

PHYSICAL EDUCATION

K-5

Schoolwide Rollout Guide

A year-long plan to launch Ready Set PE across your school or district, with every form you need.



WHAT'S INCLUDED

- Roles for principals, PE, classroom teachers, and office staff
- 8-phase rollout timeline and calendar mapping worksheet
- Kickoff training agenda and team meeting agendas
- Equipment audit, sub binder setup, and gym poster
- Family letter and classroom teacher quick start
- Schoolwide data sheets and year-end report

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Welcome & How to Use This Guide

A schoolwide rollout gives every student the same strong PE program, no matter which teacher they have or whether a sub is in the gym. This guide walks your school through one full year, from summer planning to a year-end report for your principal.

What your license includes

Resource	Who uses it	Where it lives
Complete K–5 PE Curriculum	PE teachers	Staff drive + printed binder in each gym
Emergency Sub Plans	Substitutes, office staff	Sub binder in the main office
Classroom Brain Break Cards	Every classroom teacher	One printed set per classroom
Fitness Station Task Cards	PE teachers	Laminated set in each gym
Assessments	PE teachers, principal	Staff drive; summaries go to the principal
This Rollout Guide	PE lead, principal	Staff drive

How to use this guide

- Choose one **PE lead** to own the rollout (at a one-teacher school, that's you).
- Work through the phases in order. Each phase lists what happens and which page in this guide helps.
- Print the forms you need; every form can also be filled in on a screen.
- In a district, each school follows this guide and a district coordinator collects the summary sheets.

Roles & Responsibilities

Clear roles keep the rollout on track. Write names in the last column.

Role	Responsibilities	When	Name
Principal	Champions the rollout, protects PE time, attends the mid-year review, and shares results with families and the district.	Kickoff, Week 19, year-end	
PE lead	Owns the plan: runs the kickoff, maps the calendar, checks equipment, leads team check-ins, and compiles data.	All year	
PE teachers	Teach the weekly lessons, use common cues and routines, and record skill and fitness data.	Every week	
Classroom teachers	Use one brain break a day and reinforce the stop signal and PE vocabulary.	Every day	
Office / sub coordinator	Keeps the sub binder ready and hands it to every PE substitute.	When a PE teacher is out	
Grade 5 students	Serve as Field Day station leaders and PE helpers.	Weeks 35–36	
Families	Receive the family letter and are invited to the showcase and Field Day.	Weeks 1, 18, 36	
District coordinator (districts only)	Sets the district calendar, collects school summaries, and schedules kickoff training.	August, January, June	

The Rollout Year at a Glance

Eight phases take your school from planning to results. Each phase builds on the one before it.

	Phase	When	What happens	Tools in this guide
1	Before school starts	Summer / 2 weeks before	Kickoff training • equipment audit • calendar mapping • sub binder • brain break cards to classrooms	Pages: Kickoff Agenda, Equipment Audit, Calendar Map, Sub Binder
2	Launch	Weeks 1–3	All classes teach Cooperative Games • post stop signal poster • classrooms start daily brain breaks • family letter goes home	Pages: Poster, Quick Start, Family Letter
3	Build skills	Weeks 4–11	Movement and object-control units • common skill checklists • Week 8 PE team check-in	Pages: Team Check-In, Skills Summary
4	Fitness baseline	Weeks 12–18	Schoolwide fitness pre-test (Week 12) • student goals (Week 15) • rhythm showcase for families (Week 18)	Pages: Fitness Summary
5	Winter reset	Week 19	Cooperative Reset in every class • mid-year review with the principal	Pages: Mid-Year Review
6	Games & applied skills	Weeks 20–29	Striking, dribbling, balance, and fielding units • common game-play rubric	Pages: Skills Summary
7	Growth & celebration	Weeks 30–36	Fitness post-test (Week 30) • grade 5 Field Day leaders • schoolwide Field Day • student reflections	Pages: Fitness Summary
8	Year-end report	After Week 36	One-page report to the principal and district • plan next year	Pages: Year-End Report

Kickoff Training Agenda (60 minutes)

Run this before the first day of school. For a 45-minute version, shorten “Try it” and “Assessments.”

Time	Topic	What to do
0:00–0:05	Welcome & why	Principal shares the goal: consistent, high-quality PE for every student.
0:05–0:15	The 5-part lesson	Walk through one week page together: instant activity, skill focus, games, finisher, closure.
0:15–0:25	Try it	Staff play one Week 1 game and one Station Card circuit. Nothing builds buy-in like moving.
0:25–0:35	Common language	Stop signal, class expectations, and teaching cues every gym will use. Hang the poster.
0:35–0:45	Assessments & data	How to use the checklists, when data is due, and the Week 12 and Week 30 fitness tests.
0:45–0:52	Classroom & office roles	Brain break quick start for classroom teachers; sub binder for the office.
0:52–1:00	Calendar & questions	Confirm the calendar map, Field Day date, and who to ask for help.

Bring

• One printed Week 1 page per person • Station Cards 1–6 • cones and poly spots • the stop signal poster • calendar map • brain break card sets for classroom teachers

Date

Facilitator

Attendees

FOLLOW-UP ITEMS

Equipment Audit

Check each item against your storage room before school starts. Unit numbers match the Year at a Glance.

Equipment	Used in units	Have	Need	Order?
Poly spots (1 per student)	1			
Cones for boundaries	1			
Music	1, 2, 4, 5			
Whistle	1			
Parachute	1, 6, 14			
Bean bags	1, 2, 3, 4, 12, 14			
Hoops (1 per group)	1			
3 soft balls per group	1			
Poly spots	1, 2, 6			
Cones	1, 2, 3, 4, 8, 10, 12, 13, 14			
Hoops	1, 2, 3, 4, 6, 12			
Pool noodles	1, 2			
Jump ropes laid flat	2			
Tape lines	2			
Agility ladder (optional)	2			
Pinnies	2, 3, 8, 13			
Jump ropes	2, 4			
Large foam dice	2			
Scarves	3, 5			
Foam balls	3, 7, 8			
Small playground balls	3			
Yarn or foam balls	3			
Wall targets	3			
Pins	3			
Soccer or playground balls	3			
Fitness Station Cards	4			
Mats	4, 9, 11			
Stopwatch	4, 11			
Fitness logs	4, 11			
Pencils	4, 13			
Station Cards	4, 11			
Large dice	4			
Goal sheets	4			
Lummi sticks or plastic cups	5			
Short ropes sized to students	5			
Long ropes	5			

Equipment	Used in units	Have	Need	Order?
Ropes	5			
Soft balls	6			
Balloons	7			
Beach balls	7			
Volleyball trainers	7			
Short-handled paddles	7			
Low nets or ropes	7			
Paddles	7			
Rope nets	7			
Playground balls or basketballs	8			
Soccer balls	8			
Balance challenge cards	9			
Low beam or tape line	9			
Incline mat (optional)	9			
Batting tees	10			
Foam bats	10			
Large foam balls	10			
Bases	10			
Tees	10			
Balls	10			
Playground balls	12			
Pins or cones	12			
Buckets	12, 14			
Yarn balls	12			
Soft flying discs	12			
Maps of the gym and field	13			
Cones with letter codes	13			
Clipboards	13			
Four square balls	13			
Chalk	13			
Flags	13			
Sacks	14			
Sponges	14			
Station signs	14			
Water	14			

Calendar Mapping Worksheet

Write the school-week dates beside each week. Shift weeks around assemblies, testing, and breaks, and mark Field Day early.

W k	Topic	Dates	Notes (holidays, testing, events)
1	Routines & Personal Space		
2	Cooperation & Communication		
3	Teamwork & Encouragement		
4	Walk, Run, Jump & Hop		
5	Gallop & Slide		
6	Skip & Leap		
7	Putting Movement Together		
8	Tossing & Catching		
9	Overhand Throwing		
10	Kicking		
11	Passing & Trapping		
12	What Is Fitness? (Pre-Test)		
13	Heart & Lungs		
14	Muscles & Flexibility		
15	My Fitness Plan		
16	Moving to a Beat		
17	Jump Rope		
18	Rhythm & Rope Showcase		
19	Cooperative Reset		
20	Striking with Hands		
21	Striking with Paddles		
22	Net Games		
23	Dribbling with Hands		
24	Dribbling with Feet		
25	Invasion Games		
26	Balance & Shapes		
27	Rolls & Sequences		
28	Batting off a Tee		
29	Fielding & Modified Games		
30	Fitness Post-Test		
31	Rolling & Tossing at Targets		
32	Flying Discs		
33	Orienteering		
34	Playground & Strategy Games		
35	Field Day Preparation		
36	Field Day & Year Wrap-Up		

Sub Binder Setup

Keep one binder in the main office so any substitute can teach PE safely. Check it each quarter.

- ☐ Substitute Information page filled in (from the Sub Plans section)
- ☐ Current class schedule and class lists
- ☐ Notes on students with medical needs or behavior plans (follow privacy rules)
- ☐ Sub Plans Days 1–5, printed
- ☐ Station Cards 1–6 for the Day 3 plan
- ☐ Map to the equipment room and emergency exits
- ☐ Stop signal poster copy and class expectations
- ☐ Blank Sub Feedback Forms

Binder location

Checked by

Last checked

WHEN YOU HEAR THE SIGNAL...

FREEZE!



1 STOP

2 HANDS ON KNEES

3 EYES ON ME

Safe bodies • Listen at the signal • Be kind • Help clean up

Classroom Teacher Quick Start

Hand this page to every classroom teacher with their Brain Break Cards.

When	Try this	Cards
First thing in the morning	An Energize break to wake bodies up.	1–5
During a lesson	A Learning + Movement break that practices today's content.	6–9
Before a test or quiet work	A Focus break to settle attention.	10–14
After recess or lunch	A Calm Down break to reset.	15–19
Friday afternoon or indoor recess	A Just for Fun break.	20–24

Our schoolwide agreements

- **One brain break a day, at least.** Two or three is even better.
- **Use the same stop signal as the gym:** hand up and “Freeze!” Students stop, hands on knees, eyes on you.
- **Keep it short:** 1–3 minutes, then straight back to work.
- **Never take away PE or recess as a consequence** when you can avoid it; movement helps behavior.

PE vocabulary to use in the classroom this quarter

Family Letter

Copy onto school letterhead, fill in the blanks, and send home in Week 1.

Dear Families,

This year, **[school name]** is launching a new schoolwide physical education program called Ready Set PE. Every class, from kindergarten through fifth grade, will follow the same year-long plan, which builds movement skills, fitness, teamwork, and healthy habits.

Here's what your child will experience:

- **Fall:** teamwork games, running, jumping, skipping, throwing, catching, and kicking.
- **Winter:** fitness activities, personal fitness goals (grades 3–5), dance, and jump rope.
- **Spring:** striking, dribbling, balance, target games, orienteering, and Field Day!
- **Every day:** short movement breaks in the classroom to help with focus and energy.

How you can help: please send your child in sneakers on PE days (**[days]**), ask them what they learned in PE, and join us for our rhythm showcase on **[date]** and Field Day on **[date]**.

If your child has a medical need that affects physical activity, please let the school nurse and PE teacher know.

Thank you for supporting an active, healthy year!

[PE teacher name], Physical Education
[email or phone]

PE Team Check-In (Week 8)

A 20-minute meeting for the PE team. At a one-teacher school, use it as a self-review.

Minutes	Discuss
5	What's working in the 5-part lesson? What needs adjusting for our schedule?
5	Skill checklist progress: are we scoring the same way?
5	Equipment problems, space conflicts, or sub plan use so far.
5	Plan for the Week 12 fitness pre-test: dates, stations, helpers.

DECISIONS

ACTION ITEMS (WHO / BY WHEN)

Mid-Year Review with the Principal (Week 19)

A 30-minute meeting to share early results and plan the spring.

Minutes	Discuss
5	Highlights: student engagement, teamwork, family feedback.
10	Data: skills summary and fitness pre-test summary (see next pages).
5	Classroom brain break use and sub binder use.
5	Spring plan: striking and fielding space, Field Day date, grade 5 leaders.
5	Support needed: equipment, schedule, training.

DECISIONS

ACTION ITEMS (WHO / BY WHEN)

Schoolwide Skills Summary

For each class, write the percentage of students scoring **3 (Proficient)** on each checklist. Add up to see where the school is strong and what to reteach.

Class / teacher	Locomotor	Throw / Catch	Kick / Pass	Striking	Dribbling	Game play

Fitness Goal Summary (Grades 3–5)

Complete after the Week 30 post-test. Report counts only; never share individual student scores outside the PE team.

Grade / class	# students	# set a goal (Wk 15)	# improved on goal item	# met goal	% met goal

Year-End Report

A one-page summary for your principal, district, and school board.

School

School year

PE teachers

Students served

HIGHLIGHTS (ENGAGEMENT, EVENTS, FAMILY INVOLVEMENT)

SKILLS RESULTS (FROM THE SKILLS SUMMARY)

FITNESS RESULTS (FROM THE FITNESS GOAL SUMMARY)

WHAT STUDENTS SAID (FROM YEAR-END REFLECTIONS)

CHANGES FOR NEXT YEAR

Staff Access Log

Keep a record of licensed staff who received the files. This helps you stay within your license and onboard new staff quickly.



Thank you!

I hope your students love these lessons. If this resource helped you,
a quick review in my store means the world and helps other
teachers find it.

Ready Set PE