



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Elementary PE Programs

NUMBER: BUL- 4656.4

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

Carlen Powell, Administrator, Elementary
Division of Instruction

DATE: October 29, 2018

ROUTING
All Locations
Local District 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 PE instruction is provided to elementary students per District and state guidelines.

MAJOR CHANGES: This bulletin replaces BUL-4656.3, Elementary PE Programs and MEM-6482.2, Elementary PE Monitoring Procedures. Information on elementary school principals and teachers required documentation for state and District mandated PE instructional minutes is compiled in this new document. Additional changes reflected in this bulletin are as follows:

- Schedules and Posting has been modified to include a new feature to the online portal whereby the schedule from the previous schoolyear will be prepopulated, requiring principals to make update, as applicable, for changes in scheduled times or staffing only (page 3).
- Required certification deadlines have been modified in this document to refer to instructional days (pages 3-4).
- Monitoring includes information on modifications to the reporting system such as automatic teacher reminders prior to certification due dates and automated individual reminders for teachers who miss these deadlines (page 4).
- Sample elementary schedules have been updated to reflect the PE minutes requirement, the ELA/ELD framework requirements for designated and integrated ELD, as well as the support recommended for Standard English learners (pages 7-10).

BACKGROUND: The state of California made PE a priority in response to the rising costs associated with obesity and related diseases due to a lack of physical activity and included PE as part of the Federal Program Monitoring of schools. On July 8, 2008, the Board of Education unanimously adopted a resolution establishing PE instruction as a priority and adopted the California Model Content Standards for PE K-12. In addition, it established guidelines for providing elementary PE



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instruction. With the current emphasis on health-related fitness and its link to academic achievement, it is important to ensure that all PE programs are in compliance with state and federal mandates as well as with District policy governing PE.

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 PE for each 10 instructional 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 had been under a court mandate to ensure all students receive the state-mandated 200 minutes of PE for each 10 consecutive instructional days. The settlement agreement specifically delineated the documentation to be collected and maintained for three years. The settlement agreement also required that a complaint form be available for parents who felt that their child had not received 200 minutes of PE for each 10 consecutive instructional days.

The California Department of Education has formally included PE instruction to the Uniform Complaint Procedure compliance review process and will include review of evidence of the required 200 minutes of PE instruction every 10 instructional days as a part of this process.

GUIDELINES:

I. Instructional Minutes

The California Education Code establishes instructional minutes for PE instruction, which are intended to ensure that physical education is an integral part of the instructional program for all students.

1. TK/Kindergarten
Certification forms are not required in TK/Kindergarten because PE is inclusive of the kindergarten day.
2. Grades 1-5/6
200 minutes of PE is required each 10 consecutive instructional days.
3. Policy requirements are only for self-contained classrooms in **grades 1-5/6**.

II. Schedules and Posting

1. At the beginning of each semester, the site administrator, or designee, shall obtain from each teacher in grades 1-5/6 in self-contained classrooms a schedule showing the days, times, and duration of



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- scheduled PE instruction.
2. The individual classroom schedule shall be posted in each classroom or on the school website for the entire semester. Each teacher's schedule shall clearly identify the independent instructional time allotted for PE (see Attachments A-B). Schedule must reflect adequate time for transitions and these minutes shall not count toward the requirement of 200 minutes every 10 instructional days.
 3. In addition, the administrator, or designee, shall create a schoolwide schedule that indicates the day and time of PE instruction for each classroom in grades 1-5/6. Within the Bell Schedule portion of the Principal Portal, the PE schedule roster from the previous year will pre-populate, requiring principals to make modifications for schedule and staff changes only. This schedule shall be posted in the main office for the entire semester.
 4. Minutes taught by an appropriately credentialed teacher are the only ones that count towards the PE requirement.
 5. Transitional kindergarten and kindergarten classrooms are not required to post a schedule for PE minutes, as they are considered inclusive of the school day.

Note: Instruction requires adequate teaching space, particularly on the playground. If a teacher is scheduled to teach PE on the playground during other students' recess or lunch period, a designated area should be identified.

III. Online Reporting

1. Within seven (7) instructional days after the close of each instructional month, and by pupil free day at the end of the instructional calendar in June, the classroom teacher must complete and submit an Online Monthly PE Instruction Certification via the Teacher Portal at: <http://teacherportal.lausd.net/>.
2. The site administrator, or designee, can view all certification reports through the Principal's Portal at: <https://principalportal.lausd.net/>.
3. 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 compensatory time was or will be provided.
4. A tutorial for submitting the online certification is available on the PE Programs website at: <http://achieve.lausd.net/Page/10089>.



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IV. Paper-based Certification

1. If compelling circumstances impede teachers from certifying using the online teacher certification portal, a paper-based process may be utilized with the approval from the site administrator and the assigned local district director. These paper forms are available on the PE Programs website at <https://tinyurl.com/PECert-Forms> 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.

V. Monitoring

1. Within 15 instructional days after the close of each instructional month, and by the end of the E-basis calendar in June, 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. To support principals in monitoring PE instructional minutes, the Online Monthly PE Certification portal will send automatic reminders to teachers prior to certification due dates and after for individual teachers as needed. In addition, the site administrator or designee must verify that the teacher certification reflects that the required minutes of PE instruction were provided or that it describes the corrective action taken for teachers who did not. If a teacher fails to submit their certification or the certification appears incomplete, then corrective action shall be taken to ensure certification is timely submitted and properly reflects the teacher's adherence to his or her schedule.
2. A tutorial for submitting the online certification is available on the PE Programs website at: <http://achieve.lausd.net/Page/10089>.
3. Each month the school site administrator or designee will conduct unannounced visits to at least two classrooms during the time at which PE is scheduled in the particular classroom, and shall document the unannounced visits in the Principal's Portal, <https://principalportal.lausd.net/>. If a teacher is found to be noncompliant, corrective measures taken to address any instances of non-compliance must be indicated.

VI. Certification Deadlines

1. Principal Certification—The school site administrator shall verify that



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all monthly teacher and principal certifications have been submitted online. This verification shall be completed **within 30 instructional days following the end of each semester.** If an approved paper-based certification was used at any time during the semester, it must be submitted to the Local District Director.

2. Local District Superintendent Certification—The Local District Superintendent shall complete and sign the Local District Superintendent Certification of PE Minutes (Attachment D). This form is to be submitted **within 60 instructional days after the end of each semester** to the Division of Instruction, Adriana Valenzuela, Specialist, PE Programs, via e-mail at adriana.valenzuela@lausd.net. A copy of all forms shall be kept at the Local District until the end of the next school year.
3. Superintendent's Report—The Superintendent, or the Superintendent's designee, shall provide a written report to the LAUSD Board of Education regarding the District's compliance with state and District mandates on PE instruction at the elementary grade levels. This report will be completed **within 90 instructional days of the end of each semester.**

VII. Procedures Regarding Parent(s) and Guardian(s)

1. Annual Notice of PE Requirement
Annual notice concerning state and District mandates on PE will be provided to parents in the annual Parent/Student Handbook. The Annual Notice shall provide as follows:
California Education Code section 51210(a)(7) requires that elementary students in grades 1 through 6 receive PE 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. PE instruction must be taught by a credentialed teacher.
Parents or guardians who have any questions regarding PE minutes should first contact their child's teacher or principal.
2. PE Instructional Minutes Complaints
A parent or guardian who believes that his or her child is not receiving the required number of PE instructional minutes may file a complaint (Attachment C). The complaint form is also available at the school site 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.



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VIII. Students with Disabilities

Students with disabilities are to receive the same 200 minutes of PE each 10 school days with their typically developing peers whenever appropriate. PE provides opportunities to integrate students of all ability levels. Students develop their motor skills, positive social skills and learn to cooperate and engage with their peers. Some students with disabilities have Adapted PE (APE) as a related service in their IEP. For those students, APE service minutes contribute to the overall PE minutes.

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, 51210; and California Code of Regulations §80003 a.

RELATED RESOURCES: PE Model Content Standards for California Public Schools – Kindergarten Through Grade Twelve, California Department of Education, 2005
PE Framework for California Public Schools, September 15, 2008
LAUSD Office of the Inspector General 2013 Audit, School Athletics and PE Programs, April 10, 2013
Board Resolution *PE is a Priority*, July 8, 2008
San Diego State University, PE Matters: Full Report from the California Endowment, California Endowment, January 2008.
Samuels & Associates, Failing Fitness: Physical Activity and PE in Schools (California Endowment Policy Brief 2007)
LAUSD Blueprint for Wellness
REF-6845.1, Adapted PE (APE) Co-Teaching Service Delivery Models in the Least Restrictive Environment

ASSISTANCE: For assistance or further information, please contact: Carlen Powell, Administrator, Elementary Instruction at (213) 241-5333 or via email at carlen.powell@lausd.net or Adriana Valenzuela, Specialist, Division of Instruction at (213) 241-5333 or via e-mail at adriana.valenzuela@lausd.net.



SAMPLE ELEMENTARY PE SCHEDULES

K-2nd GRADE NON-ENGLISH LEARNER CLASS

(Kindergarten instructional minutes are not mandated by Ed Code)

- 8:00 – 8:20 Breakfast in the Classroom/Class Business/Health
- 8:20 – 10:00 English Language Arts (ELA) – Whole group Mini-lessons and Small Group Differentiated Instruction*
- 10:00 – 10:20 Recess (Non-PE minutes)
- 10:00 – 11:00 English Language Arts (ELA) – Whole group Mini-lessons and Small Group Differentiated Instruction* (Including Academic English Language Development for EO's, IFEPs, RFEPs and SELs)
- 11:00 – 12:00 Math
- 12:00 – 12:40 Lunch
- 12:40 – 1:15 Science/History-Social Science
- 1:20 – 1:40 PE
- 1:45 – 2:15 Visual and Performing Arts
- 2:20 Dismissal

* **ELA instruction to include small group differentiated foundational skills instruction**

K-2nd GRADE ENGLISH LEARNER (EL) CLASS

(Kindergarten instructional minutes are not mandated by Ed Code)

- 8:00 – 8:20 Breakfast in the Classroom/Class Business/Health
- 8:20 – 10:00 Integrated ELD/English Language Arts (iELD) – Whole group Mini-lessons and Small Group Differentiated Instruction*
- 10:00 – 10:20 Recess (Non-PE minutes)
- 10:00 – 11:00 Integrated ELD/English Language Arts (iELD) – Whole group Mini-lessons and Small Group Differentiated Instruction*
- 11:00 – 11:50 Math (iELD)
- 11:50 – 12:30 Lunch
- 12:30 – 1:30 Designated English Language Development (dELD)
 - EL Proficiency Levels 1-3 (60 mins.)
 - EL Proficiency Levels 4-5 (45 mins.)
- 1:35 – 1:55 PE (iELD)
- 1:55 – 2:20 Science (iELD) /History-Social Science (iELD) / Visual and Performing Arts (iELD)
- 2:20 Dismissal

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ATTACHMENT A

K-2nd GRADE STANDARD ENGLISH LEARNER CLASS (Kindergarten instructional minutes are not mandated by Ed Code)

Sample Schedule for K – 2 Standard English Learner Class

- 8:00 – 8:20 Breakfast in the Classroom/Class Business/Health
- 8:20 – 10:00 English Language Arts (ELA) – Whole group Mini-lessons and Small Group Differentiated Instruction*
- 10:00 – 10:20 Recess (Non-PE minutes)
- 10:20 – 11:00 English Language Arts (ELA) – Whole group Mini-lessons and Small Group Differentiated Instruction*
- 11:00 – 11:50 Math
- 11:50 – 12:30 Lunch
- 12:30 – 1:30 Mainstream English Language Development/Academic English Language Development (For SELs)
- 1:35 – 1:55 PE
- 2:00 – 2:20 Science/History-Social Science/ Visual and Performing Arts
- 2:20 Dismissal

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ATTACHMENT B

SAMPLE ELEMENTARY PE SCHEDULES – PRIMARY GRADES

3rd-5/6th GRADE NON-ENGLISH LEARNER CLASS

8:00 – 8:20	Breakfast in the Classroom/Class Business/Health
8:20 – 9:20	Math
9:20 – 10:20	English Language Arts (ELA) – Mini-lessons and Small Group Differentiated Instruction
10:20 – 10:40	Recess (Non-PE minutes)
10:40 – 11:40	English Language Arts (ELA) – Whole group Mini-lessons and Small Group Differentiated Instruction* (Including Academic English Language Development for EO's, IFEPs, RFEPs and SELs)
11:40 – 12:00	Visual and Performing Arts
12:00 – 12:40	Lunch
12:45 – 1:35	Science (Monday/Thursday) PE (Wednesday/Friday)
1:40 – 2:15	History-Social Science
2:20	Dismissal

* ELA instruction to include small group differentiated foundational skills instruction

3rd-5/6th GRADE ENGLISH LEARNER (EL) CLASS – EL PROFICIENCY LEVELS 1-3

8:00 – 8:20	Breakfast in the Classroom/Class Business/Health
8:20 – 9:10	Math (iELD)
9:10 – 10:10	Designated English Language Development (dELD)
10:10 – 10:40	Integrated ELD/English Language Arts (iELD) – Mini-lessons and Small Group Differentiated Instruction*
10:40 – 11:40	Recess (Non-PE minutes)
10:40 – 12:00	Integrated ELD/English Language Arts (iELD) – Mini-lessons and Small Group Differentiated Instruction*
12:00 – 12:40	Lunch
12:40 – 1:20	History-Social Science (iELD) /Visual and Performing Arts (iELD)
1:25 – 2:15	PE (iELD) (Monday/Wednesday) Science (iELD) (Thursday/Friday)
2:20	Dismissal

* ELA instruction to include small group differentiated foundational skills instruction



SAMPLE ELEMENTARY PE SCHEDULES- UPPER GRADES

3rd-5/6th GRADE ENGLISH LEARNER (EL) CLASS – EL PROFICIENCY LEVELS 4-5

- 8:00 – 8:20 Breakfast in the Classroom/Class Business/Health
- 8:20 – 9:20 Math (iELD)
- 9:20 – 10:05 Designated English Language Development (dELD) or
- 10:05 – 10:20 Integrated ELD/English Language Arts (iELD) – Mini-lessons and Small Group Differentiated Instruction*
- 10:20 – 10:40 Recess (Non-PE minutes)
- 10:40 – 12:00 Integrated ELD/English Language Arts (iELD) – Mini-lessons and Small Group Differentiated Instruction*
- 12:00 – 12:40 Lunch
- 12:40 – 1:20 History-Social Science (iELD) /Visual and Performing Arts (iELD)
- 1:25 – 2:15 PE (iELD) (Monday/Wednesday)
Science (iELD) (Thursday/Friday)
- 2:20 Dismiss

* ELA instruction to include small group differentiated foundational skills instruction

3-5/6th GRADE STANDARD ENGLISH LEARNER CLASS

- 8:00 – 8:20 Breakfast in the Classroom/Class Business/Health
- 8:20 – 9:20 Math
- 9:20 – 10:05 Mainstream English Language Development/Academic English Language Development
- 10:05 – 10:20 English Language Arts (ELA) – Mini-lessons and Small Group Differentiated Instruction
- 10:20 – 10:40 Recess (Non-PE minutes)
- 10:40 – 12:00 English Language Arts (ELA) – Mini-lessons and Small Group Differentiated Instruction
- 12:00 – 12:40 Lunch
- 12:40 – 1:20 History-Social Science/Visual and Performing Arts
- 1:25 – 2:15 PE (Monday/Wednesday)
Science (Thursday/Friday)
- 2:20 Dismiss

* ELA instruction to include small group differentiated foundational skills instruction



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ATTACHMENT C

**PE
Instructional Minutes Complaint Form**

Any parent or guardian with concerns regarding the number of minutes of PE provided to his or her child may complete the PE 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 PE 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



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ATTACHMENT D

TO: Adriana Valenzuela, Specialist
PE Programs

DATE: _____

FROM: _____, Local District Superintendent
Local District _____

SUBJECT: LOCAL DISTRICT SUPERINTENDENT CERTIFICATION OF PE MINUTES

The elementary schools in Local District _____ have met the required 200 minutes of PE 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 for three years.

OR

The schools in Local District _____ have **NOT** met the required 200 minutes of PE 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 for three years.

Local District Superintendent's Name

Date: _____

Local District Superintendent's Signature

NOTE: Please scan this completed certification to Adriana Valenzuela via e-mail at adriana.valenzuela@lausd.net within 60 instructional days after the end of the first and second semesters.