**Southwood Secondary School**

 **PHYSICAL & HEALTH EDUCATION DEPARTMENT**

**POLICY**

1. **Attendance -** It is essential for you to attend regularly. School-sponsored activities such as field trips or sporting events are considered valid absences. It is important to have any other absences validated by the attendance office.

***If you are absent for an invalid reason, you will receive a mark of zero for that class. If you are absent for a valid reason, you will receive a “no mark” for that class.***

2. **Lates** - If you are less than 15 minutes late, please come directly to class. If you are more than 15 minutes late, please get an admit slip from the office. In both cases you will most likely need to change in a washroom as the change room will be locked. On your fourth late, you will be referred to your Vice-Principal and/or a telephone call home.

3. **Unable to participate -** You should be able to contribute to the classroom

situation in some way. To validate your inability to participate, a note must be provided by: a) school administration

 b) parent/guardian

 c) doctor

The note should contain the nature of the problem as well as how long you will be unable to participate. As an alternative, your teacher may assign a responsibility not directly involved with the activity or an assignment designed to strengthen your knowledge in a physical education or health-related topic **(library work period).** In addition, a teacher may allow a student to complete an alternate assignment to make up for any lost marks for a prolonged absence.

4. **Uniform**- You are required to have the Southwood Phys. Ed. uniform on a daily basis**.** We have a limited amount of loaner clothes that may be borrowed if you forget your uniform on a particular day. Not having a Phys. Ed. uniform will result in a lowered participation mark for the day. Not having a change of clothes will result in you performing an alternative assignment. For this reason, it is suggested that you always keep extra gym attire in your locker. It is much better to participate than to lose credit for not being active with the class. No jewellery is permitted when participating in Phys-Ed.

***Southwood uniforms will be sold during the first 10 minutes of lunch, in the Phys-Ed Office.***

***$15 for a pair of shorts and $15 for a t-shirt***

5. **Change Rooms** - These are intended for your use. Keep them clean and tidy and report any problems to the teacher. No food or drink allowed. Muddy shoes must not be banged off in the showers or on the walls. All valuables should be left in your locker before class starts. Each student is responsible for his/her own possessions.

***The P. E. department is not responsible for lost or stolen articles.***

6. **Gyms and Weight rooms**- Respect these facilities and the equipment in them. Make sure things are returned to where they came from, and in the same condition. Any equipment damage should be reported to your teacher immediately. Appropriate footwear must be worn and there is no food or drink allowed.

7. **Injuries** - Regardless of how minor an injury is, it must be reported to your teacher immediately. If you witness an injury, get help as quickly as possible.

8. **Off-Campus Trips** - It is a privilege to participate in off-campus activities. Students must have parental permission in order to participate in an off-campus activities and all general Southwood off campus rules apply.

9. **Conduct** - You must conduct yourself in a manner which is respectful of all others and the facility. Inappropriate language or gestures, a lack of cooperation or any behaviour that puts others or the facility at risk is unacceptable. Abusive or threatening behaviour will not be tolerated. If you are having difficulties with a situation, or another student, see your teacher.

Treat others the way that you would like them to treat you.

10. **Technology** – Cell phones are not permitted at any time. I-PODS are only permitted with teacher approval during appropriate activities.

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**“NIHIL SINE LABORE”**