



**WILLIAM S. HART UNION HIGH SCHOOL DISTRICT  
STEVENSON RANCH, CA  
[www.ranchojuniorthigh.com](http://www.ranchojuniorthigh.com)**

## **PHYSICAL EDUCATION HANDBOOK**

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# Rancho Pico Junior High School

## Physical Education Policies and Procedures

Our vision is to provide a quality physical education program for the students of Rancho Pico Jr. High School. We will focus on the benefits of physical activity that promote the importance of being fit for life. We will also encourage characteristics that develop personal growth and a positive self-image within our students. Our program will provide opportunities for students to participate in a variety of physical activities so that each student will develop a life long commitment to their own physical well-being, health, and fitness.

Each staff member is an integral part of Rancho Pico, and all are committed to the following core values:

- We will develop genuine and authentic relationships with parents, students, and the community.
- We believe in the power and effectiveness of teaming to meet the needs of students through small learning communities, based on the principles of school within a school.
- We believe all classes must have a defined, viable, and rigorous standards-based curriculum.
- We believe the best interest of our students must be the driving force in all of our decisions.

<b>2010-2011 P.E. Activities and Curriculum:</b>			
<b>7<sup>th</sup> Grade PE Activities: Dual and Individual Sport Focus</b>		<b>8<sup>th</sup> Grade PE Activities: Team Sport Focus</b>	
<ul style="list-style-type: none"> <li>-Throwing/Catching/Striking</li> <li>-Track and Field</li> <li>- Pickleball</li> <li>- Tennis</li> <li>- Badminton</li> <li>- Multicultural Dance</li> </ul>	<ul style="list-style-type: none"> <li>- Adventure Ed.</li> <li>- Health</li> <li>- Personal Fitness</li> <li>- Diabolo</li> </ul>	<ul style="list-style-type: none"> <li>- Square/Line Dance</li> <li>- Health</li> <li>- Personal Fitness</li> <li>- Basketball</li> <li>- Soccer</li> <li>- Hockey</li> </ul>	<ul style="list-style-type: none"> <li>- Team Handball</li> <li>- Rugby</li> <li>- Flag Football</li> <li>- Softball</li> <li>- Volleyball</li> <li>-</li> </ul>

### **I. REQUIRED UNIFORM AND SUPPLIES**

1. **Uniform** – Rancho Pico Physical Education t-shirts and shorts clearly marked with first and last name.
2. **Athletic shoes** – Athletic shoes are required for support and safety. All footwear must cover entire foot and provide adequate support and traction. Shoes that do not meet these requirements will not be permitted for safety reasons.
3. **Socks** – Must be worn at all times and cover the entire foot. White athletic socks are suggested to prevent blisters, fungus, and allow for proper foot hygiene.
4. **Ranch Pico P.E. - Sweatpants, sweatshirts, long sleeve P.E. t-shirt, shorts, hat or beanie** - Uniforms must be purchased through the ASB. The Rancho Pico P.E. shirt and short must be worn at all times. All uniforms can be worn and layered appropriately.
5. **No other outerwear** - No sweaters, coats, jackets, turtlenecks, or non- P.E. items etc. may be worn, unless directed by the teacher for severe conditions.

### **II. DRESSING**

1. Uniforms are checked daily.
2. P.E. uniform shirts are to be tucked in at all times to ensure P.E. clothes are worn appropriately for activity and for modesty.
3. Clothes are not to be shared at any time for any reason. Loaning your clothes to other students is considered theft. Stolen / Loaned articles of clothing worn will be dealt with appropriately by teacher/administration.
4. School clothes are NOT to be substituted in place of the uniform.
5. Uniform should be taken home weekly, more if necessary, and laundered.

### III. LOCKERS

1. Lockers are to be used during P.E. only
2. Combination will be recorded with P.E. teachers and in student planner.
3. Once a locker has been issued, it will be used by the student for the entire year. However, the locker remains the property of Rancho Pico and is subject to search based on reasonable suspicion..
4. Students are **NOT** to share lockers.
5. To prevent loss of clothes, a student will not give his or her combination to any other student.
6. Articles of value should not be brought to school; however, if brought, **MUST** be locked in the locker. Staff is not responsible for any lost, stolen, or damaged articles.
7. Students are responsible for making sure their lockers are locked up. Backpacks and all personal items need to be secured inside the lockers.
8. **ANY vandalism or destruction of the lockers will result in an automatic \$50 fine (covering cleaning costs, painting, and possible repairs) and referral to the Administration for discipline.**

### IV. LOCKER ROOM ETIQUETTE

1. Students may be in locker room **ONLY** during their assigned class period.
2. Food or drinks are not allowed in the locker room and all P.E. facilities at any time.  
    ☒☒ NO EATING OR DRINKING ☒☒ (ANTS!) ☒☒
3. Gum chewing is not permitted. (school policy)
4. Use of cellular phones and all other electronic devices is strictly prohibited in the gym and locker room spaces.
5. The locker rooms are equipped with showers. However, showering **WILL NOT** be mandatory.
6. Students who choose to use the showers **MUST** wear some sort of foot covering (i.e. shower sandals, water shoes, etc.).
7. Towels will not be provided by the school; students who choose to shower must provide their own towels.
8. Running, jumping, or climbing in locker room is not permitted and will result in immediate action for the safety of all students.
9. **Glass containers of any kind are not allowed in the locker room.**
10. **Aerosol or Spray** items of any kind are not allowed in locker rooms at any time.

### V. FACILITIES AND GROUNDS

1. Students are not to be in any room or facility or to use any equipment unless a teacher is present.
2. Students may not use any facility or piece of equipment until they have received proper safety instructions and have the permission of the teacher.
3. All PE equipment is for use during the PE period **ONLY** and intramurals as directed by a PE teacher.

### VI. NON-PARTICIPATION

**\* Students' participation is an integral part of the Physical Education program. Many of the units comprise teams and teamwork. Students are expected to participate. Notes excusing a student from PE are treated the same as an absence and work must be made up. Likewise; attendance in any subject matter is vital to the success of each student. We understand that it is often unavoidable and will work with each student to make up points otherwise lost from an absence or medical issue.**

1. **PARENT NOTE (Given to Nurse before school begins)** - A parent note is required for excuses of 1-3 days and all notes must state the **specific reason** for the excuse, parent phone number where he/she can be reached, date, and parent signature. General excuses, such as, "please excuse \_\_\_\_ from P.E. today," will not be accepted to excuse a student from physical activity.
2. **Doctor's note (Given to Nurse before school begins)** - a doctor's note is required if non-participation or limitations exceeds 3 days.
3. **Menstruation** is not a cause for excuse from physical activity.
4. **If the student is excused from activity, he or she must still dress and participate in the manner designed by the teacher.**
5. **Each absence in Physical Education needs to be made up.** It is the responsibility of the student to make arrangements within one week from the day absent with their teacher.
6. **Make-up opportunities and times are Tuesday and Thursday( see attached sheet).**
7. Refusal to dress or participate in class will result in an immediate referral to the administration office.

VII. **GRADING: Total Points**

\* The following is a description of, but is not limited to, what is included in the areas of grading. Students are given 4 pts per day that encompass the following components.

**Personal Fitness (2 pts)**

- ~ Participation in personal fitness activities
- ~ Personal fitness scores based on aerobic and anaerobic activities

**Gross and Fine Motor Skill Development (2 pts)**

- ~ Participation in physical activity units
- ~ Effort put forward towards learning and applying new skills.

**\*Up to one point could be deducted at most for each of the components below:**

**Presentation and Punctuality**

- ~ Rancho Pico P.E. uniform is worn appropriately and tucked in
- ~ On time to the locker rooms, P.E. numbers and assigned areas throughout class

**Attitude/Effort**

- ~ This segment of the student's grade will be determined by the attitude and effort exhibited toward activity, fellow students, the instructor, and following class rules and regulations.

**Additional Grading (not limited to)**

Skills tests  
Fitness Runs  
Written assignments  
Written Exams

Grading Scale-

<b>A</b>	<b>93-100</b>
<b>A-</b>	<b>90-92</b>
<b>B+</b>	<b>87-89</b>
<b>B</b>	<b>83-86</b>
<b>B-</b>	<b>80-82</b>
<b>C+</b>	<b>77-79</b>
<b>C</b>	<b>73-76</b>
<b>C-</b>	<b>70-72</b>
<b>D+</b>	<b>67-69</b>
<b>D</b>	<b>63-66</b>
<b>D-</b>	<b>60-62</b>
<b>F</b>	<b>0-59</b>

VIII. **CONSEQUENCES FOR RULE VIOLATIONS:**

\*Numerical order refers to the list of possible consequences and is not to be regarded as a progression.

1. Locker room, field, or campus clean-up.
2. Detention-before or after school, brunch or lunch.
3. Parent Contact
4. Referral

# Rancho Pico Junior High School Physical Education Policies and Procedures

Your signatures indicate that you have read and understand the Rancho Pico Physical Education Policies and Procedures Handbook, and agree to adhere to and support the policies and procedures for safety and full participation in the physical education program.

*(Please note that all information you provide will be kept confidential.)*

Student Name: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Home phone: \_\_\_\_\_

Parent/Guardian name and cell phone: \_\_\_\_\_

Parent/Guardian name and cell phone: \_\_\_\_\_

Parent/Guardian name and e-mail: \_\_\_\_\_

Parent/Guardian name and e-mail: \_\_\_\_\_

Student e-mail: \_\_\_\_\_

From the parent/guardian to the teacher:

Here is some important information that I would like you to know about my child: (Please include any medical/health issues)

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From the student to the teacher:

Here is some important information that I would like for you to know about me:

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**WM. S. HART UNION HIGH SCHOOL DISTRICT**

**PARENT'S OR GUARDIAN'S PERMISSION FOR FIELD TRIP  
AND AUTHORIZATION FOR MEDICAL CARE**

To the principal of Rancho Pico Junior High School:

\_\_\_\_\_ Has my permission to participate in the field trip to:  
Student Name \_\_\_\_\_

Purpose of Trip: Walk over to West Ranch High School from Rancho Pico to use their facilities

Date: 8/20/10 – 6/05/11 Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Supervisor(s) of Trip: \_\_\_\_\_

**LUNCH ARRANGEMENTS:**

\_\_\_ Student will be at school during lunch.

\_\_\_ Student should bring sack lunch.

\_\_\_ Other: \_\_\_\_\_

**METHOD OF TRANSPORTATION:**

\_\_\_ Walking

\_\_\_ School Bus/Charter Bus

\_\_\_ Private Auto

\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
Driver's Name (Please Print)

Other Information: \_\_\_\_\_

**NOTE TO PARENT/GUARDIAN:**

**Section 35330 of the California Education Code states in part:**

“All persons making the field trip shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion.”

**I give my permission for my student to attend this trip. I agree to direct my student to be cooperative with directions and instructions of the school district personnel in charge of the activity.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**AUTHORIZATION FOR MEDICAL CARE:**

Should it be necessary for my child to have medical care while participating in this trip, I hereby give the School District personnel permission to use their judgment in obtaining medical care and ambulance service for the child, and I give permission to the physician selected by the School District personnel to render medical care deemed necessary and appropriate by the physician. I understand that the School District has no insurance covering such medical or hospital costs incurred by my child and therefore, any cost incurred for such treatment shall be my sole responsibility.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Home Telephone Number

\_\_\_\_\_  
Parent/Guardian Name (Please Print)

\_\_\_\_\_  
Parent/Guardian Business/Cell/Emergency Phone Number

\_\_\_\_\_  
Authorization Signature of Parent/Guardian

**Instructions for special medical treatment:** \_\_\_\_\_

Rancho Pico Junior High School  
Physical Education Department  
Make-up Policy

Students' participation is an integral part of the Physical Education program. Notes excusing students from PE are treated the same as an absence. Work that is missed must be made up in a timely manner. For each absence from class a student must complete a 20 minute run in order to get credit for their absence. The first part of the 20 min run includes a timed mile and the remaining time is a continuous run/walk.

If the student is absent one time they have one week from the day that they were absent to make up the run. If a student is absent for 2 consecutive days they have 2 weeks from the day that they were absent to make up their runs. If a student misses more than 2 consecutive days they are required to make up 2 runs and the remaining absences can be cleared through a written assignment.

Any field trip through the school is NOT required to be made-up. However if it is on a scheduled "Mile" day, the student has the option to make it up to improve their timed mile thus possibly improving their grade.

**Make-up runs will take place every:**

**Tuesday at 3:10  
and  
Thursday at 7:50**

***Students are expected to be dressed and ready to run at the time the run is stated to begin at.***

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I have read the make-up policy and am aware of the make-up days and times. If a conflict arises, I understand that it is my responsibility to contact my teacher and make other arrangements.

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_