**Physical Education**

***-Unprepared Policy-***

All students participating in physical education are now allotted a maximum of 6 unprepared days. Exceeding this will result in a failure for the course.

In addition to losing the daily points for being unprepared, students will be assigned a daily writing assignment from Achieve3000 in the library, the teacher will make a record and adhere to the following procedure:

1st unprepared = Documented teacher warning & points taken off their grade.

2nd unprepared= Referral to guidance, parental contacted by phone & points taken

off grade.

3rd unprepared = Letter sent home by department chairman’s administrative

assistant & points taken off grade.

4th unprepared = Teacher notifies guardian that a conference must be set up for

teacher, counselor, guardian and student & points taken off

grade.

5th unprepared= Letter sent by Principal that indicates the student in jeopardy of

failing the course and points are taken off student’s grade.

6th unprepared = Removal from class and “F” grade issued.