



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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**TITLE:** Procedures For Providing Coverage and/or Replacement Pay For Secondary Adapted Physical Education Teacher Absences

**NUMBER:** REF-4826.2

**ISSUER:** Sharyn Howell, Executive Director  
Division of Special Education  
  
Dr. Ruth Pérez, Deputy Superintendent  
Office of Curriculum, Instruction, and School Support

**DATE:** January 26, 2015

**ROUTING**  
Educational Service Center  
Administrators  
Special Education Service  
Center Administrators  
Secondary School  
Administrators  
Assistant Principals  
Elementary Instructional  
Specialists  
Senior Administrative  
Assistants  
Time Reporters  
Adapted Physical Education  
Teachers

**PURPOSE:** The purpose of this reference guide is to provide information to secondary schools about class coverage procedures for adapted physical education (APE) teacher absences.

**MAJOR CHANGES:** This Reference Guide replaces REF-4826.1 of the same name issued on August 2, 2010.

**INSTRUCTIONS:** APE teachers at secondary schools sites are assigned to schools for a specific time coinciding with a specific class period on the regular bell schedule. For example, a teacher assigned to a Period One class might be assigned to a school site from 8:00 a.m. to 9 a.m. In the event of APE teacher absence, secondary changes to the regular class or bell schedule, and APE attendance at IEP meetings the following procedures apply:

- APE teacher absence  
Replacement pay for class coverage may be authorized. Call the APE program office at (213) 241-6200 for authorization and procedures.
- Secondary school changes to regular class or bell schedule  
When a secondary school changes the regular class or bell schedule so that the APE class is rescheduled to a period when the APE teacher is assigned to another site, the school must provide and fund the class coverage. For example, if a school needs to change the schedule on a given day when Period One meets from 2:00 p.m. to 3:00 p.m., the school would be responsible for providing class coverage on that day.



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**INSTRUCTIONS**  
**(Continued):**

- APE teacher mandated attendance at IEP meetings  
When the APE teacher is required to attend an IEP meeting, class coverage must be provided by the school needing coverage and funded by the school conducting the IEP meeting. (NOTE: The Special Allocation for Support of Special Education Compliance fund [12817] may be utilized for this purpose).

**RELATED**  
**RESOURCES:**

None

**ASSISTANCE:**

For assistance or further information, contact Cyndi Martinich, Coordinator, Adapted Physical Education at (213) 241-6200.

**ATTACHMENTS:**

None