

Los Angeles Unified School District  
Physical Education Programs Office, K-12



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# ELEMENTARY PHYSICAL EDUCATION MONITORING

# BACKGROUND

In 2013, a group called Cal 200 and an individual by the name of Marc Babin filed a class action lawsuit against 37 school districts stating that districts were failing to provide the State mandated 200 minutes of physical education for every 10 school days. The LAUSD was one of the districts named in the lawsuit. As a result of a settlement reached in 2014 and approved by the court on March 20, 2015, LAUSD is under a court mandate to ensure all students receive the State-mandated 200 minutes of physical education for every 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 every 10 consecutive instructional days.

# Certification Guidelines

This tutorial is designed to provide elementary teachers (self-contained classrooms, grades 1-6) and principals with assistance in completing the certification process for monitoring physical education instructional minutes as identified in Memo 6482.

Please visit our LAUSD physical Education Website for forms and additional information:

<http://achieve.lausd.net/Page/1240>

# Teacher Section

This section of the tutorial is for teachers only and provides step by step guidelines for completing the Teacher Certification Form (Attachment A). The certification form is due to the principal no later than 5 calendar days after the end of each month.


**Note:** Certification for December 2015 is due to school administrator no later than January 15, 2016.

# SECTION 1 – TEACHER CERTIFICATION

At the end of each month the classroom teacher must complete, sign and date Attachment A (Teacher’s Monthly PE Instruction Certification- Attachment A) and submit the completed form to the school site administrator (or designee).

Fill in all pertinent information. Please print. Each reporting period begins the 1<sup>st</sup> day of each month and ends on the last day of the month.

Check this box if you have provided the required minutes

 **LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**POLICY BULLETIN**

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ATTACHMENT A

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

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_ School \_\_\_\_\_  
Reporting Period: From \_\_\_\_\_ To \_\_\_\_\_

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**SECTION 1**  
 I provided students the minimum of 200 minutes of PE instruction for every 10 school days during the reporting period.

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

# SECTION 1 – TEACHER CERTIFICATION

If you fulfilled the instructional minutes requirement SKIP Section 2 and proceed to sign and date the bottom of Attachment A. Submit the form to your school principal or designee within 5 calendar days after the end of the month. [EXCEPT FOR THE MONTH OF DECEMBER, which is due by January 15, 2016]

The last step in the process is your signature and date the form.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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Division of Instruction

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April 10, 2015

**PLEASE NOTE:** This is a legal document and your signature confirms the information you have provided is accurate to the best of your knowledge.

# SECTION 2 – TEACHER CERTIFICATION

In the event there is a diversion from or change in the regular P. E. schedule, the teacher needs to complete Section 2 in its entirety to identify and indicate when P.E. time was missed and when compensated time was or will be provided.

Instructions for completing Section 2 are divided into five parts in order to appropriately describe each step. The step-by-step tutorial on section 2 will begin on the following slide.

## 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 amount of PE minutes that I was not able 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 all PE minutes on the above 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: _____
Date: _____	Time: _____	Minutes: _____
Date: _____	Time: _____	Minutes: _____
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 \_\_\_\_\_

# SECTION 2 – TEACHER CERTIFICATION

## PART 1

Check this box, if you were not able to provide the required minutes during the reporting month

Write the dates and number of P.E. instruction minutes you were unable to provide

If more space is needed to list additional dates, please use the reverse side of 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 amount of PE minutes that I was not able 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: _____



# SECTION 2 – TEACHER CERTIFICATION

## PART 2

Explain why you were not able to provide the required minutes by checking one or more of the reasons listed. If none apply, check “Other” and provide a written explanation.

I was unable to provide all PE minutes on the above dates(s) because of:

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

**Important Note:** Given that physical education instruction may be taught in the classroom, the District does not recognize checking inclement weather as a valid reason for not providing physical education instruction, even though it is listed above.

# SECTION 2 – TEACHER CERTIFICATION

## PART 3

If you made up the missed minutes of physical education instruction prior to submitting this form to your school principal or designee, write in the date, the time, and the number of minutes you made up.

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

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

**Note:** If you are going to make up the missed number of physical education minutes during the next calendar month, include that information in the following section.

# SECTION 2 – TEACHER CERTIFICATION

## PART 4

If you will not have made up the missed minutes by the time you submit to your administrator, the submission deadline, indicate when in the future, you will make them up the missed minutes. It is recommended that any missed physical education minutes are made up within the first 10 school days of the following calendar month.

List the date, time, and # of minutes to make up. It is recommended that the make up minutes be completed within the first 10 calendar days of the next month.

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: _____

### RECOMMENDATION :

Teachers are encouraged to allot 30 minutes for physical education instruction per day, 5 days per week. This will allow teachers to provide instruction beyond the required 20 minutes per day. The additional minutes of instruction can be used in the event that you have to miss a day of physical education instruction.

# SECTION 2 – TEACHER CERTIFICATION

## PART 5

The last step in the process is sign and date the form

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ATTACHMENT B

MEM-6482

Office of Curriculum, Instruction, and  
School Support

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April 10, 2015

**PLEASE NOTE:** This is a legal document, and your signature confirms that the information you have provided is accurate to the best of your knowledge.

# PRINCIPAL SECTION

This section of the tutorial is for principals only and provides step by step guidelines for completing the Principal Certification Form (Attachment B).

**Note:** No later than 30 calendar days from the end of each semester, the principal shall provide all monthly Principal Reports and all signed teacher certification forms to the Local District Superintendent or designee.

# PRINCIPAL'S REPORT - ATTACHMENT B

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 as a spot check on Attachment B (Principal's Report) pictured below.

Fill in school name and month of the report.

ATTACHMENT B

PE Minutes/Principal's Report

School \_\_\_\_\_  
Month \_\_\_\_\_

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

# PRINCIPAL'S REPORT - ATTACHMENT B

If a teacher was found out of compliance, corrective measures taken to address any instances of non-compliance must be indicated in the Corrective Action column of ATTACHMENT B

ATTACHMENT B

PE Minutes/Principal's Report

School \_\_\_\_\_  
Month \_\_\_\_\_

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

Fill in all required information and indicate corrective action that will be taken to prevent non-compliance in the future.

# PRINCIPAL'S REPORT - ATTACHMENT B

The last step in the process is sign and date the document.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

## **Principal Reporting Form**

Required by Cal200 v. San Francisco Unified School District

All Attachment A (Teacher Certification) and Attachment B (Principal Certification) forms must be retained at the school site and at the local district until June 30, 2018. Electronic copies are acceptable.



# Contact Information

This tutorial has been provided to assist elementary schools with the procedures for certifying the monitoring of physical education instructional minutes. If you have questions or need further assistance you may contact the staff in the Physical Education Programs Office.

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