



## PE PROCEDURES & GUIDELINES: 2016-2017

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Mr. Geoff Duvall - Part-time Physical Education Specialist (M-W-F)



*The following are a few guidelines and reminders to help the school year go smoothly:*

1. Classes come to PE on time. **\*\* Please synchronize your wall clocks with the computer clock.**
2. Classes are **picked up on time.** (Emergencies are understood.)
3. If you arrive early, please **stay** with your class until they are brought into the room by a PE teacher.
4. **Attention:** Kindergarten and 1<sup>st</sup> grade teachers, please have your classes wear name tags to PE:
  - **1<sup>st</sup> grade for the 1<sup>st</sup> week and Kindergarten for the 1<sup>st</sup> month.**
5. **\*\*RESTROOM:** Please have your students go to the bathroom **before** coming to PE:
  - Specifically, the primary grades.
6. **\* PROPER FOOTWEAR\*:** Please remind students to wear tennis shoes for **PE & RECESS.**  
>> Please do not allow students to play in improper footwear (i.e.: flip flops, sandals, Crocs).
  - **You can allow them to bring a change of shoes, if you prefer.**
7. **RE:** Teacher PE
  - On **non-PE days**, classroom teachers are responsible for providing physical activity for their classes. (i.e. – walking, jogging, games, skill practice, exercise videos, etc.)
    - **Exercise DVDs available upon request.**
  - If you would like suggestions, please let Marty, Tim or I know.
  - A schedule of activities will be provided. (PE Year Plan).
  - Equipment may be checked out for use during classroom PE or Recess. Please return equipment as soon as you are finished using it.
  - A list of available equipment will be provided upon request.
8. **RECESS EQUIPMENT:** **Equipment is available in the gym for pick up on Tuesday, August 30th.**
  - Please encourage your students to **keep track of your class' recess equipment.**
  - **Please ensure that students use the equipment properly.**
  - Please encourage students to report any equipment that goes outside the fence.
  - Every year we lose a large number of balls and ropes because they are not collected at the end of recess.
  - **Please assign students to be in charge of checking your class bag for all equipment at the end of recess.**
  - **Students are not permitted to bring equipment from home. (as stated in the Teacher Handbook. If there is equipment not in the bag that you would like to check out, please let us know.**
9. A PE Newsletter will be sent home monthly or bi-monthly. Please be sure to include it in the student's Wednesday folder. [The September newsletter will contain a schedule of each class' PE days, goals and expectations for PE, proper footwear and September's activities .]
  - \*\* Please be sure and send them home each month or bi-monthly.**
10. **Wellness Calendar Challenge** – Available to students who are interested. May be picked up in the gym.
11. **Teacher Collaboration:** Please let us know if there is certain vocabulary, terms or facts that you would like for us to reinforce as we cover our curriculum [K-5<sup>th</sup>]. We will try to incorporate the information into the various activities that we teach. If you would like ideas on how to incorporate physical activity into your curriculum, please let us know.
  - **Team PE Handbooks are available upon request.**

**Thank you all so much for your support and cooperation!**

**Have a Great Year!**

**DeStephanie, Marty, and Geoff**