

CORNELLELEMENTARY SCHOOL PARENT & STUDENT HANDBOOK

2016-2017



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Heather Duncan, Principal
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We are becoming life-long learners who are independent, cooperative, responsible and productive citizens in our diverse society. We will:

- Be kind and respectful to others
- Be safe at work and play
- Be good learners
- Be good caretakers of our school.

Dear Parents,

I want to extend my wishes for all new and returning families to have a wonderful year filled with social and academic learning. Certainly, it is a privilege to be a staff member, student, and/or parent at Cornell. This school year promises to be student-centered with a focus on the academic, social, emotional, and physical needs of your child. As educational partners, we will make a positive contribution toward the success of each Cornell student. Always remember that our goal is to keep the well being of our students in the forefront of our minds. With our eyes on them, together we will always make the best choices and decisions for their continued success.

Mrs. Duncan, Principal

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SCHOOL SCHEDULE

Office Hours: 8 am – 3:30 pm

Office Phone: 558-3700

24 Hour Attendance Line: 558-3701

First Five Days of School (August 29- Sept.2)

Kindergarten 1st-3rd Grade

8:30 am – 1 pm 8:30 am – 1:45 pm

Staggered Reading Program (Early Bird/Late Bird Schedule) -- Begins Monday, August 29th

STAGGERED READING SCHEDULE:

Kindergarten Early Bird/Late Bird Schedule:

Early Birds: 8:30 am-1 pm Late Birds: 9:30 am-2 pm

1st-3rd Grade Early Bird/Late Bird Schedule:

Early Birds: 8:30 am-1:55 pm Late Birds: 9:40 am-3:05 pm

Every Wednesday is shortened day schedule (not Kinder):

No change to Kindergarten schedule

1st -3rd grades - 8:30 am-1:45 pm

4th-5th grades - 8:30 am-1:40 pm

The staggered schedule allows for optimal small group instruction in grades K-3. It gives teachers the opportunity to work with the children in small groups for an hour at the beginning and the end of each day. Language arts instruction takes place during that time, giving children a smaller setting in which to read, discuss, and write. Each Early Bird/Late Bird group is balanced with students with mixed reading levels.

Grades 4 & 5:

8:30 am – 3:05 pm Mon, Tues, Thurs, Fri

8:30 am – 1:40 pm Wed

Adjusted Schedule (Shortened) Days for 1st-5th Grades

Early dismissal times on Wednesdays are used by the teaching faculty for staff development and planning meetings. In addition to Wednesdays, some other days are also adjusted schedule days. On these days, 1st-5th graders arrive at 8:30 am and are dismissed at 1:40 pm (4th & 5th grades) or 1:45 pm (1st-3rd grades).

Kindergartners maintain their regular schedule every day. In addition to Wednesdays, these are the additional dates with the minimum day schedule:

- All Parent Conference Days – November 8-22 & March 7-16
- Day before Winter Break – Friday, December 16
- Last Day of School – Friday, June 16

Staff Professional Development Days

There are two non-student days when our teaching faculty receives professional development. This school year, these days are:

- Friday, October 14
- Friday, March 17

Other Important Dates to Remember

Back to School Night – Thursday, September 15

Open House – Thursday, May 25, 2017

CORNELL SCHOOL DAILY SCHEDULE

Kindergarten

8:30-9:30am	Early Bird Reading (8:30am Arrival – Early Birds)
9:30-11:05am	All Students (9:30 am Arrival – Late Birds)
11:05-11:50am	Lunch
11:50 am--1pm	All Students (1pm Dismissal – Early Birds)
1:00-2:00 pm	Late Bird Reading (2pm Dismissal – Late Birds)

1st-3rd Grade

8:30-9:30 am	Early Bird Reading (8:30 am Arrival – Early Birds)
9:30-9:40 am	Recess (9:40 am Arrival – Late Birds)
10:55-11:05 am	Snack Recess
12:10-12:55 pm	Lunch
1:55-2:05 pm	Recess (1:55 pm Dismissal – Early Birds)
2:05-3:05 pm	Late Bird Reading (3:05 pm Dismissal – Late Birds)

4th & 5th Grade

8:30 am	Arrival for All Students
10:30-10:45 am	Snack Recess
11:45 am-12:30 pm	Lunch
1:40-1:50 pm	Recess
3:05 pm	Dismissal for All Students

Wednesday Schedule

1 st -3 rd Grade	8:30am-1:45pm (All Students)
4 th & 5 th Grade	8:30am-1:40pm (All Students)
Kindergarten	No Change in Daily Schedule

Kindergarten Lunch

11:05-11:50 am

11:05-11:20 am – Play
11:20-11:50 am – Eat

1st-3rd Grade Lunch

12:10-12:55 pm

12:10-12:30 pm – Play
12:30-12:55 pm – Eat

4th & 5th Grade Lunch

11:45am-12:30 pm

11:45am-12:10 – Play
12:10pm-12:30pm – Eat

Playground Supervision

The playground is supervised beginning at 8:15 am, and students are not allowed to come on campus until then. 1st-3rd grade students who are Late Birds should not come to school before the 9:30 am recess, because there is no supervision before that time. Also, there is no supervision after 1:55pm and 3:05 pm. At 3:15pm, the playground becomes a community space and parents need to offer supervision for their children. Without this supervision in place, students are expected to leave the school grounds immediately after dismissal. Finally, all kindergarteners must be escorted to school and supervised until class starts. They also need to be picked up at the classroom door at dismissal. We appreciate your cooperation

adhering to these guidelines and helping to maintain our student safety before and after school.

“Walk your Wheels”

Students and adults are welcome to ride bikes, skateboards, scooters, etc... to and from school and for the safety of all please walk these modes of transportation on campus between the hours of 8:15-3:15. ATTENDANCE

Reporting Absences

Parents or legal guardians must notify the school of their child’s absence(s) on the day(s) of the absence(s). This applies to both full and partial day absences. Reporting absences can be accomplished by any of the following means:

Parents or legal guardians must notify the school of their child’s absence(s) on the day(s) of the absence(s). This applies to both full and partial day absences. Reporting absences can be accomplished by any of the following means:

- Call our 24-hour Attendance Line 558-3701
- Provide a written note to office personnel

Reasons for Absence

The California Education Code defines the following types of absences:

- Excused Absence** -- Absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law, Board policy and administration regulations. All absences must be verified by a parental note or phone call. In as much as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non---school hours.
- Unexcused Absence** -- Absences for any reason not delineated above, including truancy, are considered unexcused absences.

Tardies

Thank you for ensuring that your child arrives at school on time. We have found that when a child arrives late at school, the student misses the important first minutes of the teaching day when the class comes together as a group and instruction begins. Missing this time can have a negative effect on a student's entire day. If a student is late school, the child must pick up a late slip from the office before going to class. Finally, tardies can subject a student to be classified as truant.

Truancy

Students are expected to attend school and be on time each day school is in session. **Three unexcused absences or tardiness in excess of 30 minutes each must be reported to the State as truancy.** A letter will be sent to parents and a copy will be kept in the child's records. Further attendance problems will be referred to the District Student Attendance Review Board (SARB), which determines next to remedy the situation.

Transfers

If your family moves away from Albany and your child will be transferring to a new school, please notify the office as to what the last day of attendance at Cornell will be. We will ensure that your child’s records are sent to the new school.

Inter-district Transfers

Students who do not live in Albany but who are interested in attending a school in Albany must apply to their district of residence for an inter-district transfer. Because of space limitations in our schools, inter-district transfer requests are approved by the Superintendent on a limited basis. In order to maintain a space in Albany schools, all out-of-district students must exhibit excellent attendance, good grades, and proper student conduct.

BACK TO SCHOOL NIGHT & OPEN HOUSE

Back to School Night

Each fall, we host Back to School Night with your child's teacher to provide information on the classroom program and the expectations for the school year. This is a **parent-only event**, and we appreciate you making arrangements for your children. This school year, Back to School Night is scheduled for Thursday, September 15.

Open House

Each spring, we host an Open House & Science Investigations Fair for your child to share their learning and projects done throughout the year. Children and siblings are welcome to come to Open House, but must be supervised. This school year, Open House is scheduled for Thursday, May 25.

BEFORE & AFTER SCHOOL/CHILDCARE PROGRAMS

Fee-based childcare and some after-school enrichment classes are provided by these organizations:

City of Albany
Friendship Club
1331 Portland Ave., Albany
(510) 559-7220-Brad
Grades 1-5 PM Only
Pickup at Cornell

Rising Sun Montessori Preschool
1089 San Pablo Ave. Albany
510-528-6041-Carolina
Ages: 5-6
Pickup at Cornell

Albany YMCA (Kids' Club)
921 Kains Avenue
(510) 525-1130-Felicia
Grades K-5 AM & PM
Pickup at Cornell

Creative Play Center
1151 Portland Avenue, Albany
(510) 524-9399-Erika
Grades K-5 PM Only
Pickup at Cornell

Berkeley/Richmond
Jewish Community Center
1414 Walnut Ave., Berkeley
(510) 848-0237-Ext. 130
Pickup at Cornell

Classroom Matters
2436 Sacramento St., Berkeley
(510) 684-8821-Tatiana
www.classroommatters.com
Pickup at Cornell

Please keep the school informed of your child's before-school and after-school childcare arrangements/changes. Also, make sure your child is aware of their after-school plan. If plans change, a note should be brought to the office and teacher so we know who has permission to pick up your child. Thank you for arranging play dates and carools in advance.

COMMUNICATION --- HOME & SCHOOL

Communication With Parents

Communication between parents, teachers, and other school personnel is essential to ensuring that your child has a successful educational program. Examples of communication include Back to School Night, teacher---parent conferences, telephone discussions, notes, letters, emails, school visits, and report cards, weekly e-pinkie sent each Friday.

We also send home a weekly emailed newsletter, PTA flyers, and printed materials from the District Office. Please read all material sent home with your child. This information is often posted on the Albany Unified School District website at www.ausdk12.org and the Cornell website at www.cornell.ausdk12.org. To get regular emails with important information from school, please consider signing up to for the Cornell Etree. Sign up by going to the PTA website at www.cornellpta.org. Select the "E-Tree Groups Discussion" tab on the top right of the page and follow the instructions.

Parent-Teacher Conferences

We offer conferences for all parents in the fall. Spring conferences are scheduled at the teachers' discretion. If you would like another conference with your child's teacher, contact him/her to schedule a time that is convenient for both of you. This year, fall conferences are tentatively scheduled the two weeks before Thanksgiving (November 08-22) and spring conferences are scheduled for March 9-16. The conference schedule is an adjusted schedule:

- Grades 1-3 (8:30 am-1:45 pm)
- Grades 4-5 (8:30 am-1:40 pm)
- Kindergarten schedule remains the same throughout the year

Report Cards

Report cards are handed out at parent-teacher conferences in the fall, when your child's schoolwork is discussed. Report cards for the second trimester are either handed out at spring conferences or are sent home with students. Final report cards are sent home with students on the last day of school.

Homework

We believe that homework is an essential part of a child's daily academic experience. It serves many purposes:

- Provides daily practice and extension of concepts taught in the classroom
- Provides daily reading practice to build child's fluency, comprehension, confidence, and interest in reading
- Prepares students for upcoming classroom learning
- Establishes good study habits and helps students learn different strategies to study for a quiz/test
- Allows parents to be involved in their child's learning
- Informs parents about what's happening in the classroom and helps them gauge their child's understanding

Teachers design homework to complement the classroom studies, and it can be expected at all grade levels. In addition to the work that teachers assign, students should also read a minimum of 20 minutes each day.

We plan daily homework to take these approximate times at each grade:

- Kinder—5-10 min/night
- 1st grade – 10 min/night
- 2nd grade – 20 min/night
- 3rd grade –30 min/night
- 4th grade – 40 min/night
- 5th grade – 50 min/night

Helping Your Child's School Progress

Perhaps the most important way you can help your child is reading to or with your child for at least 20 minutes every day, seeing that homework is completed, helping to keep schoolwork organized, providing a quiet place for him or her to work at home, and by becoming actively involved as your child works on homework. Children thrive with the support and interest in their schoolwork and value your recognition of their academic growth.

CONDUCT & SCHOOL RULES

Staff Responsibility & Beliefs on Student Behavior

- All students have a right to be happy, to be safe, and to be learners.
- Our students want to contribute positively to our school. All students want to do well, be respectful, demonstrate responsibility and integrity, and value their learning.
- We have high expectations for students' behavior, and we hold children accountable for their behavior.
- It's important that students know that we care for them, they can trust us, they feel comfortable talking to adults and we will listen, and we will take seriously students' concerns. We address students with kindness and sincerity.
- We build relationships with our students and show that we care about them and believe in them.
- We model using respectful language with each other and our students and forming positive interactions.

School Rules

We believe that every student has a right to a safe and happy learning environment. Our school rules are written to insure safety and respect for all children, and to promote the ability to solve differences peacefully. **The Big Three Rules** incorporate all of the specific rules and they serve as the overall guidelines for expected student conduct.

Be safe.

Be respectful.

Be responsible.

CORNELL SCHOOL-WIDE EXPECTATIONS

Area	Be Safe	Be Respectful	Be Responsible
All areas	<ul style="list-style-type: none"> <input type="checkbox"/> Keep hands, feet, and objects to yourself. <input type="checkbox"/> Use all materials and equipment appropriately. <input type="checkbox"/> Walk in single file lines. <input type="checkbox"/> Always walk when indoors. 	<ul style="list-style-type: none"> <input type="checkbox"/> Use inside voices when indoors. <input type="checkbox"/> Use kind words and actions. <input type="checkbox"/> Wait for your turn. <input type="checkbox"/> Clean up after yourself. <input type="checkbox"/> Use attentive listening. 	<ul style="list-style-type: none"> <input type="checkbox"/> Be ready to learn. Be on time. <input type="checkbox"/> Be helpful. <input type="checkbox"/> Follow directions the first time. <input type="checkbox"/> Show a positive attitude. <input type="checkbox"/> Be honest. <input type="checkbox"/> Take care of materials. <input type="checkbox"/> Do your best work.
Classroom	<ul style="list-style-type: none"> <input type="checkbox"/> Push in your chair. <input type="checkbox"/> Store backpacks safely. <input type="checkbox"/> Line up appropriately. <input type="checkbox"/> Walk. 	<ul style="list-style-type: none"> <input type="checkbox"/> Include everyone. <input type="checkbox"/> Share materials. <input type="checkbox"/> Be open to differences. <input type="checkbox"/> Work quietly so students can concentrate. <input type="checkbox"/> Raise hand before sharing. 	<ul style="list-style-type: none"> <input type="checkbox"/> Listen to the speaker. <input type="checkbox"/> Raise your hand to speak. <input type="checkbox"/> Take turns. <input type="checkbox"/> Keep the classroom clean. <input type="checkbox"/> Participate in class and group work.
Cafeteria/ Eating Areas	<ul style="list-style-type: none"> <input type="checkbox"/> Clean hands before eating. <input type="checkbox"/> Sit with feet on the floor, bottom on bench, and face table. <input type="checkbox"/> Focus on eating. <input type="checkbox"/> Be calm. 	<ul style="list-style-type: none"> <input type="checkbox"/> Allow anyone from your class to sit next to you. <input type="checkbox"/> Use quiet voices. <input type="checkbox"/> Use eating manners. <input type="checkbox"/> Remain seated until dismissed. <input type="checkbox"/> Raise a quiet hand for dismissal. (1st---3rd grade students) 	<ul style="list-style-type: none"> <input type="checkbox"/> Clean up after yourself. <input type="checkbox"/> Eat your own lunch. <input type="checkbox"/> Put waste in appropriate bin (compost, recycling, or trash).

Area	Be Safe	Be Respectful	Be Responsible
Hallways & Stairs	<input type="checkbox"/> Walk on the stairs and in hallways. <input type="checkbox"/> Stay in your class line, single file. <input type="checkbox"/> Be aware of yellow lines on floor. <input type="checkbox"/> Stay out of halls at lunch. <input type="checkbox"/> Allow others to pass. <input type="checkbox"/> Use handrails on stairs. <input type="checkbox"/> Take one stair at a time.	<input type="checkbox"/> Hold the door open for the person behind you. <input type="checkbox"/> Walk with shoulders facing forward. <input type="checkbox"/> Use quiet feet. <input type="checkbox"/> Keep hands and feet to self.	<input type="checkbox"/> Walk quietly. Help other classrooms stay focused on work. <input type="checkbox"/> Keep our hallways clean. <input type="checkbox"/> Pick up litter and supplies left on floor.
Bathrooms	<input type="checkbox"/> Flush the toilet. <input type="checkbox"/> Wash hands. <input type="checkbox"/> Keep water in sink.	<input type="checkbox"/> Knock on stall door. <input type="checkbox"/> Give people privacy. <input type="checkbox"/> Use quiet voices.	<input type="checkbox"/> Use bathrooms for using the toilet or washing hands only. <input type="checkbox"/> Leave when you are done. <input type="checkbox"/> Socialize outside the bathroom at recess. <input type="checkbox"/> Use bathroom pass during class.
Playground	<input type="checkbox"/> Move safely to and from playground. <input type="checkbox"/> Stay within boundaries. <input type="checkbox"/> Be aware of activities and games around you. <input type="checkbox"/> Drink water and use bathroom before the bell.	<input type="checkbox"/> Play fairly. <input type="checkbox"/> Include everyone. <input type="checkbox"/> Cooperate with yard duty adults. <input type="checkbox"/> Solve problems peacefully (using Conflict Managers) <input type="checkbox"/> Use appropriate words and actions. <input type="checkbox"/> Share equipment. <input type="checkbox"/> Be a good sport.	<input type="checkbox"/> Follow Peaceful Playground rules. <input type="checkbox"/> Listen to adults when they talk to you. <input type="checkbox"/> Follow directions the first time. <input type="checkbox"/> Ask for help when you need it.
Lawn	<input type="checkbox"/> Use rocks for seating only. <input type="checkbox"/> Walk on the grass.	<input type="checkbox"/> Clean up after yourself. <input type="checkbox"/> Treat plants with care.	<input type="checkbox"/> Pick up all trash and place it in its appropriate bin.
Office	<input type="checkbox"/> Stay behind counter and wait for help. <input type="checkbox"/> After school, report to office if no one picks you up.	<input type="checkbox"/> Use quiet voices.	<input type="checkbox"/> Quietly wait your turn. <input type="checkbox"/> Come to the office only when needed. Look for adult help first. <input type="checkbox"/> Be ready to explain why you're there. <input type="checkbox"/> Complete work quietly.
Assemblies	<input type="checkbox"/> Follow your teacher's directions. <input type="checkbox"/> Use a single file line when entering and exiting. <input type="checkbox"/> Walk calmly inside multipurpose room.	<input type="checkbox"/> Sit on bottom. <input type="checkbox"/> Listen attentively to presenter. <input type="checkbox"/> Participate and clap, when appropriate. <input type="checkbox"/> Use quiet voices when waiting for assembly to begin.	<input type="checkbox"/> Focus attention on presenter. <input type="checkbox"/> Raise hand to speak.
Library	<input type="checkbox"/> Walk at all times.	<input type="checkbox"/> Listen attentively. <input type="checkbox"/> Raise hand when you want to speak. <input type="checkbox"/> Treat books with care. <input type="checkbox"/> Use inside voices.	<input type="checkbox"/> Look for books quietly. <input type="checkbox"/> Use space saver to put books away appropriately. <input type="checkbox"/> Bring books back on time.

Conflict Manager Program

Our staff has studied ways to offer the most effective environment for learning on our campus. We have especially looked for ways to encourage children to be more kind and respectful toward their classmates in their words and actions, and to play cooperatively on our playground. Each classroom at Cornell has systems in place that encourage positive behavior and offers students the skills needed for self-discipline. We have a Conflict Manager program in which 3rd, 4th and 5th grade students are trained to help other children resolve their own conflicts with a minimum of adult intervention. This system encourages all students to behave in a positive and cooperative way in classes and on the playground.

School Climate

All students are expected to:

- Use peaceful problem-solving techniques to resolve conflicts. Physical aggression, such as fighting, tackling, pushing, and wrestling is not allowed.

- Be respectful to others. Put downs, name-calling, and swearing are not acceptable.
- Help maintain a non-violent campus. No weapons, toy or real, are not allowed at school.
- Move safely through the hallways and on the stairs. Running is not allowed indoors.

Arrival, Dismissal and Recess

- All students are expected to be in class on time.
- School begins at 8:30 am for 4th-5th grade/Early Bird students. Students may begin arriving at 8:15 am if their school day begins at 8:30 am. Late Bird students may begin arriving at 9:30 am.
- Students should leave the school grounds as soon as they are dismissed.
- Students should be outside on the playground or in the library before and after school, during recesses, and during lunch. Students are not allowed in the hallways during these times.

Care of Property

Students are expected to:

- Leave all personal belongings (toys, balls, music players, electronic devices etc.) at home.
- Keep cell phones in backpacks (turned off).
- Respect school property and the property of others. Stealing/damaging property is not allowed.
- Bicycles and scooters are parked and locked in bike racks.
- Leave skateboards at home. We have no place to store these items at Cornell.

Playground Rules

With Cornell's goal to maintain a peaceful playground in mind, students are expected to:

- Play games fairly, by the rules, and without disruption, following all rules in the *Peaceful Playground* handbook (located in the appendix and on the Cornell website).
- Play safely on the play structure by walking, not running, on the structure and the red mat. Tag and chase games are not allowed on the structure.
- Keep wood chips in planting areas.
- Listen to and respect all adults who are supervising on the yard.
- Eat food only at picnic tables, benches, or steps when allowed by the school staff. Candy and gum are not allowed at school.
- Help take care of the yard by placing all litter in garbage containers and dispose of waste properly in a trashcan, recycling bin, or compost bin.
- Walk quietly on campus, Especially the halls, quiet after lining up
- Feet on the ground please: Outside of the play structure, no climbing on fence, trees, gates, tables, benches, railings, containers

KEEPING CAMPUS CLEAR AND QUIET FOR LEARNING Campus is a learning zone from 8:30 -3:05. We're asking you to respect that the playground is not a visiting or play area during instructional times. Often families appreciate having the opportunity to stay on campus to wait before late birds arrive at 9:40 or before late birds are dismissed at 1:00 for Kindergarten or 1:55 for grades 1-3. If you are here waiting during these times, please respect our learning zones and wait under the shade structure. If you have children with you, please keep them close by you and we ask that they are respectful of campus rules during this time i.e. no biking, skateboarding or scooters and please no climbing on structures or trees and fencing.

For 'old' Kindergarten yard on Talbot Ave, we ask that families respect the school hours of 8:30-3:05. Please respect the quiet time for learning during these hours if you are here watching your child play and the guidelines below as well:

- No walking on the wall
- Please keep shoes on at all times
- Please keep noise down so that learning is not disrupted
- No climbing trees or the shed
- No walking on the play structure tunnel, regardless of child's age

DISCIPLINE

Purpose of Discipline

Discipline educates the child about the impact of his/her actions, influences future decisions, and attempts to prevent incidents from being recurrent as much as possible. It's based on our principles (Big Three Rules -- Be safe, Be respectful, and Be responsible) as well as core values and beliefs.

Consequences For Breaking A Rule

If a student chooses to break a rule, it may be handled in one of the following ways depending on the severity of the offense:

- Student talks about what has occurred with members of the conflict resolution teams.
- Student discusses what has happened with a staff member and the other student(s) involved.
- Student makes restitution by helping the person who has been inconvenienced, or participates in community service.
- Student is denied a privilege (i.e the student misses a recess).
- Student's parents are contacted.
- Student conference is held with parent, teacher, and/or principal.
- Additional consequences may follow.

GENERAL SCHOOL GUIDELINES

Cell Phones

Students are allowed to use the school telephone when it is necessary. We urge you to make after--- school arrangements with your child before he/she leaves for school. Please only send a cell phone with your child if absolutely necessary. All cell phones must be turned off during the school day and can't be visible at any point during the school day. If a student uses a cell phone during the school day, the phone will be confiscated and the child's parent will be required to pick it up. Following dismissal, cell phones are allowed to be used near the picnic tables outside the multipurpose room, in the office, or at the entrances to the school.

Dress Code

The purpose of this policy is to provide guidance for parents and students for school attire. Students should dress appropriately for freedom of movement and safety on the playground and during physical education. Clothes that are distracting or disrupt the educational process are not allowed. Clothing should be not too tight or too loose.

Students need to wear sensible, low---heeled shoes. Close---toed athletic shoes are the safest footwear for all of our students. Hats can be worn outside only. When inside, hats are to be kept in backpacks or desks.

Students may not wear:

- Sleeveless shirts with shoulder straps less than two---inches wide, halter---tops or crop tops which reveal the midriff.
- Short shorts, short skirts or short dresses that fail to reach the tips of fingertips when arms rest at sides.
- Flip flop type sandals or open toed shoes
- Make---up, unless there is a special circumstance related to a performance or event.

If there is any question, staff discretion will be the standard followed. Those dressed inappropriately will be asked to change or cover up with another garment.

Field Trips

At Cornell, we recognize the importance of out-of-classroom learning experiences and encourage

Revised 9-20-16

educational study trips. Parents are often requested to assist with providing transportation for class field trips throughout the year. All parents interested in volunteering as field trip drivers must adhere to the District volunteer guidelines and have a completed transportation form in the office, which includes a copy of your DMV driving record, driver's license, vehicle registration, and insurance. A new transportation form and attachments must be filled out each school year. Parents attending field trips must leave small children at home while driving and/or chaperoning on school trips.

Lice Policy

If a student is found with active, adult head lice, he/she will need to be picked up from school. We will provide information about recommended treatment procedures and information about preventing lice. The student will be allowed to return to school the next day and will be checked by the school office staff before returning to class. Once he/she is determined to be free of live lice, the student shall be rechecked periodically for up to six weeks. Parents of students in the class of the infected student will be notified.

Because head lice are so prevalent in our area, we recommend that you periodically check your child's head for lice.

Lost & Found

Please mark your child's name in/on coats, hats, sweaters, lunch boxes, water bottles, and anything else that your child regularly brings to school. Please check the lost and found box periodically for any lost items. Our lost and found items are donated to a local charity twice each school year.

Personal Property

To avoid loss and distraction to instruction, we do not allow the students to bring toys, electronic devices, or play equipment from home. School balls are available during the recesses, and quiet games are also available to the students.

School Materials

All textbooks, workbooks and library books are purchased by the Albany Unified School District for student use. If a student loses or destroys a book or workbook, he/she will be charged with the replacement cost. Some materials have recently greatly increased in price, and many items are impossible to replace. Please remind your child to be responsible with school property.

HEALTH & SAFETY

Procedures for Students Leaving Campus

Children leaving campus before regular dismissal time must be signed out in the office by the person picking up the student. Office staff will call the classroom and ask that the child be sent to the office. For student safety, we ask that parents **do not** go directly to the classroom to pick up your child.

Street Crossing

For Cornell students, there is supervised street crossing at San Pablo & Marin, Talbot & Solano, and Talbot & Marin. The crossing guards are there between 8 am and 8:30 am, 9:20 am and 9:40, 11:45 am and 12 noon, 1:30 pm and 2:00 pm, and 2:40 pm and 3:20 pm daily.

Parents are urged to insist that your children use supervised crossings at all times. If you drive your children to school, please observe the following safety precautions:

- Drop your child off on the **SCHOOL SIDE** of the street on Talbot Avenue or Cornell Avenue. **DO NOT drop your child off across the street from school where he or she may try to cross the street in the middle of the block and may be injured by passing cars.**
- Pick up your child on the **SCHOOL SIDE** on Talbot Avenue or Cornell Avenue. Observe the same precautions.

- Please do not stop in the middle of the street to let your child out.**

School Emergency Procedures

The school emergency procedures are practiced monthly at various times during the school day to ensure that students know what to do should a fire, earthquake, or other emergency occur during school hours. If a disaster occurs during school hours, students will be kept on the school site until picked up by a parent or responsible adult listed on the student's emergency form. It is very important that your child's important emergency information form is kept up to date in the office. Please let the office know immediately of any change in address, job, phone numbers, email addresses, and medical information. This is important not only in the case of an emergency, but also if your child become ill or has an accident.

Injury Procedures

In case of serious injury at school, the following emergency procedures are followed:

- Parents are called.
- If we are unable to reach parents, other numbers listed on the emergency form are called.
- Based on seriousness of injury or emergency, 911 will be called. The medical professionals will determine if the child needs attention at a medical facility and/or ambulance transport.

Please note that in cases of most emergencies, children cannot be treated without parent consent.

Taking Medicine

If your child needs to take medication during school hours, we must be informed, and you must fill out a form for this purpose, which we have in the office. Your child can then come to the office and take the medicine. We cannot allow children to take medication on their own without adult supervision at school.

Inhalers may be kept by children in grades 3 and above, or below with doctor's approval. We do ask for an additional inhaler in the office for your child's use, when needed. Illness Guidelines

When your child appears overly fatigued or shows symptoms of illness in the morning, he or she should be kept home. If a child seems overly fatigued or ill later in the day, his or her parent will be called.

We will also call home if a child has a persistent temperature of 99.8 degrees Fahrenheit. Please plan to pick up children who are sick from the school office. We are unable to provide care for children who become sick at school. A child should be kept out of school at least three days after the onset of a serious cold or cough. In general, **a child must be free of fever for 24 hours before returning to class.** If your child will be ill for several days, please make arrangements for getting schoolwork/homework so your child can keep pace with the class.

If your child has been exposed to a communicable disease, please inform the school immediately so incubation and isolation dates may be verified and health needs of all children protected.

Communicable diseases include chicken pox, diphtheria, German measles, measles, mumps, polio, whooping cough, ringworm, impetigo, scabies, pink-eye and pediculosis capitis (head lice). We will send home a letter if a student in your child's classroom has contracted one of these illnesses.

If your child has allergic reactions to any foods or other substances, bee stings, etc., or other health problems, they must be noted on the Emergency Form turned into the office. If there are any special circumstances regarding your child's health, please notify the office.

Upon school entrance, each child must present evidence of being properly immunized against diphtheria, pertussis, tetanus, polio and measles, mumps and rubella. Immunization for Hepatitis B is also required for kindergartners and first graders. Parents are reminded that each child entering first grade must show evidence of a physical examination within the past 18 months.

LUNCH INFORMATION

Lunch Payment

Lunches cost \$4.00, which includes milk, entrée, as well as fruit and vegetables at the garden bar. Milk may be purchased a la carte for \$.50 each.

To purchase lunches or milk, you may do one of two things:

- 1) Go to the Cornell Elementary School website (<http://cornell.ausdk12.org/>). On the left hand side, click "Food Services," and then click "Pre-Payment Options."
- 2) Write a check payable to Albany Unified School District. Fill out a lunch envelope and drop it into the black metal box on the front counter in the office. (Pre-printed lunch/milk envelopes are available in the office.) If you do not have a pre-printed envelope, please print your child's full name, room number, and amount enclosed. Please remember to seal the envelope. These envelopes will be forwarded to the Food Service Department, where the information on the envelope will serve as a record of your payment. Please call the food service department with any questions regarding payments or account balances at 558-2607.

Students who have previously qualified for free or reduced cost lunch need to return forms on a yearly basis to qualify again for each new school year. The form must be returned to the office as quickly as possible to assure that your free and reduced status can transition smoothly to the new school year. To apply for Free and Reduced Lunch please visit our school website at <http://cornell.ausdk12.org/>. On the left hand side, click "FREE AND REDUCED".

Lunch Charges

Albany Unified School District Board Policy does not allow students to "charge" for their lunch. Student with a zero or negative balance in their account will be provided an alternative meal of a cheese sandwich, garden bar and milk at no cost.

SPECIAL PROGRAMS AND SUPPORT SERVICES

Parent-Teacher Association (PTA)

Cornell School has a self-governing and highly active Parent-Teacher Association (PTA). This group of parents seeks to facilitate Cornell families maintaining a close relationship with the school. A primary goal of the PTA is to work cooperatively with the teachers and school staff to support the education of our children. The PTA provides many services to the school in the areas of school service, parent education, and fundraising. In recent years, the PTA has also provided funding for supplementary programs such as assemblies, instructional materials, technology, site enhancements, as well as support for classrooms and the library. The PTA also sponsors parent education meetings. Parents are urged to attend PTA meetings for information, discussion of curriculum and programs at Cornell, and for brainstorming and collaboration.

Cornell PTA Board

Lucy Chen – President	president@cornellpta.org
Rachael Stryker - Vice President	events@cornellpta.org
Natascha Puchner - Doppler Vice President	vpvolunteers@cornellpta.org
Dan Nakahara – Treasurer	treasurer@cornellpta.org
Yun Wang – Secretary	secretary@cornellpta.org
Ben Silverman – Webmaster	webmaster@cornellpta.org

School Site Council

Cornell School receives state and federal funds so that all students make progress towards meeting grade level standards and have a positive and safe learning experience at school. Our School Site Council (SSC), composed of five staff members and five parents, meets monthly to plan for the use of these funds and

helps develop/monitor our site plan.

Student Success Team (SST)

Our Student Success Team (SST) meets weekly to discuss the needs about individual students. The purpose of the SST is to develop a plan that includes strategies to better support students who may be experiencing difficulties at school or at home. The SST is composed of support services specialists, the child's classroom teacher, the principal, and parents of the child being discussed.

Resource Specialist

Our Resource Specialist provides individual and small group instruction to students who have learning difficulties. The Resource Specialist designs individualized programs in the area of math and language arts. In addition, the Resource Specialist coordinates the student's educational program, consults with classroom teachers, and facilitates Individual Education Plan (IEP) meetings.

Reading Intervention Specialist

Our Reading Specialist serves Cornell in a variety of ways. Small group instruction is provided in the Reading Lab for students who are in need of additional reading/writing support. The Reading Intervention Specialist maintains a collection of reading materials in the Reading Lab for circulation among the classroom teachers to reinforce their reading programs, as well as for use in the Reading Lab. The Specialist is available to interested parents for discussion or information about reading instruction in the school, and to check out materials in the Reading Lab for reading with children at home. The Specialist identifies reading difficulties that children are having and recommends instructional strategies to better support these students.

Speech/Language Specialist

Our Speech and Language Specialist provides services for students in the areas of articulation, voice, hearing, fluency, and language. Students may be referred by parents or teachers if the child's speech calls undue attention to itself or interferes with their communication. Students may also be referred if their ability to use or understand language interferes with their ability to work in the regular classroom.

Special Day Classes

Students in this program spend a portion or all of their day with special education assistance, either in a self-contained classroom and/or in the general education classroom. This program is coordinated by Special Education Specialists.

English Language Development

Our English Language Development program provides small group language instruction, in-classroom support, and systematic monitoring of English Language Learners. The small group language instruction provides systematic vocabulary building, the acquisition of accurate speech patterns, and the extension of oral language skills to reading and writing. All teachers are trained to support English Language Learners in the classroom and will consult with the ELD specialists as needed to provide each student with the support necessary for each student. All English Language Learners are assessed annually using the California English Language Development Test (CELDT). This test is one of the many tools that monitor students' progress towards English fluency.

Library

Cornell School is fortunate to have an extensive children's library with an excellent collection of picture books, fiction, non-fiction, reference books and magazines. A collection of reference books for teachers and parents is always being updated. We have a full-time librarian who provides class instruction and supervises use of the library for all K-5 students. Children may check out books for one week at a time, and unfinished books may be renewed for an additional week. Responsibility for book care is emphasized. Parents will be charged for the replacement of lost books.

Physical Education Specialist

Our Physical Education Specialist provides P.E. instruction for all K-5 students. The program includes

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movement exploration, gross motor activities, rhythm and dance activities, as well as introduction to games, team and individual sports, and physical fitness. 1st-5th grade students receive 1 hour each week (2 half-hour sessions) with our P.E. Specialist. Classroom teachers of 1st-5th graders provide an additional 40 minutes of P.E. each week. Kindergarten students receive one half-hour session of P.E. each week with our P.E. Specialist.

Science Specialists

Our Elementary Science Specialists provide 4th and 5th grade classes with science instruction. These special classes, which supplement the regular science instruction in each classroom, often involve hands-on experiments, and teach children the basic principles of scientific inquiry, as well as factual information in the earth, physical, and biological sciences.

Music Specialists

Our Music Specialists provide vocal/instrumental music instruction to all children in 1st through 5th grade students. Various groups of children participate in musical performances throughout the year for a variety of audiences.

SUPPORTING OUR SCHOOLS

We welcome your participation in our community. We believe that a partnership between home and school is essential to a child's success in school. You can participate in many ways:

SchoolCARE and Albany Education Foundation

These organizations offer critical support to Albany public schools. They are able to fund personnel, programs, and class enrichment projects that would not otherwise be available to your child.

Parent Teacher Association (PTA)

Our PTA is a vital part of Cornell. It allows our students to benefit from many activities that our students and families enjoy. You can help by becoming a member, participating in fundraising events, attending meetings, and volunteering your time to help lead a program or event.

Classroom and School Donations

We welcome and appreciate your donations. These donations are used for supplemental materials and to enrich your child's experience at Cornell. You can donate to your child's classroom by making a check payable to: Albany Unified School District, noting the teachers name at the bottom of the check, and giving the check to your child's teacher. You may also make a general donation to Cornell School, by giving a check to the office, payable to Albany Unified School District. This donation will be used to fund one of the initiatives that we are taking on this school year.

Classroom Volunteers

Volunteering in the classroom is a fulfilling and fun way to get involved at Cornell. Check with your child's teacher to find out how you can offer support in the classroom.

VISITORS & VOLUNTEER OPPORTUNITES

Visitors

For the safety of students and school staff, all visitors to our campus, including parent volunteers, are required to check in with the office, to sign in and out, and will be issued a visitor's badge.

Volunteers

Parents are a vital link in the child's success in school. We welcome your involvement and participation. Here are some possible ways of participating.

- Volunteer in the classroom

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- Chaperone on field trips and special events
- Help in the library
- Work on outdoor and classroom projects with the Cornell Crew
- Volunteer to help at PTA---sponsored events throughout the school year

We want to thank all of the volunteers who give your valuable time to the school. Your contribution is essential in the face of all the cuts to education that we have had to endure. The following are the requirements for volunteering:

REQUIREMENTS OF CLASSROOM VOLUNTEERS & FIELD TRIP CHAPERONES

- 1) Complete a Volunteer Application Form (Available in the office)
- 2) [Provide a Clear TB Test Result \(Taken within last 60 days\)](#)
- 3) Fingerprint Clearance from AUSD Approved Provider (AUSD will reimburse up to \$25 of the fee.)

VOLUNTEER DRIVER

- 1) Complete a Volunteer Application Form
- 2) [Provide a Clear TB Test Result \(taken within last 60 days\)](#)
- 3) Fingerprint Clearance from AUSD Approved Provider
- 4) Copy of Driver's License
- 5) Official individual Dept. of Motor Vehicle Driving Record
- 6) Copy of Current Insurance Policy Declaration Page
(Needs to show coverage dates and that minimum coverage under "Bodily Injury Liability" is at least \$300,000 per Occurrence, \$100,000 per person, and \$25,000 for property damage.)
- 7) Copy of Current Car Registration
- 8) Volunteer Driver Information Sheet and Declaration

Volunteer Applications and Volunteer Driver Information Sheet/Declaration are available in the office.

FINGERPRINTING

AUSD requires all volunteers to have finger printing prior to volunteering. Once finger printing has occurred, you will not need to repeat the finger printing process again. You may either come to our office to get a list of approved testing sites and a special form to take with you, or simply use the following service:

berkeleylivescan.com (fee \$25)

TB TESTING

AUSD requires all volunteers to have TB tests prior to volunteering. TB screening must take place within 60 days prior to volunteering; this screening will then last for up to four years. After four years, the TB screening must be done again.

Positive TB Test Results

If someone has a documented positive skin test that has been followed by an X-ray, a referral shall be made within 30 days of completion of the examination to the local health officer to determine the need for follow-up care. Those that have proof of a clear x-ray do not need to get another TB test. They can turn in the results of the clear x-ray.

POSSIBLE TB TESTING LOCATIONS

Check to see if your medical insurance carrier will cover TB Testing and X-rays (if needed). If TB testing is not covered, the following locations may be an option for you:

Albany Medical Group

1181 Solano Avenue
510-525-2400

Berkeley Public Health

830 University Avenue

Revised 9-20-16

510-981-5350

Berkeley Free Clinic—No Fee

Revised 9-20-16

2339 Durant Avenue (at Dana
Street) 510-548-2570
www.berkeleyfreeclinic.org

Tang Center (University Health Services) South side of Bancroft (University service)
2222 Bancroft Way
510-642-2000
<http://uhs.berkeley.edu>

CORNELL ELEMENTARY SCHOOL PEACEFUL PLAYGROUND HANDBOOK



920 Talbot
Avenue Albany,
CA 94706

Phone: 558-3700 • Fax: 559-5616

Absence Line: 558-3701

Website: cornell.ausdk12.org

Heather Duncan, Principal
hduncan@ausdk12.org

MISSION STATEMENT

It is the intention of Cornell School to provide a safe, nurturing and positive environment in which every student can attain academic and social success through the collaboration and commitment of our students, teachers, parents and community. The following big three rules will be required of all students:

- Be safe
- Be respectful
- Be responsible

LUNCH RULES

- Outside eating is only allowed between the cafeteria and the yellow line near the tetherball courts.
- Students must remain seated while eating.
- Students who purchase a school lunch must eat in the cafeteria.
- Students who bring a home lunch can purchase a milk, which can be taken outside.
- Students may only sit on the rocks (no climbing or jumping allowed).
- Students must walk out to the playground from cafeteria/outside eating area.
- All students will be asked to leave the cafeteria early on rainy days so the room can be set up for PE.
- On rainy days, students who bring a home lunch will eat in their assigned room. Students who buy their lunch will eat in the cafeteria.

GENERAL PLAYGROUND RULES

- Use "Rho-Sham-Bo" to help solve conflicts.
- In situations where a judge is used, the second person in line is the judge. The judge's rule is final. No one may intimidate or try to sway the judge's call. Players who argue with the judge will go to the end of the line.
- Tag or chase games are only allowed near the back of the play ground, near the PE circle.
- When waiting in line at 4-square, 2-square or handball, the first person waits at the yellow dot. The second person (or judge) waits on the red dot.
- Once a court is tagged, the ball monitor cannot relocate the game.
- No running or playing is allowed on building ramps or stairs.
- Students must move safely to line when the bell rings.
- There is no cutting in any lines.
- All gates to the playground should be closed during school hours.
- There is no hanging out in the hallways.
- No playing is allowed in the bathrooms.
- Any student not following the playground rules may be given a warning or consequence.

SOLVING PLAYGROUND CONFLICTS

"Rho-Sham-Bo" (rock, scissors, paper) is a tool for children to use in solving their playground conflicts. Children use this method when they have a disagreement. For example: Two students arrive at the handball court at the same time and both insist that they are the first in line. They use "Rho-Sham-Bo" to settle their disagreement.

What Beats What in "Rho-Sham-Bo?"

- Rock breaks scissors.
- Paper covers rock.
- Scissors cuts paper.

Conflict Managers are students in grades 3--5 who have been given training to help solve conflicts between students. These students are available at all recess periods, including lunch. They can be easily spotted with their red jackets and clipboards.

GENERAL PLAY STRUCTURE RULES

- Walking only is allowed on the red mat. Running is not allowed.
- Use the play structure in a safe way.
- Walk on the structure.
- No balls, jump ropes or play equipment are allowed in the area.
- Only 3 to 5 students at a time are allowed on the platform areas.
- All students must wait their turn when in line for the bars, slide and ladders.

Slide

- Students only use the ladder to climb to the top of the slide.
- Students slide down the slide. There is no walking up the slide.
- Students always slide down feet first to the bottom. Keep feet and hands within slide.
- Students must immediately step off the slide when they reach the bottom.
- Students should only get off at the end of the slide. There is no sitting at the bottom of the slide.
- Students should not stand up and jump off the slide.
- Students wait at the top until the previous child is off the slide.
- There is no partner sliding down the slide.
- There is no rolling of items down the slide (i.e. rocks and balls).

Traveling Bars

- Students must travel in one direction (from the chin-up bar towards the bridge).
- Skipping bars, for 1st-3rd, will be allowed with only one bar at a time. Skilled 4th-5th grades may choose to try skipping more than one bar.
- Upper grade students may travel in either direction with their right shoulder closest to the side bar.
- Students should start by using the first bar.
- Skilled upper grade students can skip a bar and can start on the second bar.
- Students may not hang from the sides of the bars.
- Students should never sit, stand or pull head above the traveling bars.
- Students should never walk under the bars.
- When the first child crosses to the middle area (or drops off), the 2nd second child may begin to cross.

Horizontal Ladder

- All children start from the tan vertical ladder and travel in one direction.
- Students must only go up on ladders (never down).
- All other rules listed about traveling bars apply to the horizontal ladder.

Chinning Bars

- One child is allowed on the bar at a time.
- Students should hold on with both hands, shoulder width apart, keeping body straight.
- There is no swinging, sitting on top of the bar, or hanging upside down with the student's legs.

Fish Net Climber

- Students climb the net using both hands.
- No more than 3 students at a time are allowed on the climber.
- There is no climbing over the top bar.
- There is no sitting on the top bar of the net.
- Students must climb down the net, and there is no jumping off the net.

Belt Bridge

- Students should never climb over, stand on, or put head through bridge railing.
- There is no jumping on, swinging off, or dropping off from the bridge.
- There is no interfering (from ground level) or running underneath bridge belt.

Fire Pole

- Students must slide down the pole holding on with both hands.
- Climbing up the pole is not allowed.
- One child is allowed on the pole at a time.
- Students wait until previous child is off/away from the bottom of the pole before sliding down.

HOP SCOTCH

- First child throws his/her marker into box #1.
- The player hops to the end of the court and out, turns around and hops back. The player may not hop in any box that has a marker.
- When the player returns to the square next in sequence to the one with his/her marker, the player stays on one foot and without putting his/her other foot down or using his/her hands for support, picks up the marker.
- The player then hops into box one where his/her marker was and hops out of the court. If the player has completed the first box without any misses or fouls, the player then proceeds to box #2 and so forth until a miss or foul occurs.
- The players take turns, always starting where they left off, until someone has completed every box. When a player fouls, player may place their marker in the correct box to be there for his/her next turn.

Hopscotch Fouls

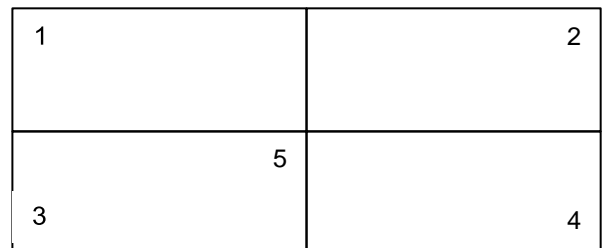
1. Losing balance while picking up a marker or using hands to support oneself while picking up a marker
2. Failing to throw a marker entirely into the correct box
3. Hopping into a box that contains a marker
4. Stepping on a line

4-CORNERS

- There must be 5 players for this game. Four players stand at the outside corners of a square. The fifth player stands in the middle. (See diagram)
- The object of the game is for the center player to try and capture the corner of another player while the four players on the corners are moving back and forth, changing locations.
- If the center player captures a corner, the player originally in that corner goes to the end of the line or becomes the center player if there is no line.
- A tie goes to the center player.

(The penalty for a foul is the loss of the game.)

1. Pushing someone off their corner
2. Not moving - "protecting" your corner



FOUR SQUARE

- The squares are lettered A, B, C and D. The serve always starts from square A.
- The ball is served by dropping it and serving it underhand from the bounce. If the serve hits a line, the server is out. To begin the game, the server hits the ball to square D.
- The player receiving the ball must keep it in play by striking it after it has bounced once in his/her square. The player may return the ball from outside of the perimeter. The player directs it to another square with an underhand hit.
- Play continues until one player fails to return a hit or commits a foul. When someone fouls, the first child in line enters at box D. All children then advance to the next available square.
- The second person in line is the judge. The judge's rule is final. No one may intimidate or try to sway the judge's call. Players who argue with the judge will go to the end of the line

Four Square Fouls

1. Failure to hit a ball that bounces into one's box
2. Playing a ball that has bounced into someone else's box
3. Hitting the ball out of bounds or onto a line
4. Holding the ball or catching the ball

A	B
D	C

MONKEY IN THE MIDDLE

- Two players take turns throwing a red bouncy ball over or past a player in the middle.
- Players may not throw the ball at the person in the middle or kick the ball.

HANDBALL

- The second person in line is the judge. The judge's rule is final. No one may intimidate or try to sway the judge's call. Players who argue with the judge will go to the end of the line.
- Players wait behind the yellow line.
- There is one service only.
- Server and opponent stand facing the wall. All others wait their turn behind the line.
- The server drops ball on the floor once and hits the ball on the rebound up to the wall. The opponent may refuse one serve only.
- The serve must be over the service line from the wall and ball must hit at least 2 feet from the ground.
- The server and opponent alternate hitting the ball to the wall until one player fails to hit the ball, fails to get the ball to hit the wall, lets the ball bounce more than once or commits a foul of some sort.
- The ball may be hit with an open hand or with a closed fist.
- A line ball is a fair ball.
- 4th and 5th graders can play on the large courts and two small courts by rooms 25 and 26 (medium courts). Rules for each court apply.
- 1st through 3rd grades can play anywhere – beginners should play on back green wooden wall.
- A student may win a maximum of five games and then they must go to the end of the line.

Handball Partner Play

1. Partner play is only allowed on the big court.
2. Players may only choose a partner who is directly behind them in line.
3. Player may not choose a partner while they are on the court.
4. Partners must enter the court together from the front of the line.

Handball Interference ("Inner")

- When the ball hits someone in line
- When the ball hits the other player(s) unintentionally (Note: If a player purposely gets in the way of the ball, that player is out.)

Handball Terminology

- Slammies** – Hard hits
- Partners** – More than one player plays
- Skins** – Low to ground
- Impossibles** – Very difficult to hit
- Cross-countries** - Hit across the court
- Babies** - Super tiny hits
- Catchies** - Catch ball and then hit
- French stops** – Hit the ball up to yourself and then hit toward the wall
- Full courts** - Everyone in line plays at once
- Out-of-courts** – Boundaries of court
- First serve** - Cannot get out on the first serve
- Inner** - Interference

Handball Court Specific Rules

Large Courts (Advanced Play)

<u>Allowed</u>	<u>Not Allowed</u>
Slammies	Catchies
Partners	First serve
Skins	French stops
Impossibles	Full courts
Cross---countries	
Babies	

Two Small Courts by Rooms 25/26 “Blue Courts” (Medium Play)

<u>Allowed</u>	<u>Not Allowed</u>
Skins	Slammies
Impossibles	Partners
Catchies	First serve
Cross---countries	Full courts
Babies	
French stops	

Back Yard Wooden Walls (Beginning Play)

<u>Allowed</u>	<u>Not Allowed</u>
Catchies	Slammies
French stops	Partners
First serve	Skins
	Impossibles
	Cross-countries
	Babies
	Above fence

TWO-HAND TOUCH FOOTBALL

- Each team will have no more than 10 players per team.
- Team captains will be chosen by an adult. Team captains will choose teams.
- The game is started with a throw-off. If the throw-off is out of bounds, the offensive team starts again.
- A player is down when an opposing player touches them with two hands. Anyone who pushes a player down will be taken off football indefinitely.
- Defensive players must count to five loudly before rushing the quarterback. Again, no pushing or a player will immediately be suspended from football.
- All positions must be rotated and/or shared equally.
- There will be no arguing, teasing, name-calling or yelling. Doing so will result in immediate suspension from the game for a length of time to be determined by an adult. Additional consequences may be given depending on the infraction. Poor sportsmanship like behavior as determined by supervising adult will result in being ejected from the game.

TETHERBALL

- The second person in line is the judge. The judge's rule is final. No one may intimidate or try to sway the judge's call. Players who argue with the judge will go to the end of the line.
- Players stand on opposite sides of the circle. They may not step into the opponent's side.
- Players need to wind the cord in the desired direction by hitting the ball with one or both hands, opened or closed.
- The opponent tries to hit, and thus wind, the approaching ball in the opposite direction.
- To start, the server may stand anywhere on his side of the court to strike the ball.
- The winner of "Rho-sham-Bo" may choose to serve or receive.
- The court closest to the MPR is for medium/advanced play. The court closest to the students' bathrooms is for beginning/medium play.
- A student may win a maximum of five games and then they must go to the end of the line.

Tetherball Fouls

(The penalty for a foul is the loss of the game.)

1. Hitting the ball with any part of the body other than hands
2. Throwing, catching or holding the ball during play
3. Touching the pole or rope
4. Stepping on the outer or inner boundaries (yellow triangles)
5. Double hits

BASKETBALL

Rules of Play

- Games are played on half-court only. Full-court games are only played with adult permission and supervision.
- There is a maximum of five players on each basketball team (with a maximum of 10 players in a game.)
- If there is an odd number of players, the extra player needs to find another person and/or can referee the game.
- Any player on the team may shoot for a basket.
- A court is tagged when a player hits the backboard with the ball.
- The team winning "rho-sham-bo" begins play of game by bringing in the ball at the top of the circle.
- After each successful basket, the ball is put into play at half court.
- A basket anywhere on the court scores two points. A free throw, which is shot from the free throw line, scores one point. The teams can agree that shots made from the three-point line score three points.
- If the ball goes out-of-bounds, it is given to an opponent of the player who last touched the ball. It is thrown in from the spot that it went out-of-bounds.
- There is no contact allowed when a player is holding the ball, stealing a shot, or blocking a shot.
- There can be contact when someone is backing up into another player. The only contact can be by the

person's forearm against the other player's back. There cannot be an intentional elbow to others' backs.

- A player can attempt to steal the ball only when the opponent is dribbling, passing, or shooting. There is no stealing when a player is holding the ball.

Basketball Fouls

- Fouls occur when a player trips, pushes, holds, charges or has aggressive body contact with an opponent.
- A foul can be called when there is contact while a player is blocking or stealing a shot.
- A foul results in the opposing player fouled receiving a free throw from the free throw line.
- There is no trash talking on the court or distracting the player while he/she is shooting.
- Without a referee, players in the game are allowed to call fouls on each other. Players must respect when a foul is called and should not argue about it.

Basketball Violations

(All violations result in the opposing team getting the ball from out-of-bounds.)

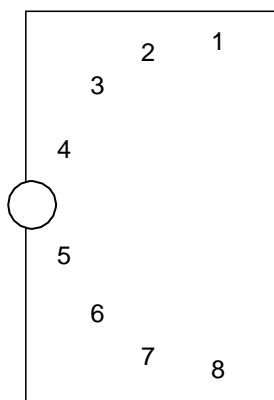
- Traveling (taking more than one step without passing, dribbling or shooting)
- Stepping out-of-bounds with the ball or causing the ball to go out-of-bounds
- Double dribbling (dribbling with two hands or dribbling a second series of times without passing the ball)

BASKETBALL – TWENTY ONE

- Players line up behind the court foul line at the side opposite the basket. The first player shoots as many baskets as they can without missing. The shooter scores two points for each basket.
- When the shooter misses, they must catch the ball before it bounces twice and shoot from the spot where they catch it.
- If the shooter scores, they get one point. Whether the shooter scores or not, the next player takes their turn.
- The first player to score 21 points in the winner. Players accumulate points with each turn and must remember their score as the game progresses.
- The winner must score exactly 21 points. If a player scores 22 points, they must start all over again to score exactly 21. As that player starts over, they automatically get one point to build on.

BASKETBALL – AROUND THE WORLD

- The numbers 1 - 8 are marked on the illustration below (around the free throw line). All players in the game line up behind the number 1.
- The first player tries to throw the ball into the basket. If successful, that player moves to the number 2 position and shoots again. The shooter continues to shoot from successively higher numbers until they miss.
- When a miss occurs, the next player in line has a turn. Each player starts at one and tries to put the ball into the basket from each number. When a player misses, they stay at the number which they missed at and await their next turn.
- The first player to successfully make baskets at all the numbered positions is the winner.



BASKETBALL – PIG

- The first player shoots from a location of their choice. If the shooter makes a basket, the second player must attempt to make a basket from the same spot. If the second player makes the same shot, the third player attempts the same shot and so on until someone misses. The first player that misses gets the letter “P”.
- When a player misses, the next person gets to choose a location of their choice to attempt their basket and play continues as outlined above.
- The game continues in this manner with players getting letters to eventually spell the word “pig.” Once a player gets all three letters, they are out of the game.
- The player who stays in the game the longest is the winner.

BASKETBALL – KNOCK OUT

- Students line up at free throw line, with the first two players in line holding basketballs.
- The first player (Player A) shoots and tries to make a basket, immediately after which, the second player in line (Player B) shoots and tries to score.
- Both players continue to shoot from anywhere on the court in the attempt to make a basket as quickly as possible and pass the ball to the next player waiting in line.
- To be eliminated, the player that stands after you in line must make a basket before you do while the both of you are shooting. Player B can get out player A, and player C (3rd in line) can get out player B, etc.
- After you make a shot, you pass the ball to the next in line and you go the end of the line. You are never allowed to hit the other ball in play with your ball. You have to ignore it and only focus on your basketball and making your shot.

RED BALL KICKBALL

Kickball follows similar rules of baseball. There are innings, infield/outfield, bases and two teams with an equal number of players.

- Each team will have no more than 11 players per team.
- Team captains will be chosen by a supervising adult. The supervising adult will aide the team captains in choosing teams. The team captains will position players, make sure their team is following the rules and select a new pitcher for each inning.
- If an adult is not present, there should be one student umpire to govern the game. The umpires will be chosen on a rotating schedule. There is no arguing with the umpires.
- An out is made by touching the base before the runner reaches it or by catching a fly ball. Teams change sides by either making 3 outs or if 10 players have kicked, whichever comes first.
- The infield fly rule is in effect (the kicker is out if they kick a fly ball that does not leave the infield).
- There are no lead offs. Base runners may only advance to the next base after the kicker has made contact with the ball.
- A runner must return to the previous base if the pitcher gets the ball before the runner makes it to the half-way point.
- There are no walks or strike-outs. A kicker may request a certain type of pitch from the pitcher (bouncy, flat, etc.). A kicker may opt for one re-pitch. The umpires will determine if a pitch is good or not.
- If a ball is kicked to the outfield and is not touched by a defensive player, the kicker may only advance to second base (ground rule double).
- Score will not be kept.
- There will be no arguing, teasing, name-calling or yelling. Doing so will result in immediate suspension from the game for a length of time to be determined by an adult. Additional consequences may be given depending on the infraction. Poor sportsmanship like behavior as determined by supervising adult will result in being ejected from the game.
- A kicker is allowed 3 fouls and then they will be called out.

RED BALL BASEBALL

Red ball baseball follows similar rules of baseball, but it is played with a red bouncy ball instead of a baseball and using hands instead of a bat. There are innings, bases and two teams with an equal number of players.

- Each team will have no more than 11 players per team.
- Team captains will be chosen by a supervising adult. The supervising adult will aide the team captains in choosing teams. The team captains will position players, make sure their team is following the rules and select a new pitcher for each inning.
- If an adult is not present, there should be one student umpire to govern the game. The umpires will be chosen on a rotating schedule. There is no arguing with the umpires.
- An out is made my touching the base before the runner reaches it or by catching a fly ball. Teams change sides by either making 3 outs or if 10 players have kicked, whichever comes first.
- There are no lead offs. Base runners may only advance to the next base after the hitter has made contact with the ball.
- A runner must return to the previous base if the pitcher gets the ball before the runner makes it to the half-way point.
- There are no walks or strike-outs. A pitch must bounce once and arrive at the plate within the normal baseball strike zone. A hitter may opt for one re-pitch. The umpires will determine if a pitch is good or not.
- Score will not be kept.
- There will be no arguing, teasing, name-calling or yelling. Doing so will result in immediate suspension from the game for a length of time to be determined by an adult. Additional consequences may be given depending on the infraction.