

Name _____ Per. _____ Teacher _____



TOWNSEND JUNIOR HIGH SCHOOL
Physical Education Department

PE HANDBOOK

Physical education staff: Dianne Area, Bill Strycula,
Mark Dyer, Judy Meserve,

“Home of the Running Rangers”

The PE Handbook is designed to help your child have a successful experience in our PE program. The Handbook provides information on policies, rules and regulations, grades, and graphs to chart cross country run improvement. The Handbook will also be a valuable communication tool, as your child will bring it home every 6 weeks. Parents will sign the cross country graph noting the progress their son/daughter has made for each 6 week grading period. Be sure to check the handbook for any other pertinent information. Your child will be responsible for their handbook during the school year. A simple cover will help. Replacement cost is \$5.00.

Table of Contents

Cover Letter	Page 1
PE Policies	Pages 2-3
Grade Rubric	Page 4
District Video Form	Page 5
Medical Writing Topics	Page 6
CA Fitness Test Practice	Page 7
Cross Country Graphs	Pages 8-13



Parents,

Please provide signatures and an email address in the spaces provided. We will contact you via email or phone should the need arise.

FATHER SIGNATURE _____

MOTHER SIGNATURE _____

EMAIL ADDRESS _____

MEDICAL CONDITIONS (if privacy is desired, please contact teacher directly)

Please list below any medical conditions that may affect your child's participation in PE.

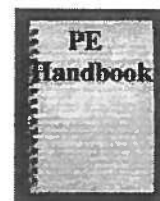
STUDENT RESPONSIBILITIES

1. A student who is not in the locker room when the tardy bell rings is tardy. A student who is not on his/her number when the roll is taken is tardy.
2. After dressing students will immediately sit on their roll numbers facing forward.
3. Students should be courteous and not disrupt the class.
4. Destruction of school property or another student's property will result in a discipline referral. Do not write on lockers, walls, etc.
5. If you are absent it is your responsibility to make up tests, assignments and cross-country runs.
6. Students are to remain in the Physical Education area (court 1) until the passing bell rings.
7. Eating or chewing gum is not permitted in Physical Education.
8. Glass containers and "aerosol sprays" of any type are not allowed in the locker room.
- 9.** Backpacks/Cell phones: Backpacks are not allowed in the locker room or PE area. Leave backpacks in your book lockers. **Students without book lockers or that have rolling backpacks must place their backpack in the designated area and secure valuables in their PE locker.** Cell phones are not to be out in PE.
10. All shirts must be tucked in and shorts must be at your waist. Untucked shirts will result in a loss of points.
11. Poor locker room behavior or failure to secure personal items in lockers will affect your citizenship grade and could result in a change of locker room privileges. Excessive locker room noise is not permitted.
12. Students will be accurate and truthful when reporting times and laps during cross country runs. Failure to do so will result in a letter home and/or immediate office referral.
13. Highest grade will be earned by those students whose participation and weekly cross country times reflect their best effort.



PE HANDBOOK

1. Students keep PE handbook in their PE locker. **COVER RECOMMENDED**
2. Cross country scores will be entered in the handbook on the days of the cross country run.
3. Students must have the handbook available at all times.
4. Full credit is earned upon weekly completion of the graph and parent signature at the end of the grading period.



DOCTOR AND PARENT NOTES

A note from a parent will excuse a student from activity only for a maximum of 3 days. A doctor's note will excuse a student from all physical activity for the time specified by the doctor. Written work may be assigned in lieu of physical participation.

Depending on the illness/injury, students may still dress out.

*****An unexcused missed cross country will require parent acknowledgement so that the run may be made up. A form letter will be sent home.**

DRESS CODE

The physical education uniform may be purchased at the school. The cost is \$25.00 per set. The set consists of shorts and a T-shirt. They may be purchased separately. Shorts are \$15.00 and shirts are \$10.00. The uniform consists of:

1. Royal blue shorts (no button, zippers, etc.), gray shirt
2. Students provide tennis shoes (tie or velcro tennis shoes for safety precaution), socks
3. Students may wear sweats over their PE clothes if necessary.
4. Student's last name and first initial must be in the designated area on each item in permanent ink. **No other writing is permitted on PE clothes.**
5. Shirts/shorts may not be worn under PE uniform.

LOST OR MISPLACED UNIFORMS

Periodically, students' uniforms are lost or misplaced. This problem could be nearly eliminated if four basic rules were followed:

1. Use permanent ink to mark last name and first initial on uniform.
2. Never give locker combinations to others or share your locker. This will result in a change of locker privileges.
3. Never loan clothes to others or leave them in friends' lockers.
4. Mark your name on sweats, jackets, shoes, etc.

If uniforms are lost, students are required to bring a note from home explaining the situation and giving a date when new physical education clothes can be provided. Students must bring replacement clothes from home to wear until the appropriate uniform is brought to class. Lost and found bins are in the locker room.

GRADES

Students will receive a progress report grade each six weeks. Trimester grades are permanent and cumulative. Refer to the grading rubric on page 4 on how to earn the grade you want.

Composition of Grade

Participation / Performance	50%
Cross Country / Fitness	30%
PE Handbook	20%

A+

MAKE-UPS

Students may make-up a missed or excused cross-country on a Monday fitness day during the fifth and sixth week of each grading period. Make-ups will be completed during the students' PE period and the points will be added back to the students' grade.

STANDARDS-BASED ACTIVITIES

Volley Tennis	Basketball	Big Ball Soccer
Recreational Games	Health	Fitness
Cross Country	Floor Hockey	Base Games
Volleyball	Lacrosse	Track and Field
Dance Dance Revolution		

*****After school sports programs and fitness club may be available during the year. Information will be announced/given to the students.**

Contact Us:

Dianne_Area@chino.k12.ca.us

Judy_Meserve@chino.k12.ca.us

William_Strycula@chino.k12.ca.us

Mark_Dyer@chino.k12.ca.us

GRADING RUBRIC FOR PHYSICAL EDUCATION

Grade	A	B	C	D	F
CROSS COUNTRY					
	Consistent/outstanding effort each day Always runs 1.5 miles Maximum effort in mile run each week Appreciates value of fitness Always has Handbook signed and brought to class	Frequently runs 1.5 miles Frequent accomplishment of task Cross country times reflect strong effort Handbook usually signed and brought to class	Sometimes runs cross country to best of ability Rarely, if ever, completes 1.5 miles Pattern of improvement not evident Inconsistent completion of PE Handbook Does just enough to get by	Walks with friends during run Reluctant to put out needed effort Inconsistent performance Excuses outnumber runs Teacher prodding needed to accomplish task	Fails to or refuses to run Unable to motivate self Has excuses for all failures Unwilling to perform required tasks Effort not evident Mile times reflect inadequate effort
WARM-UP / PARTICIPATION					
	Role model for others to follow Always participates to best of ability Consistently does best in all activities Stretch/Warm-up done properly	Frequent accomplishment of task Performs all tasks satisfactorily Satisfactory effort in daily activities Teacher prodding not necessary	Participates most of the time Effort is usually satisfactory Needs occasional teacher direction to stay on task May need reminder to stretch properly	Needs reminders to stay on task Effort is limited Reluctant to perform most tasks Limited energy expenditure Unable to motivate self	Stands and watches, talks to friends No interest or involvement in activity Constant excuses to explain lack of performance
MATERIALS /WORK HABITS					
	PE Handbook always signed and present Gym clothes always at school when needed	PE Handbook usually signed and brought to class Gym clothes at school when needed	Usually has gym clothes Has PE Handbook completed and signed some of the time	PE clothes not always in possession Needs loaner clothes frequently PE Handbook rarely filled out and signed	Incapable of having PE clothes each day Blames locker problem for failure to dress out Loses or can't find PE Handbook Handbook isn't signed, brought to class or completed
CITIZENSHIP					
<u>OUTSTANDING</u>					
Treats all classmates equally. Leads by example. Accepts others for what they are. Encourages teammates and classmates. Invites others to become part of the group. Succeeds in playing fairly, by the rules. Tries hard all the time.					
<u>SATISFACTORY</u>					
Listens and follows directions most of the time Accepts others abilities. Willing to help others. Demonstrates respect for teacher and others. Occasionally helps with equipment. Positive attitude most of the time. Usually follows rules of game.					
<u>NEEDS IMPROVEMENT</u>					
Helps with equipment only if asked. Occasionally complains of team make up Fails to pay attention or disrupts class. Inappropriate remarks to other students Reluctant to accept other teammates Limited desire to play by the rules. Unsuitable sportsmanship Lacks maturity to handle situations. Doesn't try very hard Needs constant reminders to tuck-in shirt or face forward Talks when teacher is talking					
<u>UNSATISFACTORY</u>					
Refuses to accept differences in others. Displays unstable, inappropriate, aggressive, social behavior. Constant class disruption. Lacks respect for teacher and classmates. Stands and watches rather than participates. Needs constant reminders to tuck-in shirt or face forward Talks when teacher is talking					

Parents,
 Per district policy, please sign below in the space provided.
 This signifies your approval for your child to view the material.

Form A
 BP/AR 6161.11 and BP/AR 6161.12

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Supplementary Instructional Materials Parental Notification Form (A)

Date: _____ Course: PHYSICAL EDUCATION Trimester 1,2,3

Dear Parent(s)/Guardian(s):

During this trimester/semester I plan to use the following supplementary instructional materials in my classroom. Please review these materials. In accordance with Board Policies and Administration Regulations 6161.11 and 6161.12, a parent/guardian must give written permission for a student to participate in assignments using supplemental audio or video recordings or supplemental literature.

If you do not give permission to participate in these assignments your student will be given an alternative assignment which relates to the same course standards. Board Policy and Administrative Regulations 6161.11 and 6161.12, available on the District website at www.chino.k12.ca.us contain complete information concerning the use of supplementary materials.

Audio/Video Recordings that are not G-rated: none

Title	Rating	Please sign by each item if your child may participate in the assignment.
Flexibility	Heart Attack	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> X <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Nutrition	After School Special	
Muscle Fitness	Chasing Mavericks	
Drugs/Alcohol	Supersize Me	
Life in the Fat Lane	Cool Runnings	
Cardio-Fitness	High School Narc	
The High Jump	Making Choices	

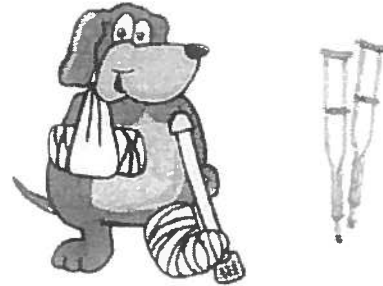
This form must be returned by _____ if you wish to have your student participate in lessons involving the above-listed supplementary instructional materials.

Medical Report - Topics/Format

1. In place of physical participation, complete a 2-page, single-spaced, hand-written report. Areas to cover may include history, equipment, rules, your opinions, or other interesting facts about your topic.

The topic of this report may be:

- a sport
- a sports figure
- health
- fitness
- nutrition
- your own experiences in sports



Develop well-written paragraphs to respond to the topics below. Explain your thoughts fully and be sure to use complete sentences.

2. Write about your greatest sports moment. It can be in PE, a sports team you were on, at a park, the beach or anywhere. Describe what sport it was and what happened. How did you feel, what made this moment so special?
3. What kinds of exercise and nutrition habits will you practice as you get older? Describe your current exercise and eating habits. Will you plan to make any changes as you get older? What examples do your relatives or family members provide for you? Do you feel it is important to exercise and practice good nutrition? Why or why not?
4. Describe your progress or lack of progress in your weekly mile run. What makes you run faster on some days and slower on other days? What benefits, if any can be gained by running? What makes some students run the mile in 7 minutes while others complete it in 11 minutes?
5. Pick an athlete you admire. Describe what you like about this person and why you admire him or her.
6. Which is more important—winning a game, or knowing you gave 100% effort? Describe how you once gave your all and didn't win. How did you feel? What reaction did your teammates have? What can be learned from doing your best and still losing?
7. Pick a sport or game and list 10 rules of the game. Write at least two paragraphs explaining the game. Try to pick a sport or game that not everyone may be familiar with.
8. You are a PE teacher. Design a brand new PE class that kids would really like. Describe what activities you would include and why you would choose them. Keep in mind that your class must meet the state standards, so be sure to include: fitness, flexibility, strength development, and group activities.
9. Studies show that students today are more out of shape than when your parents were kids. How has society and life in general changed that may account for this? What factors, if any, would make children today more obese than in earlier times? Can you think of solutions to correct this problem? Use your parents as a resource for this topic.

CA Fitness Test Practice Scores

Fill out your scores for each test item.

Name _____

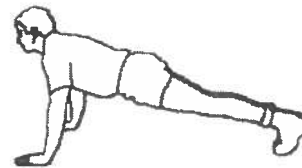
1st Trimester

Date _____	1
Curl-ups _____	
Push-ups _____	
Trunk Lift _____	
Mile Run _____	
Shoulder Stretch Left yes__ no__	
Shoulder Stretch Right yes__ no__	



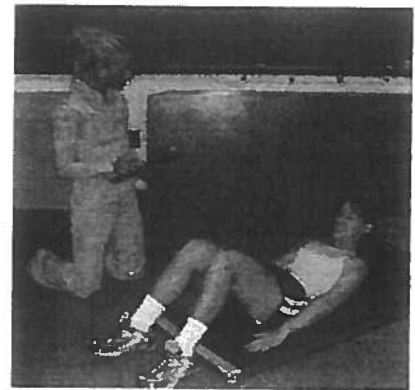
2nd Trimester

Date _____	2
Curl-ups _____	
Push-ups _____	
Trunk Lift _____	
Mile Run _____	
Shoulder Stretch Left yes__ no__	
Shoulder Stretch Right yes__ no__	



3rd Trimester

Date _____	3
Curl-ups _____	
Push-ups _____	
Trunk Lift _____	
Mile Run _____	
Shoulder Stretch Left yes__ no__	
Shoulder Stretch Right yes__ no__	



WEEKLY CROSS COUNTRY RUN GRAPH



Name _____ Per. _____ Teacher _____

1st Trimester - Weeks 1-6

Each week, students will record the date, their time and the distance they ran. They will then shade in the bar graph which correlates with their time. If a student is excused or absent, they will record this across their graph to alert the need for a make-up run. At the end of each 6 week grading period, students will bring the graph home to share with their parents. Please review their progress in cross country and sign in the provided area. This graph and signature is worth 20% of the PE grade.

Run 1. Time _____ Date _____ 1 mile ____ 1 ½ mile ____

Run 2. Time _____ Date _____ 1 mile ____ 1 ½ mile ____

Run 3. Time _____ Date _____ 1 mile ____ 1 ½ mile ____

Run 4. Time _____ Date _____ 1 mile ____ 1 ½ mile ____

Run 5. Time _____ Date _____ 1 mile ____ 1 ½ mile ____

Run 6. Time _____ Date _____ 1 mile ____ 1 ½ mile ____

To earn full credit:

- run 1 ½ course
- Keep time within 2 minutes of best time
- Pass/Fail time is 13:30

I have read and evaluated my child's mile times. I understand consistent, improving times demonstrate increased fitness.

Parent Signature

Run 1	Run 2	Run 3	Run 4	Run 5	Run 6
1430	1430	1430	1430	1430	1430
1400	1400	1400	1400	1400	1400
1330	1330	1330	1330	1330	1330
1300	1300	1300	1300	1300	1300
1230	1230	1230	1230	1230	1230
1200	1200	1200	1200	1200	1200
1130	1130	1130	1130	1130	1130
1100	1100	1100	1100	1100	1100
1030	1030	1030	1030	1030	1030
1000	1000	1000	1000	1000	1000
930	930	930	930	930	930
900	900	900	900	900	900
830	830	830	830	830	830
800	800	800	800	800	800
730	730	730	730	730	730
715	715	715	715	715	715
700	700	700	700	700	700
645	645	645	645	645	645
630	630	630	630	630	630
615	615	615	615	615	615
600	600	600	600	600	600
545	545	545	545	545	545
530	530	530	530	530	530
515	515	515	515	515	515
500	500	500	500	500	500

WEEKLY CROSS COUNTRY RUN GRAPH



Name _____ Per. _____ Teacher _____

1st Trimester - Weeks 7-12

Each week, students will record the date, their time and the distance they ran. They will then shade in the bar graph which correlates with their time. If a student is excused or absent, they will record this across their graph to alert the need for a make-up run. At the end of each 6 week grading period, students will bring the graph home to share with their parents. Please review their progress in cross country and sign in the provided area. This graph and signature is worth 20% of the PE grade.

- Run 1. Time _____ Date _____ 1 mile ____ 1 ½ mile ____
- Run 2. Time _____ Date _____ 1 mile ____ 1 ½ mile ____
- Run 3. Time _____ Date _____ 1 mile ____ 1 ½ mile ____
- Run 4. Time _____ Date _____ 1 mile ____ 1 ½ mile ____
- Run 5. Time _____ Date _____ 1 mile ____ 1 ½ mile ____
- Run 6. Time _____ Date _____ 1 mile ____ 1 ½ mile ____

To earn full credit:

- run 1 ½ course
- Keep time within 2 minutes of best time
- Pass/Fail time is 13:30

I have read and evaluated my child's mile times. I understand consistent, improving times demonstrate increased fitness.

Parent Signature

Run 1	Run 2	Run 3	Run 4	Run 5	Run 6
1430	1430	1430	1430	1430	1430
1400	1400	1400	1400	1400	1400
1330	1330	1330	1330	1330	1330
1300	1300	1300	1300	1300	1300
1230	1230	1230	1230	1230	1230
1200	1200	1200	1200	1200	1200
1130	1130	1130	1130	1130	1130
1100	1100	1100	1100	1100	1100
1030	1030	1030	1030	1030	1030
1000	1000	1000	1000	1000	1000
930	930	930	930	930	930
900	900	900	900	900	900
830	830	830	830	830	830
800	800	800	800	800	800
730	730	730	730	730	730
715	715	715	715	715	715
700	700	700	700	700	700
645	645	645	645	645	645
630	630	630	630	630	630
615	615	615	615	615	615
600	600	600	600	600	600
545	545	545	545	545	545
530	530	530	530	530	530
515	515	515	515	515	515
500	500	500	500	500	500

WEEKLY CROSS COUNTRY RUN GRAPH



Name _____ Per. _____ Teacher _____

2nd Trimester - Weeks 1-6

Each week, students will record the date, their time and the distance they ran. They will then shade in the bar graph which correlates with their time. If a student is excused or absent, they will record this across their graph to alert the need for a make-up run. At the end of each 6 week grading period, students will bring the graph home to share with their parents. Please review their progress in cross country and sign in the provided area. This graph and signature is worth 20% of the PE grade.

- Run 1. Time _____ Date _____ 1 mile ____ 1 ½ mile ____
- Run 2. Time _____ Date _____ 1 mile ____ 1 ½ mile ____
- Run 3. Time _____ Date _____ 1 mile ____ 1 ½ mile ____
- Run 4. Time _____ Date _____ 1 mile ____ 1 ½ mile ____
- Run 5. Time _____ Date _____ 1 mile ____ 1 ½ mile ____
- Run 6. Time _____ Date _____ 1 mile ____ 1 ½ mile ____

To earn full credit:

- run 1 ½ course
- Keep time within 2 minutes of best time
- Pass/Fail time is 13:30

I have read and evaluated my child's mile times. I understand consistent, improving times demonstrate increased fitness.

Parent Signature

Run 1	Run 2	Run 3	Run 4	Run 5	Run 6
1430	1430	1430	1430	1430	1430
1400	1400	1400	1400	1400	1400
1330	1330	1330	1330	1330	1330
1300	1300	1300	1300	1300	1300
1230	1230	1230	1230	1230	1230
1200	1200	1200	1200	1200	1200
1130	1130	1130	1130	1130	1130
1100	1100	1100	1100	1100	1100
1030	1030	1030	1030	1030	1030
1000	1000	1000	1000	1000	1000
930	930	930	930	930	930
900	900	900	900	900	900
830	830	830	830	830	830
800	800	800	800	800	800
730	730	730	730	730	730
715	715	715	715	715	715
700	700	700	700	700	700
645	645	645	645	645	645
630	630	630	630	630	630
615	615	615	615	615	615
600	600	600	600	600	600
545	545	545	545	545	545
530	530	530	530	530	530
515	515	515	515	515	515
500	500	500	500	500	500

WEEKLY CROSS COUNTRY RUN GRAPH



Name _____ Per. _____ Teacher _____

2nd Trimester - Weeks 7-12

Each week, students will record the date, their time and the distance they ran. They will then shade in the bar graph which correlates with their time. If a student is excused or absent, they will record this across their graph to alert the need for a make-up run. At the end of each 6 week grading period, students will bring the graph home to share with their parents. Please review their progress in cross country and sign in the provided area. This graph and signature is worth 20% of the PE grade.

Run 1. Time _____ Date _____ 1 mile ____ 1 ½ mile ____

Run 2. Time _____ Date _____ 1 mile ____ 1 ½ mile ____

Run 3. Time _____ Date _____ 1 mile ____ 1 ½ mile ____

Run 4. Time _____ Date _____ 1 mile ____ 1 ½ mile ____

Run 5. Time _____ Date _____ 1 mile ____ 1 ½ mile ____

Run 6. Time _____ Date _____ 1 mile ____ 1 ½ mile ____

To earn full credit:

- run 1 ½ course
- Keep time within 2 minutes of best time
- Pass/Fail time is 13:30

I have read and evaluated my child's mile times. I understand consistent, improving times demonstrate increased fitness.

Parent Signature

Run 1	Run 2	Run 3	Run 4	Run 5	Run 6
1430	1430	1430	1430	1430	1430
1400	1400	1400	1400	1400	1400
1330	1330	1330	1330	1330	1330
1300	1300	1300	1300	1300	1300
1230	1230	1230	1230	1230	1230
1200	1200	1200	1200	1200	1200
1130	1130	1130	1130	1130	1130
1100	1100	1100	1100	1100	1100
1030	1030	1030	1030	1030	1030
1000	1000	1000	1000	1000	1000
930	930	930	930	930	930
900	900	900	900	900	900
830	830	830	830	830	830
800	800	800	800	800	800
730	730	730	730	730	730
715	715	715	715	715	715
700	700	700	700	700	700
645	645	645	645	645	645
630	630	630	630	630	630
615	615	615	615	615	615
600	600	600	600	600	600
545	545	545	545	545	545
530	530	530	530	530	530
515	515	515	515	515	515
500	500	500	500	500	500

WEEKLY CROSS COUNTRY RUN GRAPH



Name _____ Per. _____ Teacher _____

3rd Trimester - Weeks 7-12

Each week, students will record the date, their time and the distance they ran. They will then shade in the bar graph which correlates with their time. If a student is excused or absent, they will record this across their graph to alert the need for a make-up run. At the end of each 6 week grading period, students will bring the graph home to share with their parents. Please review their progress in cross country and sign in the provided area. This graph and signature is worth 20% of the PE grade.

- Run 1. Time _____ Date _____ 1 mile ____ 1 ½ mile ____
- Run 2. Time _____ Date _____ 1 mile ____ 1 ½ mile ____
- Run 3. Time _____ Date _____ 1 mile ____ 1 ½ mile ____
- Run 4. Time _____ Date _____ 1 mile ____ 1 ½ mile ____
- Run 5. Time _____ Date _____ 1 mile ____ 1 ½ mile ____
- Run 6. Time _____ Date _____ 1 mile ____ 1 ½ mile ____

To earn full credit:

- run 1 ½ course
- Keep time within 2 minutes of best time
- Pass/Fail time is 13:30

I have read and evaluated my child's mile times. I understand consistent, improving times demonstrate increased fitness.

Parent Signature

Run 1	Run 2	Run 3	Run 4	Run 5	Run 6
1430	1430	1430	1430	1430	1430
1400	1400	1400	1400	1400	1400
1330	1330	1330	1330	1330	1330
1300	1300	1300	1300	1300	1300
1230	1230	1230	1230	1230	1230
1200	1200	1200	1200	1200	1200
1130	1130	1130	1130	1130	1130
1100	1100	1100	1100	1100	1100
1030	1030	1030	1030	1030	1030
1000	1000	1000	1000	1000	1000
930	930	930	930	930	930
900	900	900	900	900	900
830	830	830	830	830	830
800	800	800	800	800	800
730	730	730	730	730	730
715	715	715	715	715	715
700	700	700	700	700	700
645	645	645	645	645	645
630	630	630	630	630	630
615	615	615	615	615	615
600	600	600	600	600	600
545	545	545	545	545	545
530	530	530	530	530	530
515	515	515	515	515	515
500	500	500	500	500	500