Dear Parent/Guardian:

My name is Robbie Reed (Coach Reed), and I am your child’s physical education teacher. I am very excited about teaching your child how to move efficiently and safely. Throughout the school year I plan for your child to participate in a wide variety of developmentally appropriate activities. It is my personal mission to help each student discover physical activities he may enjoy both at school and at home. My overall goal is for your child to develop a love for movement and sport that continues throughout a lifetime.

One of the most important components of a quality physical education experience is the establishment of a positive learning environment. Physical education classroom procedures help create this type of environment by ensuring that physical education classes run smoothly, student disruptions are minimized, and student learning is maximized. Below are procedures consisting of rules, routines, and policies that must be followed in physical education class. Please become familiar with these procedures and discuss them with your child.

Rules and Routines:

1. **Be on time with PE uniform and ready to participate in the day’s lesson**.
2. **Treat everyone with dignity and respect, as you want to be treated**.
3. **Listen to and follow instructions given by the teacher.** Safety is the number one priority at PE, so it is very important to pay attention during instructions and adhere to the instructions given.
4. **Food and drinks are not allowed at PE**. Water fountains are available if students get thirsty they are encouraged to drink from them as needed.
5. **Clean up after yourself**. Anything you come to PE with needs to leave with you.
6. **We are not responsible for your personal belongings**. Lockers are available for rent to store things in. Lock your belongings up!
7. **DO WHAT’S RIGHT!** Middle school aged students should know right from wrong. If they do what’s right then we will have a great year.

Policies:

1. Dressing out is required and will be part of the students grade. Failure to dress out will result in the student losing points and having a lower grade for that reporting period.
2. Participation is also required and is part of the students overall grade. Most of the lessons we do are sports related. Not all sports are as popular as others, but they still have to be taught per the Alabama Physical Education Course of Study. Students do not have a choice in what they want to participate in. If they choose not to participate, then their grade for that reporting period will be reduced.
3. Medical excuses need to be brought to the attention of the teacher as soon as the student gets to PE, not after the instructions are given and they don’t feel like doing the day’s activity. A note from a parent or legal guardian will be accepted for only three days, then a doctor’s excuse must be provided in order for a student to sit out of PE.
4. Attendance and tardiness will be tracked daily per the Alba Middle School Teacher Handbook.

Thank you for taking time to read this letter and discuss the information with your child. I appreciate your support and look forward to getting to know you and your child. If you have questions, comments, or would like to visit your child’s physical education class, please do not hesitate to contact me. My contact information is provided below.

Teacher Name

 Robbie Reed (Coach Reed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address

 rdreed@mcpss.com\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Web Page (if applicable) <http://alba.mcm.schoolinsites.com/?PageName=TeacherPage&Page=1&StaffID=423571&iSection=Teachers&CorrespondingID=423571>

Sincerely,

 Robbie Reed

Please provide the following information, cut on the line below, and have your child return this form by (date).

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 I have read and understand the rules, routines, and policies for participation in physical education class and have discussed them with my child.

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