

**HARRISON HIGH SCHOOL  
PHYSICAL EDUCATION DEPARTMENT  
POLICY AND PROCEDURE PACKET**

The physical education staff would like to welcome you to Harrison High School. Please read the following pages carefully, sign and return the last page at the next class. Each student is responsible for following the procedures:

**A. GYM CLOTHES AND EQUIPMENT NEEDED**

1. School clothes or jackets may **not** be worn during physical education class.
2. Shorts (athletic type) or sweatpants (**no jean shorts, boxer shorts, or cutoffs**).
3. T-shirts (**no spaghetti straps, no tank-tops, exposed midriffs**) and/or sweatshirt
4. Socks
5. Tennis shoes (a pair of the athletic type to be used just for physical education)
6. Warm-ups or sweats for colder days
7. Bring extra shorts, t-shirt, and socks, and leave in the gym locker.
8. Your gym clothes should be taken home every week, washed, and returned on Monday. They are **YOUR RESPONSIBILITY**; It may become necessary to take them home wash them.

**B. LOCKER ROOM**

1. Each student is assigned and required to keep a small locker and will be provided a lock. The cost to replace a lost lock is \$5.00.
2. **Never switch lockers, share them or give out your combination.**
3. During physical education class, school clothes are to be hung in lockers. Also store books and all belongings there.
4. During class put your watch, jewelry, and money in your locker and lock it.
5. Do not leave belongings on locker room benches or floor. **(They will be removed).**
6. Always close and lock your locker before leaving for your next class.
7. **BRINGING VALUABLES TO CLASS IS DISCOURAGED. RESPONSIBILITY FOR THE LOSS OF PERSONAL POSSESSIONS RESIDES WITH EACH STUDENT.**
8. **You will not change clothes in the gym, doing so forfeits your daily points.**

**C. CLASS PROCEDURES IN THE LOCKER ROOM**

1. Students have five minutes to change into gym clothes and report back to **your** attendance spot. **The locker room will be kept locked during class AT All TIMES.** No admittance will be allowed without an escort.
2. If a student is injured or ill:
  - a. A Doctor's note is required to be excused from participation. Doctor must include dates for exclusion and reason for excuse.
  - b. If a medical condition prevents a student from participating in the 4-week swim unit, **a doctor's referral is required, handed in prior to our swim unit.**  
A research paper will be assigned.
  - c. Give the letter, from a doctor that documents what prevents you from swimming, to your teacher **BEFORE** the unit begins.

**D. CLASS PROCEDURES IN THE GYM**

1. When you walk into the gym after changing, sit down in your attendance spot.
2. **IN THE GYM YOUR SAFETY AND THE SAFETY OF OTHERS IS THE MOST IMPORTANT THING.**
3. **When the whistle blows ALL ACTIVITIES STOP including talking.**
4. **Absolutely no food or drink in the gym or locker room.**

NAME \_\_\_\_\_

HOUR \_\_\_\_\_

**Dear Parent: Please fill out this form and have your son/daughter return it to his/her physical education teacher next class. Students will not be able to participate in class until this form is turned in, no exceptions.**

**Medical Information**

Does the student have any health condition serious enough to restrict activities? If yes, please explain the restrictions, and include a doctor's note. In addition, please indicate if the student has other conditions such as asthma or allergy to bee stings, and what medications are taken. (Use back if additional room is needed)

**Lock Information**

Students are required to use a combination MASTER lock for their gym locker that will be provided by the physical education department. The loss of a school lock will result in a \$5 fine. If lost the fine must be paid by the end of the term. Signatures below indicate that you understand the conditions of a lock being required.

My signature indicates that I have read and understand the procedures and grading for physical education class and the conditions of a lock being required.

---

(Parent/Guardian Signature)

---

(Student Signature)

---

Parent Contact number(s)

Sincerely,  
Physical Education Department

If you have any questions or concerns, please feel free to contact:

Mr. Babcock	–	426-2600
Mr. Bridges	--	426-1153
Mrs. Punzal	–	888-4107