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

1. Enter the main gymnasium for 1st block and 2nd block and report directly to your assigned squad.  At the conclusion of announcements (prior to 2nd block) and attendance students will transition through directly to the locker room on G-Hall. For 3rd block and 4th block students will report directly to the locker room on G-Hall. Students must be inside the designated area before the bell stops ringing to avoid being tardy.

2. 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.

3. Please use the G-Hall side door to report to the **main gymnasium, weight room and aerobics room** if applicable.

4. Please use the rear locker area exits to report to the **small gymnasium** if applicable.

5. At the conclusion of class students must enter the locker area through the small gymnasium area.

6. Students will have 10 minutes to dress and report to the small gymnasium until the conclusion of class.

7. 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).

8. Students will **NOT** be allowed to use the front doors of the main gymnasium at any time. You will always enter through the back doors.

9. Students are expected to dress daily for class. Proper attire includes:

* Official printed Ardrey Kell Physical Education department uniform.
	+ Department issued purple shorts only. No exceptions.
	+ Department issued **grey** shirt
		- **OR** any **grey** AK spirit wear shirt
* No cut off shirts allowed.
* 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).
* Jewelry is not allowed at any time during class.

10. Failure to dress **DOES NOT** excuse you from activity at any time. You will be expected to participate as usual. Please be responsible.

11. No food, soft drinks or chewing gum allowed in the locker areas or gymnasium(s).. A plastic container with water **only** is acceptable with permission from your teacher.

12. Each student is **required** to supply a combination lock to secure his/her belongings. Sharing a lock/locker with other students is not allowed.

13. 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.

14. 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.

15. Show respect for all teachers and students. Take good care of equipment. You break it you pay for it.

16. 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.

17. Students will be expected to know and understand our transition rules and procedures.

18. A doctor’s note is required for any extended injury/illness that will prevent activity. Alternative activities will be provided.

19. An unexcused absence results in a zero for that day. Please follow the correct procedure to excuse an absence.

20. Recovery for absences will be provided for students meeting the criteria. This will be handled through your teacher.

21. A safe and orderly environment is essential to our success!

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

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