

**WILDWOOD
ELEMENTARY SCHOOL
CONEJO VALLEY UNIFIED SCHOOL DISTRICT**



"Where high expectations equal high results"

SCHOOL HANDBOOK 2011-2012

**An important guide for parents and children about the
policies and practices at Wildwood Elementary School**

620 W. Velarde Drive, Thousand Oaks, CA 91360-1399
phone 805 492-3531
website: ww2.conejo.k12.ca.us/wildwood





**From your principal
Doug Hedin**

Welcome to the Wildwood Elementary School family. We believe that parents are important members of the team that must work together to assist students to be successful. We hope the information contained in this handbook will allow you to help your child in understanding our programs and practices. Wildwood is a very special and unique learning community. Our accomplished faculty has a united focus in providing challenging and meaningful standards-based experiences for our students. We view every child as an individual with unique qualities and needs. These individual differences are valued and nurtured through thoughtful and progressive teaching. We look forward to building a strong partnership with you to help us best meet your child's needs. And, since we want to continue to be the best possible elementary school we can be, we encourage you to share with us your feelings and suggestions.

School Site Council

The School Site Council is made up of five parents elected by parents, three teachers elected by teachers, one classified employee elected by classified employees, and the principal. The SSC is responsible for the school budgets, the School Improvement Program, and general goals and philosophy of the school as well as for the content of this handbook. Many school policies are initiated and approved by the SSC. Meetings are held monthly and are open to the public. Meetings are generally held on the second Tuesday of the month and dates and times are posted in the school bulletin. Minutes are posted on the school website - www.conejo.k12.ca.us/wildwood

PTA

The Wildwood PTA is the Parent/Teacher support organization for Wildwood Elementary School. The Wildwood PTA operates under the rules and by-laws of the National and State PTA. The PTA is responsible for promoting a positive school climate and enhanced learning environment for our children. The PTA raises significant funds to enable the school to offer an educational program of very high quality. The PTA supports programs such as Art Masters, Library, Technology, Music, all-school assemblies, etc. All officers are elected by members and budgets are approved by members. Membership is encouraged for all Wildwood parents and staff members. Meeting dates are posted in the school newsletters as well as on the school website.

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Wildwood Telephone Directory

Main Office / Absence Line (805) 492-3531
 Fax (805) 493-8855

To reach staff listed below, dial 492-3531, then the ext. #

Mr. Doug Hedin, principal	x 106
Mrs. Beate Kunze, Office Manager	x 100
Mrs. Karen Meyer, Office Clerk	x 104
Mrs. Sue Jensen, Health Clerk	x 107
Mrs. Mary Lock, Librarian	x 114
Mrs. Susan Lomax, Cafeteria	x 116

Kindergarten:

Ms. Heather Hamilton, Room 1	x 201
Mrs. Jayla Haxton, Room 2	x 202
Mrs. Maurine Wilson, Room 24	x 224

Grade 1:

Ms. Karen Henige, Room 9	x 209
Mrs. Michelle May, Room 8	x 208
Mrs. JoAnne Riss, Room 10	x 210

Grade 2:

Mrs. Karen Buck, Room 5	x 205
Mrs. Kim Fontanilla, Room 3	x 203
Mrs. Nicole Luft, Room 6	x 206
Mrs. Julia Yesioneck, Room 4	x 204

Grade 3:

Ms. Carolyn Braid, Room 20	x 220
Mrs. Karen Buck, Room 5	x 205
Mrs. Hilary Calce, Room 17	x 217
Mrs. Kim Callahan, Room 19	x 219

Grade 4:

Mrs. Jennifer Carney, Room 13	x 213
Mrs. Kristin Holtke, Room 13	x 213
Mrs. Joelle Soliz, Room 14	x 214

Grade 5:

Mrs. Grace Brunsell, Room 15	x 215
Mrs. Tracy Morehead, Room 16	x 216

Mrs. Cynthia Gyure, Resource, Room 12	x 212
Mrs. Tina Persico, Resource, Room 12	x212

Mrs. Lisa Kruse, Speech	x 108
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Mr. Kirk Lomax, Custodian	x 111
Mr. Terry White, Custodian	x 111

Child Care:

Upper Grades, Room 21	x 221
Primary Grades, Room 22	x 200
Child Care Direct Line	492-3229
District Office	497-9511
Redwood M.S.	497-7264
Thousand Oaks H.S.	405-7491



Daily Schedule

8:05am	Warning Bell
8:10am	Class begins
9:30-9:50am	Kindergarten Recess 9:50-
9:10:10am	Primary Recess (1-3)
10:10-10:30am	Upper Gr. Recess (4-5)
11:25-12:10pm	Lunch (K/1)
11:55-12:40pm	Lunch (2/3)
12:20-1:05pm	Lunch (4/5)
1:10-1:30pm	Primary Recess (1-3)
1:20pm	Kindergarten Dismissal
2:35pm	1st—5th Dismissal *

***TUESDAY:**

All Students get dismissed at 1:20pm

E-MAIL ADDRESSES



To reach any staff member via e-mail, simply type their first initial and last name followed by: @conejo.k12.ca.us

The only exceptions are
 Mrs. Callahan, Mrs. May &
 Mrs. Wilson
 whose addresses are:
 kimcallahan@conejo.k12.ca.us
 michellemay@conejo.k12.ca.us
 mawilson@conejo.k12.ca.us

WILDWOOD ELEMENTARY SCHOOL
IMPORTANT DATES FOR THE 2011-2012 SCHOOL YEAR

ww2.conejo.k12.ca.us/wildwood

Please mark your calendars with these important dates and note that there might be other dates that NOT yet listed.

Please check our newsletters or website for updates.

Tuesday, August 23, 2011	class lists posted at 5pm
Wednesday, August 24, 2011	First Day of School – Welcome back!!
Monday, September 5 th , 2011	NO SCHOOL – Labor Day
Thursday, September 8 th , 2011	Back-to-School Night (parents only, please)
Friday, September 9 th , 2011	Back-to-School Picnic
Friday, September 16, 2011	School Picture Day
Thursday, September 29, 2011	NO SCHOOL- Pupil Free Day
Week of October 10-14, 2011	Parent Conferences (Mon-Fri. dismissal 12:15pm)
Week of October 17-21, 2011	Red Ribbon Week
Thursday, October 20, 2011	Reflections Gallery Night
Friday, October 28, 2011	Fall Festival
Friday, November 11, 2011	NO SCHOOL – Veteran’s Day
Week of November 14-18, 2011	Book Fair
Wednesday, Nov. 23-25, 2011	NO SCHOOL - Thanksgiving Recess
Monday, December 19-Jan. 2 nd	NO SCHOOL – Winter Recess
Tuesday, January 3 rd , 2012	School Resumes
Monday, January 16, 2012	NO SCHOOL – Martin-Luther-King Holiday
Thursday, Feb. 2/Friday, Feb.3	Wildwood Talent Shows
Friday, Feb. 17, Monday, Feb. 20	NO SCHOOL – President’s Holidays
Week of March 19-23, 2012	No School - SPRING RECESS
Monday, March 26 th , 2012	School Resumes
Friday, April 6 th , 2012	NO SCHOOL – Pupil Free Day
Friday, April 20, 2012	JOG-A-THON
Week of April 23 - 27, 2012	STAR TESTING (tent.) – No Volunteers, please
Week of April 30 - May 4, 2012	STAR Testing Make-Up Week (tent.) No Volunteers until after 10:30am, please
Thursday, May 24, 2012	Open House (tent.)
Monday, May 28 th , 2012	NO SCHOOL – Memorial Day
Friday, June 1 st , 2012	Movie Night
Thursday, June 8th, 2012	Last Day of School –
	<u>12:15pm Dismissal for Gr. K-3, 12:30pm for Gr. 4-5</u>

Attendance

We want all students to live up to their potential while at school. Common sense and research tell us that the most successful students are those with good attendance who are able to concentrate at school. **Because of state laws, schools only receive funding for the actual time students are at school, regardless of the reason for an absence.**

State Law requires parents to send students ages 6-18 to school regularly and on time, to compel the student to attend regularly, and to provide an explanation on satisfactory to school personnel for all absences/tardies. Parents/guardians who fail to meet these obligations may be guilty of an infraction and subject to prosecution (E.C. 48070).

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

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

Student absences for religious holidays will be granted upon written request of the parent or guardian.

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

- Any student subject to compulsory full-time education who is absent from school without valid reason (see above) more than three days or is tardy in excess of 30 minutes on each of more than three days in one school year is truant and shall be reported to the attendance supervisor or to the Superintendent of the school district.
- Any pupil who has once been reported as a truant and who is again absent from school without written valid excuse one or more days, shall again be reported as truant to the attendance supervisor or the Superintendent of the School District. (E.C. 48261)
- Any pupil deemed a habitual truant who has been reported as a truant three or more times may be reported to the School Attendance Review Board (E.C. 48262)

Reporting Absences

It is very important that we have the full cooperation of parents and guardians to help ensure that we verify each child's safe arrival at school and that we accurately record each student's daily attendance. If a child is absent and we have not received a call, we will attempt to reach the parent/guardian by calling you by 10:00 a.m. to check on unreported absences. The responsibility for reporting absences remains with the parents. If we are unable to reach you and you have not called us, the absence will remain "truant".

We ask that parents/guardians call the Attendance Office at (805) **492-3531** each morning that their child is going to be absent from school, before 8:30 am, or leave a message on the school absence line. Please be ready to provide the following information:

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

Reporting Tardies

It is most important that children come to school ON TIME! The warning bell rings at 8:05 a.m. Students not in class at 8:10 a.m., when class begins, will be considered tardy. When a student has multiple tardies, we are required to begin the formal School Attendance Review Board process.

If your child is going to be late to school due to an doctor/dentist appointment or other valid reason, please call the attendance line, **492-3531**, and let us know when the child will arrive, the reason for the late arrival, and if your child will be requiring hot lunch that day. Depositing lunch money is not an excuse for being tardy to class.

Independent Study

The Independent Study Contract has been formulated to provide the student and teacher with specific educational guidelines when a child is away from school due to extended illness, and/or other extenuating circumstances **for 5 school days or longer only**. The contract, at the principals discretion, will be utilized to provide somewhat of an ongoing instructional program. By developing this individual contract, the student is able to keep pace academically with his class while the school is able to count this time as instructional time for attendance purposes. The child's classroom teacher will determine appropriate assignments and will confer with you and your child. You can help by setting aside some study time each day so that work can be accomplished in a calm and suitable environment. We hope that this contract helps both you and your child.

- Independent Study Contracts shall be requested by parents in person at the school office.
- Contracts should be requested a reasonable time in advance of the absence. We request at least one week's notice.
- All contracts shall be approved by the principal, signed and dated by the student, parent, and teacher **before** being turned into the office.
- A clear and definite homework assignment shall be given to the student, which will substitute for at least a minimum day's worth of work for each day of absence from school.

The contract and all accompanying homework shall be turned in to the teacher **on the day that the student returns to school**. The work should be treated as any other assignment and marked accordingly.

Independent Study is for absences of **5 consecutive school days or longer only**.

Make-Up Policy

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

Leaving School

Students may not leave campus without being signed out by the parent/guardian or other adults listed on the child's emergency card. Students leaving campus during the school day will be called to the office from class only after the parent has arrived. Under no circumstance is anyone allowed to go directly to a classroom or the yard to remove a child from school. We request that you check children out at recess or lunch so their classroom does not need to be disturbed.

Classroom Visitations

All visitations/observations must be arranged with principal and teacher in advance through the school office.

Phones/Pagers

Cell phones are permitted on campus but MUST be turned off and kept in a backpack at any time during the school day because of the possible disruption to the classroom learning environment. Students are responsible for their phones if lost or stolen.

Concerns

In the event that you have questions or concerns about your child, a program or classroom expectation, please contact the teacher first. If, after working with the teacher, you feel that your concerns are not handled in a satisfactory manner, please contact the principal. If following a meeting with the principal you feel your concerns have not been addressed, you may access the CVUSD Complaint Procedure by filing a written complaint available on the district's website.

School Supplies

A short list of school supplies for each grade level is available in the office in August and can be printed off the website: ww2.conejo.k12.ca.us/wildwood . These supplies will help support students during the year. This is a voluntary donation to the school. No student will be denied supplies if parents are not able to or choose to provide these items. However, parent support in this regard allows our school budgets for additional instructional materials. We have also found, that students often take better care of materials when they have been brought from home.

Phone Use

The office phone is for office business. Students must have a teacher pass for emergency use of the phone and may only use the phone for the following purposes:

- to get forgotten homework
- to request a forgotten lunch (except if in kindergarten or first grade)
- to get a forgotten field trip permission slip. It is the student's responsibility to get a written permission form filled out. Permission cannot be given verbally over the phone.
- to get forgotten musical instruments, school supplies, library books, etc.

The office phone may not be used to make after-school arrangements for visits, scouts, to go to a friends house, etc.

Animals

Animals can be an effective teaching aid. In addition, instruction related to the care and treatment of animals teaches students a sense of responsibility and promotes the humane treatment of living creatures. Animals may be brought to school for educational purposes, including "show and tell" and "share days," subject to rules and precautions related to health, safety, and sanitation, and as long as the teacher is aware in advance and that the animal poses no danger to the students. Teachers shall ensure that these rules and precautions are observed so as to protect both the students and animals. Parents should **not** bring dogs and other animals on campus at the beginning and end of each school day. If the child is bringing the animal to school to share, parents should confirm permission as well as the location for the share with the teacher.

Lost & Found

Each day, many items are lost or left behind by students in classrooms, the lunch area or out on the field and go unclaimed. Please check the Lost and Found rack on a regular basis. Each trimester the unclaimed lost and found items will be donated to charity. Items left at school (books, jackets, etc.) will have to be reclaimed by the student the following day if the classroom teacher has already left for the day. It is very important for students to begin developing responsibility for their own belongings, textbooks, and learning materials. **We urge parents to label all clothing items, lunchboxes etc. with their child's name so we can attempt to return left behind items to the students.**

School Spirit

We refer to our school as a “Learning Community.” This means that all of us, parents, staff, and children are working together to help each other learn and develop. Children need to take ownership for their learning and need the support of parents, teachers and staff members, as well as the community at large. One way to show our unified spirit is by wearing our school shirts every Friday. **Please ensure that your child has a school shirt and that he/she wears it every Friday.** Our school colors are blue and yellow, which also count as spirit wear. Throughout the year, our student council will announce special school spirit events. Spirit Wear will be sold at the beginning of the school year by our PTA.

School Lunch

Hot lunches are served at Wildwood Elementary. They are sold each day for \$3.50 each (this includes milk or orange juice). Milk and juice is available for \$.50 for those students bringing lunch from home.

The student is responsible for bringing lunch or having the necessary money to pay for lunch. ABSOLUTELY no money is available for borrowing or charging lunch. In an emergency, a child without a lunch will be able to eat fruit and vegetables that are left over from hot lunches. Prepayments are very convenient and many students keep a few credits in their accounts for emergencies - forgotten lunch, the cupboard was bare, etc. They are especially handy when a child occasionally forgets money in the morning. Checks for lunch tickets should be made payable to Wildwood Elementary School and can be turned into the office before lunch is purchased. Checks must be written for a minimum of \$25. Unused funds are refundable at the close of the year or when a child moves. Parents many use EZSchoolPay.com, a convenient online program to prepay lunches with your debit/ credit card. Your child’s student ID# is needed to enroll in this program. Your student ID is available in the office. Reduced and free lunch applications are sent home with each student on the first day of school and also available in the office or on the district website year round.

If the students bring money to pay for their lunch on a daily basis, they need to deposit their money in the cashbox in the office before the beginning of the school day, late arrival to class because of lunch money are not excused. A monthly menu is available on the district as well as the school website.

In the morning students have the opportunity to sign up in their classroom if they wish to purchase lunch. If a student forgot to sign up, or changes their mind about their selection, they need to wait until all other students have been served. Their first choice might not be available at that time.

Children may go home for lunch only with written parental consent. Also, a child with permission to go home must sign out and then in again at the office.

Classroom Enhancement Funds

Every year teachers will collect a small amount of money from all parents to be utilized during the school year to support classroom activities, including but not limited to parties, birthday recognition, rewards, and incentives. Your contribution to this fund is voluntary.

Computer Use

Students are given instruction in correct computer use, and both parents and students agree to the “Acceptable Use Policy” before students use on-line services by signing the emergency form. Students who violate their agreements will be subject to discipline under “unauthorized use of school equipment.”

Library

Mrs. Lock, Wildwood's librarian, has a homepage that many parents and students find helpful when looking for great books to read or help with classroom research assignments. You can look up information about textbooks, view our library policies and schedule, and access our Accelerated Reader Quiz List. You and your child can play online games and access fun, kid-friendly educational websites; you can find out which popular children's authors will be appearing in person at nearby bookstores. Your child can even submit a book review to be posted online!

Go to www.wildwoodlibrary.com and start your at-home learning adventure!

Should your student lose or accidentally damage any school property, you will receive a letter from your child's teacher, or from the librarian, charging you the replacement cost of the item(s). Hardbound library-ready books can cost between \$20 and \$30 to replace, most hardcover textbooks cost between \$30 and \$50. A full list of all text and materials, as well as their replacement costs can be found on the Wildwood Elementary School Library Homepage.

Each year, some of our text- and library books are ruined by broken juice boxes or leaky water bottles in backpacks. These accidents are unfortunate, but are preventable. If your child brings water or juice to school, we suggest packing them in individual plastic bags. Please ask your child to carry any liquids separate from books and other materials. Please review with your children ways to keep the books we all share clean and safe.

School Newsletters

Newsletters produced by student and parent groups are regularly distributed to students to read and to take home on Wednesdays. Parent volunteers are welcome to help with collating and distribution. Please contact the office if you can help. On the first Wednesday of the month an online-only Newsette will be posted on our website ww2.conejo.k12.ca.us/wildwood. All parents will receive an email to advise them of the latest posting. A printed copy will be available in the office upon request. Please check our website regularly for Newsletters, updates, community news, lunch menu, the calendar and more.

Participation in Extra-Curricular Activities

Students participating in extra-curricular activities (dances, after school activities, talent show, etc.) must be in school on the day of the activity in order to participate.

After School Programs

These fee based programs usually meet once a week after school to provide enrichment and are open to students in the grade levels designated by the provider. Performances and other culminating activities are often associated with these programs. Providers are not associated with Conejo Valley Unified.

Talent Show

Auditions are held in January for the annual school Talent Show. A limited number of acts are selected for school-wide performances.

Public Speaking

The public speaking competition is open to fifth graders and consists of three categories: persuasive speech, excerpt from children's literature, or historical personage.

Spelling Bee

Fourth and fifth grade students are invited to participate in the annual, district wide Spelling Bee.

Fifth Grade Celebration

Students in Grade 5 celebrate the end of their elementary school years with a special program for parents at 8:15 am and with a farewell picnic at the end of the school year.

Success Maker

This software program offers core learning of standards-based instruction in reading/language arts, mathematics, and English Language development/ESL curriculum. It also provides cross content learning, with science and social studies lessons incorporated into the math and reading curriculum. *SuccessMaker* individualizes instruction to the specific needs of each student.

After School Intervention Classes

When funds have been available, after school classes in math and reading to assist students who may be at risk in either area. Parents will receive a letter, inviting their student to participate.

Honor Roll

At the end of the each trimester, students are honored with placement on Honor Rolls:

Citizenship Honor Roll for Gr. K-2 requires all E's in Citizenship.

Academic Honor Roll for Gr. 3-5 requires A's (3), B's (2), no N's on report card.

Character Education

Each month Wildwood celebrates Kids with Character (respect, citizenship, kindness, responsibility, and honesty). Students who display these character traits earn the chance to have lunch with the principal.

Merit Points

Students have an opportunity to earn Merit Points for correct answers on Success Maker or Accelerated Reader. These points can be traded in for prizes in the office every Friday during recess or after school, or for special treats on designated days throughout the year.

Student Recognition

Once a month, Recognition Assemblies are held. It is our goal to recognize all of the children in the school for their unique contributions to our learning community. Teachers will recognize a few children each month in front of their peers and parents will be invited to attend the assembly. We will speak about the child and present them with a certificate to recognize their contribution. If parents are unable to attend, the office can be notified to request rescheduling if possible.

Moving

Please inform the office immediately in writing of any change in address or phone number. We rely on up to date information for our mailings, and especially to contact you in case of health concerns or emergencies. Before a mailing address can be changed, documentation is required, usually two current utility bills.

Birthday Treats

To recognize a birthday, some parents choose to bring in treats for all students in a class. We urge parents to make health conscious choices that complement the District's Wellness Policy. For edible treats we ask that you limit portion size appropriate to the age of the children and encourage parents to choose alternative ways to celebrate a special day. Pencils, stickers, erasers, a book for the classroom etc. are wonderful choices in place of sweet treats. Any birthday treats that a parent brings in will be handed out at the end of the school day.

Volunteers

At Wildwood, we highly value our parent volunteers. It is important, however, that the following guidelines are to be followed when volunteering at school:

- **All volunteers, who have contact with students in any capacity must have a current TB test showing freedom of tuberculosis on file with the office to meet state law.**
- A volunteer orientation will be held at the beginning of the year. Attendance at this orientation is required prior to beginning work in the classroom.
- **Volunteers must check in at the office and wear a badge. When leaving volunteers must sign out and leave the badge in the office.**
- Volunteers may not bring younger siblings while volunteering at school.
- Volunteers must keep all student information confidential including viewing of student learning, special needs observed, etc. All volunteers need to sign a "Confidentiality Agreement" before volunteering.
- Please dress appropriately and professionally while volunteering.
- Children are to respect volunteers, however, the teacher is responsible for student discipline.
- Under all circumstances, volunteers are to follow the directions of the teacher.
- Before volunteering in classrooms, please turn off cell phones and pagers. If you expect an emergency call, place the device on vibrate and leave the room if you receive a call. Please remember that the Wildwood campus is a cell phone free zone

FieldTrips

Every year teachers schedule field trips to enhance students learning by letting them experience the curriculum in a hands-on manner. These field trips are an essential part of the learning process that allows teachers to bring the real life situations to the students outside of the classroom. Even though the field trips take place off campus in public places, they are still considered as instructional time during the school day. Teachers schedule with their parent volunteers who may all end the field trip as a chaperone.

Most destinations have a specific number of adults that are allowed to accompany students and help facilitate the learning experience. If a parent is not asked to be a chaperone but chooses to visit the field trip destination on their own or with other siblings, they still may not join the class on the field trip as they were not assigned to work with the group. We understand that people may want to join us on the trips but for student safety, field trip destination protocol, and instructional reasons, we are unable to have anyone other than the assigned chaperones attend field trips.

As a chaperone your primary responsibility is supervising the group of students that have been assigned to you. Purchasing gifts, food, souvenirs, etc. for your child or a group of children is not allowed. Often a donation is requested to pay for a field trip or a deposit is requested to hold a space. There are no refunds once these payments have been made since fees are based on the number of students in that class.

Parents are to refrain from using cell phones on field trip. The number of chaperones needed for each trip will be determined by the grade level team and no additional adults may attend, as each destination has strict guidelines on how many people may attend. Thank you for your cooperation.

Safety

Schools are very safe places for students to be in an emergency. We do monthly drills to prepare students to evacuate buildings safely. Equipment is available for both first aid and search and rescue needs, and multiple people are trained in emergency operations. Parents are urged to take care of their home needs carefully before rushing to school in an emergency situation. We will first protect, then account for, then begin releasing students to parents or authorized emergency contacts after proper authorities are consulted. Parents who panic or disrupt emergency procedures jeopardize the safety and well being

of students. In the event of an all-school emergency, we have the ability to immediately contact you using all your emergency phone numbers within minutes to give you an update and instructions.

In case a parent or guardian cannot be reached by telephone, only the person(s) listed on the Emergency Card may be contacted. Please keep this information up to date at all times.

Disaster Plan

In the event of a major earthquake or other disaster, the school has an emergency plan to protect the safety and well being of all of the children. The children and staff practice for this on a regular basis throughout the school year. The school has medical supplies, tents, food, water, etc. to care for the children until a designated adult can pick them up.

In the event of a disaster it is important that you as parents do not endanger your lives to get to school. The school will keep the children safe and cared for until such time that the parent or a designee can get here - even if it is for a week or longer.

In order to take a child from school, the parent or designee will need to sign the child out.

All parents will fill out a disaster release form at the start of school indicating contacts and designated adults to whom children can be released. Anyone who violates our procedures during a disaster will be in violation of state and federal law and will be prosecuted to the fullest extent of the law.

Prescription and Non-Prescription Medication

If your child needs to have medication at school on a regular basis or even for a short period of time, an appropriate form must be filled out and signed by the child's physician. All medication must be administered by school office personnel. **Under no circumstances is a child to have medication on his/her person at school or take medication unsupervised without written permission from their doctor.** This applies even to Tylenol, cough drops, or other over-the-counter medications, in addition to prescription medications. **Parents are welcome to come to the health office to dispense medications to their child if needed anytime during the school day.**

Head Lice

ANYONE can get head lice, but they are most common on school age children. Personal cleanliness does not prevent a person from getting lice and every year we see multiple cases of head lice. In order to stem the spread of *Pediculosis* we do ask for a parent's cooperation and notification if their child is infested or if they suspect infestation.

Please check your child for nits or head lice if your child scratches his/her head frequently, or if someone you have been in close contact with has been infested. If you do not know what lice or nits (eggs) look like, please pick up information material in the office.

If a student is found with nits or head lice, they will not be allowed to be in school until they are treated and all nits have been removed. After treatment and removal a student may return the next day, but needs to be checked by school personnel and found to be lice/nit free before returning to the classroom. Students will be discreetly rechecked once a week for up to six weeks.

If there are multiple cases of head lice in a classroom, information about treatment and prevention will be distributed to all parents in that grade level.

Controlled Substances

The Conejo Valley Unified School District follows a progressive approach to student discipline. Any student who is in possession of or under the influence of any controlled substance or look alike, including tobacco, alcohol, illegal drugs or who is misusing legal drugs will be suspended.

Wildwood Elementary School and the entire Conejo Valley Unified is a “**Smoke Free Zone**”. By Board Policy, use of any tobacco product by anyone on the grounds or buildings is strictly prohibited at any time. This also includes field trips while children are off campus.

Sexual Harassment

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

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

Racial/Ethnic Sensitivity

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

Weapons

The Conejo Valley Unified School District prohibits possession of any type of weapons on campus. Any student who is found to be in possession of a weapon, including but not limited to, any knife or any type of gun including Airsoft pellet, BB, or any explosive device including a firecracker or fireworks, will result in suspension and possible expulsion. This includes any replica or look-alike of the aforementioned.

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

Cheating/Plagiarism

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

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

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

We Tip—Outsmart Crime

If you have information about weapons, drugs, graffiti, gangs or crimes at our school or in our neighborhood... turn them in, anonymous. No one will know who you are. Not us Not ever! [Www.wetip.com](http://www.wetip.com)

Crimes, Gangs, Graffiti or Theft call 1 800 78—CRIME

Drugs call 1 800 78—DRUGS

Traffic Safety for Students and Parents

The focus of the traffic management program at any school has to be on the safety of students. At the end of the school day, when all students are leaving at once, every school zone will have traffic backups and delays. These guidelines are designed to encourage safe practices, which may cause students and parents some inconvenience, but if followed, give both the best chance for safe and sane drop-offs and pickups. Parents need to model good, safe practices and expect their students to do the same. **Please note that the speed limit is 25mph when children are present.**

When using the school parking lot for drop-off and pick-up, please do the following:

- Drop off and pick up students in the marked loading zone only. Drop and load students from the passenger side of the vehicle only.
- Use the "thru-traffic" lane to pass and exit, do NOT drop let children exit the car from the thru-traffic lane.
- No parking anywhere in the staff parking lot in the front of the school. Park only on the street.
- No waiting or parking in the passenger loading zone. Drivers should never exit the vehicle while in the passenger loading zone.
- Always pull forward as far as possible before loading or unloading.

Pick-Up and Drop-Off Procedures

There are two areas designated for pick-up and drop-off at Wildwood. They are as follows:

(1) Staff Parking booths are located in the parking lot by the flagpole. When using this area, please pull all the way forward before picking up or dropping off. Do not drop off anywhere except in the marked "drop-off zone." **Do not park and get out of your car in this area. UNATTENDED VEHICLES WILL BE TOWED at the owner's expense.**

(2) The Parking Lot on Arboles - NEVER DOUBLE PARK HERE! It is unsafe and illegal. There is also a fire lane in this parking lot that must be kept open for fire access. Please do not park blocking the fire access.

Please note: There is no stopping or parking allowed on Arboles. Cars are being ticketed.

Children and parents who walk to school must walk on the sidewalk and only use marked cross walks or the tunnel to cross any streets.

Parents need to be patient, courteous, and safety minded when picking up and dropping off. There is no way to pick up and drop off 400 children at once without some congestion. Safety must always be your #1 concern, as it is ours. Try to arrive early and don't rush - if late, remain calm and go with the flow. Make a plan with your children, including all of the children in your carpool, as to which of the pick up options you will use. Please review this when a different person - grandparents, etc. pick up your children. **Thank you so much for your cooperation!**

The playground is supervised from 7:45-8:10 a.m. If your child has to arrive before 7:45am, they must be enrolled in the Child Care Program. There is no after school supervision on the playground unless your child is enrolled in the Child Care. Use of the playground equipment after school is limited to those students enrolled in the Child Care Program only.

Bicycle Rules

The following rules will be enforced:

- Only students in grades 3-5 may ride bicycles or scooters to school.
- Students **may not** ride skates, heeies, or skateboards to school or use them on the campus at any time, including after school, evenings, holidays, weekend etc.
- Students riding a bicycle or scooter must wear certified helmets. They must also wear them correctly and be fastened correctly. It is the parent's responsibility to ensure this. This is a school rule and a DMV rule as well. If a student is caught riding a bicycle or scooter to school without a helmet, parents will be called to bring one or to collect the bicycle/scooter and the student at dismissal time. The student will not be permitted to leave campus on the bicycle/scooter without a proper helmet.
- Bicycles and scooters must be walked once the student enters the campus, and then secured in the bike racks only. Students should lock their bikes/scooters to the bike racks as all scooters and bikes are stored there at your own risk. Students need to walk their bikes on the sidewalk in front of the school.
- Bicycles must use the designated bike lanes when available. Students must walk their bikes across streets at designated cross-walks.
- If bike lanes are not available, students must ride in the same direction as traffic and as far to the right as possible. Students riding in groups must ride single file.
- Bicycles are required to follow all traffic rules that affect motor vehicles including the heeding of all road signs. Please obtain a copy of the California Department of Motor Vehicles handbook and go over the section on bicycles with your child.
- One rider per bike.

Bicyclists must remember that they are riding the most vulnerable of all vehicles. Bikes must be ridden responsibly and in a **controlled and safe** manner **at all times**. The traffic at Wildwood at drop off time and pick up time is heavy. Bicyclists must be aware that they are in constant danger from cars and must

be on the look out and be defensive. Parents, if you feel that your child is not at a point where he/ she can handle the very great responsibility of riding a bike or scooter to school, please do not give them permission. If parents are unsure it is better to err on the side of caution.

Playground Rules

Every game has rules. Students may not change the rules of any game at any time. These rules will be taught to the students as part of the Physical Education program.

- In the event of a disagreement over a game as to whether a player is out or not, students playing in the game are to vote. The outcome of this vote will be the final decision. The decision **may not be appealed** to the yard supervisors or principal.
- Food and snacks must be eaten in the lunch area only.
- Martial Arts, including karate, etc. are not permitted in any form at any time.
- Games that involve tackling, wrestling, pushing, etc. are not permitted.
- Students are not permitted in the parking lot or off the campus during the school day.
- Playground balls are not to be kicked (except soccer- and kickballs).
- Students may not wander about classroom areas, library, computer lab, office, in front of the school, or corridors during recess or at any other time without a pass from the teacher.
- There shall be no climbing of or pulling at trees or foliage. All wildlife is to be respected and honored at all times.
- Students will use the playground equipment in a safe manner. Slides are one direction only, no running and tag using the equipment. There is a limit to the number of children that may use a piece of equipment at a time.
- Students may not bring toys to school (except for share time with permission of the teacher). This includes collector cards, electronic devices, etc.
- In absolutely all cases the yard supervisors are to be respected and obeyed. Students are not to argue with the yard supervisors. Students who do will face disciplinary action for defiance and disrespect.
- Students may not use any type of inappropriate language.
- Free falls off the bars or any type of free fall flips are prohibited.
- Students should not bring their own balls and bats or other equipment to school.
- Students may not throw sand, dirt, or objects.
- No gambling or betting is allowed.
-
- The main playground is open and supervised from **7:45 a.m. in the morning and until 2:35 p.m. on Monday, Wednesday, Thursday and Friday (1:20 p.m. on Tuesdays).**

The park is not supervised during these times so only children on our main playground will be supervised. When children are playing on the playground at this time they are required to follow school rules and may be disciplined by the campus supervisors. The K yard is not open prior to the start of class or after class is dismissed.

Children are not to be dropped off at school before this and they are not to be picked up after these times. CHILDREN ARE TO BE PROMPTLY RETRIEVED FROM SCHOOL AT 2:35 P.M. EACH DAY EXCEPT TUESDAYS. PLEASE PROMPTLY RETRIEVE CHILDREN AT 1:20 P.M. ON TUESDAYS

Student Appeal Process

Students who wish to have the faculty consider policy rule changes must do the following in order:

1. Contact Mr. Hedin in writing to see if a rule change in this area can be considered, or if the rule is one that must be appealed to higher authority first (School Board), or if the rule cannot be changed because of law.

2. You must provide a written proposal that describes in detail what is wrong with the current situation and what you believe would be a better solution. In your written proposal, you must detail your arguments both for and against the proposed solution by both student and faculty (that is a total of four arguments). You must include research into what other schools have done or are doing. This will prepare you to recognize and be ready to discuss the different points of view that cause rules to be controversial at times and why getting agreement to change might be difficult.
3. These pieces of evidence will be presented to the faculty so they can take one of the following steps:
 - a. Ask you to survey the people who would be affected by a change so that all opinions of others are known.
 - b. Ask you to gather some other information before proceeding.
 - c. Agree with your proposal and work with you to get it into action.
 - d. Reject your proposal with comments back to you to explain their reasons.

Restrictions to Physical Education and Recess due to Injury

Any student who is unable to participate in PE due to injury treated with a cast, appliance or crutches, requires medical orders from a doctor, which clearly spell out any restrictions. Additionally we request a parent signed release of liability. Once the student's health has improved, a doctor's note of readmission is necessary to state that there are no more restrictions placed on the student's physical activities.

If a parent requests in writing that the student shall be excused from participating in Physical Education for non-accident related reasons, the child may not participate in physical activities during recess as well. In those days the student is welcome to spend a quiet recess in the office or on a bench outside until they are fully able to participate in all activities again.



Student Rights

A right is something which belongs to you inherently and cannot be taken away from you by anyone. Students do not leave their rights outside the school. On the contrary, students have rights under the Constitution that must be protected while they are in school. Students or parents may appeal according to Board Grievance Procedures. In turn students must remember that others have these rights as well, including classmates and teachers.

- **The right to be safe at school** - This means that no one should intimidate or make students afraid to be at school. Wildwood shall be a safe and comfortable place for everyone.
- **The right to be respected and treated with kindness at school** - This means that no one should make fun of students or hurt students' feelings intentionally. No one may embarrass anyone else.
- **The right to be heard** - This means that all students will have the opportunity to tell their sides of the story before receiving consequences for breaking a rule. If a student feels that one or more of his/her rights have been violated, their teacher, a campus supervisor, or the principal should be told immediately.

Student Responsibilities

- **Do not keep others from learning** - Students come to school to learn. If others are kept from learning by distraction, etc. then they are being deprived of something that is important and something that is their right. All classroom rules must be strictly obeyed.
- **Come to school unless you are sick** - Parents are required by law to send their children to school from ages 6-18. The only valid reason for an absence is illness. If there are unusual circumstances for other reasons that require an absence of five days or longer, the parent may request an independent study contract for the student. If the teacher and the principal agree, then the independent study contract will be arranged and the student is required to complete the assigned projects upon return to class. It must be noted that these rules will be strictly enforced. If a parent keeps a child home for any other reason, the child will not be allowed to make up the work and the child's academic record will be affected. Additionally, the school **will** prosecute parents for violation of the Education Code by filing a report with the School Attendance Review Board. When this occurs, the parent will be required to appear in front of the Board to present an explanation. The Board will usually make recommendations to assist in amending the problem. If no result is achieved, the case will be turned over to the Superior Court for prosecution. Parents are required to notify the school at the onset of illness by calling (805) 492-3531, reporting the absence, and explaining the reason fully.
- **Be on time for School and Class** - Parents are required by law to have their children to school on time every day. Students must be in line by the designated time. Students who arrive after the class starting time are tardy and must report to the office. On the fourth tardy, the principal will send a letter home to remind parents that students are required to be on time for school. Excessive cases of seven or more tardies will be reported to the School Attendance Review Board. When this occurs the parent will be required to appear in front of the Board to present an explanation. The Board will usually make recommendations to assist in amending the problem.
- **School officials must be obeyed at all times**— School officials include the principal, teachers, yard supervisors, lunch staff, custodians, instructional aides, office staff, librarians, safety patrol officers, and any specialists. Students must do as directed by these people at all times **without an argument.** If the student disagrees with a decision he/she may discuss it with the individual at the appropriate time. Violations to this rule is known as defiance and is a serious offense. The Education Code allows suspensions from school for this.
- **School property is to be respected** - All students will respect all school property as it belongs to all of us. Any destruction of school property will result in the parents of the guilty students paying for the damages in addition to appropriate consequences for the child.
- **Students will act appropriately at assemblies and when on field trips**- During these activities it is often difficult to behave at your very best; however, this is usually when your best behavior is requested and expected the most. This includes evening activities.
- **Behavior going to and from school will be excellent** - The school rules apply on the way to school and on the way home as well as any after hours activities.
- **The dress code must be adhered to** - The dress code described later in this document must be obeyed. The primary responsibility for this lies with the parents.
- **Students will respect all adults working on campus** - Wildwood is fortunate to have a large number of parents who volunteer their time on a regular basis to help in classrooms and at the school in general. Students will show these adults the proper respect that they should show all adults. Parent volunteers will not be responsible for disciplining children. The teacher and other supervisors will handle all discipline.

Dress Code

The appearance and manner of dress of students is a matter to be determined primarily by the students' parents. The district expects students will attend school wearing clothing which is both neat and clean and which is **appropriate to the activities being conducted in school** and to the weather. In no case shall the dress or appearance of a student be such that it endangers the health and safety of the student or others or such that it has **a disruptive effect upon the orderly operation of the school.**

Students are expected to come to school ready to learn. They should be well fed, well groomed, and dressed appropriately. It is our goal to assist parents in establishing proper guidelines for children related to appearance. Students need to know that going to school is not unlike their parents going to work. It is important to remember that we are establishing a code that is appropriate for young **children** attending school. If students dress inappropriately, they will be excluded from class and school activities until their clothes have been changed to reflect dress code standards. We are attempting to discourage children from taking on the appearance of various sub-cultures related to drug abuse, violence, promiscuity, and gang activity, and to prevent distractions to learning.

Therefore the following code regarding dress has been established and will be enforced:

- Clothes or hairstyles that create a distraction for other students are not permitted.
- No attire may be worn that promotes or advertises the following: alcoholic beverages, tobacco products, illegal substances, negative or profane comments (this will include all attire featuring "The Simpsons," "Beavis and Butthead," "Southpark," etc.), breaking the law, violence, the occult, or inappropriate pictures, themes or language.
- Students may not wear crop-tops, muscle shirts, cut-off shirts, or tops that are so short that they expose any skin.
- Students may not wear tops with "spaghetti straps" or off-the-shoulder blouses.
- Students' undergarments may not be exposed at any time.
- Students may not wear cut-off shorts or shorts or skirts that are shorter than mid-thigh length.
- Clothing must be neat and clean, not ragged or dirty.
- Since physical education is a regular part of the educational program, it is essential that students wear appropriate and safe shoes to school. Tennis shoes are recommended. No thongs, sandals, heels, pumps, or clogs are permitted at any time.
- Hats must have a brim for protection from the sun and are to be worn facing forward at recesses and during P.E. Hats shall not be worn indoors.
- Outrageous hair styles are not permitted. A neat look is encouraged for both boys and girls.
- Students may not wear oversized clothing. All pants must stay up without the aid of a belt, rope, suspenders, etc.
- Students may not wear any type of tattoo, including temporary rub on types.
- Students may not have wallets on chains.
- Students may not wear bandanas in the style of gang members.
- Students may not wear make-up. This includes eye shadow, hair or facial glitter, etc.
- Students may only wear post ear rings - no dangling ear rings, long necklaces, etc. This is primarily a safety issue.
- Gang related clothing may not be worn.

Enforcement of Dress Code

If a student violates these policies, he/she will be sent to the office where the parents will be called and asked to provide a change of clothes, if appropriate, or to pick up the item being worn that is not permitted. If the parent refuses, the student will be placed on in-school suspension that day in the office and will be placed on regular out-of school suspension until the student returns to school in the appropriate dress. Normal suspension procedures will be followed including a parent conference. After five days have passed the administration will recommend an extension of the suspension until the matter is resolved. Due process involves an appeal to the superintendent first and then to the governing board of education.

Student Behavior/Discipline Procedures

Although positive reinforcement and modeling are our primary tools regarding student behavior, there are times when students will need to understand that there are negative consequences for their actions. At Wildwood, the goal of all discipline procedures is to assist parents in their role of providing guidance to children and in helping students to make positive choices regarding their behavior and actions. Therefore, the following procedures will be implemented regarding violation of school and classroom rules:

Students will usually be warned regarding the violation of a rule on the first offense. Warnings will not be given regarding fighting, theft, destruction of property, and defiance. The goal of the warning is to clearly describe to the child the expected behavior. On these offenses, a consequence will normally be issued on the first offense and will progress on succeeding offenses.

After a warning, the yard supervisor, teacher, etc. will issue a consequence that fits the offense. Benching at recess and lunch is appropriate, as well as after-school detention. Writing about the offense is also recommended. Assignment of additional school work is prohibited. Students may not engage in conversation with others when they are benched. Parents are normally not notified in the event of a benching unless it occurs frequently. Parents must be notified in advance of an after-school detention.

If the offense is serious as outlined above or if the same offense has occurred before, the student may be referred to the principal. The student will be given the opportunity to offer an explanation and call witnesses if desired. In the event of a conflict between two or more students each may call witnesses. The principal will then make a judgment on the matter and issue consequences which may include after-school detention, loss of recess, loss of privileges, in-school suspension, out-of-school suspension, etc. In all cases the parents will be notified of the incident.

In situations that involve fighting— all students who participate may receive consequences no matter who started it. Self defense is not an excuse to engage in a fight. Students who feel compelled to fight due to harassment by another student must report the situation immediately to one of the school authorities. The situation will then be mediated in a civilized manner. **Parents must not encourage their children to fight to defend themselves.** This teaches children that when a problem cannot be resolved, it's o.k. to use physical force rather than reason, debate, discussion, mediation, etc. **No form of fighting will be tolerated at Wildwood for any reason.**

Teachers may suspend a child from class for a period of one day in the school office. The principal or designee may suspend a child for up to five consecutive days either in school or at home. In all situations regarding a suspension, whether in-school or out-of-school, the parents will be required to attend a conference to discuss the situation and to review papers that will be placed in the child's cumulative records. A district policy has been established regarding all suspensions that includes due process.

State law allows schools to require parents to spend a day with their child in school in the event of a continuing or severe disciplinary problem. Parents may be required by the school to do this, and to sit next to their child for an entire day and to accompany them at recess, etc. By law, the parent's employer is required to release them for the day but may charge their sick leave or vacation.

Corporal Punishment shall not be inflicted on any student at any time. An amount of force that is reasonable and necessary for a school official to quell a disturbance threatening injury to persons or damage to property, for self-defense, or to obtain possession of weapons or dangerous objects, shall not be considered corporal punishment.

Suspension/Expulsion

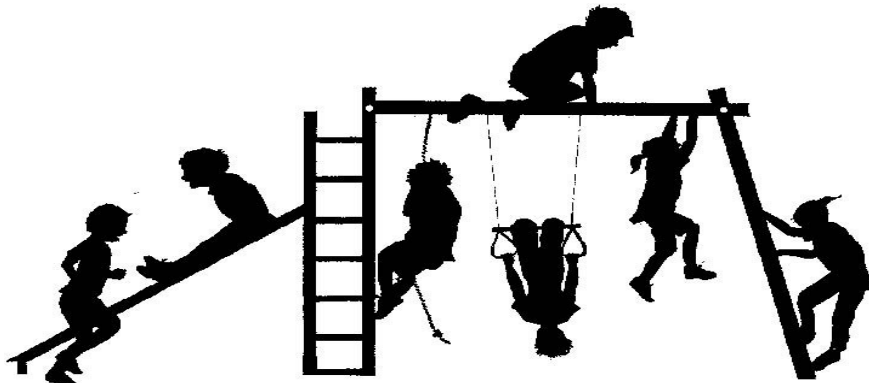
A child may be suspended or expelled from school for the following offenses according to the State Education Code:

- a) Caused or attempted to cause, or threatened to cause physical injury to staff, student, other.
- b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, alcoholic beverage, or intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then either sold, delivered, or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcoholic beverage, or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property. h) Possessed or used tobacco, or any products containing tobacco or nicotine products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- k) Disrupted school activities or otherwise willfully defied the valid authority of school officials or other school personnel.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding. EC 48900.2 Committed sexual harassment (*applies only to pupils in grades 4-12*) EC 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence (*Applies only to pupils in grades 4-12*) EC 48900.4 Engaged in harassment, threats, or intimidation. (*Applies only to pupils in grades 4-12*)

Test Corrections

Students in grades 3rd – 5th will have the opportunity to make test corrections should their grades not be passing. The following guidelines will be used.

- Test corrections will be accepted on MAJOR tests.
- Test corrections must be completed within a 1 week period.
- A total of 10 points maximum can be added to their existing grade after test corrections, not to exceed 70%.
- A Parent Signature is required for test corrections to be counted.
- On the Report Card – A reference will be noted in each subject that it applies to so that parents are aware of the grade adjustments.



GAME RULES

GAMES THAT CANNOT BE PLAYED DURING RECESS:

- tackle football
- dodge ball
- rugby
- Red Rover
- bombardment
- softball
- pole climbing
- baseball
- tag in the sandbox or cement/asphalt areas

Picking Fair Teams:

- choose two team captains
- choose alternately until the game maximum is reached
- if the maximum is not reached, then every time two new players come, one will go on each team

Four Square:

- after 3 games in the first square you are out.
- no maximum number of players
- no catching the ball
- no takeovers
- majority decides if it is in or out (or the first three in line can decide)
- no fists—open hands must be used to hit the ball
- serves must be fair
- no “saves”
- the ball must hit inside the opponent’s square or you are out
- the line of waiting players must be at least three feet away from the square

Prisoner:

- maximum of 12 per team
- no slamming the ball at anyone or OUT
- if called out by majority of people present then OUT. If they argue, OUT OF GAME
- maximum of two steps after catching the ball
- don’t touch the net—if repeatedly done, out of game

Football:

- must be played on the football field
- maximum of 15 per team
- fair teams
- touch only, NO TACKLE
- count 10 banana before rushing
- no blocking

Tetherball:

- after winning 3 games you are out
- no ropes—if you touch the rope, you're out
- no catching of the ball
- one hit per side on each turn around the pole unless it touches the pole/ opponent
- no touching the pole

Kickball:

- maximum of 11 per team
- four kickable pitches and you're out
- usual kickball rules
- everyone must bat once before anyone bats a second time

Soccer:

- maximum of 15 on each team kicking
 - game closed when maximum is reached
 - no cleats
 - no high kicking
 - AYSO rules apply
 - offsides, hands, possession, tripping are only called when there's a referee unless fouling team agrees to the foul.
 - no "slide tackles"

Basketball:

maximum of 5 per team on half court
maximum of 9 per team on full court

- no back court press
- two on a ball—out of bounds
- witch off out of bounds
- no free throws for fouls
- no hanging on basketball hoops
- no tripping—if deliberate—OUT OF GAME

Volleyball

- maximum of 12 per team
- teams must rotate, including serve
- fair teams
- single hits only
- no touching net—other team gets a point
- three hits per team

Handball

- after winning 3 games you are out
- no "pops" on bottom of board
- no "slicies" (really low hits)
- ball must be at least 6" off ground
- no "bubble-ups"

Wildwood Elementary School

2011-2012

Room 20 Ms. Bradd Grade 3
Room 19 Mrs. Callahan Grade 3

Room 21 Childcare Upper Grades

Room 22 Childcare Primary

Room 24 Kindergarten Mrs. Wilson
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Room 18 Computer Lab	Room 13 Mrs. Carney Mrs. Holtke Grade 4	
Room 17 Mrs. Calce Grade 3	Room 14 Mrs. Soliz Grade 4	
Room 16 Mrs. Morehead Grade 5	Room 15 Mrs. Brunzell Grade 5	
Work room	Restrooms	Work room

Room 12 Mrs. Gyure Resource	Room 10 Mrs. Riss Grade 1	Room 9 Ms. Henige Grade 1	Room 8 Mrs. May Grade 1	Room 7
Restrooms	Room 6 Mrs. Luft Grade 2	Room 5 Mrs. Buck Grade 2/3	Room 4 Mrs. Yeston- ek Grade 2	Primary Resource Room
			Room 3 Mrs. Fontanilla Grade 2	

Bookroom	IMT	Library Mrs. Lock
Stage	Principal Mr. Hedlin	Health Office
Conference room	Office	Work room
Speech Mrs. Kruse		Staff Lounge
		Kitchen Mrs. Lomax
		Restrooms

Room 2 Mrs. Hamilton
Room 1 Mrs. Haxton Kindergarten