

**From Your Principal,
Mrs. Lori Wall**

Welcome back, Ladera Dragons! 2017-18 promises to be another fabulous year at our school. We have so many exciting changes coming our way as we begin implementing our new STEAM program (Science, Technology, Engineering, Arts, and Math) this year! Ladera is moving **full STEAM ahead!**

This handbook contains carefully considered policies and procedures, as well as expectations, guidelines, and rules to help all Ladera students have a successful school year. It has evolved and been updated over the years and this year is no exception. The first 18 pages provide parents with an overview of the policies and procedures for many school-wide systems. Please review these pages and share information that is pertinent to your child with him/her (e.g. bike and walking safety, items brought from home, etc.)

Beginning on page 19, you will find an overview of the rules and expectations for student conduct at school. Please review these pages carefully with your child. Frequently remind him/her that you value excellent character and conduct and expect him/her to uphold these standards both at home and at school.

With our Dragon CODE firmly in place, our expectations for student behavior are clear and reinforced school-wide. I believe you will see that the central messages contained in the CODE, as well as these pages, define the guidelines for success at school and in life:

- **C**hoose Character
- **O**wn your Learning
- **D**emonstrate Respect
- **E**nvision Success

I want the same thing for your child (and EVERY child at Ladera) that you do – a positive learning environment, a love for learning and school, and a top-notch education! Together we can make this happen. Together we ARE Team Ladera! ☺

Sincerely,

Mrs. Lori Wall



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SCHOOL MISSION and PHILOSOPHY

The mission of Ladera Elementary School is for students to reach their highest potential in a positive, supportive and productive learning environment, which develops mutual respect, a sense of responsibility and promotes open honest communication. This is accomplished by the staff, parents and community working together to provide a balanced core curriculum that is designed to meet the academic, social, physical and emotional needs of ALL students. The ultimate goal is for our students to become life-long learners who know how to learn, can access their resources display good character habits and positive attitudes towards the diverse world in which they live.

Our Philosophy

Learning at Ladera is a Team effort between students, staff and home. At Ladera, all children CAN learn just in different ways and at different rates. Children are CELEBRATED for their unique qualities and special needs. These special differences are valued and nurtured through thoughtful planning, research and “failure is NOT an option” attitude. By working together as a team, the Ladera staff aims to encourage students to be capable, confident individuals who are responsible for their own learning and can make a difference in their futures!

School-wide Policies and Procedures

ATTENDANCE

The Law

We want all students to be successful at school. Common sense and research tell us that the most successful students are those with good attendance. State Law requires parents to send students ages 6-18 to school regularly and on time, to compel the student to attend regularly, and to provide an explanation satisfactory to school personnel for all absences/tardies. Parents/Guardians who fail to meet these obligations may be guilty of an infraction and subject to prosecution. (E.C. 48070).

The only valid reasons for absence from school are (Ed. Code, Section 4610):

1. An illness or injury to the child
 2. A quarantine of the home by a county or city health official.
 3. A medical, dental, optometric, or chiropractic appointment that can only be scheduled during school hours.
 4. Attendance at funeral services for a member of the immediate family.
- Student absences for religious holidays will be granted upon written request of

the parent or guardian.

Because of new state law, schools only receive funding for the actual time students are at school, regardless of the reason for an absence.

Other California laws and codes relating to child welfare and attendance in school state:

1. Any student subject to compulsory full-time education who is absent from school without valid excuse more than three days or is tardy in excess of 30 minutes on each of more than three days in one school year is truant and shall be reported to the attendance supervisor or to the Superintendent of the school district.
2. Any pupil who has once been reported as a truant and who is again absent from school without written valid excuse one or more days, shall again be reported as truant to the attendance supervisor or the Superintendent of the School District. (E.C. 48261)
3. Any pupil deemed a habitual truant who has been reported as a truant three or more times may be reported to the School Attendance Review Board (E.C. 8262)

It is extremely important for your child to attend school daily and be on time in order to take full advantage of the educational program. We request that vacations be arranged on days when school is not in session so that students do not miss valuable, instructional time.

Reporting Absences

We ask that parents/guardians call the Attendance Office at (805) **241-1065** each morning that their child is going to be absent from school. Please be ready to provide the following information:

- Name of caller and relationship to the child
- Student's Name
- Teacher's Name
- Reason for absence
- Nature of illness

Together, we can ensure and verify each child's safe arrival at school and accurately record his/her daily attendance. If a child is absent and we have not received a call, we will attempt to reach the parent/guardian to check on unreported absences. The responsibility for reporting absences remains with the parents. If we are unable to reach you and you have not called us, the absence will remain "truant". If a child is truant (absent without permission), he/she may not receive credit for make-up work.

Students with ongoing attendance problems are referred to the School Attendance Review Board (SARB). This is a community agency that helps parents and students solve attendance issues.

Reporting Tardies

It is important that children come to school ON TIME! (Campus Supervision is available starting at 7:50 a.m.) A warning bell rings at 8:13 every morning and the tardy bell rings at 8:15 a.m. Students not in class at 8:15 a.m. will be considered tardy. When a student has several tardies, the school is required to begin the formal School Attendance Review Board (SARB) process.

If your child is going to be late to school due to a doctor/dentist appointment or other valid reason, please call the Ladera Attendance Line, (805) **241-1065**, and let us know when the child will arrive, the reason for the late arrival, and if your child will be requiring hot lunch that day.

Make-Up Policy

When a child is absent, any missed work will be provided for the student upon his/her return to school. The teacher will give the student the same number of days as the absence as an extension to complete and turn-in the missed work. It is the student/parent's responsibility to request the work from the teacher.

Independent Study

In order to qualify for this, the student must be out of school a minimum of five school days.

1. The teacher **MUST** receive at least **7 days prior notice** of this absence in order to prepare the work needed to go out on Independent Study.
2. Once approved by student's teacher, parent and student must fill-out and sign the contract.
3. The work to be completed will be given to the family on the students last day in class.
4. The work **MUST** be returned to student's teacher upon returning to school in order for the student to receive credit and an "Excused" Absence.

Prolonged absences or illness may require home teaching. Contact the Ladera Elementary School office for more information.

PROCEDURES FOR STUDENT DROP-OFF AND PICK-UP

Please drop off students and say goodbye at gates or blacktop and NOT by the classrooms. Your presence in the line-up areas may create safety issues. Volunteers are the backbone of the educational system, but student safety is our number one concern. If you plan to volunteer in the classroom first thing in the morning, you **MUST** sign in at the front office and wear a visitor's badge.

At the end of the school day, please also wait outside the gates until the students are dismissed from their classrooms. Thank you.

Driving to and from School

Please see the map on the next page for TRAFFIC GUIDELINES created by the City of Thousand Oaks, Conejo Valley School District Office, and Ladera School Site Council. The path is right-hand turns only. It may have you drive a little out of your way, but it should create a smoother drop off & pick up system with everyone following the same path. The other keys to success:

- Allow plenty of time in the morning when driving students to school. Campus supervision is available at 7:50am every morning. Avoid traffic congestion by coming on the early side!
- Wait until 2:40 before coming to school at the end of the day. Be patient as you wait in the traffic line, please.

The Parking Lots

1. The **MAIN PARKING LOT** is ONLY for Drop-Off and Pick-Up of:
 - a. **KINDERGARTEN** children
 - b. **Special education** students, and
 - c. Students riding **BUSES or AFTER SCHOOL VANS**

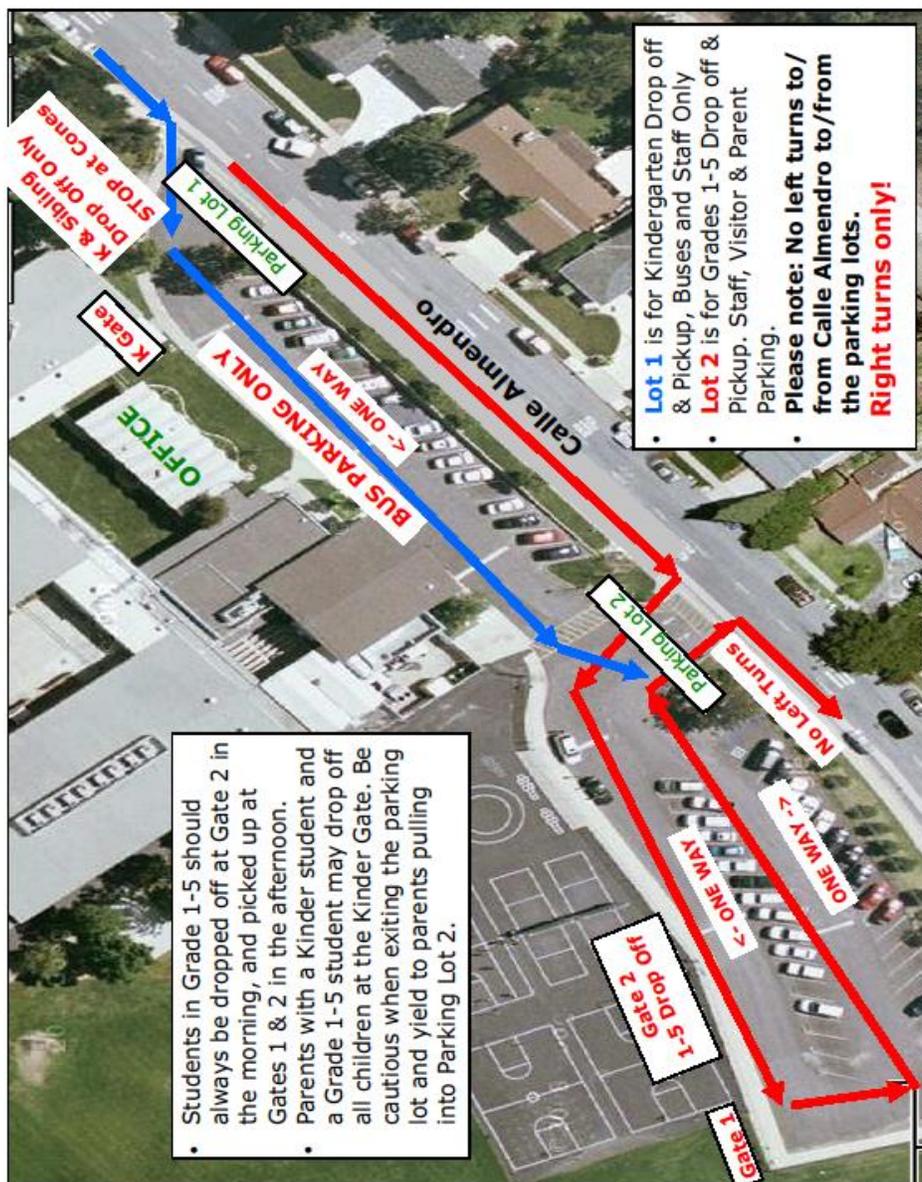
Parents of Kindergarten/Special education students are invited to pull up to the curb & wait next to their cars after school so that children can be assisted as they get into their cars. Waiting in the yellow zone should be brief – it is for loading & unloading only. **Stopping for prolonged periods or parking and leaving the car** is NOT ALLOWED according to traffic laws.

2. The **SECOND PARKING LOT and LOOP** is to be used for Drop-Off and Pick-Up of **1st – 5th grade** children. **Loading & unloading only** – no stopping/parking.
3. **NO DOUBLE PARKING** is allowed. Law enforcement officers will issue citations for such actions.
4. Parents wishing to conference with teachers or visit the front office are invited to park in the VISITOR spaces in the parking lots. Parking is also available on the street.

Walking to and from School

We at Ladera Elementary School do everything we can to ensure your child's safety while on the school campus. In order to ensure student safety off campus, the City of Thousand Oaks provides a **crossing guard** at intersections. These crossing guards do an amazing job keeping our kids safe. Please review appropriate behavior and safety rules with your children prior to allowing them to walk or ride their bikes to and from school. If you have any questions or concerns about crossing guards, you can contact the City of TO at 805-449-2400.

- **Before school** parents may escort their children on campus but are reminded that district policy prohibits adults and siblings playing on the playground. When the warning bell rings it means ALL parents need to leave campus. We ask that you say your goodbyes at that time and exit the school campus so your children can line-up to await the arrival of their teachers. Campus Supervisors will close the Kindergarten gates and gates in parking lot two when the second bell rings. When that second bell rings it signals the start of the Instructional School Day, therefore students who are late must report to the school office by entering the Main gate by the office to sign-in, give lunch order and receive a tardy pass.
- **After school**, parents who desire to pick up their children to walk home can either meet them outside the gate of the front parking lot or the second parking lot/loop. Parents are asked to **wait outside the gate** until the bell rings. Teachers will escort first grade students to the second parking lot for pick-up. Students meeting parents outside the front gate will be released from the escort when walking by the office location. (All students will be taught where the drop-off and pick-up locations are located.) Kindergarten children will wait for pick-up on the kindergarten playground



until teacher and parent make identification contact.

LUNCH PROGRAM

Buying Breakfast and/or Lunch at School

Students in the Grades K-5 program can purchase breakfast or lunch at school daily. A 20-meal credit can also be purchased, providing a savings over individually purchased lunches. Many students keep a few credits in their accounts for emergencies - forgotten lunch; the cupboard was bare, etc. They are especially handy when a child occasionally forgets money in the morning. Child Nutrition will only accept checks for payment to the meal program that are \$25.00 or higher, due to the increased volume of returned checks to Child Nutrition. Unused tickets are refundable at the close of the year or when a child moves.

Make checks payable to: CVUSD w/ Student's Name and Rm. # in memo section of the check. (Or use the <https://q.conejousd.org/> a convenient online way to prepay lunches with credit/debit card through Parent Connect. Your child's ID# is needed to enroll in this program which is available in the school office.)

Our full breakfast service, with a variety of hot and cold items, will be available to students only before school from 7:45-8:15, daily. At first recess, students will be able to purchase ala cart menu items.

For those who bring lunch from home, milk is available for purchase.

Monthly breakfast and lunch menus are available on the District website or in the school office. Students buying lunch will order in the classroom in the mornings to ensure their food is available and ready at lunch. Students will no longer have to decide what they will eat until they get to the cafeteria.

Our Cafeteria Manager: Mrs. Theresa Davies. You may contact her from 9:30am to 11:00am. or 12:30pm to 1:00pm.

Eating Off-Campus

Children may leave campus for lunch *only* when signed out in the front office by an authorized parent or guardian.

Procedures for Dropping a Lunch off at School

1. ALL lunches need to be dropped off in the office by 11:30 AM
2. Please make sure your child's name, teacher, room # is on the lunch and/or lunchbox.
3. The lunches will be placed in a "Lunch Box" and delivered to the lunch shelters for students, by a campus supervisor.
4. Teachers/Homeroom Teachers will remind their students to check at the Lunch Cart at the shelter. If the student's lunch was not delivered to the front office, the student can purchase/borrow a lunch from the Cafeteria.

HEALTH AND SAFETY PROCEDURES

Parents/Volunteers on Campus

Please check in at the front office before entering the campus during school hours. No adults are permitted to be on campus without a visitor's/volunteer's badge. This rule ensures the safety of our students, by monitoring access to them while they are in our care, as well as ensuring the safety of the visitors in the event of an emergency.

Release of Students During School Hours

There may be situations / emergencies during the year when it is necessary for parents to take their children from school for part of the day. When such an emergency arises, follow these procedures:

1. The parent or authorized adult must go to the Ladera office and indicate the name of the child, the room or teacher, and the reason for the student being released from school. An authorized (as indicated on the Emergency Card on file in the office) adult must sign out each child so there is a record of his/her leaving school.
2. The Office Manager/staff will arrange for the release of a pupil from his/her instructional area. Children cannot be picked up directly from the classroom, nor can the child wait outside the class area for the parent to pick up a child at a pre-arranged time, nor can a child walk home to meet the parent.

UNDER NO CIRCUMSTANCES WILL CHILDREN BE RELEASED TO INDIVIDUALS NOT LISTED ON THE EMERGENCY CARD. If your child remains in school while you are on vacation, business trip, etc., please inform the office in writing about individuals responsible for his/her care. Keeping emergency cards current/up-dated will avoid unnecessary stress and/or embarrassment for all involved.

Students Returning to School

Students returning from an appointment or lunch with a parent must be signed-in by the parent/guardian on the "STUDENT SIGN-IN/SIGN-OUT SHEET" located in the office. It is extremely important that the parent/guardian put the time returned next to the time the student was originally signed-out.

Disaster Preparedness

Schools are very safe places for students to be in an emergency. We do monthly drills to prepare students to evacuate buildings safely or prepare for Lockdowns. Thanks to parents purchasing a Comfort Kit for each child upon enrollment either in Kindergarten or your first year at Ladera, equipment is available for both first aid and search and rescue needs. Multiple people are trained in emergency operations.

Parents are urged to take care of their home needs carefully before rushing to school in an emergency situation. We will first protect, then account for, then begin releasing students to parents or authorized emergency contacts after proper authorities are consulted. Parents who panic or disrupt emergency procedures jeopardize the safety and well being

of students. In the event of an all-school emergency, we have the ability to immediately contact you using all your emergency phone numbers within minutes to give you an update and instructions. (Once again we remind you why it is extremely important that the emergency card is kept up-to-date at all times!)

Prescription and Non-Prescription Medication

If your child needs to have medication at school on a regular basis or even for a short period of time, you must complete an “Administration of Prescribed Medication” form, which contains:

1. Authorization from physician detailing the type of medications, amounts, and time schedules by which such medication is to be taken; and;
2. Authorization from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician’s statement.

The completed form must be signed by the doctor and on file in the Health Office in order for medication to be administered by school office personnel.

Under no circumstances is a child to have medication on his/her person at school or take medication unsupervised without written permission from their doctor. This applies even to Tylenol, cough drops, or other over-the-counter medications, in addition to prescription medications. Although trained and experienced, Health Clerks, Office Staff, teachers and Administrators may not apply even something that may appear to be as simple as “sunscreen” because of the potential problems undocumented/unaccounted for information can cause when ingredients interact with others in the human body or potential impact of unknown allergies, etc.

Parents are welcome to come to the health office to dispense medications to their child if needed anytime during the school day, after checking in first at the main office. .

Injuries/Illnesses at School

If a student becomes ill or an accident occurs at school, the student should report to the teacher or campus supervisor who will refer him/her to the health office. When a student reports not feeling well, the student’s temperature will be taken and an assessment of the nature of the illness completed. If an injury or illness is of a serious nature, the parent will be notified immediately. If the parent cannot be contacted, the school will make the decision as to the treatment. Please understand that the school is only allowed to apply first aid (e.g. ice, Band-Aids, etc.). When a student visits the Health Office due to an injury or illness the Health Clerk will contact the parent either via phone or note to notify of the nature of the injury or illness for follow-up at home even if the child returns to class.

Crutches, Casts, Etc.

In the event your child sustains an injury that requires the use of crutches, a wheelchair, or any other orthopedic device (e.g. cast, splint, etc.), the student must have a signed doctor’s note in order to return to school. The note is to state the diagnosis, explanation of

specific restrictions, and the duration of which these restrictions will be necessary. As a general rule students with casts or other orthopedic devices may not actively participate in outdoor recess or P.E.

In case of a mild injury where a doctor's visit was not necessary and the student comes to school with a temporary support appliance (e.g. sling, ace bandage, finger splint, and like) a signed note from the parent/guardian is required. The note should include why the student needs the support appliance and any reasonable limitations necessary. Students will be able to sit at a designated table (lunch/snack tables) with a friend to play a board game, read a book, or help in the library in such cases to avoid re-injury.

BICYCLES/SCOOTERS/SKATEBOARDS

According to CVUSD policy:

- Only students in **grades 3-5** may ride their bicycles or other vehicles to school.
- All bicycles, scooters, and/or skateboards are stored in the bike rack area and **should be locked** with student-owned locks. The school and District are not responsible nor can they accept liability for the bikes, scooters, and/or skateboards parked on campus. Experience has shown that lost items generally result from not securing the vehicles with locks.
- Students riding one of these modes of transportation **must wear a helmet** and follow bicycle safety rules in accordance with state and local laws and ordinances. Any student not wearing a helmet will not be allowed to ride their bike, scooter, and/or skateboard home. The bike, scooter, and/or skateboard will be locked up in a secure location until a parent can bring a helmet for the student to wear or pick up the bike, scooter, and/or skateboard from school.
- There is **NO** skateboarding, bicycle riding, roller-skating, rollerblading, Heelys, or scooter riding permitted on school grounds.

ITEMS BROUGHT TO SCHOOL FROM HOME

Procedures for Dropping Items off at School

1. Bring the item to the front office, **NOT** the student's classroom.
2. Please make sure your child's name, teacher, room # is on the item.
3. The office will leave a message for that teacher, asking him/her to send the child to the office to retrieve the item. Teachers have been asked to check their voicemails/email and mailboxes regularly (i.e. at recesses, before leaving for lunch, and before dismissal).

Toys and electronics should be left at home. Electronic devices such as MP3 players, iPods, large sums of money, or any other valuables are NOT the responsibility of the school, should your child brings these items on campus. Thank you advance for working with us to avoid having your child bring these items to campus, unless it has been arranged by your child's teacher.

Cell Phones and Electronic Devices

Student cell phones are permitted on campus but **MUST** be kept in students' backpacks, as soon as they arrive on campus. Students are responsible for their phones. The school is **NOT** responsible for the loss or damage of cell phones brought to school.

Parent volunteers on campus are requested to keep their cell phones on vibrate so as not to disturb classroom instruction and to model the school rules for students

COMMUNICATIONS

School-wide Communication

On the **first Monday** of each month you will receive a hard copy of the Ladera school newsletter, including updates, a message from the principal, and PTA News along with any important flyers. The same information will be available on the website. On subsequent **Mondays**, email blasts will be sent out with updates. If you would like a hard copy they will be available in the front office. The Ladera website is updated regularly.

Please check the beautiful electronic marquee on the front of the MPR building, for timely information, as well! [Thanks, PTA!]

Ladera's Website

Please access to our school website using:

- www.conejousd.org/ladera

Information regarding Ladera events and programs is available on the website, as well as links regarding the CVUSD, Mrs. Wall's Twitter feed and other important information. Please visit the website regularly for key dates and events throughout the school year.

You can e-mail your child's teacher or the principal via the website. You can also find everything you need to know regarding Ladera policies and procedures, as well as the *CVUSD Discipline Policy and Procedures and Annual Notice of Parents Rights & Responsibilities Handbook* which is updated at the beginning of each school year.

Classroom Communication

Your child's teacher will be sending home information explaining classroom expectations and standards, the homework policy, and curriculum information. At Back-to-School Night,

more information regarding the procedures, curriculum and instructional strategies will be presented.

Reports regarding your student's academic progress will be provided on a regular basis throughout the school year (See Progress Reporting Schedule below). Parent-Teacher conferences will be scheduled in October for all students. Between these reporting periods, careful review of your child's school work and assessments will give you information regarding their success in the classroom. Please contact your child's teacher if you have any questions or concerns.

Announcements by Phone

Special announcements, event dates and reminders are also provided to you via our "**All Call**" system. This system is also set-up to provide quick contact in the event of an emergency. The phone numbers and email addresses used are taken from the Emergency Cards completed at the beginning of the school year, so please inform the school immediately if there are any changes. We ask that whenever you receive an "All Call" from the school that you listen to the total message before calling the school with questions. We will make every effort to keep messages brief and relevant! Thank you for your assistance in this matter.

Concerns

In the event that you have questions or concerns about your child's progress or experience at school, a program or classroom expectations, please contact your child's teacher. If, after working closely with the teacher, your questions or concerns are not resolved feel free to contact the principal. We are all committed to doing what is best for the students at Ladera. Your child (and every child) is important to us!

FIELD TRIPS

All field trips at Ladera are voluntary. No child is required to participate in an off campus field trip. If the parent does not sign the consent form for the field trip, the child will be assigned to another class for the period of the trip. Keeping your child home will result in an unexcused absence.

If a bus trip is arranged, parents **do not** have the automatic option to drive and follow the bus to bring their own children. All children must leave and return with their class unless there are medical or special conditions requiring different arrangements, in which case this **MUST** be planned with the teacher in advance of the field trip with written documentation filed in the front office.

Please note the following guidelines about field trips:

- When **parent drivers** are used on field trips, they are required to fill out the proper forms in advance and demonstrate **proof of insurance**, etc. The parent's insurance

will provide primary coverage and the district insurance will provide secondary coverage. It is important that parents have adequate and proper liability limits if they plan to drive on field trips.

- If driving, the **parent's car** must be in excellent **mechanical condition** and a seat belt must be available for each child. Students are not permitted to sit in the front seat even if the car is not equipped with front passenger airbags. Children are safest in the back seat. The car must have enough gasoline to complete the trip without making a stop for gas. Parent drivers are responsible to ensure that children are safely belted and behaving appropriately in the car at all times.
- Parents who **chaperone** should plan to supervise children the entire time.
- Parents who chaperone **may not** bring siblings along with them as their primary responsibility is to supervise students on the field trip.
- When driving on a field trip, all cars must go directly to the destination and return directly to school on the way back. **IT IS NOT PERMITTED TO STOP FOR FOOD, DRINKS, ETC.** or to vary from the prescribed route.
- Parents are reminded to **refrain from using cell phones** on field trip.

The number of chaperones needed for each trip will be determined by the grade level team and no additional adults may attend, as each destination has strict guidelines on how many people may attend. Often a donation is requested to pay for a field trip or a deposit is requested to hold a space. There are no refunds once these payments have been made.

Thank you for your cooperation in the above guidelines to ensure that field trips are educational, fun and safe for ALL students.

PROGRESS REPORTING SCHEDULE

K-5 students receive report cards on a trimester schedule. The first trimester ends the beginning of December, the second ends the middle of March, and the third ends on the last day of school.

Progress reports are issued midway through each trimester. The progress report during the second and third trimester is optional for the teacher to provide for students who are demonstrating satisfactory progress, and required for those students who are not demonstrating satisfactory progress in achievement, effort, or behavior.

The parent or teacher can initiate conferences as needed. Please call, email or write a note to the teacher for an appointment when you wish to arrange a conference. Ongoing communication between parent and teacher is an important factor for student success at school.

Citizenship, Work Habits and Student Responsibility

In addition to earning “grades” (1’s, 2’s, 3’s in grades K-2 or letter grades in 3rd – 5th grade) to demonstrate a student’s ability to meet/exceed state and grade level standards in core academic subjects, a student’s report card also reflects his/her effort in the area of Citizenship and Work Habits. Citizenship and Work Habit effort grades are based on the following:

CITIZENSHIP

‘E’ – Consistent High Effort

Student consistently:

- Makes responsible choices without an adult being present.
- Shows respect for others, self and environment.
- Demonstrates a positive attitude towards class work, class activities, and helpful criticism.
- Abides by the rules of the classroom.
- Follows the ABC’s and Character Keys of Ladera Elementary
- Makes appropriate choices about when to talk in the classroom and other school activities.
- Encourages others to do their best.

‘S’ – Average to Above Average Effort

Student generally:

- Makes responsible choices most of the time.
- Shows respect for others, self, and environment.
- Has a positive attitude towards class work, class activities, and helpful criticism.
- Follows the rules of the classroom.
- Follows the ABC’s and Character Keys of Ladera Elementary.
- Makes appropriate choices about when to talk during all school activities

‘N’ – Needs Improvement

Student has difficulty:

- Making responsible choices.
- Showing respect for others, self and environment.
- Showing a positive attitude towards class work and activities.
- Showing a consistent following of the rules outlined for the classroom.
- Following the ABC’s and Character Keys of Ladera Elementary.
- Making respectful choices about when to talk during school activities

‘U’ - Unsatisfactory

- Unacceptable behavior
- Consistently makes poor choices regarding school conduct

WORK HABITS

‘E’ – Consistent High Effort

Student consistently:

- Engages and actively listens.
- Does his/her best
- Self-motivates to begin and complete tasks.
- Completes and returns homework on time.
- Stays on task and efficiently completes class work on time.

- Does an excellent job at keeping track of his/her belongings and assignments
- Follows directions the first time given

S – Average to Above Average Effort

Student generally:

- Engages and listens.
- Does his/her best
- Stays on task and completes class work on time.
- Completes and returns homework on time.
- Has belongings and assignments organized.

‘N’ – Needs Improvement

Student has difficulty:

- Engaging and focusing.
- Staying on task.
- Completing class work and homework on time.
- Maintaining organization of his/her belongings and assignments.

‘U’ – Unsatisfactory

- Works habits negatively impact academic success.

DAMAGED/LOST BOOK FEES

In the event that a library book/textbook is **damaged** the following fees will be assessed:

missing/damaged barcode	\$5.00
writing in book	\$1.00 per page
cover damaged	\$5.00 to full replacement cost
missing pages	Full replacement cost
water/liquid damage	Full replacement cost
gum, food, candy damage	\$5.00 to full replacement cost
removal of post-it notes	\$5.00
pet damage	\$5.00 to full replacement cost
torn pages	\$1.00 per page
miscellaneous damages	Up to full replacement cost

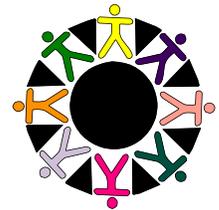
In the event a book is **lost** the following will apply:

Lost textbooks - Full replacement cost including tax and shipping will be charged

- 100% full refund (depending on the returned book condition) if textbook is returned within 30 days.
- 50% refund (depending on the returned book condition) if book is returned after 30 days
- Refunds will not be given for prior years with the exception of books due on the last day of school and not returned. Students will then have until the last school day in September to request a full refund and after that day only 50% will be refunded until the end of that school year.

Lost library books – Full replacement cost of the book including tax and shipping rounded to the nearest dollar plus a \$5.00 processing fee will be charged. *The processing fee is not refundable.*

- 100% full refund (depending on the returned book condition) if book is returned within 30 days.
- 50% refund (depending on the returned book condition) if book is returned after 30 days
- Refunds will not be given for prior years with the exception of books due on the last day of school and not returned. Students will then have until the last school day in September to request a full refund and after that day only 50% will be refunded until the end of that school year.



PARENT/COMMUNITY VOLUNTEERS

Volunteers build a two-way bridge between the school and community, creating more support for school programs, and developing increased interaction. When parents become involved in local schools, two good things happen: Children do better in school; and children go to better schools. Statistics show that children of involved parents have higher achievement levels and score better on tests. Volunteers enrich the Ladera program tremendously by their service in our classrooms, library, office and other activity areas. They make it possible for teachers to be more effective in meeting the needs of all children.

For safety reasons, siblings of students are not allowed on playground, lunch areas, to come on field trips, or be in the classroom with parent volunteers. Volunteers are asked to complete a TB test, and sign a confidentiality form at the beginning of the school year or time of service. We respectfully request that volunteers act as role models while on campus by dressing appropriately and leaving cell phones on vibrate when volunteering in the classroom.

FOR SAFETY REASONS: ALL Volunteers MUST sign in at the main office desk, wear a sticker while on campus, AND sign out at the main office desk.

RULES AND EXPECTATIONS FOR STUDENT CONDUCT

Dear Ladera Students,

Every country has laws to help keep its citizens safe and every school has rules for the same reason. Some of the rules at school are in place to protect your right to learn in a safe, calm environment. Just about everything you are going to review with your parents on the following pages falls under one of the guidelines for success defined by The Dragon CODE:

- **C**hoose Character – Doing the right thing is something you have to choose to do every day...all day. At Ladera, we value all the character traits of a good citizen: kindness, integrity, gratitude, trustworthiness, and cooperation. Everyone has the right to be safe, to learn and be comfortable at school. When everyone makes choices that demonstrate these character traits, it can happen!
- **O**wn your Learning – When you come to school, you have a very important job - LEARNING. At Ladera, every student is a *scholar* responsible for demonstrating scholarly behaviors: thirst for knowledge, perseverance, excellence, being prepared, and responsibility. Your teachers and parents can't do this for you. It's up to YOU!
- **D**emonstrate Respect – Here are some things to remember about respect:
 - ✓ Respect is all about treating other people the way you would like them to treat you: listen to them, be kind to them, and help them if needed.
 - ✓ Respect is about being polite and having good manners. It has to do with thinking about other people's feelings and doing and saying things that will make them feel good.
 - ✓ Listening to the adults at school is also an important part of respect. When they speak to you...listen. If they ask you a question...answer it. The Principal, Teachers, the Campus Supervisors, and the rest of the Staff at Ladera are here to make school a great place for every student.
- **E**nvision Success – Set goals for the kind of student you want to be...the kind of person you want to be...the things you want to accomplish. Then work hard to make it happen. You can do it! At Ladera, we believe in you!

As I always say, "You will never regret doing the right thing!" When we all follow the CODE at Ladera and in life...THAT's the success I envision!

Sincerely,
Mrs. Wall

LADERA ELEMENTARY DRESS CODE

The clothes we wear to school is one way of showing respect for our school and the people at school. School is an important place and we need to dress for success.

Students are expected to display good grooming by maintaining standards of appropriate dress, cleanliness, and hair styling. Ladera Elementary adheres to the CVUSD's Board of Education Policy 452.1.

General Standards for School Attire:

1. The appearance of students or attire worn by students disruptive to the educational process will be grounds for exclusion from class. This provision shall include, but not limited to, wearing of a style, or item of clothing, a particular hair style, cosmetics or jewelry, and symbols of identification.
2. Students are at school to concentrate on learning and cannot do so when others distract them by their attire or appearance. Clothing must be appropriate.

General guidelines to follow include:

- a. Underwear should not be visible.
 - b. Skirts, dresses, and shorts should be mid-thigh in length or longer.
 - c. All shirt straps should be at least one inch wide.
 - d. Tube tops, midriffs, halter-tops or low necklines back or front are not allowed.
 - e. Baggy, oversized clothing or too tight/provocative clothing is not appropriate for school.
 - f. Pants must be able to stay up at the waist without a belt, may not be oversized, and may not drag on the ground.
 - g. Clothing that depicts violence, graffiti activity, drugs, alcohol, tobacco, provocative statements or any activity that breaks the law may not be worn. Gang related attire is not permitted.
 - h. Caps, hats or hoods are only allowed when students are outside the building. Caps, hats or hoods may not be worn indoors at any time. We reserve the right to take a cap/hat away from any student if it disrupts the educational process.
3. Students are allowed to wear sunscreen and any types of sun-protective clothing during school hours.
 4. For reasons of safety, students will not be permitted to attend school in bare feet and must wear shoes with a back strap and closed toes at all times. Shoes must be appropriate for students to participate in normal P.E. activities and recess.
 5. For reasons of health and cleanliness, students' hair shall be neat, clean, and well groomed while at school.

Approved by a vote of SSC on Wednesday, November 18, 2009

Safety is the first and foremost consideration for any school. Schools in Conejo Valley Unified School District have established consistent dress codes for students. In the K-5 years, we need to take an active role assisting our children in making smart choices. These standards were set up to insure safety, a positive self-image, and a quality education. Thank you for your support.

EXPECTATIONS for BEHAVIOR

Ladera Elementary School follows a positive approach to discipline. The purpose of our policy is to help students develop self-control and learn to be accountable and responsible for their actions. We believe this begins by having a safe and nurturing learning environment conducive to learning and developing the total child (academically, mentally, physically and emotionally) therefore the climate and tone on campus encourages positive character in students. Encouraging students to adhere to high behavioral standards requires a partnership of the Ladera School staff, parents, and the students. School-wide progressive discipline is based on common sense rules, classroom and school-wide standards and expectations for behavior, the Conejo Valley Unified School District Policies and Procedures, and the requirements of the California State Education Code. Students are informed of the standards, expectations, rules and regulations for acceptable behavior through assemblies, in-class discussions, announcements, and written communication. Students are responsible for knowing, understanding, and complying with these standards for behavior. Consult your child's teacher(s) or visit our website for more information.

Students are expected to...

CHOOSE CHARACTER:

- a. Walk quietly in all hallways and between buildings.
- b. Students are not allowed in classrooms or corridors without a teacher or authorized adult present.
- c. When not in class or an authorized school function, students must remain in designated areas.
- d. Only climb on playground equipment. Do not climb on backstops, fences, railings or anything else.
- e. When playing at recess, lunch or before school, do not use body contact, tackle each other or fight (pretend or real). Fighting, kicking, hitting, roughhousing, play fighting, spitting, pushing, tripping, or any harmful play will not be tolerated.
- f. Play in appropriate playground areas, not around or in restrooms.
- g. Utilize playground equipment; do NOT throw rocks or dirt.
- h. Food is permitted in the cafeteria, patio lunch shelter and blacktop picnic tables ONLY. Student may not walk/run around while eating.

DEMONSTRATE RESPECT:

- i. Swearing, offensive language, bullying, teasing, or name-calling will not be tolerated.
- j. Treat Campus Supervisors and ALL adults with respect by not arguing, back talking, or using foul language.
- k. Wait to be dismissed from lunch area, put trash in appropriate containers and walk to the playground.
- l. Always wait your turn on all equipment and follow the Ladera Playground Game Rules.

SERIOUS BEHAVIORAL INFRACTIONS

Bullying

The school district believes that every student has the right to learn in a safe and predictable environment without having to experience ongoing name-calling, unwanted touching, teasing and other forms of bullying. Regardless of whether a student is the one being bullied, the bully, or a bystander who seems to just watch, there are serious outcomes for each student's ability to participate in or benefit from the educational program and/or activities. Reported incidences will be investigated and appropriate follow-up actions taken by school personnel.

Definition of Bullying (Includes E.C. 48900, 48900.2, 48900.3, and 48900.4)

Bullying is repeated and systematic harassment and attacks to have power over another person. More specifically, "bullying" means any physical, nonverbal or verbal act or conduct, including communication made in writing or by means of using an electronic device. This includes one or more acts that are committed by a student or a group of students toward one or more students that are so severe and ongoing that the actions have or can be reasonably predicted to affect the student in one or more of the following ways by:

1. Placing fear of harm to himself/herself or property.
2. Causing him/her to experience a substantially detrimental effect on his or her physical or mental health.
3. Causing him/her to experience substantial interference with his or her academic performance.
4. Causing the student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, and privileges provided by a school.

Examples of Bullying /Harassment Behaviors (Physical Verbal Other)

Hitting	Taunting	Spreading rumors
Kicking	malicious teasing	Promoting social exclusion
Spitting	Name-calling	Intimidation
Pushing	Threatening	Extortion
Unwanted touching	Racial-specific comments	
Physical threats	Gender-specific comments	
Obscene gestures	Sexual innuendos	
Suggestive looks	Requests for sexual favors	
Damaging others' things	Indecent exposure	
Manipulating social relationships		

Preventing Bullying

Preventing and stopping bullying is the responsibility of each individual: the bullied, the bully, the bystander and the adults (administrators, teachers, counselors and parents). It should never be accepted as normal behavior. The following are essential to "stopping" bullying:

1. Report a BULLYING incident at school to an adult. School personnel are unable to take any action of correcting the situation unless they have been informed of an incident.
2. Don't be an "innocent" BYSTANDER by laughing, teasing, or otherwise engaging in supporting the individual or group of individuals who are doing the bullying. Disengage from the incident and report it to an adult and/or come to the support of the individual who is being bullied.
3. Reported incidences of bullying or possible bullying should not be treated as "its just part of growing up". School personnel will investigate each incidence carefully and an appropriate intervention implemented, such as working with the involved students. It will also involve contacting and working with the parent(s) to rectify the situation and support positive school behavior, interactions and relationships.

Sexual Harassment

Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any student who feels that he/she is being harassed should immediately contact the principal. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. Besides the more obvious forms of sexual harassment that are common among adults and adolescents, children at the elementary level are capable of other forms as noted below:

- sexual slurs, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
- graphic verbal comments about an individual's body, or overly personal conversation
- sexual jokes, stories, drawings, pictures, or gestures
- spreading sexual rumors
- displaying sexually suggestive objects in the educational environment

The Conejo Valley Unified School District has requested that schools include the following notice in all parent handbooks:

NOTICE

Sexual Discrimination Complaint Procedure

It is the policy of the Conejo Valley Unified School District, in compliance with Title IX of the Education Code Amendments of 1972, final guidelines effective for implementation July 21, 1975, and in accordance with the Equal Opportunity Act of 1972, not to discriminate based on sex in the admission of students to school programs or activities.

Possession of Weapons or Dangerous objects

The Conejo Valley Unified School District prohibits possession of any type of weapons on campus. Any student who is found to be in possession of a weapon, including but not limited to, ANY type of knife (including pocket knife, box cutters or other sharp objects) or gun (including Air-soft pellet, BB) or explosive device (including a firecracker or fireworks), will result in suspension and possible expulsion. This includes any replica or look-alike of

the aforementioned. Students and parents are strictly prohibited from engaging in terrorist threats against school officials, school property, or both.

Racial/Ethnic/Gender Insensitivity

Children will not make remarks, slurs, innuendoes, jokes, etc. related to a person's race, gender, ethnicity, religion, color, national origin, sexual orientation, or background. These remarks made in general or directed toward another child, adult, or family **will not be tolerated**. Students who make such remarks are subject to suspension or other consequences and will be counseled on the issue. Participating in, or conspiring to engage in, acts of hate or violence are prohibited. Intentionally engaging in threats or intimidation that creates disorder, invades the rights of others, or creates a hostile educational environment is prohibited.

CONSEQUENCES

Failure to follow the above-referenced rules and standards for behavior will lead to appropriate consequences for a student's action. Consequences are progressive in nature, beginning with smaller consequences and learning experiences, progressing in severity if the behavior is repeated.

Decisions, at the discretion of the school administration and/or staff, will be based upon the student's age and the circumstances of the behavior and on an individual basis. As mentioned above, these guidelines and corrective measures have been established in order to maintain a safe and orderly learning environment. Violations may result in:

1. Students are generally given a warning when a rule, behavior expectation or school-wide standard is not followed the first time.
 - The goal of a warning is to clearly describe and model the expected behavior and provide "tools for their tool-bag" if the same type of situation were to happen again (i.e. Be Cool-Conflict Resolution Strategies).

**[Warnings are not given when the offense is fighting or use of physical force, theft, destruction of school/personal property, defiance, harassment, possession of dangerous objects or substances, or offensive language. These types of offenses will result in swift consequences and parents will be notified.]*

2. If the behavior is repeated after a warning OR at the discretion of the staff member (Administrator, Teacher, Campus Supervisor, or other staff) will assign a logical consequence, appropriate to the offense. Possible examples may include, but are not limited to:
 - Time-out in a designated location (classroom, office, lunch area, playground "bench") for a reasonable time period. (Will not prevent lunch, snacks, and use of restroom.)

- Write an apology note, clean up the mess made, complete a “think sheet” or other written assignment
 - A behavior contract
 - Conference(s) which may involve the student, teacher, parents/guardians, other school staff, and administration
 - After school detention (prearranged with parent)
3. Serious behavioral infractions may result in:
- Conference with the principal
 - Suspension from classroom or school
 - Expulsion
 - Other consequences, as outlined in the 2009-2010 CVUSD Discipline Policy and Procedures Handbook, 94-0-0070.

All of the above will include teacher/administrator and parent contact in some format (with the exception of warnings or time-outs, unless it happens regularly). The school-home partnership helps to resolve discipline issues and teach students strategies for success.

Suspension

A teacher may, for specified cause, suspend a student from his or her class for the remainder of the day and the day following. The teacher must report the suspension to the parent/guardian and administration, and must send the student to the office for the appropriate action. The principal has the authority to suspend a student for a specified cause.

Expulsion

Expulsion is the most severe disciplinary action. It is required by State law for the following offenses: causing serious physical injury to another person, possessing a weapon, committing robbery or extortion, and selling, using, or being under the influence of a controlled substance. Students may be expelled for additional offenses, based upon the principal’s recommendation.

**Refer to the CVUSD *Discipline Policy and Procedures Handbook* for more information regarding the above discipline policies.

CONFLICT RESOLUTION STRATEGIES

Be Cool:

These are things to try when someone is bothering you or acting unkindly. Often if you try these strategies, you can take care of small problems by yourself.

1. **TALK** – Tell the person to stop in a confident way, use humor, say “so what” or “whatever,” laugh it off or change the subject.

2. **WALK** – Walk away. Do something else. Go somewhere safe near friends or adults.
3. **IGNORE**- Ignore unkind words and actions.
4. **TELL** – If you've tried some of the Strategies 1 – 3 and you are still having problems, tell an adult (the principal, counselor, yard duty, teacher or parent). If it is a BIG problem, tell an adult right away.

ACADEMIC HONESTY

It is the goal of Ladera Elementary School and the Conejo Valley School District to instill integrity to our students. In the elementary years we must work together to instill positive character traits and good habits. One of those lessons begins with honesty and thus Academic Honesty. Working with the home and through the developmental steps, we at Ladera begin that process here in Kindergarten.

Prevention of any form of academic dishonesty is vital towards this end. Consequences for cheating are developmental and part of the learning process but may include a failure of the test or assignment, lowering of a grade and/or parent conference depending on the severity of the incident.

Cheating and Plagiarism

Using the work of other people (including parents) rather than doing their own work deprives students of the chance to actually learn the material they are expected to learn. In addition, it becomes impossible for the teacher to assess what further instruction the child must receive if they are not receiving the student's own work. A student is considered to be in violation of school policy when (s)he participates in any of the following activities:

- copying homework or any class assignment from any source (plagiarizing), or allowing another student to copy one's own work
- copying homework or assignments from other students
- willfully falsifying data and presenting it as one's own research or work
- passing notes during a test, looking at notes during a test, looking at another student's test
- talking to others during a test

Students who engage in any form of cheating will receive no credit for the assignment, project, or test, and the student will be marked down on the report card in the area that addresses these basic standards.

CVUSD HOMEWORK POLICY

Effective August 2002, the Board of Education approved a research-based homework policy which includes the following:

(For the complete text of the policy, go to www.conejousd.org and see Board Policy 6154)

- Purpose: Research has clearly shown that homework has different purposes at different grade levels. Homework for younger students should be designed to develop positive attitudes and work habits while homework for older students should develop or expand content knowledge. Student performance is enhanced by five types of homework: Study Skills and Habits, Practice/Review, Preparation, Skill Integration, and Extension.
- Guidelines for Quantity and Type of Homework:

<u>Grade</u>	<u>Cumulative Minutes/ School Day</u>	<u>Type(s)</u>
Kdg.	0 -10	Study skills/Habits
1-2	10-20	Study skills/Habits Practice/Review
3-5	30-50	Study skills/Habits Practice/Review Preparation

Activities such as independent and recreational reading, practicing musical instruments and practice for extracurricular activities are generally expected to be completed in addition to study skill and content homework.

- Use of Homework for Grading:

At the Federal, State, and District level there is an expectation that student performance is to be measured and reported on the basis of clear curriculum content and student performance standards. Therefore, academic grades should be directly based on student performance in mastering approved State and District curriculum standards. Whereas homework is an instructional strategy for improving student success, it may only be used to formally evaluate student performance when it is directly related to the student's mastery of academic curriculum standards.
- Responsibilities:
 - A. **Teacher**

There is substantial evidence that the quality of the homework assigned and teacher response to homework enhance its value in improving student success. While it is not practical or necessary to give in-depth feedback on every homework assignment, teachers should use strategies that will maximize the effectiveness of homework assignments. Therefore, teachers must:

 1. Design the homework for one of the appropriate purposes noted above;
 2. Design the homework so that it can be accomplished by the child independent of Direct support from others;

3. Clearly communicate to the student the purpose, directions, and expectations for all homework assignments;
4. Clearly establish and communicate to parents the general purpose and expectations for homework, and encourage feedback regarding quantity and difficulty of homework.
5. Provide timely and appropriate feedback to students and parents using strategies that will:
 - a. Acknowledge receipt of the homework;
 - b. Monitor for completion and accuracy;
 - c. Give timely feedback on key assignments;
 - d. Give significant feedback on assignments based on extension, or skill integration.

Policy #BP 6154 was updated by the Board in May 2012. The policy was revised to include the following wording:

The Board strongly encourages:

1. *Teachers to utilize emerging technologies to improve parent/teacher Communication.*
2. *Teachers to avoid assigning homework over long weekends, holidays, and summer break (with the exception of AP/IB coursework).*

B. Student

There is strong evidence that students who complete appropriate homework assignments will demonstrate significant improvement in academic achievement. Therefore, students have a responsibility to develop the discipline and study skills necessary to complete homework on a regular basis. Students must:

1. Have a system for recording homework assignments on a daily basis;
2. Have a clear understanding of the homework assignment before leaving school;
3. Have the books and materials necessary to complete the assigned homework;
4. Allocate an appropriate amount of time daily for the completion of homework;
5. Turn in homework assignments when requested.

C. Parent

Research strongly suggests that parents have an important role to play in providing an opportunity for students to complete homework. However, the research is also clear that parents should not assume responsibility for the actual completion of the student's homework. Therefore, to the extent possible, it is recommended that parents are responsible for providing the following:

1. Time for students to complete homework;
2. A place for students to complete homework;
3. The basic materials needed;
4. The expectation for homework to be completed;
5. The supervision necessary to ensure successful completion of homework.
6. Information to the teacher about homework questions or concerns, and feedback regarding the quantity and difficulty of homework.

Playground Games at Ladera

HANDBALL AREA

Games commonly played in the handball area:

Rotation Handball, Handball, Survivor, Lineup's

Basic rules for this area:

Play stops and the violator takes his place at the end of the line when one of the following violations is committed:

- A "good" serve is not made in 2 trials; First (Good Serve - meaning the other player can hit it. Should not go over other player's head or be too low.)
- The ball is hit after it bounces twice.
- The ball lands outside the court boundaries; balls which land on the line are good.
- A player interferes with the play of an opponent.
- A player is hit by the ball.
- A player pretends to hit the ball.
- Ball may not be hit more than once. Game of Survivor – last 3 players must hit in rotation.

FOUR SQUARE AREAS

Basic rules for this area:

The player is out (or down) if one of the following violations is committed:

- The ball lands on a line or out of the court.
- The ball is hit with the fist (open or flat hand only).
- The player momentarily holds the ball ("Stickies").
- The ball is made to bounce over the intended receiver's head; the player who hit the ball is out.



If 3 or more players are waiting in line for a turn, the player who commits a violation goes to the end of the waiting line.

DODGE BALL

Played on basketball court with two (2) teams (divided by centerline).

- ONLY dodge ball to be used.
- Ball is thrown at opposing team.
- If player is hit, he then goes to OPPOSITE side of court. (Not to side of the court.)
- There are NO saves.
- Only the goalie can return to the game. Players that get out, stay out until the next game.
- Game is played until 2 players from either team are left.
- A hit is a hit, you are out if the ball hits you.
- No squatting or lying down on the court.

TETHERBALL AREA

Basic rules for this area:

- When two players monopolize play, the players in line may count 25 total hits between the two who are up. After 25 hits, the players are down and new players take their places.
- When one of the following violations is committed, play stops and the game is forfeited to the opponent:
 - Holding or catching the ball during play.
 - Touching the pole.



- Hitting or catching the rope.
- Stepping inside the neutral zone.

TWO TOUCH (or ONE TOUCH) KICK BALL

Upper Playground: (2 players only)

- Must be played against hand ball courts or wired fenced back stops.
- Player is out if:
 - The ball rebounds and hits the kicker.
 - The ball is kicked more than 2 times.

Lower Playground: (2 players only)

- The ball is kicked onto grass.
- The ball goes past the #12.
- The ball goes over top of wall.

Redo's

- Someone other than players interferes with ball.

BASKETBALL

- Maximum of five per team (half court); seven per team (full court)
- No backcourt press
- Two on a ball, out of bounds – switch off out of bounds
- No free throws for fouls
- No hanging on basketball hoops
- If someone is deliberately tripped, the one who tripped him/her is out of game



KNOCK OUT

Objective – Practice shooting skills in a relay format making a basket before their opponent.

- The game is played with two basketballs.
- Players line up in a single file line behind the free throw line.
- The 1st player shoots a free throw from the free throw line. If they make the shot, they retrieve the ball and pass it to the next person in line. If they miss the shot, they retrieve the ball and shoot from there. They continue to shoot until they make the shot or their opponent makes a basket. Once they make the shot or are eliminated, they two hand bounce pass the ball to the next person in line.
- When a player is eliminated (their opponent makes a basket before they do), they stand to the side and wait until the game is over.
- Final Two – The winner is the first person to make two shots in the final pairing.

Note: Any student intentionally hitting his/her opponent's ball will automatically be out.

PRIMARY APPARATUS

Horizontal Ladder

Children are not permitted to:

- Stand, walk, or sit on top of the ladder.
- Travel in the opposite direction from other players.

- Jump from one rung to another, that is, have both hands off at the same time.
- Be under or near the sides of the ladder while anyone is using the apparatus.

Climbing Equipment

One hand and one foot should be on the apparatus at all times. Children are not permitted to:

- Hang by one hand only.
- Jump from any part of the apparatus.
- Grasp or shove others.
- Hang by the knees.

5/20/10 (Games updated and revised with the assistance of students and staff.)