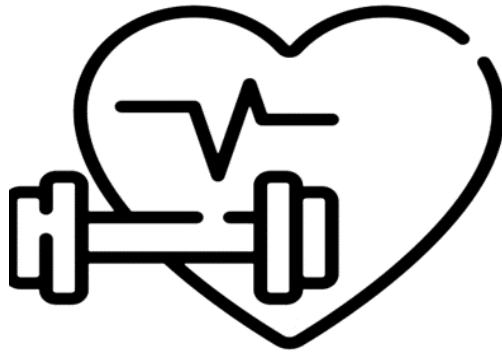


Spring Branch ISD



Health Fitness Handbook 2024-2025

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Section 1: General Information

Department Vision and Mission

- **Vision:** Students will develop the ability, confidence, and desire to be physically active for life.
- **Mission:** To provide a comprehensive health fitness program that emphasizes enjoyable participation in physical activities, along with helping students develop the knowledge and skills to begin and maintain a healthy, physically active lifestyle for a lifetime.

Department Goals

- Focus on Physical Literacy which is the ability to move with competence and confidence in a wide variety of physical activities in multiple environments that benefit the healthy development of the whole person.
- Align to National Priority Standards, TEKS, and District expectations.
- Skill progression toward mastery of priority standards.

District Health Fitness Teachers and Assistants Expectations

- Be on time.
- Be prepared.
- When students are present, teachers must be actively engaged. **Sitting is not allowed!**
- If you have a medical condition that prohibits standing, then you need to notify your building principal and the Health Fitness department.
- Students should be actively moving more than 50% of the time.
- There must be someone inside the locker room, always monitoring, while students are dressing out.
- Dress professionally.
- Tennis shoes are a must. Flip flops and/or sandals are prohibited due to safety issues.
- Shorts must be no shorter than mid-thigh.
- Tights, leggings, or similar athleisure pants may be worn as long as the shirts cover your rear.
- Off the shoulder tops or tops that expose any part of the back are not allowed.
- Tops that have low cut necklines or expose the midriff are not acceptable.

FitnessGram Information

- Videos for administering the Fitnessgram test are located here:
<https://www.springbranchisd.com/studentsfamilies/support-services/healthfitness/fitnessgram>
- **Put the test data in the form (example: Fall Fitnessgram, November 17, 2024)**
- This is a state mandated test to be given at once a year; we only need one semester of data. **We are encouraging every school to give the fitnessgram test in the fall.**
- **Fall data is due by December 13th.**
- **Spring makeups for new students (April 1st)**

FitnessGram Data Entry Requirements

- [How to use get started using Fitnessgram](#)
- All Athletes, ROTC, Drill team, Cheerleaders, and Marching Band **MUST** be tested. Please coordinate with the sponsor/coaches of each program to ensure students are tested and that the data is inputted into the same spreadsheet that you are provided with.
- **TIP:** Schedule a day where these organizations can join your Health Fitness classes to test. Also off-season is a great time to get the fitnessgram data collected.

Fitnessgram Required Tests

Aerobic Capacity: choose one test from this section.

- Pacer length 15m or 20m **or**
- Mile Run (**Min. and Sec. in separate columns**)

Body Composition: do both of these tests.

- Height: **record in feet and inches only - Ex. 4 ft.6 inches.**
- Weight: Please always maintain the student's privacy when collecting this data.
 - o **Tip:** have students turn backwards when they are on the scale being weighed.

Muscular Strength and Endurance: do all three of these tests.

- Curl up (**not to exceed 75**)
- Trunk lift (**not to exceed 12**)
- Push-ups using the correct form.

Flexibility: choose one test from this section.

- Sit and Reach (**not to exceed 12 inches**) **OR**
- Shoulder stretch (1=**No-cannot do it**, 2=**Yes-can do the stretch**)

Health Fitness Equipment Inventory

- Please keep an accurate record of your health fitness equipment inventory. This is to be used as a secondary storehouse for each campus for insurance liability issues in case your campus and/or gym is destroyed in a flood, fire, etc.
- **Upload a copy of your new Equipment Inventory to the shared Google drive by December 17, 2024. Here is the [link](#).**

Health Education Equipment Check Out

- Check out traveling Health Education trunks from the Health Fitness Department at West Support Center.
- The trunks contain Smoking, Nutrition, Alcohol, and Drugs equipment.
- Contact nsikak.scranton@springbranchisd.com or at extension 2339 to check out the equipment and to get a complete list of the equipment.

Section 2: Required Health Fitness Minutes

- **Kindergarten to Fifth grade:** 135 minutes during each school week.
- **6th thru 8th grade:** For at least 30 minutes and for at least four semesters, or on a block schedule at least 225 minutes during each period of two school weeks.
- **9th thru 12th grade:** students must earn 1.0 PE credit to satisfy graduation requirements.

Health Fitness Exemption

- A student suffering from illness or injury should not participate in strenuous physical activity. A student who submits a note from the parent to the health fitness teacher stating the nature of the student's illness or injury will obtain a one-day exemption from strenuous physical activity.

Safety Plan for Health Fitness

- [Elementary and Secondary Safety Plan Template](#)
- Each campus must create a safety plan for your classes in the event they exceed the 45:1 ratio. The plan must be created with your administrator.
- Remember you need two signatures.
- The principal and health fitness teachers must sign and date the approved safety plan, [Safety Plan Folder](#) link.

- Once signed and dated, **upload the Safety Plan to the shared Google Drive by August 15, 2025.**

Section 3: Grading Guidelines

Elementary Health Fitness Requirements: In each recording period, every student in grades 1-5 is to receive a minimum of one grade for each of the four TEKS strands listed below, which are calculated according to the percentages attached to each TEKS strand. They will also receive a conduct grade as addressed by the District under the topic of Reporting of Conduct Grades 1-5.

- **Movement Pattern/ Movement Skills (40%):** The student demonstrates competency and proficiency in movement patterns and forms and applies movement concepts and principles to the learning and development of motor skills.
- **Health and Physical Activities (40%):** The student participates in moderate to vigorous physical activities on a daily basis that develop health-related fitness, describes factors that affect physical performance, and applies safety practices associated with lifetime wellness and physical activities.
- **Performance Strategies (10%):** The student understands basic components such as strategies and rules of structured physical activities including, but not limited to, games, sports, dance, and gymnastics.
- **Social and Emotional Health (10%):** The student develops positive self-management and social skills needed to work independently and with others in physical activity settings.

Grades

- **E - Excellent (90-100)** indicates outstanding and advanced achievement. The student has an exemplary attitude, is always cooperative, and always observes school rules and regulations.
- **S - Satisfactory (75-89) indicates proficient achievement.** The student has a good attitude, is cooperative, and generally observes school rules and regulations.
- **N - Needs improvement (70-74) indicates developing achievement. The student's attitude needs to improve. Infractions of school and classroom rules exist.**
- **U – Unsatisfactory* (69 and below) indicates unacceptable and below average achievement.** The student's attitude is poor and uncooperative. The student disrupts class and shows little respect for school and classroom rules and regulations. *"U" may not be given unless the teacher has discussed the issue with the parent and campus administrator.

Secondary Health Fitness Requirements

Each reporting period, every student will receive two grades in health fitness: performance and conduct. Each student will have a minimum of 6 grades in the 1st nine weeks and 8 in each of the 2nd through 4th nine weeks. These grades are derived from an average of each of the following categories:

- **Participation is 55% of the total grade:** A minimum of 4 grades on the TEKS being taught. Students will be assessed by active participation and for wearing their required health fitness uniform.
- **Skills/Motor Development is 35% of the total grade:** A minimum of 3 grades on TEKS being taught. Students will be given an assessment to evaluate skill achievement based on observable skill performance.
- **Cognitive Development is 10% of the total grade:** A minimum of 1 grade on TEKS being taught. Students will be given cognitive assessment to evaluate skill achievement based on observable skill performance.
- **Conduct Grades:** Factors such as behavior will be used to determine the conduct grade. Comments should be used in the comment section if the conduct grade is below an S. Parents should also be notified if grade is below an S. *“U” may not be given unless the teacher has discussed the issue with the parent and campus administrator.
 - E = Excellent – The student has an exemplary attitude, is always cooperative, and always observes school rules and regulations.
 - S = Satisfactory - The student has a good attitude, is cooperative, and generally observes school rules and regulations.
 - N = Needs improvement - The student’s attitude needs to improve. Infractions of school and classroom rules exist.
 - U = Unsatisfactory* - The student’s attitude is poor and uncooperative. The student disrupts class and shows little respect for school and classroom rules and regulations.

Section 4: Weather Guidelines for Health Fitness

Hot Weather Guidelines

Recess and Health Fitness

The following guidelines are recommended for recess and health fitness related activities. Keep in mind, if the playground or area designated for Health Fitness or Recess is covered, there may be more flexibility in the temperature ranges. Likewise, if the area is not covered, equipment such as slides, bars and climbing apparatuses could burn the student's skin.

HEAT INDEX	
92 - 95 Degrees	<ul style="list-style-type: none">● Advise students to drink water before and after play.● Sunscreen is allowed. Encourage students to wear light colored clothing.● Practice/play up to 40 minutes between breaks. After 40 minutes a water break should be given, and students should rest a minimum of 10 minutes.
96 - 100 Degrees	<ul style="list-style-type: none">● Advise students to drink water before and after play. Access to water should be available at all times.● Sunscreen is allowed. Encourage students to wear light colored clothing.● Elementary health fitness held indoors; secondary limited to 30 minutes.
101 Degrees & above	<ul style="list-style-type: none">● All health fitness classes (should be, must be) held indoors.● Recess held indoors.

Cold Weather Guidelines

Cold weather is defined as any temperature that can negatively affect the body's regulatory system. These do not have to be freezing temperatures. The following guidelines have been established for Spring Branch ISD Health Fitness Department.

Wind Chill Factor 55°F or lower (Precipitation or Dry)

1. 35 min. of outside activities, then 20 min. indoors.
2. Students must be dressed in warm-ups with extremities always covered.

Wind Chill Factor 45°F or lower (Precipitation or Dry)

1. No outside activities, all classes will be indoors.

Section 5: Financial

- When given approval from the Health Fitness Department, please obtain a quote from the SBISD representative for the vendor chosen. Amazon and School Specialty do not need a quote. An email with special instructions for Amazon and School Specialty will be sent out from Nsikak.
- Please make sure there is no tax added and ask when requesting the quote if shipping will be free.
- Make sure that items are not on backorder.
- Please submit a quote to Nsikak.scranton@springbranchisd.com. You will receive a confirmation email when the quote has been received.
- All orders will be shipped to the West Support Center.
- Once the order has been received and verified, the requester will receive an email that items are available for pickup at West Support Center.
- Please schedule a date and time for pick up with Nsikak.
- If you receive your items and they are defected or become defected please reach out to Nsikak and not the vendor or sales rep.
- **If the Health Fitness dept. has given you a specific amount of funds to spend and your campus will pay any overage, please send an approval email from your budget manager to Nsikak.
- If you receive an order at your campus, please verify the order and send the **packing slip** to Nsikak immediately.
- ALL orders must be placed by **December 13, 2024**; no exceptions will be made.

Approved Vendors

- **Gopher Sport–discounted**
Doug Satre
Tel: 855-500-2746
dougsatre@gophersport.co
- **School Specialty (Sportime) - discounted**
Kevin Wong
www.schoolspecialty.com
Tel: 832-567-0565
kevin.wong@schoolspecialty.com
- **S & S Worldwide - 20% discount and free shipping (excluding dropship)**
Sandy Cervini
Tel: 1-800-642-7354 ext. 2361
scervini@ssww.com

- **School Health Physical Education—discounted**
Josh Burris <JBurris@schoolhealth.com
Tel: 630.339.7912
- **Amazon**
Amazon Prime Only-See Nsikak Scranton
- **US Games/BSN - 15% discount and free shipping**
Meghan Martinez
memartinez@bsnsports.com
- If **NHS, SHS or WAIS, AOC, DAEP** is your campus, you will reach out to:

Justin Reichenau

jreichenau@bsnsports.com
- If **MHS or SWHS** is your campus, you will reach out to:

Ryan McCann

rmccann@bsnsports.com

Lawrenz Health Fitness Extravaganza Financial Procedures

- **Lawrenz Fitness Extravaganza dates:**
2nd-5th graders, Saturday, October 26, 2024 (tentative)
- Using a Tabulations of Monies Collected (TOM) form, collect money from students.
- Turn in collected money and TOM form (make a copy for your records) to your campus Administrative Assistant.
- **DO NOT BRING MONEY TO LAWRENZ OR TO THE HEALTH FITNESS OFFICE.**
- Make sure that you receive a receipt for the money that you turned in to your campus.
- Campus Administrative Assistant should deposit the collected funds to your campus Health Fitness account.
- Campus Administrative Assistant should immediately send a Transfer of Expense (TOE) to the Health Fitness Department (959).
- Health fitness, please make sure to follow up with your Admin. Assistant within two weeks to ensure that the deposit and TOE have been completed.

Convention/Professional Development Travel Request & Reimbursement

Procedures

- Obtain approval to travel from the Health Fitness Department.
- Complete a [Travel Request Form](#) and submit electronically to **Nsikak Scranton** **three weeks prior** to travel. You will not be reimbursed if this is not turned in. Attach the conference itinerary to the Travel Request Form.
- The registration form showing payment must also be attached to the Travel Request Form.
- If traveling out of district, use the [District Mileage Chart](#).
- [Texas Hotel Occupancy Tax Exemption Certificate Form](#) must be presented to hotel staff at check in.
- **Mileage is only provided to the person whose vehicle is driven.**
- Meals are based on per diem: \$10-breakfast, \$15-lunch, \$25-dinner (you will not be reimbursed for overage).
- Itemized receipts must be turned in for meal reimbursement and **cannot include another person's meal on that receipt.**
- Separate food purchases from “adult beverage” purchases.
- Obtain individual itemized receipts for shuttle, taxi, parking, baggage, etc., which cannot include anyone else’s payments or orders. ***Parking will not be reimbursed if the hotel or conference location has free self-parking.***
- The Texas Hotel Occupancy Tax Exemption Certificate will be needed for lodging in Texas. Out of state hotel taxes will not be reimbursed.
- To be reimbursed, all original itemized receipts must be turned in to Nsikak Scranton within 3 business days from the return date.
- All documents and itemized receipts will be sent to the Finance Department for final approval and processing.
 - ***Scholarship recipients: If you have received a scholarship and the scholarship does not fully cover your travel expenses:
 - Please determine if you will cover the remaining balance yourself or if your campus will cover the costs.
 - If your campus principal agrees to cover the cost, please inform them that your campus will have to upfront the cost of your travel and after you have been reimbursed, a TOE from your campus can be submitted to Health Fitness (959) in the awarded scholarship amount. If agreed, you must submit your travel request and all appropriate documents upon your return to your campus administrative assistant.
 - If you will cover the remaining balance of your travel, please turn in your travel request and upon return of your travel, all appropriate documents to the Health Fitness Administrative Assistant.
- **Please contact Nsikak Scranton if you have any question and/or concerns: 713-251-2339 or Nsikak.scranton@springbranchisd.com**

Section 6: Field Trip Information

Travel Request Forms/Permission Slips

- You must have Principal approval before scheduling any field trip(s).
- Please download and print the required forms from the following link found on the transportation website, under Field Trip Approval or the hyperlink above.

You will need:

- Exhibit A-trip request
- Exhibit C-parent permission form
- Exhibit D-parent permission form in Spanish
- Exhibit E-medical authorization
- Exhibit F-Spanish medical authorization form
- Exhibit G and H-Chaperone Request in English and Spanish

Transportation Requests

- All Transportation requests are submitted through your campus administrative assistant online through the SchoolDude online system found at <https://login.myschoolbuilding.com/msb>
- Coaches/teachers may also submit the request through SchoolDude, especially if you are the one driving the bus.

Transportation Code: TBD

Do not use this code for the 5th or 6th grade track meet

- When submitting trip requests for your health fitness classes to attend advanced movers games and/or swim lessons, you must contact the assistant director, **Pamela Thompson**, for approval.
- Once approved, please use the provided codes to pay for the bus:
 - Approved Advanced Movers Games
485.36.6494.000.984.99.0.000.HHA13
 - Swim lessons at YMCA or Dad's Club
485.36.6494.000.984.99.0.000.HHA13

Section 7: Advanced Movers Schedules

- [YMCA Advanced Movers Swim Schedule](#)
- [Dad's Club Advanced Movers Swim Schedule](#)
- [High School Football and Volleyball Schedule](#)

Section 8: General Guidelines

Volunteers

- Whenever volunteers are needed, or are working with students at any health fitness event, they must fill out the online volunteer application at <https://www.springbranchisd.com/engage/register-to-volunteer>
- You must follow up with your campus administrative assistant to make sure they have been approved.
- Allow three weeks for approval.
- If they are a one-time volunteer, they can just be Raptured in, but if they decided to come back and volunteer for another event, then they must fill out the application.

Online Resources

- **SBISD Health Fitness Webpage** - <https://www.springbranchisd.com/studentsfamilies/support-services/healthfitness/health-fitness>
- **Dynamic PE ASAP** - <https://www.dynamicpeasap.com>
- **Spark Online Curriculum** - If you have never registered to use Spark, then please register for an account on the same page. Once you can log in, it will ask you for an access code. Use the applicable ones listed here:
SPARK website: <https://sparkfamily.org/#/intro>

Email: Pamela.Thompson@springbranchisd.com

Password: spark123

- **Everfi** - <https://everfi.com/>
- **Open Physed** - <https://openphysed.org/>
- **Good Heart-Willcox** - login through Clever (Middle and High School health curriculum)
- **QuaverED** - login through Clever (Elementary health curriculum)
- **EZ Scan** - <https://www.ez mileageclub.com/login>
- EZ Scan Setup [Video](#)
- **TAHPERD** (Texas Association for Health, Physical Education, Recreation & Dance) - <https://www.tahperd.org/tahperd-main-website-event>
- **Google HF Team Drive** – (copy and paste the following link into Google): <https://drive.google.com/drive/u/0/folders/0AM07YUa0UnYRUk9PVA>
- **SBISD Twitter Accounts**
 - Health Fitness Department - @SBISD_HFDept
 - Spring Branch Health Fitness Teachers Association - @SBHFTA
 - Action Based Learning - @kidsfit_ABL

Technology Services – <https://www.springbranchisd.com/staff-portal/technology-services>

- Help Desk Number: 713-251-8324 (TECH) 251tech@springbranchisd.com
 - Monday – Friday from 7:00 a.m. to 10:00 p.m.
 - Saturday – Sunday from 9:00 a.m. to 10:00 p.m.

Section 9: Feeder Patterns

- **Memorial High School**
 - **Middle Schools:**
Memorial Middle School, Spring Branch Middle School, Landrum Middle School
 - **Elementary Schools:**
Bunker Hill, Frostwood, Hunters Creek, Housman, Memorial Drive, Rummel Creek, Valley Oaks
- **Northbrook High School**
 - **Middle Schools:**
Spring Woods, Northbrook, Landrum
 - **Elementary Schools:**
Buffalo Creek, Edgewood, Cedar Brook, Hollibrook, Housman, Pine Shadows, Ridgecrest, Terrace
- **Spring Woods High School**
 - **Middle Schools:**
Spring Branch, Spring Oaks, Spring Woods
 - **Elementary Schools:**
Pine Shadows, Sherwood, Shadow Oaks, Spring Branch, Terrace, Westwood, Woodview
- **Stratford High School**
 - **Middle Schools:**
Memorial, Spring Forest
 - **Elementary Schools:**
Bunker Hill, Meadow Wood, Nottingham, Rummel Creek, Sherwood, Thornwood, Wilchester
- **Schools without a feeder pattern**
 - Westchester Academy - Middle and High School
 - Academy of Choice - Middle and High School
 - Cornerstone Academy - Middle School

Section 10: Elementary Scope and Sequence and Physical Education TEKS

**Elementary Scope and
Sequence**

**Physical Education TEKS
2024-2025**

[Elementary Scope and Sequence](#)

[Elementary Health Fitness TEKS](#)

Section 11: Middle School Scope and Sequence and Physical Education TEKS

Middle School Scope and Sequence

Physical Education TEKS 2024-2025

[Middle School Scope and Sequence](#)

[Middle School 6th-8th grade Health and Health Fitness TEKS](#)

Section 12: High School Scope and Sequence and Physical Education TEKS

High School Scope and Sequence

Physical Education TEKS 2024-2025

[High School Health and Health Fitness TEKS](#)

[Skill Based Lifetime Activities](#)

[Lifetime Wellness and Fitness Pursuits](#)

[Lifetime Recreational and Outdoor Pursuits](#)

Section 13: Health Fitness Department Contacts

Director of Fine Arts and Health Fitness: Houston Hayes-713-516-2483
Houston.Hayes@springbranchisd.com

Assistant Director: Pamela Thompson: 713-251-2338 or 713-516-2483
pamela.thompson@springbranchisd.com

Administrative Assistant: Nsikak Scranton: 713-251-2339
nsikak.scranton@springbranchisd.com

Support Specialist
TBA