

MUKWONAGO HIGH SCHOOL PHYSICAL EDUCATION POLICIES

INTRODUCTION:

The following are Physical Education Department policies and requirements. They are made available to students, parents, and teachers so that physical education can be fair, enjoyable and safe for all.

POLICIES:

1. CREDIT REQUIREMENTS:

Physical Education is required of all students. Passing work earns .5 credit per semester class with **1.5 credits required for graduation**. Additional Physical Education classes are available for elective credit and are encouraged. Failures and medicals require make up of credit. Students may take the same class twice for credit.

Physical Education grades are incorporated into the grade point average.

2. MAKE-UP WORK: It is the student's responsibility to make arrangements for missed work. The student has the equivalent amount of time that they were absent to make up work. Failure to do so in the allotted time will result in a grade of zero. Athletes and students on field trips who miss a class must make arrangements **PRIOR** to their absence.

Students are allowed 2 absences per unit without daily point deduction. Any absence over 2 will result in loss of daily points (10) if not made up. This is a significant deduction so students should meet with their instructor to make arrangements for their make-up days. Each instructor will set his/her time limit for make-up days. Make up days can be made up during a study hall, and before or after school as arranged with the instructor and must be done on school grounds. The student will be engaged in some type of physical activity during this make up time and athletic practices will **NOT** count towards make up time.

3. CLASS LENGTH AND SHOWERING: Classes are 54 minutes in length. Approximately 8 minutes are allowed before and after the activity for dressing and showering. Showering is encouraged but not required. Towels must be provided by the student.

4. UNIFORMS: Students are responsible for having a change of clothing available every day. Clothing worn throughout the school day is **NOT** allowed. Appropriate clothing includes the following:

SHIRTS: They must wear a white or ash gray short sleeve t-shirt with a rounded neck collar. The shirt must be devoid of any writings or logos. The shirt must meet the shorts and be appropriate fit.



SHORTS: Shorts must be blue or black and of appropriate length and fit. Shorts are to have an elastic band. Belts are not allowed. Jeans and regular street clothing are not acceptable.

SHOES: A pair of fully laced, **court type tennis shoes are required** for all activities. Hiking-style boots, rubber, crepe or soft soled shoes may not be substituted for tennis shoes. Oversized soles or heeled shoes are unsafe and unacceptable. Black soled shoes are discouraged due to marks they leave on the gym floors. Tennis shoes must be closed toed as well.



SOCKS: A pair of clean socks, footies or anklets must be worn, not pantyhose.



MISCELLANEOUS: It is recommended that boys wear a supporter. As per school policy, hats are NOT to be worn during PE class or in the locker rooms. Students who wear glasses during activity are responsible for their care. All glasses should be of shatterproof variety. Bands should be worn to keep glasses in place. Sunglasses are the discretion of the teacher during outdoor activities only. A sweatshirt and sweat pants are highly recommend for cooler weather outdoor activities.

PE uniforms may be purchased through the PTAG. This uniform requirement will be in effect throughout their high school career.

5. **LACK OF UNIFORM:**

Students reporting to class without their gym clothing or part of same will not be allowed to participate. Penalty for “No suit” will include the following: 0% for the day, detention, placed in study hall for the period and parental notification by letter, telephone and/or e-mail.

The teacher may assign make up work for “no-suit” detentions. **A student who fails to dress 3 times in a quarter will receive a 0% for grade for the quarter and be placed in study hall for the remainder of the quarter.**

“No suits” will also occur when students do not bring proper clothing for outdoor units. Students are responsible for having a change of clothes regardless of the unit in which they are participating.

Required safety equipment are considered part of the daily uniform and must be worn by students participating in these units. Failure to do so will result in a “no suit.”

ATHLETE NOTE: Any athlete who has a “no suit” will have their coach notified and playing time consequences may be involved. Athletes who do not participate in PE will not be allowed to practice that day for their athletic team.

6. **GYM LOCKS:**

Students pay a lock fee entitling them to a padlock for PE use. Students must return their

padlock when the semester of PE ends. Failure to do so results in a lost padlock fee. A student is issued a padlock to protect their property. Students should NOT give their combination to others. The only combination you will receive from you PE instructor will be your own. The loss of the padlock should be reported to the instructor immediately so that a replacement can be issued.

Objects of high value or large amounts of money should NEVER be brought to PE. Be sure to lock up ALL of your possessions at ALL times. Do not leave your locker unlocked. Do not hang jewelry on the hooks in the lockers, put these items in your pocks or purse so you do not leave it behind.

7. **GYM LOCKERS:**

Girls may use the large size dressing lockers during class. At all other times, clothing must be padlocked and stored in small lockers. Articles will be removed from long lockers. Large lockers in the front of the women's locker room are reserved for senior. Students who leave their clothes in long lockers outside of class time can either serve a detention or pay a fine.

ALL: DO NOT keep, at any time, items of value in your locker. Lockers are NOT guaranteed secure. DO NOT leave anything outside the locker and unlocked during class time.

8. **LOCKER ROOM USE:** The locker room is off limits from 7:25-2:45 unless the student is in class or has a pass from a PE instructor. Being in the locker room without PE instructor's permission will result in an administrative detention. NO EXCEPTIONS!! Do NOT use your gym locker to store books, lunches, money or other items that you will need during the school day.

Athletic locker rooms will be locked during the day and access will not be granted, plan accordingly.

9. **LOCKER ROOM CARE:**

To maintain cleanliness of the locker room, do not bring food or beverages into this area. Do not write on benches, walls or mirrors. Doing so will be treated as vandalism to school property. Leave messages written on chalkboards as they are. Report damage to your instructor. Use of tobacco products in the gym/locker room areas will result in a municipal fine. Unidentifiable smoking will result in loss of dressing time for the entire class. No not bring GLASS containers of any sort to the locker room, including cologne/perfume.

10. **GYM-WEIGHT ROOM USE:**

Students are not to be in the gym or weight room outside of class unless they are issued a

pass from a receiving PE instructor. Passes and permission must be obtained from the PE instructor prior to the hour needed. Honor passes and passes from other instructors/coaches are NOT allowed and will be revoked. This pass procedure is for the safety of all students. Students on a pass to the gym/weight room must suit up and follow all other PE regulation or their pass privileges will be revoked.

Students on early release/honor passes are NOT to be in the PE area.

11. **TARDINESS/LEAVING EARLY:** Students must arrive for class within the 5 minutes passing period. **Girls MUST enter/exit through the hallway door, NOT THE GYM ENTRANCE. Boys must enter through the rear locker room door.** Near the end of class they must remain IN the locker room with the door closed until dismissal by the time. Students may NOT wait in the gym or hallways waiting for the tone. Detentions will be issued for late arrival and being outside the locker room before the dismissal time. Students may NOT use the gyms as a hallway. **Detentions will be issued.**

12. **INJURIES:**

Report all injuries to you instructor. DO NOT leave class without your instructor's knowledge and permission. For personal safety, dangly earrings, necklaces, bracelets and rings must be removed. Gum, candy, other objects are not allowed during participation in activity.

13. **EQUIPMENT MISUSE:**

Mistreatment of equipment (i.e. Spitting, climbing on volleyball standards, hanging from hoops, throwing or kicking equipment, pushing on dividing wall/curtain, unauthorized removal of equipment from storage areas, etc) will not be tolerated by PE staff. **Use the equipment for its intended purposes.** Penalty will be detention. Repeated violations will be directed to the school administration.

14. **SAFETY VIOLATIONS:**

Proper safety procedures must be followed by ALL students while in class and the locker rooms. A safe environment must be maintained by the staff for the benefit of all students and staff. Safety rules for all units are listed in this booklet and are covered by the instructor on the first day of the unit. Students are responsible for following the safety rules for each unit.

Actions that endanger the safety of others or flagrant disregard of safety rules will result in the recommendation of removal of the student form class for the remainder of the semester. Some examples of unsafe behavior include throwing/kicking objects at or near staff or students, hitting students or staff with PE equipment, shooting arrows when nit directed, half-court basketball shots and any other behavior that the teacher sees or indicates to the students as being cause for removal from class.

15. PE DETENTIONS:

Detentions from PE staff are to be served in the locker room unless otherwise specified. |

16. ONE DAY PARENTAL HEALTH EXCUSE:

Health excuses from parents/guardians are good for ONE DAY ONLY. Any health problem that will result in a student being out of PE for more than one day requires a physician's medical excuse. One-day health excuses must be directed through the health room before it is accepted by the PE teacher. This is to be done BEFORE class.

ATHLETES NOTE: Athletic department policy does NOT allow a student to participate in practice/events if she/he is excused from PE the same day.

17. MEDICAL EXCUSES:

A written doctor's excuse is required for any health situation excusing or limiting a student's participation in PE for 2 days or more. The medical excuse should include an explanation of the injury and its effect on the student's participation in class, the amount of time the student will miss class and an expected date of return. The doctor should also list any physical activities in which the student can participate (student should inform the doctor of upcoming units).

SHORT TERM MEDICALS: Students will report daily to the teacher to determine if he/she will stay with the class or report to study hall. Students are responsible for all written work during this time.

LONG TERM MEDICALS: If a student misses 50% or more of the grading quarter due to medical excuses, he/she will repeat that quarter or semester. The letter of "M" will be given on the report card signifying the need for a make-up. Make-ups will be of the grade/class level missed and scheduled as an overload unless academic or scheduling difficulties determine otherwise. The medical excuse is given to the health room aide to be duplicated and filed. A copy should be given to the PE instructor

18. FIRE DRILL/EVACUATION:

Physical education classes will exit through the doors indicated by the instructor. You are to stay with your class the entire time.

19. PENCILS:

Students are responsible for providing their own pencils for unit exams

20. CELL PHONES:

Cell phones are NOT to be used during PE. ANY student found with a cell phone in a locker room will be referred to administration. NO EXCEPTIONS!

GRADING IN PHYSICAL EDUCATION:

A. **Daily Participation Grade:** 10 points per day as follows:

- 2 points Warm up stretches and run
- 2 points Participation in the activity of the day as per instruction (skill/rules)
- 3 points Effort during class (using correct technique and rules)
- 3 points Class conduct (with teacher, classmates, tardy, language, etc)

B. **Unit Grade:**

- 60-80% Daily participation points
- 20-40% Worksheets/quizzes/unit exam

C. **Semester Grade:**

- 40% Quarter 1
- 40% Quarter 2
- 20% Final Semester Exam

PHYSICAL EDUCATION GRADING STANDARDS & EXPECTATIONS:

Below you will find a general list of standards and expectation for grading in Physical Education. These are the things on which you need to concentrate. The majority of these criteria need to be met to achieve the grade you are seeking.

Grade of A or B

- In locker room before the tone
- Sitting in attendance on time for roll call
- Participates fully in warm ups
- Follows directions throughout class
- Is a leader in skill drills
- Consistently shows high involvement and effort
- Displays good sportsmanship
- Keeps/records scores honestly
- Makes up missed days
- Cooperates with instructor
- Follows all safety rules
- Uses appropriate language

Grade of C or D or F

- Late to locker room/roll call lines
- Forgets clothes or is dressed inappropriately
- Lacks effort during warm ups
- Talks or inattentive during instruction
- Doesn't participate at expected level
- Inconsistent or low effort
- Poor sportsmanship
- Does not play by the class rules
- Does not make up missed days
- Uncooperative with instructor-discipline problem
- Exhibits unsafe behavior
- Uses inappropriate language/gestures
- Frequent excuses to avoid class activity

POLICIES REVIEW

ASSIGNMENT #1

Please take the opportunity to review the Physical Education department policies that accompany this form. Your son or daughter has a copy of these policies and the policies were covered in class during the first week of the semester.

This form indicates that you have read and understand the expectations, requirements and grading policies to be used in Physical Education this year:

Students Name: _____

Hour: _____

Circle your teacher's name:

- Mrs. Butalla
- Mrs. Canfield
- Mr. Essman
- Mrs. Kemp
- Mr. Last

Parent Signature: _____

Date: _____

Student Signature: _____

Assignment Value: This form is an assignment #1 in the first unit for your son/daughter.

This sheet must be returned by _____

Thank you for taking the time to read the policies and sign the form.