

## **Health and Physical Education Guidelines**

### **Lost And Found**

Students who have lost anything of value are to report losses to the Main Office as soon as possible. Students will be asked to fill out a report for lost or stolen items. Items found about the school should be turned in at the Main Office. Students should not bring valuable items or large sums of money to school. Students are required to lock their hall, Physical Education and athletic lockers at all times. The school cannot be responsible for stolen items. If it is necessary to bring valuable items or large sums of money to school, there is a safe in the school for temporary storage. Students who have a need to utilize the school safe should report to the Main Office.

### **Lockers**

Lockers are the property of the school and will be checked at any time during the year when it is deemed to be either necessary or appropriate.

The Physical Education Department will issue a gym combination lock and locker, in the Physical Education Locker Rooms, to students. Students are responsible for this lock and will be required to pay for its replacement in the event that it is lost or not turned in at the end of the school year. Stolen or misplaced items are not the responsibility of the Physical Education Department.

Students should lock all items in their gym locker before leaving to report to their Physical Education activity. Items left unlocked in the locker room invite dishonest people to take them. All locker rooms will be locked by the Physical Education five minutes after the bell starting the period has rung. Students are not allowed to use the athletic team room lockers for physical education class purposes.

### **Unprepared**

Students who are unprepared for P.E. will be issued loaner clothes and be expected to participate. They will receive a 2-point deduction on their grade for the marking period for each time they are unprepared. Students who are unprepared and refuse to participate will receive the following:

1. First offense- A verbal warning and a five point deduction on their grade for the marking period.
2. Second offense- Notification sent home to the parents/guardians (phone call, email, H/PE notice) and a five point deduction on their grade for the marking period.
3. Third offense- A teacher detention and a five point deduction on their grade for the marking period.

4. Forth offense- A disciplinary referral to the Main Office and a five point deduction on their grade for the marking period.
5. Fifth and subsequent offenses- Student will be sent to the Main Office, a detention will be issued and a five point deduction on their grade for the marking period.

### **Lateness**

A student will be considered late for class if he/she is not in the locker room by the four minute bell and in his/her attendance squad, prepared to participate by the seven minute bell. Lateness will be reported to the Main Office. A student must participate in class that day even if the lateness prevents them from changing into their Physical Education clothes.

### **Aerosol Sprays**

The use of aerosol spray is strictly prohibited in the locker room and gymnasium area during the school day.

### **Medical Excuses from Physical Education**

#### **Short term medical excuses (5 school days or less):**

1. A student must report directly to their PE teacher with a parent's or physician's note at the beginning of their PE period. The PE teacher will record the note as "unexcused" (parent's note) or "excused" (physician's note). The student will stay with their class and be responsible for any material covered that day.
2. A parent's note is only valid for two consecutive days and no more than three days in a week.
3. A student may make up "unexcused" absences within a week of the absences, as arranged by the PE teacher.
4. Any "unexcused" absence that is not made up within a week of the absence will result in a one point deduction for each absence from the student's final grade for the marking period.

#### **Long term medical excuses ( five or more days)**

1. All long term medical excuses will require a physician's note. This note must be handed into the recording secretary before the start of the school day. The recording secretary will fill out the proper forms, assign a study hall to the student and provide the student's PE teacher and Study Hall teacher with a copy of this note. The student should report directly to their assigned study hall.
2. A long term medical excuse is only valid for the marking period that it was issued. If a long term note extends into another marking period (even one day), a new note must be provided to the recording secretary and the procedure for recording such medicals must be repeated.
3. A long term medical excuse does not prevent a student from taking health class. Students on long term medical excuses must report to their health class.

