

Susan La Vorgna Elementary School

2009-2010

Parent & Student Handbook



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Welcome!!

Dear Families,

Welcome to Susan La Vorgna Elementary School for the 2009 – 2010 school year.

This beautiful and unique place was named for Susan La Vorgna, a remarkable educator who always put children first. It is our sincere hope that we continue with her legacy, making sure that everything we do is in the best interest of each child. Each staff member has been carefully selected because they are extremely skilled at what they do, but most of all, because they have huge hearts for children!

High academic expectations, and a focus on appropriate social behavior, will be evident on our campus on a daily basis. We wholeheartedly believe that every child can be successful!

At La Vorgna Elementary School, we value families, and welcome parents as an integral part of the educational team. You are always welcome on campus, and we hope to see you working in classrooms frequently!

We look forward to another wonderful year with all of you!

Jona Hazlett	Principal
Chrissy Wright	Assistant Principal

Our Mission:

The students, staff, parents and community of Susan La Vorgna Elementary work together to create a safe learning environment that promotes respectful, self-directed, successful learners.



HANDBOOK ACKNOWLEDGEMENT PAGE

Experience has shown that rules are necessary for all of us if we are to live happy, safe and productive lives in today's complex world.

We have observed that those students who know and follow the rules have fewer accidents and injuries and seem to be more popular with their classmates and have more friends.

It is important for students, parents and teachers to become familiar with standards of conduct so that we can provide wise and consistent guidance for our children. This handbook is an attempt to provide a uniform standard of conduct for all children while they are at school.

May we urge you to review this handbook with your child in order to reinforce the idea that good conduct is important to you too.

I have read and reviewed the information presented in the 2009-2010 Student Handbook. I will put this handbook in an important place where I can refer to it throughout the year for important information.

Parent Signature

Student Signature



**HELP YOUR CHILD START EACH
SCHOOL DAY RIGHT**

To keep your child healthy, be sure he or she is...

- ** Well Rested:
Kindergarten and first grade students should have ten to twelve hours of sleep each night. Second and third graders may need nine to ten hours of sleep. Fourth and fifth graders may need eight to nine hours of sleep each night.

- ** Well Nourished:
Meals should be well-balanced and unhurried. Insist on wholesome, nutritious foods while avoiding junk food.

**HELP YOUR CHILD BECOME
A SUCCESSFUL READER**

- ** Take your child to the library.
- ** Listen to your child read.
- ** Provide a quiet place to read.
- ** Look at books together
- ** Watch quality movies or TV together and talk about things you saw.
- ** Express an interest in homework; assist whenever necessary.
- ** Use books to enhance self-esteem.
- ** Help children to view themselves as readers and to appreciate the joy of reading.

DAILY SCHEDULE

2009-2010 School Year

Regular Day

Morning Line up	8:50
Arrival/Dismissal	
Kindergarten	8:55 – 2:10
1st-5th Grades	8:55 – 3:20
Recesses	
1st - 3rd Grades	10:45 – 11:00
4th & 5th Grades	1:55 – 2:10
Lunches (Regular)	
4th Grade	11:20 – 12:00
5th Grade	11:30 – 12:10
2nd Grade	11:50 – 12:30
3rd Grade	12:00 – 12:40
1st Grade	12:30 – 1:10
Kindergarten	12:40 – 1:20

Modified Day

Morning Line up	8:50
Arrival/Dismissal	
Kindergarten	8:55 – 1:00
1st-5th Grades	8:55 – 1:00
Recesses	
1st – 3rd Grades	10:50 – 11:00
4th & 5th Grades	12:50 – 1:00
Lunches (Regular)	
4th Grade	11:20 – 11:50
5th Grade	11:30 – 12:00
2nd Grade	11:40 – 12:10
3rd Grade	11:50 – 12:20
1st Grade	12:10 – 12:40
Kindergarten	12:20 – 12:50

Attendance/Absences/Tardiness

Regular attendance is an important indicator of school success. We respect the importance of quality instructional time. Students should be on time and ready to learn. Students with perfect attendance will be recognized for that accomplishment at the end of the year.

Promptness to class is extremely important. Students are to be in their seats and ready for instruction when the bell sounds. Interruptions due to tardiness take away from learning time and are disruptive to the class. Tardy students are to report to the office as soon as they arrive at school. Three tardies are equal to one truancy. Students who are truant or habitually absent (more than five days) may be referred to SARB (School Attendance Review Board).

If your child must be absent, please call the absence line by 9:00 am (each day that your child is absent) at **294-6386**. For your convenience, this phone is operational 24 hours a day, therefore, you may even report the absence the evening before.

Backpacks

All students should bring a backpack to school. ***No water bottles in backpacks***, too many ruined library books.

Birthday Books

La Vorgna Elementary offers a Birthday Book Program for all students. This program allows each child to celebrate his/her birthday by “giving” a gift to the school library. Hardback books that are donated will go into the school library and paperback books will go to the classroom library. The following procedure may be helpful:

- Choose an appropriate book. Newberry and Caldecott Award winners are excellent choices, as well as books on the California approved state reading list. The school’s Library/Media technician is an excellent resource and can also give you ideas, particularly where student interests are high and/or titles are low.
- Have your child give his/her book to the librarian. She will place a scroll with your child’s name on it on the inside front cover. You may also include a small photo of your child (optional). The librarian will give the book to Mrs. Hazlett, who will present the student and the book at the next Flag Salute on Friday.

Care of Textbooks / Library Books

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for. Money collected for reimbursement will be recorded by the Library Media staff and paid to the proper fund for replacement purposes. If a lost book is found, money paid will be refunded.

Conflict Resolution

The students at La Vorgna Elementary will be encouraged to use a system to resolve conflicts with others and minimize problems on the playground. The students will be asked to use the **WITS** system when conflicts arise. Please refer to the student section of this handbook for an explanation of this system.

Disaster Preparation

TVUSD has a Disaster Preparedness Plan in place. Specific procedures and other relevant information will be communicated to you via our school newsletter. A site disaster plan is available for your review at any time. Emergency drills are conducted monthly to practice emergency procedures.

Discipline

Discipline comes from the root word disciple, which means to teach. At La Vorgna Elementary, we are teaching students to control their own behavior and understand the logical consequences that result from both appropriate and inappropriate choices. The staff has developed both school-wide and classroom plans to promote positive behaviors and attitudes from all of our students. The plans include:

- * Behaviors specifically expected by the school/teacher
- * A hierarchy of consequences for breaking a rule(s)
- * A positive plan for individual students and the entire class who are well behaved

Included in this handbook you will find a schoolwide discipline plan, including specific rules for the cafeteria, playground and before school and dismissal times. During the first week of school your child will bring home information which will include the TVUSD Board Policy and applicable California Education Code related to student suspension and expulsions. We ask that you sit down with your child, and read the schoolwide plan.

Early Pick Up

Although we prefer that you schedule appointments after school hours, we realize it can be difficult. If it is necessary that you pick up your child, we ask that you come into the office first and we will call your child's room for you while you sign them out. If a person other than a parent is picking up your child, it is necessary that we receive this information in writing prior to pick up.

Emergency Information

We ask all parents to complete an Emergency Card for each of their children. This tells us how to contact you or another responsible and agreeable adult if your child becomes ill or is injured at school. Please let us know if your address or telephone numbers (home and work) change during the school year.

Like you, we want to do what's best for your child: therefore, it is of utmost importance to have up-to-date emergency information available.

If your child has any special health needs, please inform our Nurse or Health Clerk as soon as possible.

Flag Salute Assemblies

Please join us every Friday morning at 8:58 am on the playground for a weekly Flag Salute Assembly. At this time, students are recognized for academic achievement, outstanding citizenship, and noteworthy participation in school programs and activities.

.Food Service Program / Lunches

The La Vorgna Elementary cafeteria offers a hot lunch program. During the first week of school, all children will be given an application for free or reduced meals to take home. We are required to provide every parent with the opportunity to apply; only those who wish to apply need return the forms. Lunch prices are \$1.75.

Students are expected to either bring a lunch from home or purchase a lunch in the school cafeteria. Menus are sent home each month in the Wednesday envelope and are also available on the district website. It is suggested that you purchase a month's worth of lunches at one time to reduce the chance of losing lunch money.

Each student will be issued their own personal number to input into the cafeteria computer. It will automatically record a lunch

purchased that day and deduct it from the amount of lunches on record. Students are responsible for memorizing this number.

Forgotten Lunches

If your child forgets his/her lunch, bring the lunch to the office with the child's and teacher's name clearly marked on it. The lunches will be given to the Noon Duty Assistants prior to first lunch. STUDENTS WILL NOT BE CALLED DURING CLASS to notify them they have a lunch being held in the MPR. Thank you for understanding that instructional time is valued at La Vorgna Elementary School.

Students who forget lunch money or forget their lunch, will be provided with a peanut butter sandwich.

Forgotten Items

If your child has forgotten an important item at home and has asked that you bring it in for them, we have made available a table in the front lobby area where these items are to be placed. It will be your child's responsibility to come to the office (with permission from their teacher) during their lunch or recess time to pick those items up. We will not interrupt classrooms during important instructional time to notify students about their forgotten items as this is very disruptive to the educational process.

GATE

Gifted and Talented Education (GATE) services are offered to all identified students in grades 3 - 5. GATE testing is done once a year based on the recommendation of teachers and parents.

Health Services

A Health Clerk (hourly) and School Nurse (itinerant) work to ensure and improve the health of students and staff at La Vorgna Elementary. However, children are never diagnosed or treated for illness or injury at school. Only first aid is permitted by law. If a child has a fever or displays other symptoms of illness, the parent/guardian on the emergency card will be notified (if you cannot be reached, we will attempt to contact the alternate emergency number that you listed on your child's emergency card). Your child must then be picked up soon as possible, both for his/her protection as well as that of other students and staff.

Please note:

It is essential that a student's address, **phone number and emergency contacts** be kept current. Please notify the office immediately of any changes. Medications are only given with written permission from the physician and the parent.

Homework

Reading is an essential life skill. Newspapers, recipes, magazine articles, street signs, and grocery labels are all forms of everyday reading. Providing students the opportunity to develop reading skills and strategies is our top priority. Children become better readers by reading. Reluctant readers become avid readers by experiencing high interest reading material. Avid readers maintain their love of reading by enjoying challenging books. Reading will be the primary focus of your child's homework. Our students will read about science and social studies. They will become involved in genre and author studies. Your child's teacher will share more information about reading homework at Back to School Night on August 27th.

Honor Roll

Honor Roll is designed to recognize academic excellence in grades 4 and 5. Students must earn and maintain at least (3) 5's and (2) 5's and have average or above citizenship. They are recognized at the Flag Salute at the end of each trimester.

Independent Study

If your child must miss school because of a pre-planned vacation, family emergency, etc., you may obtain an independent study contract from Mrs. Callahan in the office. Independent Study contracts are provided to parents for a minimum five (5) day absence. By obtaining an independent study contract and returning all completed school work, your child will continue to receive academic credit during his/her absence.

Library

All students visit the school library once a week. Students in grades 1 - 5 may check out books from the library once a completed letter of permission is returned. This permission letter will be included in the first day information packet. Students are responsible for all books checked out from the school library and must return them in good condition. If a book is lost or damaged, it must be paid for before your child can continue checking out library books

Lost and Found

Lost and Found items will be turned in to either the office (if the items are small, such as glasses, jewelry, hair ribbons, keys, etc.) or the lost and found box (larger items such as lunch boxes, backpacks,

sweater, jackets, etc.) that will be on display in the MPR daily.
Please remember to write your child's name and class on ALL items.

Medication

Medicine, including aspirin, cannot be administered by the school. Students who need to take prescribed medication must have the appropriate form signed by the physician and parent before the medication can be brought to school. The medication and form must be left in the health office.

**UNDER NO CIRCUMSTANCES ARE STUDENTS TO
HAVE MEDICATION OF ANY KIND IN THEIR POSSESSION
WHILE AT SCHOOL!**

Morning Arrival/Afternoon Pick-up

Student supervision begins at 8:45 am, please do not bring your children any earlier. Please do not pick up your children any later than 1:30 on Wednesdays or any later than 3:30 all other days. For early arrivals or late pick-ups please contact Child Care at 294-6392.

PTA

The PTA provides strong support to parents, staff and students at LES. Their office can be found in the administration building on campus. Please feel free to stop by. Membership dues are \$7.00. The PTA President is Amber Ballesteros and she can be reached by calling 294-6399.

Parent Teacher Conferences

Parent/Teacher Conferences will be held during the first trimester, however, you are encouraged to contact your child's teacher **whenever** you have a question or concern. Please remember to call the teacher in advance so that a convenient time for all can be established. Parent Teacher Conference Dates for the 2009-2010 school year are: November 17-20th which are modified days with dismissal at 1:00 pm.

Pick-up / Parking Procedures

Parents need to pick up students outside in the designated pick-up areas. Parents may not wait outside the classroom for students as it is disruptive to the instructional day. Additional pick-up / parking guidelines are included in this handbook detailing the drive-thru pattern and designated car pick-up waiting areas.

Picture Day

October 8, 2009 Picture Day
October 23, 2009 Make-up Picture Day

Progress Reports / Report Cards

Progress Reports will be sent home with students approximately six weeks after the beginning of each trimester.

Report Cards will be issued to students at the end of each trimester. Information related to your child's achievement in all curricular areas and reports on responsibility and conduct will be included. Report Cards will be shared with parents during the first trimester conference period. Report Cards will be sent home with your child the following two trimesters.

Progress Report Dates

October 2, 2009
January 22, 2010
April 30, 2010

Report Card Dates

November 20, 2009
March 10, 2010
June 11, 2010

School Materials and Supplies

School is a full time job and we expect all students to devote their time and energy to the learning activities planned for each day. Please do not send your child to school with toys and games. This also includes personal playground equipment. And cell phones. A simple rule is, if it is not required for you to complete schoolwork, don't bring it to school.

Siblings on Campus

Our district mandates that children not attending school in the Temecula Valley Unified School District may not be on campus while parents are volunteering in the classroom. **This mandate includes all preschool siblings.**

Middle School and High School siblings will not be allowed on campus (including the office area) to wait for their younger brothers and sisters prior to our **3:20 p.m. dismissal** unless they are accompanied by an adult. Older siblings may wait outside the office until the dismissal bell rings.

Telephone Usage

School phones are limited to school business and emergencies. Children will be permitted to use the phone only in an emergency. Plans for after school activities should be made at home before the school day begins. Students and teachers should not be asked to come to the phone when classes are in session, except in an

emergency. We also ask that parent volunteers refrain from using cell phones while working in the classroom. **Cell phones:** We prefer that cell phones remain at home, however, if circumstances deem it necessary, they may be left in the office. Students may place them in the basket in the office in the off position before class and pick them up at the end of the day. They are not allowed in class!

Testing / Assessment

All students are expected to learn and master specific skills. The TVUSD has developed a balanced, rigorous curriculum for each grade level which reflects the California State Content Standards. Ongoing formal and informal assessments are an important part of this curriculum. Assessment results are analyzed by district and site staff for the purpose of program improvement for each student.

In the Spring, State Standardized Tests will be administered to students in Grades 2 - 5, in addition to any other tests required by the California State Department of Education.

Visitors

Please stop in the office and sign in our record book that you're here! We often get phone calls for our visitors and it's a quick reference for us, as well as important in the event of any emergency. (Plus, we like to say hello to our many volunteers!) Identification stickers are available in the sign-in book and must be worn at **all** times while on campus.

Voice Mail

Every classroom is set up with a voicemail system. There is a list of the staff members and their voicemail extension numbers in this handbook. Please post this list in a convenient location.

Volunteers

Volunteers are very welcome on our campus!!!! If you plan to volunteer at any Temecula Valley Unified School District school site during the school year, TVUSD Board Policy 1240 states that you must have a current tuberculosis test record on file with the school site. You will not be permitted to volunteer in the school on a regular basis (one (1) hour or more weekly) without this record. This TB test is good for 4 years. If your TB test results are on file in another school office, please bring in a copy for our records.

Wednesday Envelopes

A Wednesday Envelope is distributed to every student and will be coming home weekly. Important information from the school and/or

your child's teacher will be included. Please check this envelope

weekly and return it to school the next day.



Parking Lot and Pick Up Procedures

Parking Lot Rules for Parents and Students

Parents

- If you are dropping off or picking up your child in the front parking lot, upon entering, stay in the right lane (for pick up/drop off only) and always move forward as far as you can to fill in all available space.
- Never leave your car unattended at the curb. (If you need to get out, find a parking space in the lot)
- Once you have dropped off/picked up your child, you may carefully move into one of the two drive-through lanes to exit the lot.
- Please make sure to follow ALL arrows/markings in the parking lot at ALL times!!
- ALWAYS use a crosswalk, when crossing the street with your child!!! No matter what!!!
- You MUST obey all traffic laws on the streets surrounding the school at ALL times. We will be enlisting the help of law enforcement throughout the year. **Parking lot speed is 5 MPH.**

Students

- If you are waiting for a ride in front of the school, you must stand at the curb, be alert and watch for your car.
- You need to get in the car quickly so that the car can leave the lot and make room for other cars.
- You are not allowed to cross vehicle lanes of the parking lot to get to a car.
- If your parents park in the parking lot, you should cross at the crosswalk and carefully walk to the parked vehicle.
- If your parents park on the street, you must walk on the sidewalk to the end of the parking lot, and carefully walk to the car.
- Bicyclists **MUST** walk their bikes while on school property and obey all traffic rules for crossing streets in and around the school property.

Parents and students are to follow all directives given by school personnel to ensure the safety of children. Please be respectful in following all parking lot procedures.

Military Family Support Network

We have many military families at La Vorgna Elementary School. The challenges that face the children, spouses and teachers when parents are deployed are numerous. Because of the distance to the bases, our families live in civilian neighborhoods without the elaborate support systems that the bases offer.

We made the decision to start a support network for our military families, right here at LES! The following will be some of the support opportunities that will be available:

- A directory of military families within our school,
 - Social get-togethers
- Carpooling connections to base (for commissary, medical, etc.),
 - Co-op babysitting
 - Guest speakers at LES, on pertinent topics
 - Presentations by base personnel, at LES
 - Activities and programs for the children at LES
- Mentors for families who are newer to the military

Please watch for ongoing information about this important support network. If you are interested in participating or have further questions, please contact Mrs. Hazlett @ 294-6385.



Tips for a Successful Parent-Teacher Conference

Parent-teacher conferences are one of the best ways you can learn about your child. Below are five tips that can help you have a more successful conference:

1. **Plan for the conference.** Before you come to your conference, write out questions you'd like to ask. Here are some suggestions:
Does my child get along with others?
How is my child's behavior in class?
Are my child's reading, math and writing skills at the grade level standard?
What are my child's strengths and weaknesses?
2. **Keep an open mind.** Your goal is to work for cooperation between you and your child's teacher. Even if your child's teacher says something you disagree with, try to listen to what he/she has to say.
3. **Ask to see your child's portfolio.** There's no better way to see how your child is progressing than to look at his/her school work.
4. **Ask for suggestions.** If your child is doing well, ask what you can do to keep things on a positive track. If there are problems, ask what you can do to help.
5. **Clarify and summarize as you go.** Teachers sometimes use educational buzz words. If you do not understand something the teacher says, just ask.

Formal parent/teacher conferences are held at the end of the first trimester for all students. Please make every effort to attend the conference. Parents are encouraged to schedule a conference at any time throughout the year. An appointment may be made by leaving a message for the teacher by phone, or in writing. A positive relationship between parents and teachers is vital to the success of the students!



Dress and Grooming Guidelines
(Temecula Valley Unified School District Board Policy 5132; Administrative Regulation 5132)

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard or a distraction which would interfere with the educational process.

1. Shoes must be worn at all times. For K-8, sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable.
2. Clothing, jewelry and accessories such as backpacks or notebooks shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive; neither may they advocate racial, ethnic or religious prejudice or the use of drugs or alcohol. A school administrator may withhold accessories if deemed to violate this section or to be a health or safety issue.
3. Hats shall not be altered. Hats shall be removed in the classroom or inside buildings. Bandannas and/or headbands/sweatbands worn on the head or visible from pockets for the purpose of group identification will not be permitted. Hairnets will not be allowed. Any individualizing of apparel that designates affiliation with gang or outside organizations will not be allowed, except with prior permission from the site administrator.
4. Clothes shall be sufficient to conceal undergarments at all times. Straps on the shoulders shall meet a minimum standard of two inches. No spaghetti straps, tube or halter tops, strapless tops, backless tops, backless with tie tops, off-the-shoulder or low-cut tops, or see-through or fish-net fabrics. Skirts or shorts must cover to the mid-thigh. All tops must cover the top of the pant or skirt, with midriff covered at all times during normal activities.
5. Personal cleanliness, including clean hair, is expected.
6. Gang Activities on the school campus are a threat to campus safety and to an individual's feelings of security. Such activities disrupt the learning environment of the school.

Any student or group of students who engage in any activity that is determined to be gang related by the school administration will be dealt with through conferences, suspension, expulsion or transfer to alternate study programs. Objectionable attire includes:

- a) Wearing of gang clothing (hats, shirts, jackets) or insignias of gangs;
- b) Wearing or displaying headbands or bandannas;
- c) Any other activity or dress that indicates support or belonging to a gang. The wearing of hats, shirts, jackets or any other clothing with gang names or an individual student's name or nickname is not permitted. However, the uniforms and auxiliary clothing of school sponsored groups and teams are acceptable campus dress.

All students have the right to feel safe and secure and to walk the campus without feeling threatened. This feeling of safety allows students to concentrate on their studies.

With administrative approval, coaches and teachers may impose more, but not less, stringent dress requirements to accommodate the special needs of certain sports and/or classes.

No grade of a student participating in a physical education class shall be adversely affected due to the fact that the student does not wear standardized physical education apparel where the failure to wear such apparel arises from circumstances beyond the student's control

7. With site administrator approval, staff, students and/or parents/guardians may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities. School related clubs, teams, or groups wearing attire such as uniforms or club/group identification shall meet all dress code requirements unless an administrative waiver is attained. Eveningwear worn for formal occasions at school sponsored events is an exception.

Temecula Valley Unified School District Does Not Tolerate Sexual Harassment, Hate Crime Discrimination on the basis of: Gender, Race, Color, Religion, National Origin, Ethnic Group, Marital or Parental Status, or Physical or Mental Disability. We are committed to a school environment where staff and students may flourish in a climate of acceptance free from actions, statements or activities which degrade the unique qualities of every individual.

If you feel you have been harassed, tell a teacher, a counselor, or the principal.

TVUSD Board Policies 4119.11, 0410, and 1313.3 are on file in every administrative office within the District.

Temecula Valley Unified School District is a Tobacco Free School District. It is a violation to have tobacco products on campus.

TVUSD Board Policy 5131.62

(Education Code 49066)

Student Information



La Vorgna Lions always:
Listen to others and show respect
Independently are responsible and dependable
Only give their very best
Never do anything to harm others or the school
Stop and think before they act



All students are expected to:

- * follow school rules
- * follow directions the first time they are given
- * take good care of school and personal property

Arrival and Departure

Students arrive at school no earlier than 8:45 am (if you need to drop off earlier, contact childcare @ 294-6392)
Students come to school on time and ready to learn
Students go directly to the playground and may not wander through the school building
Students who are late to school need to come directly to the office before going to class

Assemblies

Students enter and leave the assembly area quietly
Students show their appreciation in an appropriate way
At the close of the assembly, students look to their teacher and wait for directions

Bicycles & Scooters

First through fifth grade students may ride their bikes or scooters to school
Bikes must be locked in one of the bike racks in front of the school

Heelies are never allowed at school!!

Riding a bike or scooter is a privilege not a right!

Failure to follow the rules will result in the loss of the privilege
Bikes and scooters are always walked on school property and on all sidewalks

All La Vorgna Elementary students must wear helmets!

Choose (with your family) the shortest, safest route to school.

Roller blades and heelies are not allowed on campus!

Equipment

La Vorgna Students take good care of school equipment and property. Property or equipment that has been lost or damaged must be repaired, replaced, or paid for.
Personal toys and play equipment are never brought to school!

Health Office

If you get sick at school, the health clerk or nurse will help you. Your teacher, or a noon duty assistant will give you a pass if you need to visit the health office.

Inside The School

When you are inside the school building:

- always WALK in the hallways, office area, multipurpose room and media center.
- always use quiet voices when you are inside the building.
- always be respectful to everyone at all times

Lost and Found

Bigger things, like lost clothing and lunch boxes are stored in a cart and can be found in the MPR at recess and lunch

Smaller and/or valuable items are turned in to the office

Lunchtime Behavior

- * always be responsible for your own trash
- * always **walk** in or near the lunch court
- * bring snacks and lunches that are nutritious
- * raise your hand when your area is clean and you are ready to go to the playground
- * buy lunch when you like what's being served

Media Center and Computer Lab

- * Enter and leave quietly
- * Put away what you get out
- * Ask for help if you need it
- * Leave if there is not an adult in the room
- * Use materials, equipment and books properly

On the School Bus

All students who use the bus (for field trips, etc.) must:

- * treat the bus driver and fellow passengers with respect and courtesy
- * behave in a quiet and calm manner while waiting for the bus
- * respect the private property of the community

- * keep all body parts inside the bus
- * remain seated at all times unless boarding or leaving the bus
- * remember that no eating is allowed

Positive Consequences for Good Behavior

At La Vorgna Elementary School you are rewarded for your good behavior. You may be able to receive rewards such as "Paw Pride Tickets" and "Pride of the Lions" awards. You may go up to the Principal's office for a special visit, or to share your work.

Referrals

Referrals will be given for the following:

Major offenses

- * fighting or play fighting
- * foul language or swearing
- * being rude or disrespectful to adults or peers
- * throwing anything except a ball or frisbee
- * damaging school or personal property

Minor offenses

- * using equipment improperly
- * having gum, candy or toys at school
- * game interference
- * running on the concrete or blacktop (except when playing an organized game)
- * climbing on slopes, bushes, backstop, or soccer goals

School Clothes

- * School is "where you work". Be sure to wear clothes that are comfortable and suitable.
- * Be sure your shoes are tough and have closed toes (no open toed sandals), so you can play safely on the playground and at P.E.

On The Playground

Student Safety

There are four steps to follow when there is a disagreement on the playground:

WITS:

- * **W**ALK away
- * **I**GNORE it
- * **T**ALK it over
- * **S**EEK help

Always keep your "WITS" about you!

Apparatus/Playground Equipment

When using any playground equipment, follow all rules, pay attention to where you are, be courteous to others, and be safe!

Slide-

- Always slide feet first
- Do not climb on the slide
- One person at a time



Swings-

- One person to a swing
- Always swing straight
- While waiting for a turn, stand back and count
- A turn is 30 swings, a swing is one forward motion
- Never jump from the swings
- Do not play on the bars of the swings

No laying on swings
No twisting swings
Face classrooms when swinging
Always use 2 hands

Parallel Bars-

- Overhead, overhand
- One person at a time
- One way, only!

Recess Rules

Absolutely **no** kicking playground balls on the blacktop **at any time**.
Do not kick playground balls against the chain link fence.
Do **NOT** bring equipment from home.
No running on the blacktop unless in P.E.
No hanging or pulling on soccer nets.

GAME RULES

BASKETBALL

- * use the basketball hoops appropriately
- * use a half-court if there are more than ten students who want to play
- * full court game – 10 or more people
- * half court game – less than 10 people

HANDBALL

The players stand behind the serve line. The server drops the ball to the ground and on the bounce hits the ball so that it hits the backboard. The ball must return in the air and cross the serve line, bouncing in the serve area. A ball hitting the back or serve line is good. The server may not step over the serve line on a serve. The receiver may hit the ball before or after it has bounced once.

Remember to always play fair:

- * babies are okay (except on a serve)
- * slices are okay (hitting with a closed fist)
- * players may step out of the court but the ball must bounce inside the court
- * the ball may be hit with two hands, a closed fist, or an open hand at any time
- * interference - if accidental - the serve goes over
- * 2 people play at one time – NO MORE

Fouls are: (You are automatically out on a foul)

- * pops, (a ball hitting the backboard and the ground at the same time)
- * the ball bouncing outside the play area (last person who hit)
- * overboards
- * straight americans- the ball must hit the ground before the backboard
- * come backs - the ball comes back and hits the person who just hit it
- * there are no king of the courts



HOPSCOTCH

- * no more than four players for each game. Each player needs a lagger (a stone makes a good lagger).
- * a player may not hop into the box where his lagger is tossed. He picks up the lagger on the way back by stopping in the box immediately in front. After he has picked up his lagger he can hop into that box.
- * a player loses his turn when his lagger does not land in the right box or it lands on a line.
- * students can check out a “lagger” with the noon duties and return after lunch recess

Hopscotch Fouls are: (You are automatically out on a foul)

- * stepping on a line
- * falling
- * missing a box
- * jumping in a box where there is a lagger
- * your turn is automatically over when you commit a foul.

KICKBALL

- * three outs per team
- * a limit of six runs per inning
- * the kick must pass the pitcher
- * four fouls by the kicker is an out
- * no tag is necessary on a force out
- * the kicking order is girl/boy
- * the runner may not run after the ball is caught
- * the ball may not be thrown at the runner
- * pitchers can only pitch one inning



TETHERBALL

- * the server is chosen by holding the ball away from the pole and letting go. The side the ball falls toward is the server.
- * the opponent chooses either the side or the direction of play
- * the winner serves the next game (maximum three)
- * the server starts the game by tossing the ball in the air and hitting it with the fist or open hand
- * the server must allow the opponent to hit the ball at least once before winning
- * 1 foot allowed in safety zone

Fouls are: (You are automatically out on a foul)

- * touching the rope
- * touching the pole
- * stepping or reaching into the opponent's zone
- * playing in the "safety zone"
- * hitting the ball with another part of your body
- * catching or holding the ball during play
- * throwing the ball

2 and 4 SQUARE

- * serve starts in box D
- * new player enters box A
- * the ball is hit with an open hand(s) in an upward motion
- * the ball must bounce once but not more than once before it is struck
- * players may move anywhere in the court to play on a ball that has bounced in their square.

Fouls are: (You are automatically out on a foul)

- * player hits ball out of bounds
- * ball lands on court line
- * player hits ball in own square
- * ball bounces more than once before it is hit
- * ball does not bounce before it is hit



Recess Rules

- Absolutely **no** kicking playground balls on the blacktop **at any time**.
- Do not kick playground balls against the chain link fence.
- No football.
- Do **NOT** bring equipment from home.
- No running on blacktop unless in P.E. or F.A.S.T.
- No hanging or pulling on soccer goals.
- Students are **not** allowed in P.E. room **at any time** unless they have permission from their teacher or Mr. Ortolano.

Remember to “Dress For Success” in P.E.

- Always wear sneakers or tennis shoes in P.E.
- No dresses or skirts **unless** you have shorts on underneath.
- Bring a water bottle.
- Dress appropriately for the weather.