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A Message from the Principal

My name is Lisa Pica and I am proud to introduce myself as the Principal of Hayden Meadows. I am a native of Idaho and have been a resident of North Idaho since 1985. Prior to becoming an educator, I was in business administration. I had always wanted to be an educator, so I pursued my undergraduate degree from the University of Idaho and later received my Master’s Degree from Gonzaga University. I have been employed by the Coeur d’Alene School District for over 20 years. My experience as an educator includes teaching kindergarten, Title I Reading, advanced learning classes, second grade, fifth grade and principal at Dalton Elementary.

The staff at Hayden Meadows is dedicated to providing a quality education that is positive, challenging, and rewarding. We value the role parents play in the educational process and realize it is critical to work together to provide the very best educational opportunities we can for your child. We welcome and encourage you to become involved with your child’s learning whenever and wherever you can: volunteering in the classroom, helping with homework, listening to oral reading or discussing events of the day at the dinner table. Many exciting and challenging learning opportunities are planned for each and every student. We look forward to an incredible year!

LISA PICA, Principal

School Mission Statement

Hayden Meadows Elementary is committed to work in collaboration with students, parents, and community members to enhance education through the use of inquiry, discovery, and technology. We offer a rigorous curriculum, requiring students to be analytical thinkers, problem solvers, and collaborative learners, and equip them with the technology to develop 21st century skills and become productive citizens and successful leaders in our society.

Absences and Leaving Early

Your child’s attendance is crucial to their success at school. If your student must be absent, please enter the absence in Skyward Family Access before 9:30am, call the office before 9:30am at 772-5006, or email our Registrar, Kate, at koverland@cdaschools.org. For your child’s safety the office staff calls on all unverified absences. Please help reduce the number of calls we need to make each day by notifying the office in advance. To minimize interruptions to the classroom during the school day, please schedule appointments outside school hours. To protect the learning environment, we also ask that parents do not pickup students early unless absolutely necessary. If your child must leave before the school day ends, please make arrangements in the morning with our office.

Need to Leave a Message?

In order to preserve instructional time, we encourage you to use email to communicate with your child’s teacher. You may also leave a message using our voice mail system. Our secretaries will answer and transfer your call to the appropriate voice mail box. If you need to leave a time sensitive message, such as a change in after school arrangements for a student, please call & speak directly with the office before
2:45pm. **Please note: We cannot ensure the delivery of messages to students called in after 2:45pm.**

### Skyward Family Access

Skyward Family Access is an extremely valuable online tool for parents. Family Access allows you to update your family information at any time, all year long, and view your student’s attendance, test scores, lunch account, and much more. To get started all you need is an email address. The office will email your login & password. We strongly encourage parents to become familiar with Family Access because it will follow your student through high school.

### Online Payments / e-Funds

E-Funds for Schools offers parents the convenience of paying online for school lunches, School Plus, yearbook orders, donations, and much more. You can pay for multiple students at multiple schools with any internet connected device. Just click on the “Online Payment” icon at the top of our webpage or click on “District Links” in Family Access in the top right corner. There is also a tutorial on the district website www.cdaschools.org. Both debit & credit card payments are accepted through e-funds for schools. There is a small convenience fee per credit card transaction but no fee if you use your checking routing number.

### Birthday/Holiday Treats and Deliveries

Due to possible allergies and potential disruption to instructional time we ask that parents **please communicate in advance** with their child’s teacher before providing birthday treats for the class. In addition, **we ask that deliveries of holiday flower arrangements, balloons, candy bouquets, etc. not be sent to the school**. Any such deliveries will be held in the office until the end of the school day for the student to pick up.

### Valuables

We strongly discourage students from bringing anything of value, including electronics, and toys to school.

### Lost and Found

Throughout the school year there are two large bins between the cafeteria/playground doors where lost & found items are located. During parent/teacher conferences and the last week of school these items are displayed on tables in the hall for parents to check for their child’s lost items. At the end of the school year all unclaimed items are donated to charity or recycling.
Resources and Communications

Our school website http://cdaschools.org/meadows is the best resource for lunch menus, calendars, School Plus registration, t-shirt & yearbook order forms, cross-country permission slips and so much more. Using our website keeps you informed, reduces printing costs for the school, and is more environmentally friendly. Your child’s teacher may also post their parent letter or other information on the website, so please check it often.

Email is our primary tool for communication. Emails from our office &/or teachers go out weekly, if you are not receiving them please let us know. Having your accurate email address in our system is vital to our communication with you. If you do not have access to the internet, please let the office know.

Volunteering in Your Child’s Classroom

All volunteers are required to complete and abide by the district’s “Confidentially Agreement”. Teachers will request volunteer help after a few weeks to allow their classes to settle into a routine. Please refer to the parent letter from your child’s teacher to see when he/she is ready for volunteers.

During this first week of school, the teachers will go over the expectations of school behavior in all common areas (hallways, cafeteria, playground, etc.) You can find these expectations on our website. Please go over them with your child to help reinforce our expectations for a safe and caring environment.

Hayden Meadows P.T.O

Our school's PTO is a volunteer organization made up of parents and staff working cooperatively to serve and enhance our children's education. Our PTO organizes many informational, social, and fund-raising events throughout the school year. Whether you have a little or a lot of time to help, there are many fun ways to be involved. Even if your schedule doesn't allow you to volunteer, please come and learn about the great things going on at our school!

P.T.O. Meetings are the 2nd Monday of every month.

Q: What are the meetings about?

A: PTO meetings are an opportunity for parents to learn and share information about what is currently happening in our school and our PTO organization. Each meeting includes a "Principal's Report" providing details about the latest celebrations and challenges our school is facing. The PTO President reports on old and new business, the PTO Treasurer shares the current financial report, and Committee Chairs present their respective reports.

Q: Do I have to be a member?

A: All parents are welcome! You do not have to be a member to attend, but you do need to be a member to vote. All parents are encouraged to ask questions and engage in discussion to help our school be the best it can be for our students and staff.
Who to Contact?

Principal: Lisa Pica
Lunch: Lynn Wallace, Kitchen Manager
Transportation: Transportation Dept.
Counselor: Joan Atkins
Special Ed: Jeanna Rade or Lindsay Booze
Parent Association: Katie Morrisroe
Volunteering: Classroom Teacher

Helen Hanna
Office Manager and Asst. Treasurer
- School Finance/Accounting
- Student Fines & Payments
- Purchasing & Supplies
- Facility use & Scheduling
- Fundraising & Donations
- Reader Board & Website
- Email Communications

Kate Overland
Registrar and Attendance Secretary
- Student Records
- Enrollment
- Attendance
- Immunization
- Birth Certificates
- Skyward Family Access

Daily Schedule

Entry Bell ................................................................. 8:55am (Wed. 9:55am)
School Begins .......................................................... 9:00am (Wed. 10:00am)
Recess 1st Grade ...................................................... 10:30am-10:45am (Wed. No Am Recess)
Recess 2nd Grade...................................................... 11:00am-11:15am (Wed. No Am Recess)
Full Day Kindergarten Lunch................................. 11:10am-11:55am
3rd Grade Lunch ...................................................... 11:15am-12:00pm
5th Grade Lunch ...................................................... 11:30am-12:15pm
4th Grade Lunch ...................................................... 11:45am-12:30pm
2nd Grade Lunch ...................................................... 12:00pm-12:45pm
1st Grade Lunch ...................................................... 12:15pm-1:00pm
Recess 3<sup>rd</sup> Grade ............................................................. 1:35pm-1:50pm
Recess 1<sup>st</sup> & 5<sup>th</sup> Grades...................................................... 2:15pm-2:30pm
Recess 4<sup>th</sup> Grade .............................................................. 2:30pm-2:45pm
Recess 2<sup>nd</sup> Grade .............................................................. 2:45pm-2:55pm
Dismissal .......................................................................... 3:30pm

KINDERGARTEN SCHEDULE

AM Kindergarten Entry ................................................................... 8:55am (Wed. 9:55am)
AM Kindergarten Begins ................................................................ 9:00am (Wed. 10:00am)
AM Kindergarten Dismissal............................................................ 12:00pm

PM Kindergarten Entry ................................................................... 12:40pm
PM Kindergarten Begins ................................................................ 12:45pm
PM Kindergarten Dismissal............................................................ 3:30pm

School Drop Off/Pick Up Schedule

Pickup Lane Option:
The lane closest to the curb is a CONTINUALLY MOVING curbside pickup lane. Cars must continue moving forward as space along the curb becomes available.

- Do not block the crosswalks.
- Do not back up traffic onto Hayden Avenue. (If the line does back up onto Hayden Avenue, it is okay to wait in the bike lane, but only in the area directly in front of the school where indicated in red on the map)
- Do not leave your vehicle.
- If pickup lane is full you must pull into a parking space.

At the curb students should:
- Wait behind the yellow line.
- Watch for parent. (This is not play time for children.)
- Load using a curbside passenger door only.

Passing/Exit Lane: The lane furthest from the curb is for passing & exiting only.

- No pickup is allowed from this lane.

Parking Option:
Park your car, use the crosswalk and escort your child back to your car. (It’s truly faster!)

- Do not block parking spaces by waiting or double parking between parking lanes.

Crosswalks:
For safety, two designated crosswalks are staffed within the parking lot after school.

- Parents and students must cross only at designated crosswalks.
• Parents must escort their child from the sidewalk to the parking lot.
Bus Loop/Staff Parking Area: This is the area indicated in Red on the map. For safety reasons, there is absolutely NO PARENT PARKING, NO DROP-OFF OR PICK-UP!

Law enforcement will be strictly enforcing this policy and you may be ticketed!

DRIVE SLOWLY, REFRAIN FROM USING YOUR CELL PHONE,
AND MOST OF ALL…PLEASE BE PATIENT!

Suggestions & Tips:
• Use the parking option. If you arrive early, you might back in. It’s easier to pull out and you can see better.
• Carpool. It reduces the number of cars in the parking lot and it saves gas.
• Plan ahead. Let your child know where to meet you.
• Arrive at 3:40 and avoid the crowd.
Building a Positive School Environment

The counseling program at Hayden Meadows has a strong focus and overarching theme of building positive school climate and community through the counseling curriculum. The curriculum used for class lessons promotes anti-bullying, building social skills and improving social emotional skills. All of these factors contribute to a positive environment for students and interactions with their peers.

One of the curriculums utilized by the school is Olweus Bullying Prevention Program. This is a school-wide program implemented in counseling classroom lessons. The program has been extensively researched and used around the world for 35 years and has shown to improve student peer relationships and improve school safety.

A second curriculum used in counseling classroom lessons is Second Step. These lessons are for grades K-3 and focus on building social emotional learning, bullying prevention and creating positive school climate where students feel respected and safe.

We also utilize the Idaho State Police to do additional safety lessons in the fall. An Idaho State Police Officer and a program representative teach the Kid Smartz program created by the National Center for Missing and Exploited Children. This program focuses on four rules for safety (Check First, Tell a Trusted Adult, Just Say No, Take a Friend) and encourages communication among families to discuss their own rules for safety.

The curriculums utilized by Hayden Meadows counseling program are highly researched programs that are used nationally and internationally to promote student success. The skills learned in these programs help students to navigate relationships in their lives as well as building success for academics. Social skills lessons work on improving student’s abilities to communicate with others and understand respectful and positive communication with peers and adults. Social emotional skills learned in counseling teach students about understanding their own emotions and positive ways of dealing with stressful or difficult feelings. The anti-bullying aspects of the programs merge social skills, and social emotional skills together while understanding empathy and ways to help others.

We believe it is our role as educators to teach students these skills as well as to model them in our daily interactions with students and community members. Counselors and school staff are available for students and families needing extra support and always welcome students and parents/guardians to come to them with any questions or concerns. Our number one priority is student safety, both emotionally and physically. If you have any questions about the counseling curriculum utilized at Hayden Meadows please feel free to contact the counseling department at (208) 772-5006.

Additional information on the programs used:

Olweus http://www.violencepreventionworks.org/public/olweus_bullying_prevention_program.page

Second Step
http://www.secondstep.org/

Kid Smartz
https://www.kidsmartz.org/
Hallway Essential Agreements

**Objective:** The hallways and line-up areas at Hayden Meadows Elementary will be a safe and quiet environment where people interact with courtesy and respect. When students or adults use the hallways or are passing to another classroom, they will pass quietly and will not be disruptive to the learning in any nearby classroom.

**IN THE HALLWAYS:**

1. Students will use a 0 voice when walking in the hallways.
2. All lines will walk on the right side of the hallway.
3. Students will WALK in a single file line.
4. Hands and arms will not touch walls, bulletin boards, or other students.

**OUTSIDE LINES:**

1. Students may not enter the school until the bell rings, unless they have a note from a teacher or are coming in to eat breakfast.
2. Backpacks do NOT save places.
3. Students must line up as soon as the bell rings.

**Consequences:**

1. Verbal reminder
2. Have student go to the end of the line
3. Delay the students until other students have passed correctly
4. Office referral for insubordination, physically harmful, dangerous, or illegal behavior

Lunchroom Essential Agreements

**Objective:** The lunch line and cafeteria at Hayden Meadows Elementary will be a safe and clean eating environment where people interact with courtesy and respect.

1. Students are allowed in the cafeteria in the morning to eat breakfast and/or to pay for lunch.
2. Students must take the lunch they ordered at morning lunch count.
3. Students must use a 0-1 voice level, especially in line.
4. Students are only allowed to touch their own food.
5. When students finish lunch, they must raise their hand and wait to be excused.
6. Students must clean up after themselves, returning their tray, cleaning up their spot, and picking up their trash.
7. Once excused, students will WALK through the exit doors quietly.
8. All food stays in the cafeteria.
9. Students will only use the restrooms by the cafeteria during lunch.
10. Students who eat breakfast in the morning need to enjoy their meal, making sure to get to class before the bell rings.
11. Students may not go back to their classrooms without a note.
Consequences:

1. Verbal reminder
2. Have student go to the end of the lunch line
3. Assign lunchroom detention to help clean up
4. Office referral for insubordination, physically harmful, dangerous, or illegal behavior

Teachers need to wait until their entire class has gone through the lunch line before leaving.

Assembly Essential Agreements

Objective: Hayden Meadows Elementary students will demonstrate respectful behavior during assemblies by listening, participating and following directions.

1. Students will follow their teacher into the assembly area quietly and wait for the teacher’s directions regarding where to sit. They will sit criss-cross on the floor, keep their feet quiet on the bleachers, and keep their hands in their personal space.
2. When the leader stands at the front of the group and says, “May I have your attention please,” and/or puts their hand in the air to signal students to stop talking, students will be quiet and look at the speaker.
3. Students will listen carefully through the entire assembly.
4. Students will never boo, whistle, scream, yell or put someone down.
5. Students will remain seated until the teacher gives them the signal to stand, then follow the teacher from the assembly area in a single file line.

Consequences:

1. Non-verbal reminder
2. Move the student to sit by the teacher.
3. Remove the student from the assembly.

Behavior Instruction Plan for Playground Responsibility

Goal: Students will play safely in all games and on all equipment. They will use all equipment in a safe and appropriate manner. Students will play in assigned areas and use assigned restrooms and drinking fountains during recess times.

Responsible Behaviors:

1. Rough play is not allowed on the playground.
2. When signal is given to line up, students stop what they are doing and line up quickly.
3. Students will settle differences peacefully using conflict resolution.
4. Students will play in designated areas.
5. Students will show respect for others and follow instructions given by the staff.
6. Students need to get a pass to enter the building during recess time other than to use:
7. Students need to stay away from puddles and mud.
8. Students will leave rocks, bark, sticks, and other dangerous objects alone.
9. Students will show pride in their school by keeping ground free of litter.
10. Students will take turns on equipment by saying ABCs 10Xs to get their turn while standing safely in line.
11. Students will eat lunch in cafeteria (no food on playground)
12. Students may get objects that have left school property only with permission from a duty.
13. Students will leave dangerous and unsafe objects at home as well as expensive or sentimental items.
14. Students will not leave the playground for any reason without authorization by a teacher, principal or parent.
15. Go over the playground safety rules.

Playground Essential Agreements

Objective: Students will be safe while playing games and on equipment. They will use all equipment in a safe and appropriate manner. Students will play in assigned areas and use assigned restrooms and drinking fountains during recess times.

1. Rough play is not allowed on the playground.
2. When signal is given to line up, students stop what they are doing and line up quickly.
3. Students will settle differences peacefully using conflict resolution.
4. Students will show respect for others and follow instructions given by the staff and use good sportsmanship.
5. Students need to get a pass to enter the building during recess time (they will only use restrooms in the cafeteria).
6. Students will show pride in their school by keeping the grounds free of litter.
7. Students will take turns on equipment by saying the ABC’s 10 times or counting to 60 to wait for their turn while safely standing in line.
8. Students may get objects that have left school property only with permission from a duty.
9. Students will leave dangerous and unsafe objects at home, as well as expensive or sentimental items.
10. Students will stay within school boundaries throughout recess.

Consequences:

When a student does not follow playground behavior expectations, begin with the first consequence that seems appropriate for the situation:

1. Tell the student they need to choose a different activity for the remainder of the recess time
2. Time-out on the bench
3. Office referral for insubordination, dangerous, or illegal situations
Supervision Responsibilities

1. Each teacher is responsible for teaching all playground behaviors to their class the first day of school.
   a. Go through expectations, discussing the reasoning behind the rules
   b. Have students give examples and non-examples of the rules
   c. Provide generalized situations where the rules would apply in other places (i.e. – You are punctual for meetings or events so you don’t miss out, similarly, you should be punctual lining up for recess.

2. Staff will wear the orange vests and be visible during the entire recess time.
3. Staff will carry a walkie-talkie if they are the only one on duty.
4. Report to duty on time and remain outside the entire recess.
5. All supervisors will circulate about the playground and avoid standing in one place.
6. If a student violates a rule, staff should follow the list of consequences, with office referrals being used only for physically dangerous or insubordinate behavior. Be consistent! If students are choosing not to follow the rules, tell them they need to choose a different recess activity. Inform the classroom teacher if a student is violating the rules.
7. Remind students that everyone who wants to play gets to play, even if it is their own equipment from home.
8. Crisis Procedures:
   a. Send a responsible student to the office when any of the following occurs:
      i. Severe injury/medical crisis
      ii. Fights, physically dangerous acts, illegal acts, insubordination
      iii. Student leaves school site without permission
      iv. Unidentified person on site

Equipment Rules

Swings:
- 1 person per swing
- No jumping off
- No swinging side-to-side
- No throwing swing over the bar
- Stay off swing support bars
- Stay away from the swing path
- No underdogs
- No pushing other kids
- If waiting for a swing, count to 60 or say the ABC’s 10 times

Tire Swing:
- 3 people maximum with 1 person pushing
- No standing on the swing
- If there is a line, say the ABC’s 10 times or count to 60. The person who got off goes to the end of the line.
- No swinging side-to-side (hammerhead)

Slides:
- 1 person at a time
- Feet first sitting on pockets
• No climbing up the slide
• No pushing from behind
• Wait until landing area is clear before going down the slide
• No rocks on the slides
• No running starts
• No hanging off the slide

**Monkey Bars:**
• Begin at the green bar
• 1 person at a time
• Move in 1 direction
• No sitting, walking, or climbing on top

**Dodgeball:**
• NOT ALLOWED

**Spider:**
• No pushing
• Keep hands and feet to yourself when hanging

**Wall Ball/Hopscotch/Tetherball/4 Square:**
• See Ms. Johnson’s detailed rules
• Tennis balls are ok – no racquetballs

**Football:**
• No tackle football
• Use appropriate language
• The referee makes the final call – no arguing 😊

**Soccer:**
• No slide tackles
• No hands

**Jump ropes:**
• Only for jumping
• May not be used to tie to bars or people

No kicking balls on the concrete
No baseball bats or baseballs (foam is ok)

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**Rules of Tetherball**

For any game to work well, it needs rules that make play as lively and as fair as possible. The rules by which many people play tetherball fall far short of making the most of the game. The tetherball rules described below are the best I have used.
Games and Matches:
A game is won when one player has wrapped the rope as far as it can go in her own direction.

The outcome of each game is powerfully influenced by which player serves, as explained below. For this reason, a match must consist of several games, with the players taking turns at serving. The players can choose how many games must be won to win the match, but the margin of victory must be at least two games, otherwise the player who serves the first game will be at a disadvantage.

Serve:
In tetherball, possession is everything. Once a good player gets control of the ball, her opponent is in trouble.

In the most common rules of tetherball, one player serves, then either player can hit the ball from that point on. Under these rules, the server has an immense advantage. She has complete control of the ball from the start of the game, and if she's an advanced player facing an opponent of equal skill, she should be able to hit the ball over her opponent each time it comes around, wrapping it to win the game without her opponent even touching the ball.

The better rule requires the server to wait until either the opponent strikes the ball or the ball has wrapped four times before she can strike the ball again. This actually gives the receiver the advantage, because he gets the first chance at unrestricted control of the ball. His advantage, though, is tempered by the fact that the server can wind the ball at least one wrap in her own direction and use an angled serve to prevent him from getting a clean first hit on the ball. This makes the contest as fair as it can be, although winning one's serving games is still about as rare in advanced tetherball as breaking serve is in advanced tennis.

Direction:
Given the disadvantage of serving, the server may choose in which direction to hit for each game in which she serves. For each new game that she begins, she may choose either direction.

Penalties:
In many versions of tetherball rules, all violations result in loss of game. A fairer system distinguishes between intentional and unintentional violations.

Unintentional violations include the following:

- Stepping off sides.
- Touching the rope.
- Carrying or throwing. When hitting a ball back against the direction from which it comes, the ball should bounce off the hands immediately, with no lingering contact. When hitting a ball that has passed the opponent and continuing it on its way, the ball still cannot be carried or thrown, but a less distinctive impact is to be expected. Serves must be hit, not thrown.
- Double hitting may or may not be intentional, but we give the benefit of the doubt. A player can hit the ball only once per wrap around the pole, except if the ball hits the pole between hits. He could conceivably "dribble" the ball against the pole, but this would be of little advantage, because he would not gain any wraps, and his opponent would likely get an opportunity to steal the ball.

When one player commits any one of these violations, the ball is stopped and returned to the place it was wrapped when the violation occurred. Both the number of wraps and their height should be re-created. The other player gets to serve, then either player can hit the ball from that point on. If a player commits three unintentional violations, in any combination, the opponent wins the game.
The only intentional violation is **grabbing the pole.** The penalty is immediate loss of game.

If both players commit a violation at the same time, then a "pole drop" is performed. Both players place one hand on the ball, holding it three feet out from the pole, directly above the line dividing the forward ends of their two sides. They release the ball simultaneously. Once the ball hits the pole, either player can hit it, and play continues normally.

**Other rules:**
All specific violations are listed above. Other violations would fall under the category of "unsportsmanlike conduct," which we needn't explain here.

Tactics such as hitting the ball in the opponent's direction to gain control are essential to the game, and rules outlawing them only limit the fun and sophistication of the game. Also legal are punching the ball, jumping directly in front of the opponent, and any other tactics that are consistent with good sportsmanship and not specifically prohibited above.

---

**Four Square Rules and Guidelines**

**Equipment: The Court and Ball**

- The game court shall consist of a large square subdivided into four squares of equal size
- Each square shall be numbered starting at one and going to four in a counterclockwise fashion
- The "one" square is called the entrance square; it is the square that a new player enters the court
- The player in the "four" square is called the king/queen; a smaller square shall be placed in the far corner from the center which is called the serving square

**Gameplay**

- The king/queen starts play with a serve and is allowed to modify the game rules (within acceptable reason) before each serve
- The serve is performed from the serving square; a serve consists of an underhanded strike and a bounce on the ground in the "four" square to any of the other three squares (like ping pong)
- The ball then is played so that the ball strikes a player's square but once and then struck so that it goes into another square
- A player is out when:
  1. The ball is in a player's square and is unable to strike it into another player's square
  2. The ball is in a player's square and the player's return lands on a line
  3. The ball is in a player's square and the player's return hits another player's foot who doesn't intentionally move it into the path of the ball
  4. Various rules are implemented to change this condition (i.e. a player is out when another player catches their strike)
- When a player is out that player leaves the court, players rotate clockwise if their is an empty space, a new player enters in the "one" square

**Rule Modifications:** Generally accepted in the **East Lansing Four Square League**

- Demons - Catching the strike of a player makes them out
- Black Magic - Catching the strike of a player will make either the striker or catcher out depending on who calls "Black Magic" first
- Underhand only - only underhand and side arm strikes allowed
Basketball Rules

1. No referees
2. No deliberate pushing
3. No showboating (taunting)
4. Play ½ court
5. Play man on man
6. 15 seconds beyond the ½ court line
7. If one fouls, give the ball back – no free throws
8. No promising to pick someone before the game
9. Keep a positive attitude!!