box next to I certify *I collected the PE schedules*. Complete this process twice per year, once for each semester.
 - k. Then click on the Submit button to upload the document.

Principals shall remind teachers to follow the physical education schedule that has been submitted. If any teacher needs to make change to the submitted schedule, he or she is to notify the principal.

VI. Elementary Physical Education Class Size

An elementary physical education class is defined as one classroom per credentialed teacher.

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.



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RELATED RESOURCES:

- Cut 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
- LAUSD Office of the Inspector General 2013 Audit, School Athletics and Physical Education Programs, April 10, 2013
- Board Resolution *Physical Education is a Priority*, July 8, 2008
- San Diego State University, Physical Education Matters: a Full Report from the California Endowment, California Endowment, January 2008.
- Samuels & Associates, Failing Fitness: Physical Activity and Physical Education in Schools (California Endowment Policy Brief 2007)
- Cal 200 Settlement Agreement, January 2015

ASSISTANCE:

For assistance or further information, please contact: Dr. Janice Collins, Coordinator, Office of Curriculum, Instruction, and School Support at (213) 241-5333 or via e-mail at janice.collins@lausd.net or Chad Fenwick, Advisor, K-12 Physical Education, at (213) 241-4556 or via e-mail at chad.fenwick@lausd.net.



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ATTACHMENT A

SAMPLE MODEL OF ELEMENTARY PHYSICAL EDUCATION 2014-2015

KINDERGARDEN DAILY SCHEDULE

7:45 - 8:00	Class Business
8:00 - 9:20	English Language Arts (ELA)
9:20 - 9:40	<i>Recess</i> (Non physical education minutes)
9:40 - 10:20	ELA Reading–Independent Work Time
10:20 - 11:10	Math
11:10 - 11:50	<i>Lunch</i>
11:50 - 12:10	Read Aloud
12:10 - 12:40	English Language Development
12:40 - 1:10	Science/Social Studies/Health
1:10 – 1:30	Physical Education
1:30 – 2:00	Art/Music
2:00 – 2:04	Closing/Dismissal

Physical Education in Kindergarten is not mandated by education code.



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ATTACHMENT B

SAMPLE MODEL OF ELEMENTARY PHYSICAL EDUCATION 2014-2015

1st GRADE DAILY SCHEDULE

IF PHYSICAL EDUCATION IS EXCLUDED ON SHORT TUESDAYS SEE BOTTOM

7:45 - 7:50 Independent Work Time
7:50 - 9:40 English Language Arts (ELA)
9:40 – 10:00 Recess (Non physical education minutes)
10:00 - 11:15 ELA Reading–Independent Work Time
11:15 - 11:40 Physical Education (25 min.)
11:40 - 12:20 Lunch
12:20 - 1:10 Math
1:10 - 1:30 Social Studies, Science, HEP
1:30 - 2:04 English Language Development

Exclusive of Tuesdays, schedule provides 200 minutes of physical education within a ten-day period;
with Tuesdays, schedule provides 225 minutes.



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ATTACHMENT C

SAMPLE MODEL OF ELEMENTARY PHYSICAL EDUCATION 2014-2015

2nd GRADE DAILY SCHEDULE

7:45 - 7:50	General Business (Flag Salute, Attendance, Homework)
7:50 - 10:05	English Language Arts (ELA) Reading
10:05 - 10:25	<i>Recess</i> (Non physical education minutes)
10:25 - 11:00	ELA Reading
11:00 - 12:00	Math
12:00 - 12:40	<i>Lunch</i>
12:40 - 1:10	English Language Development
1:10 - 1:35	Science/Social Studies/Health
1:35 - 2:04	Physical Education (29 min.)

Exclusive of Tuesdays, schedule provides 232 minutes of physical education within a ten-day period.



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ATTACHMENT D

SAMPLE MODEL OF ELEMENTARY PHYSICAL EDUCATION 2014-2015

3rd GRADE DAILY SCHEDULE

7:45 - 7:55	Opening
7:55 - 8:30	English Language Development
8:30 - 9:40	English Language Arts (ELA) Reading
9:40 - 10:00	<i>Recess</i>
10:00 - 10:40	English Language Arts (ELA) Reading
10:40 - 11:40	Math
11:40 - 12:20	<i>Lunch</i>
12:20 - 1:00	ELA Reading – Independent Work Time
1:00 – 2:00	<i>Psychomotor (Monday, non physical education minutes)</i>
1:00 - 1:30	Social Studies/Science/Art/Music (Wed., Thurs., Fri.)
1:30 - 2:04	Physical Education (Wed., Thurs., Fri.) (34 min) 204 minutes each ten-days.

Exclusive of Tuesdays, schedule provides 204 minutes of physical education within a ten-day period.



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ATTACHMENT E

SAMPLE MODEL OF ELEMENTARY PHYSICAL EDUCATION 2014-2015

4th GRADE DAILY SCHEDULE

7:45 - 7:55	General Business
7:55 - 9:00	Math
9:00 - 10:05	English Language Arts (ELA) Reading
10:05 - 10:25	<i>Recess</i>
10:25 - 11:30	English Language Arts (ELA) Reading
11:30 - 12:00	Independent Work Time
12:00 - 12:40	<i>Lunch</i>
12:40 - 1:05	English Language Development
1:05 - 1:35	Social Studies/Science/Health/HEP/Too Good for Drugs/2 nd Step
1:35 - 2:04	Physical Education (29 min. 4 times per Mon., Wed., Thurs., Fri.,) = 232 minutes each ten-days.

Exclusive of Tuesdays, schedule provides 232 minutes of physical education within a ten-day period.



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ATTACHMENT F

SAMPLE MODEL OF ELEMENTARY PHYSICAL EDUCATION 2014-2015

5th GRADE DAILY SCHEDULE

7:45 - 8:15	Physical Education (Mon., Tues., Wed., Thurs.) (30 min.) = (240 min.)
8:15 - 9:30	Math
9:30 - 10:30	English Language Arts (ELA) Reading
10:30 - 10:50	<i>Recess (Non physical education minutes)</i>
10:50 - 11:30	English Language Arts (ELA) Reading
11:30 - 12:00	English Language Development
12:00 - 12:25	Independent Work Time
12:25 - 1:05	<i>Lunch</i>
1:05 - 2:04	Social Studies/Science/Health/Art

This schedule provides 240 minutes every ten-day. With shortened Tuesdays, schedule provides 210 minutes every ten school days. The Friday psychomotor is physical activity and encouraged for non-structured play.

ATTACHMENT G



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Exhibit A: Monthly PE Instruction Certification
(Not less than 200 minutes/10 schooldays excluding lunch/recess)

Teacher: _____ Grade: _____ School _____
Reporting Period: From _____ To _____

SECTION 1

I provided students the minimum of 200 minutes of PE instruction for every 10 school days during the reporting period.

If you check this box, skip section 2 below and just sign and date the form.

SECTION 2

I was unable to provide the minimum of 200 minutes of PE instruction for every 10 school days during the reporting period.

If you check this box, complete the remaining items in this section 2.

The following dates I was unable to provide, and the dates I was unable to provide them are as follows:

Date: _____ Number of Scheduled PE Minutes Not Provided: _____
Date: _____ Number of Scheduled PE Minutes Not Provided: _____
Date: _____ Number of Scheduled PE Minutes Not Provided: _____
Date: _____ Number of Scheduled PE Minutes Not Provided: _____

Continue this list on the reverse side of this form if necessary.

I was unable to provide on the following date(s) because of:

- Assembly Field trip Parent conference
Shortened day Weather Professional Development
Other, please specify:

I made up the missed number of PE minutes on the following dates at the following times

Date: _____ Time: _____ Minutes: _____

I will make up the missed number of PE minutes on the following dates at the following times:

Date: _____ Time: _____ Minutes: _____
Date: _____ Time: _____ Minutes: _____
Date: _____ Time: _____ Minutes: _____

SIGNATURE _____ DATE _____



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ATTACHMENT H

Exhibit B: PE Minutes/Principal's Report

School _____

Month _____

Teacher Name	Grade	Spot Check Date	Compliant	Non -Compliant	Corrective Action

_____ Date

_____ Signature

Principal Reporting Form

Required by Cal200 v. San Francisco Unified School District

This form must be retained by the District until 12/31/2017



**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 _____

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