

### **Daily PE Procedures:**

- Students enter the gym through the correct doors (Boys door and girls door) and head directly to the locker rooms. They must wait outside until a teacher has told them it is okay to head back.
- Once in the locker rooms, students have one job and that is to get dressed. They should not be visiting with friends in other parts of the locker room. They are allowed to talk with those immediately around them but we encourage them to dress and leave as quickly as possible.
- Once out of the locker room, students are to go directly to their own attendance spot and sit down. They are not to visit with students from other classes during this time. They may visit with those students immediately around them.
- Students who are not on their own attendance spot three minutes after the start of the encore hour are tardy. Exceptions are if the student presents a pass from another teacher or staff member.
- Once the PE instructors have exited the locker rooms, the doors will be locked. No one will be allowed to return to the locker room unless in special circumstances (parent picks student up early, administrator needs to see a student, etc).
- Students are expected to demonstrate self-control once the PE staff has arrived at the table to check attendance.
- After attendance, students who are not dressed out will be called to the table where they must complete an alternate assignment for partial credit. The assignment is due at the end of the hour. After exceeding four dress cuts, a student will receive an office referral. Students who are on a medical will also be called up at this time to complete an alternate assignment. Medical students may remain with the PE class during the hour unless in special circumstances.
- When students exit the gym to head to the PE fields, they are expected to be quiet while in the hallway. This is in respect to other classrooms and offices in the immediate area.
- Once outside, students should remain on the concrete until a PE staff member has instructed them to continue down the crosswalk to the PE fields. Students may not stand or sit on the stairs for safety reasons. They may sit on the benches or on the ground while in this area.
- Upon returning inside, students will wait at the bottom of the stairs until a PE instructor unlocks the door to re-enter the building. Students are expected to be completely silent until they reach the gym so as not to disturb other classrooms or offices in the immediate area.
- Students will enter the appropriate gym door (girls door, boys door) and head directly to their locker room and wait for a PE instructor to unlock the door and supervise.
- Students will have three minutes to get dressed and continue with their school day. They should not be visiting with friends in other parts of the locker room. Get dressed and leave to avoid receiving a tardy in the next class or encore.