**Ardrey Kell Physical Education Class Rules and Procedures**

1. Enter through the **G-hall** locker room doors (Boys/Girls PE) **only** to dress for 2nd, 3rd, and 4th period class. The only exception will be for 1st period class. These students will report directly to the main gymnasium for the morning announcements. At the conclusion of announcements students will transition through the small gymnasium or the G-Hall entrance to the locker area.
2. Students must be inside the designated area before the bell stops ringing to avoid being tardy.
3. Students will have 7 minutes to dress for class and exit the locker room. Please report to your designated area and be seated immediately. If you wish to speak with your teacher, raise your hand.
4. Please use the G-Hall side door to report to the **main gymnasium** if applicable.
5. Please use the rear locker area exits to report to the **small gymnasium** if applicable.
6. At the conclusion of class students must enter the locker area through the small gymnasium area.
7. Students will have 7 minutes to dress and report to the small gymnasium until the conclusion of class.
8. All students will be assigned an area in the small gymnasium until the bell sounds for dismissal. You will also be required to sit on the floor during this time (no exceptions).
9. Students will **NOT** be allowed to use the front doors of the main gymnasium at any time.
10. Students are expected to dress daily for class. Proper attire includes:

* Official printed Ardrey Kell Physical Education Department uniform. Please see attached order form.
* **Or** your personal shirt/shorts matching the same colors (purple shorts; plain gray short sleeve shirt – not cut-off).
* Spirit wear with AK logo is acceptable only if it matches the required colors.
* Athletic socks and tennis shoes. Boots, sandals, or any other dress shoes are not acceptable.
* Sweat pants, sweat shirts and jackets are allowed only when an outdoor activity is required (weather related). Sweat pants, sweat shirts and jackets are not acceptable indoors at any time.
* Caps are not allowed at any time during class (inside or outside).

1. Failure to dress **DOES NOT** excuse you from activity at any time. You will be expected to participate as usual. Please be responsible.
2. No food, soft drinks or chewing gum allowed. A plastic container with water **only** is acceptable with permission from your teacher.
3. Each student is **required** to supply a combination lock to secure his/her belongings. Sharing a lock/locker with other students is not allowed.
4. At the conclusion of class, **the lock must be removed**. If the lock is not removed after each class it will be removed and not returned.
5. It is the student’s responsibility to stay with his/her teacher during the entire class period. If not, it will be considered a class cut.
6. Show respect for all teachers and students. Take good care of equipment. You break it you pay for it.
7. Students are expected to help the teacher keep the classroom, weight room, aerobic room, and gymnasium(s) clean and attractive in order to maintain an atmosphere conducive to learning.
8. Students will be expected to know and understand our transition rules and procedures.
9. A doctor’s note is required for any extended injury/illness that will prevent activity. Alternative activities will be provided.
10. An unexcused absence results in a zero for that day. Please follow the correct procedure to excuse an absence.
11. Recovery for absences will be provided for students meeting the criteria. This will be handled through your teacher.
12. A safe and orderly environment is essential to our success!

**PARENT SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STUDENT SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_**