



LOS ANGELES UNIFIED SCHOOL DISTRICT BULLETIN

TITLE: Elementary Physical Education Programs

NUMBER: BUL-4656.2

ISSUER: Gerardo Loera, Executive Director
Office of Curriculum, Instruction, and School Support

ROUTING
All Locations
Instructional Superintendents
Instructional Directors
Elementary Principals
Elementary Teachers
UTLA Rep

DATE: July 15, 2014

POLICY: The purpose of this Bulletin is to provide elementary school principals with guidance on the provision of physical education per State and District guidelines.

MAJOR CHANGES: This bulletin provides direction on the requirement for elementary schools to enter physical education schedules onto the online bell schedule portal.

BACKGROUND: On July 8, 2008, the Board of Education unanimously adopted a resolution establishing physical education instruction as a priority. The State of California has also made physical education a priority due to the rising costs associated with obesity and related diseases due to lack of physical activity and established it as part of the Federal Program Monitoring of schools.

With the passing of this resolution, the Board adopted the California Model Content Standards for Physical Education K-12 and identified the elementary class size guidelines for physical education instruction. With the current emphasis on health-related fitness and its link to academic achievement, it is important to examine physical education programs and ensure that they are in compliance with Federal and State mandates as well as District policy governing physical education.

These changes were developed as a response to an audit conducted by the Office of the Inspector General on the District's compliance with State of California Education Code requirements that schools and the District must keep copies of physical education bell schedules so that they may be made available per public request and for auditing purposes.

GUIDELINES:

- I. Required Instructional Minutes for Physical Education
Minute time requirements established by the California Education Code for physical education instruction 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 days, exclusive of lunch and recess



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- c. Span Schools-Grades 1-6
200 minutes each 10 days, exclusive of lunch and recess
- Grades 7-8
400 minutes each 10 days, exclusive of lunch and recess
- II. 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.

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).

The teacher possessing the Multiple Subjects 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. (EC§44256).

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 minutes and teacher qualification requirements.

III. Monitoring Requirements

- 1. Schools must create a school-wide physical education class schedule that designates when each teacher is to take his or her students out for physical education.
 - A. The school's schedule is to allow for transition time for moving the student's from the classroom to the playground and vice-versa; these minutes shall not be counted towards the 200-minute requirement. It is recommended that instruction period allows for 30 minutes per-day, this will provide for 5 minutes of transition to and from the playground or multi-purpose room.
 - B. The only minutes that count for physical education are the minutes taught by the appropriately credentialed teacher as described above.
 - C. The minutes must add up to a minimum of 200 minutes over each ten school days throughout the school year for grades 1-6.
 - D. The schedule is to allow for adequate teaching space on the playground. If a teacher is scheduled for physical education during a recess, a designated area's area should be identified.
 - E. Adequate equipment is to be provided to permit active participation and practice for every student (For example one ball per student or pair of students). A variety of equipment should be selected to accommodate the



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- size, confidence, and skill levels of the students.
- F. The school wide schedule is to provide equal opportunity for each classroom to rotate through the playground and multi-purpose areas through-out the year.
2. Each teacher must provide evidence of planning to reflect the correct time and day as shown in the school-wide physical education schedule.
- A. The teacher's evidence of planning is to have the standard or skill that the students are to learn at that period of time.
- B. The evidence provided is to be descriptive. For example "soccer dribbling skills" or Standard Grade 2, 1.15 "Foot-dribble, with control, a ball along the ground."
3. During the teacher's scheduled physical education time, the teacher needs to take his or her class out to the designated area for the physical education instruction; on inclement weather days, appropriately modified instruction is to take place inside a sheltered area. Physical Education instruction should include:
- A. Warm-up, fitness, activity lesson, and cool-down based on district standards.
- B. Encourage maximum participation for all students.
- C. Movement at a moderate to vigorous level for a minimum of 50% of the physical education class time.
- D. For learning tasks and games, students should be grouped according to the grade level group sizes no larger than grade level they are in (grade 2 in pairs, grade 3 in three's).
- E. Experience learning in a safe, secure, enjoyable class setting.
- IV. Submitting the Elementary Physical Education Schedule
- Access the Elementary Physical Education Bell Schedule link by going to the Principals Portal by typing in: *principalportal.lausd.net* as the URL.
1. Click on *Bell Schedule*.
 2. 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.
 3. Click on the PE Schedule link.
 4. Click on the PE Schedule Template, then save the file to your computer so 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).
 5. 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



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correspond with the classroom teacher's posted schedule in the classroom. See page 2 of BUL-4656.1. This 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 following year. Make sure to fill in the time and day for a typical two-week period of time.

6. Once all classrooms and physical education time has been entered, save the file, print a copy for yourself, then close the file .
7. Return to the ACTION page and click on the Choose File 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. If it is correct then you now are ready to upload the elementary physical education bell schedule.
8. Click on the Upload Elementary File.
9. Next click on the box next to I certify *I collected the PE schedules*.
10. Then click on the Submit button to upload the document.

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

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.

- RELATED RESOURCES:**
- Physical Education Model Content Standards for California Public Schools – Kindergarten Through Grade Twelve, California Department of Education, 2006
 - 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)

ASSISTANCE: For assistance or further information, please contact: Janice Collins, Coordinator, Office of Curriculum, Instruction, and School Support. School Programs 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.