

STEPS TO FOLLOW IN  
P.E. MANAGEMENT  
PLAN

- A. The campus principal will alert the assistant principals, counselors and campus SRO when PE classes exceed the class size ratio.
- B. The principal will assign a campus radio to the P.E. teacher when the class size exceeds 45.
- C. The P.E. teacher will review and implement campus safety procedures in case a class emergency arises.
  - Teacher establishes who will leave gym or field to report emergency.
  - Teacher reviews the procedures the class will follow and the designated areas to which the students are assigned.
- D. Substitutes, as available, may be assigned to the gym for additional coverage during conference periods.
- E. The SAC teacher may provide additional coverage when there are no students assigned to this area.
- F. Special education aides shall attend P.E. class with their students.
- G. Teachers assigned to the gym classroom should be the first line of contact in an emergency.