



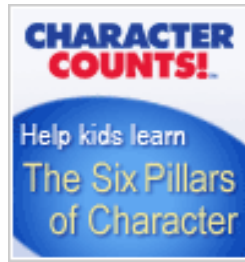
## *Mission and Vision Statements*

### *Mission:*

We, the Willow Grove Elementary School community, are committed to meeting the needs – academic, physical, social and emotional – of the whole child. Our mission is to inspire and ensure learning so that each student develops the knowledge, skills, and confidence to define and achieve success in the evolving and diverse world of the 21<sup>st</sup> Century.

### *Vision:*

Willow Grove Elementary School is a team of dedicated students, parents, staff and community members who share a collective responsibility for student success. Through collaboration and professional development, our teachers are the premier providers of rigorous, relevant and innovative instruction. Our students take an active role in their learning and understand there are no limits to their educational opportunities. Together, we set goals, monitor progress, and make connections to this ever-changing world. We take pride in recognizing and respecting differences while building positive relationships in a safe and caring environment. Willow Grove celebrates life and learning!



## Character Counts! At Willow Grove

Character Counts! is a national grassroots initiative and is the nation's most widely used character development framework. CC! is used in schools (including all PUSD schools), youth sports, and civic organizations. It is based on shared beliefs and consensus values known as the "Six Pillars of Character." Please help by partnering with us at home to help our Grizzlies become great examples of each character pillar.

People with Good Character are *terrific!*

- T** *trustworthiness* - Be honest • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends and country.
- R** *respect* - Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements.
- R** *responsibility* - Do what you are supposed to do • Persevere - keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices.
- F** *fairness* - Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly.
- C** *caring* - Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need.
- C** *citizenship* - Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment.

# Message from the Principal

Dear Families:

Fall 2009

Welcome to Willow Grove, home of the Grizzlies! Since our school first opened last year on August 19, 2008, it has been exciting to watch our community grow and develop into our unique culture. Our students remain focused on learning under the guidance of our hard-working, passionate teachers and staff. We are proud to have around 800 students in grades Pre-K through 5. We recognize the contributions of time and resources from our supportive parents, and value our relationship with our business partner, Moser Orthodontics, in Verrazano.

Willow Grove is a school built on 5 Roots that are aligned with the PUSD Strategic Vision and goals. They are:

- Rigor, Relevance and Relationships
- Cultural Proficiency
- College Readiness
- Professional Learning Community, and
- State of the Art Technology.

We also practice the traits of the Character Counts! Program. Students and staff are familiar with the traits of **TRUSTWORTHINESS, RESPECT, RESPONSIBILITY, FAIRNESS, CARING AND CITIZENSHIP**. Staff models these traits and incorporates them into lessons, encouraging students to use them to make good decisions. We also encourage families to discuss and recognize these traits of character at home, reinforcing good behaviors when observed. The results are that our school climate is being built in a very safe and positive manner.

We are very fortunate to enjoy countless hours of participation and involvement from parents at school. Both the PTA and Educational Foundation actively support our students and staff members. We encourage families to become involved in at least one of these organizations for the betterment of our school community. We also are grateful to those of you who already have enhanced our school community in so many important ways, and are proud of the home/school relationships that have been established.

I have enjoyed meeting so many of you at school functions. We all share the same goal for our Willow Grove students, which is the heart of our mission statement:

**We, the Willow Grove Elementary School community, are committed to meeting the needs – academic, physical, social and emotional – of the whole child. Our mission is to inspire and ensure learning so that each student develops the knowledge, skills, and confidence to define and achieve success in the evolving and diverse world of the 21<sup>st</sup> Century.**

With Grizzly Pride!  
Cindy De Clercq, Principal

# Willow Grove Staff Directory

**Cindy DeClercq** - Principal 6712  
[cdeclercq@powayusd.com](mailto:cdeclercq@powayusd.com)

**Lori Hath** - Administrative Assistant 6710  
[lhath@powayusd.com](mailto:lhath@powayusd.com)

**Julie Charles** – Health/Attendance 6714  
[jcharles@powayusd.com](mailto:jcharles@powayusd.com)

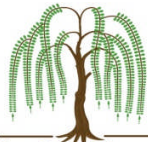
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<b>Grade</b>	<b>Room</b>	<b>Teacher</b>	<b>Ext</b>	<b>Email Address</b>
K	F-8	Bayro, Karin	6765	kbayro@powayusd.com
K	F-21	Kitchen, Corinna	6771	ckitchen@powayusd.com
K	F-4	Lindner, Karen	6762	klinder@powayusd.com
K	F-9	Martin, Stephanie	6766	stmartin@powayusd.com
K	F-5	Navarro, Tiffany	6761	tnavarro@powayusd.com
K/1	F-6	Abueg, Theresa	6760	tabueg@powayusd.com
K/1	F-7	Ingle, Vicky	6764	vingle@powayusd.com
K-2	B-11	Riedl, Dena	6737	driedl@powayusd.com
1	E-9	Gioia, Melissa	6756	mgioia@powayusd.com
1	E-12	Jones, Stacy	6753	sjones@powayusd.com
1	E-4	Lape, Jane	6760	jlape@powayusd.com
1	E-13	Murphy, Mary	6754	mmurphy@powayusd.com
1	E-11	O’Rielly, Lauren	6759	lorielly@powayusd.com
1	E-5	West, Pat	6758	pwest@powayusd.com
1/2	D-11	Sarachman, Vi	6749	vsarachman@powayusd.com
2	C-11	Bennett, Evie	6744	ebennett@powayusd.com
2	C-5	Georggin, Courtney	6740	cgeorggin@powayusd.com
2	C-4	Lamb, Stacey	6741	slamb@powayusd.com
2	C-9	Rehberg, Lisa	6745	lirehberg@powayusd.com
3-5	B-13	Nickel, Kathy	6732	knickel@powayusd.com
3	C-13	Edelstein, Lori	6742	ledelstein@powayusd.com
3	C-13	Grant, Lisa	6742	lgrant@powayusd.com
3	B-5	Norcross, Laurie	6734	lnorcross@powayusd.com
3	C-12	Schwickert, Kathy	6743	kschwickert@powayusd.com
3	B-4	Taylor, Kathy	6735	ktaylor@powayusd.com
3	B-9	VonZirngibl, Sally	6738	svonzirngibl@powayusd.com
4	D-12	Eveleth, Kelly	6748	keveleth@powayusd.com
4	D-9	Bedard, Mandy	6751	mbedard@powayusd.com
4/5	D-5	Collins, Lisa	6750	ljohnston-collins@powayusd.com
5	D-13	Harris, Julie	6746	juharris@powayusd.com
5	D-4	Huff, Amy	6752	ahuff@powayusd.com

## *Additional Staff*

<b>Position</b>	<b>Staff</b>	<b>Ext</b>	<b>Email Address</b>
LAN Administrator	Pat Benefito	6720	pbenefito@powayusd.com
	Ron Tindall		rtindall@powayusd.com
Lead Custodian	Brent Focht	6729	bfocht@powayusd.com
ELL – Instructional Assistant	Mary Parks-Usaha	6769	mparks@powayusd.com
Night Custodian	Edwin Sevilla	6729	esevilla@powayusd.com
Library Media Technician	Valerie Gall	6721	vgall@powayusd.com
Psychologist	Berkeley Doucette	6724	bdoucette@powayusd.com
Resource Specialist	Donna Relieve	6723	drelieve@powayusd.com
Speech Pathologist	Duyen Fenston	6725	dfenston@powayusd.com
ESS Coordinator	Marcy Golden	673-6527	mgolden@powayusd.com
ESS Asst. Coordinator	Nicolette Miyazono		nmiyazono@powayusd.com
½ Day Pre School	Amy Pray	673-6526	apray@powayusd.com
Full Day Pre School	Heather Smith	673-6505	hsmith@powayusd.com
Instrumental Music	Lisa Posteraro		lposteraro@powayusd.com
Resource Nurse	Janet Speer	668-4141	
Adapted PE	Kathy Stuckenschneider	668-4145	
P.T.	Donna Nasielski	204-4997	
Instructional Aides	Carolyn Barlow		
	Phyllis Bloom		
	Michelle Harris		
	Barbara Keegan		
	Cherry Marshawn		
	Mary Riley		
	Courtney Smith		
	Saundra Toor		
	Linda Whittaker		
	Linda Zaino		
	Desiree Salas		
RSP Aide	Patricia Clifford		
Noon Duties	Jan Gloven		
	Adela Petitto		
	Grace Wong		
	Dora Motz		
	Maria Carini		mcarini@powayusd.com
Impact Teachers	Maureen Lopez		mlopez@powayusd.com
	Lynn Lorimer		llorimer@powayusd.com
	Andrea Sousa		asousa@powayusd.com

*Please direct messages for Willow Grove Staff by using the telephone extensions provided above. Calls will automatically go into voice mail during school hours.*



# Willow Grove Educational Foundation

September 2009

Dear Grizzly Families:

This directory is so much more than phone numbers and addresses, class lists and staff emails: it's a springboard for your involvement and for making connections. One of the many ways you and your family might choose to become involved is through your support of the school's educational foundation, and I hope you do. This year especially, the State's financial crisis has levied unprecedented burdens on local communities to bridge funding gaps in education. Please consider, therefore, some of the following ideas for getting involved, meeting other Willow Grove families, and financially supporting the Foundation through the remainder of the year:

- Make a donation and "call it a day." Brochures with donation forms are available in the office. Your family can make a one-time donation, or elect to make a contribution over time.
- Ditch your kitchen on a weeknight and eat out at a monthly restaurant night. We are currently making plans with eateries as diverse as Chili's and Maggie Moos for easy family dinner/dessert nights where a portion of food sales will be contributed to the school. Details will come home in flyers and be available on our website.
- Mix 'n mingle with other Willow Grove parents. Mark your calendar for Saturday, October 17<sup>th</sup> and attend the Foundation's Fall Fun Raiser. And while the adults are enjoying tasty Tuscan treats and bidding on school-related auction items in a beautiful setting, the kids can be having a blast at the Willow Grove Pajama Jam.
- Sign up with BuxBack -- similar to escrip, but with a local focus. Once you've registered at [www.buxback.com](http://www.buxback.com) and selected WGEF as the beneficiary of your "bucks back," the company does the rest every time you make a credit card purchase at a participating retailer.
- Get ready for some easy holiday shopping solutions with the first Willow Grove Holiday Boutique on Monday, November 2<sup>nd</sup> in the MPR. Stylish and creative vendors will be donating a percentage of their sales back to WGEF.
- Look for details of the Foundation Spring party. Currently scheduled for March 2010, a committee is already making plans for a wonderful social evening that will, not coincidentally, benefit Willow Grove students and staff.

The Willow Grove Educational Foundation is comprised of a volunteer Board of Directors (parents, like you), who governs the organization, works in concert with Willow Grove's Principal and staff to determine funding needs, oversees fundraising activities, and authorizes spending. The Foundation is recognized as a tax-exempt organization under IRS code 501 (c) (3). Contributions made to Willow Grove through WGEF are tax deductible to the fullest extent allowed by law.

As a Board, we know that a lot of important contributions have and will continue to be asked of each of you: school supplies for your children's classrooms, field trip costs, PTA membership and donations – not to mention the ordinary expenses of any year with children and their myriad activities. Thank you for also weaving investments in enhanced instruction into your priorities. Every child will benefit from these gifts. And every gift counts toward supporting each child's potential.

Most sincerely,

*Debra Cooper*

Debra Keel Cooper  
President  
Willow Grove Educational Foundation

# Willow Grove Educational Foundation

## VISION

Willow Grove will stand out among elementary schools by offering every student an enriched scholastic experience underscored by strong community involvement and support.

## MISSION

Secure funding to expand and enhance the educational experience of every student attending Willow Grove Elementary School through individual contributions, community and business partnerships, and targeted grants.

## 2009-2010 BOARD OF DIRECTORS

### OFFICERS

#### President

Debra Keel Cooper  
*cooperfamily@san.rr.com*

#### Vice President

Jennifer L. Farnham  
*JFarnham@GilbaneCo.com*

#### Secretary

Robert Caringella  
*rob@jrcvaluation.com*

#### Chief Financial Officer

Sandra P. Llaneta  
*sllaneta@san.rr.com*

### ELECTED DIRECTORS

#### *Fundraising*

Kirsten Black	<i>kirstenblack68@aol.com</i>
Mercee Glew	<i>mglew1@san.rr.com</i>
Blair Golden	<i>blairhope@yahoo.com</i>
Kimberly Lincoln	<i>klincoln1@san.rr.com</i>

#### *Marketing*

Shanon Brumfield	<i>shanonbrumfield@san.rr.com</i>
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#### *Programs*

Amber Brittain-Hale	<i>brittain@san.rr.com</i>
Milagros Otero-Wiesley	<i>Motero@nch.com</i>

### EX-OFFICIO DIRECTOR

#### *WGES Principal*

Cindy DeClercq	<i>cdeclercq@powayusd.com</i>
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### TEACHER REPRESENTATIVE

Julie Harris	<i>jharris@powayusd.com</i>
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# *National PTA & California PTA Definitions*

*The National PTA* (National Congress of Parents and Teachers) is a volunteer educational organization, found in Washington, D.C., in 1897. Branches of the National PTA have been established in all 50 United States, the District of Columbia, U.S. Virgin Islands, and in schools for American dependents in Europe and the Pacific area.

*The California State PTA* (California Congress of Parents, Teachers, and Students, Inc.) is a branch of the National PTA, serving as a connecting link between the national organization and its membership within the state.

*Willow Grove PTA* is a member of the National and California State PTA. It is organized and chartered in conformity with rules and regulations as prescribed in the bylaws of the California State PTA. Willow Grove PTA is self-governing body for the purpose of planning programs and activities to meet local community needs. However, we are required to observe policies of the California State PTA and/or National PTA.

## PTA President's Message

Dear Friends,

Our Willow Grove Year Two is off to a great start! Thank you for participating in our Willow Grove directory connecting our families together for our Grizzlies! Thank you for all of your help and support in getting the year going with lots of fun. We invite you to continue to participate in our Willow Grove community by participating in the great family nights ahead including activities around health and wellness, science, celebrating our cultures, and of course, our Spring Fling carnival.

Thank you to all of you that have supported the Willow Grove PTA through your membership and support of our “hassle free” campaign. We are overwhelmed by the generosity of the community and the commitment that our families have made to positively impacting the experience of our students on our campus. PTA nationally continues to advocate for our educational experience in California and we continue to participate locally in efforts to raise our voices. We are excited to introduce you to our Grizzly Garden as it comes alive in the coming months with our tile mural and personalized pathway. Through your efforts and support we look to expand this area of our campus into an outdoor classroom that will provide for important hands on learning experiences that will extend our active classroom environment to the outdoors. Your support will make this happen! Thank you! I would like to thank especially the team of volunteers lead by Susan Hong who have planned for and assembled this directory. This effort includes countless hours of computer time and tedious checking and double checking to make sure that we have the best resource possible for our families. Thank you for participating in these efforts and supporting this team of volunteers in this important PTA program.

We look forward to the year ahead and partnering with our community to make this year Grrreat!

With pride,

*Susan Jose*

Susan Jose  
PTA President

# Willow Grove PTA Mission Statement And 2009/2010 Goals

## Mission Statement:

The Willow Grove PTA is committed to advocating on behalf of children, in partnership with families, teachers and the community, to enhance and enrich educational and social opportunities.

## 2009/2010 Draft Goals:

- ❖ To promote a shared sense of community and support the Willow Grove culture by encouraging strong relationships and involvement of students, families, teachers and local businesses.
- ❖ To develop, promote and support enrichment programs with a focus on art, science, health and wellness, and the environment.
- ❖ To build a strong foundation for literacy skills and a passion for reading in each child.
- ❖ To advocate for and enrich the classroom experience in order to support a quality public education for each child.
- ❖ To create effective communication mechanisms that link and serve the Willow Grove community.

## PTA Executive Board 2009-2010

<i>President</i>	Susan Jose	shjose@gmail.com
<i>Executive Vice President</i>	Patrick Gorman	patrickgorman@usa.com
<i>1<sup>st</sup> VP Membership</i>	Nicole Carr	nicolelcarr@yahoo.com
<i>2<sup>nd</sup> VP Programs</i>	Michelle Atkins	atkinsmichelle@yahoo.com
<i>3<sup>rd</sup> VP Volunteers</i>	Brittany Delhotal	beinamom4life@yahoo.com
<i>4<sup>th</sup> VP Legislation</i>	Diane DeBerry	dianed3@cox.net
<i>Secretary</i>	Jennifer Perry Gross	jcperry@san.rr.com
<i>Treasurer</i>	Keri Crovella	kcrovella@san.rr.com
<i>Auditor</i>	Trixie Rowe	trixierowe2@san.rr.com
<i>Financial Secretary</i>	Holly Watkinson	hollywatkinson@yahoo.com
<i>Historian</i>	Nancy Canty	nancycanty@yahoo.com
<i>Parliamentarian</i>	Kelli Melby	kellimelby@mac.com

### Members-At-Large

<i>Principal</i>	Cindy DeClercq	cdeclercq@powayusd.com
<i>Teacher Representative</i>	Kathy Taylor	ktaylor@powayusd.com

**To find out more about how you can be involved with the PTA please visit:  
[www.willowgrovepta.org](http://www.willowgrovepta.org)**

# PTA Programs and Chairs

<u>Programs/Events/Services</u>	<u>Date(s)</u>	<u>Chair(s)</u>	<u>Email</u>
Art Show	Apr 1, 2010		wgepta@gmail.com
Arts Attack	Ongoing	Linda Kounelis	lkounelis@san.rr.com
Assemblies	Ongoing		wgepta@gmail.com
5% Back to Schools	Ongoing	Michelle Zafiroopoulos & Liz Farnsworth	michellez@san.rr.com, eestberg@yahoo.com
Book Drive	March/April 2010	Michelle Brook	michellebrook74@yahoo.com
Box tops	Ongoing	Christine Pham	pham.christine@yahoo.com
Calendar		Cynthia Smith	cynsmith@san.rr.com
Character Counts	Ongoing	Anyi Lee, Kris Butler	anyiliulee@yahoo.com, krisbutler@san.rr.com
Directory		Susan Hong	susanjhong@hotmail.com
Environmental Committee	Ongoing	Annabell Skripek, Sarah Boltwala-Mesina	annabell@san.rr.com, sarahbolty@gmail.com
E-Scrip	Ongoing	Michelle Zafiropoulous, Liz Farnsworth	michellez@san.rr.com, eestberg@yahoo.com
Family Nights		Michelle Atkins (Board Resource)	atkinsmichelle@yahoo.com
<i>Family Dance</i>	Sep 11, 2009	Heather Hernandez	mazanek55@hotmail.com
<i>Health and Wellness Night</i>	Oct 23, 2009	Nancy Canty	nancycanty@yahoo.com
<i>Grizzly Cultures Night</i>	Feb 5, 2010		wgepta@gmail.com
<i>Science Night</i>	Dec 4, 2009	Tanya Moreno, Maria Kounnas	tanmoreno@gmail.com
Fall Harvest Parade	Oct 30, 2009		wgepta@gmail.com
Family Portrait Night	Tbd		wgepta@gmail.com
Fifth Grade Promotion	Jun 7, 2010	Sue Melnick, Paul Martirano	samelnick@san.rr.com, jpmsud@earthlink.net
Foreign Language Program	Ongoing	Amber Brittain Hale	brittain@san.rr.com
Grocery Card Program	Ongoing	Michelle Zafiroopoulos, Liz Farnsworth	michellez@san.rr.com, eestberg@yahoo.com
Hassle Free Contribution/Pavers	Ongoing	Patrick Gorman (board resource), Dawn Schetzer	patrickgorman@usa.com
Hospitality	Ongoing	Kristy Lopez	lopezhangout@yahoo.com
Life Lessons Martial Arts Program	Tbd		wgepta@gmail.com
Literacy Day	Mar 9, 2010	Kristy Lopez, Keri Crovella	krovella@san.rr.com, lopezhangout@yahoo.com
Mascot	Ongoing		wgepta@gmail.com
New Family Ambassador	Ongoing	Patrick Gorman	patrickgorman@usa.com
Newsletter	bi-monthly	Susan Jose (temporary)	shjose@gmail.com
Olympic Day	May 13, 2010	Cindy White, Sheri Felderman	cindywhite@san.rr.com, sheriefelderman@aol.com
Parent Education	Ongoing	Zohar McMurtry	zmcmurtry@san.rr.com

## *PTA Programs and Chairs cont'd*

<u>Programs/Events/Services</u>	<u>Date(s)</u>	<u>Chair(s)</u>	<u>Email</u>
<b>Parent Lunches</b>	Oct 9, 2009 & Apr 30, 2010	Lori Jarrett	lorijarrett@san.rr.com
<b>Parent Volunteer Center</b>	Ongoing	Kirsten Minear	kristen@minear.com
<b>PTA Web-site</b>	Ongoing	Rob Engler	rob@engler.com
<b>Reading Partners</b>	Ongoing		wgepta@gmail.com
<b>Red Ribbon Week</b>	Oct 19-23, 2009	Character Counts Committee	anyiliulee@yahoo.com, krisbutler@san.rr.com
<b>Reflections</b>	Entries due Oct 23, 2009	Anu Gujral	gujralanu@gmail.com
<b>Room Parent Coordinator</b>	Ongoing	Brittany Delhotal	beinamom4life@yahoo.com
<b>Running Club</b>	Weekly on Friday's	Kelli Melby	kellimelby@mac.com
<b>Scholastic Book Fair</b>	Oct 5-9, 2009	Michelle Brook, Celena Jacques	michellebrook74@yahoo.com csj219@yahoo.com
<b>Science Programs</b>	Ongoing		wgepta@gmail.com
<b>Spirit Apparel</b>	Ongoing	Lynn Lorimer	llorimer@att.net
<b>Spring Fling</b>	Apr 17, 2010	Michelle Zafirooulos, Liz Farnsworth	michellez@san.rr.com, eestberg@yahoo.com linda.emons@gmail.com,
<b>Staff Appreciation Lunches</b>	bi-monthly	Linda Emons, Anyi Lee, Christina Nash , Kris Cho	anyiliulee@yahoo.com, cnash1@san.rr.com, kris.cho@gmail.com
<b>Tissue N Tea</b>	Aug 20, 2009	PTA	wgepta@gmail.com
<b>Traffic Circle</b>	Ongoing	Michelle Zafirooulos	michellez@san.rr.com
<b>Variety Show</b>	May 6-7, 2010		wgepta@gmail.com
<b>WG Jogathon</b>	Jan 28, 2010	Kim Lincoln, Sheri Perlman, Susan Mollenkopf	klincoln1@san.rr.com, attorneyperlman@hotmail.com, smollenkopf@san.rr.com
<b>Yearbook</b>	Ongoing	Lisa Ford, Toni Agbo	emailagbo-wge@yahoo.com, ljford22@san.rr.com
<b>YMCA Playground Partners</b>	Weekly on Tuesday's		wgepta@gmail.com

# GENERAL SCHOOL RULES

In order to ensure a safe learning environment for all children at Willow Grove, students are expected to follow these five basic rules at all times:

1. Respect and obey all adults at school.
2. Walk to and remain in assigned areas.
3. Take care of school and personal property.
4. Use only kind words and actions toward others.
5. Keep hands, feet, and objects to yourself.

\*Students who choose to not follow the five basic rules will receive a Willow Warning!

\* Students who demonstrate good character will receive Character Cards!

## PROHIBITED ACTIVITIES

The following games and activities are not allowed at school:

- Tackle Football
- Crack the Whip
- Soak'm
- Piggyback
- Playing with Sharp or Pointed Objects
- Using Profanity or Unkind Remarks
- Throwing Rocks, Stones, Sand or other dangerous objects
- Defacing School Property
- Bouncing or Throwing Balls against the Building
- Chewing Gum

## PLAYGROUND RULES

1. Playground equipment is to be used in the manner for which it was designed.
2. Softball bats are to be used only by upper grade students and under the direct supervision of a teacher, noon duty supervisor, or other adult. A catcher's mask must be worn by anyone catching behind the plate; those waiting to bat must remain behind the backstop.
3. The following PE equipment may be brought from home but must be marked with the student's name and room number: balls, jump ropes, soft frisbees. The school is not responsible for damage or loss of equipment brought from home. No tennis balls please!
4. Radios, boom boxes, game boys, walkmans, Ipods, etc., should NOT be brought to school for playground use.
5. Toys or playthings may be brought to the classroom only with the teacher's permission and may not be taken out of the classroom at recess or lunch. No obviously dangerous items or replicas (knives of any kind, guns, etc) should be brought to school, even as part of a costume.
6. There will be no closed/locked games.
7. Lunch boxes and backpacks should be placed as directed by teacher.

8. Students are not to leave school grounds during the day without permission and adult supervision.
9. No child should return to the building or a classroom during lunch/recess or walk through classroom corridors, except with passes.
10. Cell phones must stay in backpack and be turned off.
11. Stay in clear vision of duty personnel.
12. Students should not climb on baseball backstops, banks, fences, or trees.
13. All students should freeze where they are when the bell rings and they hear three short whistles. They report to their classroom lines when directed by one long whistle.

## TRAVELING TO AND FROM SCHOOL

### **School Bus**

Remember that the bus driver is responsible for getting everyone on the bus to school and back home safely. Your good manners will help.

### **Before You Get On The Bus**

1. Be on time at your assigned bus stop.
2. Stay off the street while you are waiting for the bus.
3. Get in line when you see the bus approaching and wait until the driver opens the door before you attempt to board. **DO NOT PUSH!**

### **While You Are On The Bus**

1. You are not allowed to leave your seat while the bus is moving.
2. Remember that loud talking and laughter are not needed. Confusion can bother the driver and may result in a serious accident.
3. Treat the bus as you would furniture in your own home.
4. You must keep your hands and head inside the bus at all times.
5. Help keep the bus safe and clean.
6. Keep all books, packages, jackets, and all other objects out of the aisles.
7. You are expected to be polite to fellow riders, the driver, and any helper that might be on the bus.
8. Horseplay will not be permitted on or around the bus.
9. Do not throw anything out the bus windows.
10. There will be no bad language on the bus by anyone at any time.
11. In case of emergency, stay in the bus unless told by the driver to do otherwise.

### **Getting Off The Bus**

1. Stay seated until the bus comes to a complete stop. **DO NOT PUSH!**
2. After exiting, move away from the bus quickly.
3. If you have to cross the street or road after you get off the bus, walk in front of the bus about 10 steps, look at the driver for a signal to cross, then walk quickly across the road after looking carefully both ways.
4. The driver will not let children get off the bus at any place other than the assigned bus stop at home or at school unless they have permission from the parent or a school official.

## **Walking**

Sidewalks and streets are the most used public property. If you are walking to school, it is important to obey traffic rules.

1. For your protection, marked crosswalks have been provided for you. Cross the street where there are school crossings, stop signs or traffic lights. There is a School Safety Patrol which assists students in crossing Willow Grove Drive at the corner of Via Fiesta and Via Inez. Students are encouraged to cross at this intersection to ensure the greatest protection.
2. No trash or garbage should be thrown on the sidewalk or streets. If you walk with your friends, make sure there is room for others to pass.
3. At NO time shall boys and girls play in the area in front of the school. This includes the flagpole area, parking lot, and bus loop.
4. The staff parking lot is out-of-bounds for students AT ALL TIMES. It is never to be used as a play area.
5. When coming to or leaving school, stay on the sidewalk. Never walk across private property. Use crosswalks and sidewalks at all times.

## **Bicycles**

Bicycles can be fun but can also be dangerous. You must be very careful whenever you ride your bicycle.

If you ride your bike on the street to school, you must obey the same traffic rules that apply to automobiles. You should stop for lights, signal for turns, give pedestrians the right of way, and watch out for your safety and the safety of others. Have a light or reflector on your bike and wear light colored clothing if you ride after dark. All bike riders must wear a helmet.

1. Only third, fourth and fifth graders are allowed to ride their bikes to school unaccompanied.
2. All bikes should be parked and locked at the bike rack. Students should not double-lock their bikes.
3. All bicycles brought to school should have a license issued by the City of San Diego.
4. Students should never touch bicycles that do not belong to them.
5. Two persons riding on one bicycle is against the law.
6. Bicycle riders must obey the same rules that apply to autos when riding on the street.
7. Bicycles are never to be ridden on the sidewalk or on the playground. They should be walked into the bicycle area. "Walked" means both of the student's feet are touching the pavement.

Skateboards, roller blades, wheelie-shoes and scooters are not allowed at school.

## ASSEMBLY RULES

1. Students should enter and leave assemblies in an orderly manner with their teacher.
2. Students should sit where their teacher directs them.
3. Students should become silent when the speaker asks for their attention.
4. Students should be courteous to speakers or entertainers (no whistling, cat-calling, hooting, etc.)
5. Students should stay seated until excused from the assembly.

## HOMEWORK POLICY

Teachers at Willow Grove Elementary School assign homework in accordance with the Poway Unified School District Homework Policy as outlined by Board Policy 3.24. We acknowledge that homework is defined as the time students spend outside the classroom in assigned learning activities. The purpose of homework is to:

- Practice, reinforce or apply acquired skills and knowledge.
- Develop regular study skills.
- Foster the ability to complete assignments independently.

Willow Grove also believes that homework is the responsibility of students, and that parents can best support their children by monitoring the completion of assignments, encouraging their efforts and providing an appropriate place to study at home.

## REPORT CARDS AND PARENT CONFERENCES

Report cards are issued three times a year in November, March, and June. Parent Conferences are scheduled for the end of the first reporting period. Parents requesting additional conferences are encouraged to contact their child's teacher for a convenient time to meet.

## BACK-TO-SCHOOL NIGHT/OPEN HOUSE

Back to School night is **Thursday, August 27th**. This is a special night for parents to meet their child's teacher and learn about the curriculum. It is a time when teachers will explain their programs and expectancies; parents are encouraged to make babysitting arrangements on Back-To-School Night.

Open House will take place **Thursday, April 1st**. It is a time for the entire family to attend. This will be a wonderful opportunity for students to share their work and what they have learned with their parents.

## DRESS CODE

Clothing should be neat, clean, and fit properly. Students may not dress in a manner that creates a safety hazard or that interferes with or distracts from the learning process. This includes, but is not limited to:

1. Blouses or shirts may not show the midriff. Straps narrower than 1", one-strap, strapless or halter-tops will not be allowed.
2. Hats and sunglasses may not be worn indoors.
3. Appropriate shoes must be worn at all times. Beach shoes/flip-flops and heeled shoes (shoes with wheels) are not to be worn at school.
4. Pants must be tailored to the waist and stay up without using a belt. Undergarments should not be visible.
5. Belts may not hang down and must be tucked into the belt loops at all times.
6. Shorts, skirts, and dresses must be as long as a child's fingertips when arms are at their side.
7. Clothing, jewelry, book covers, backpacks or binders that mention tobacco, alcohol, drugs, profanity, obscenity, weapons, or violence are not permitted.
8. Attire including clothing, jewelry, and other accessories, which may be a safety hazard to the wearer or others, is not permitted (e.g. wallet chains, spiked rings, bracelets, chain necklaces, body jewelry).
9. No makeup will be permitted at school.

## CAFETERIA SERVICES

The primary purpose of the School Lunch Program at Willow Grove School is to provide nutritious and well-balanced lunches to every child. All meals incorporate the Dietary Guidelines for Americans and meet nutrition standards established by the United States Department of Agriculture. School lunches are served in a fast, efficient and courteous manner thereby allowing time for children to play and socialize with their friends during lunch recess time.

**Pre-payment:** To avoid the hassle of sending cash money each day, we highly recommend using the pre-payment system or by establishing an account with [mylunchmoney.com](http://mylunchmoney.com). Lunches can be purchased either by the week or month. Prepayment envelopes are available at the school office. Children or parents are asked to drop prepayment envelopes at the office. Families of students who bring their own lunch can also prepay for lunches in case their child forgets their lunch. The price for lunches is: \$2.00 for a full lunch, \$.50 for extra milk and \$.60 for juice (as of print date). If you would like to know your student's balance, call 668-2570.

**Free or Reduced Price Lunch:** To get free or reduced price meals for your child, you must complete an application and return it to the school office. Application forms are available at the school office. Applications are accepted throughout the school year.

**Lunch Menu:** If your child does not bring a lunch menu home, lunch menus can be picked up in the office or you can go to the District website for the menu. Check your monthly menu for special events, treats and nutritional news or check our website at [www.powayusd.com](http://www.powayusd.com)

**Milk Allergy:** If your child is allergic to milk, juice can be substituted only on the presentation of a Medical Statement from the child's doctor. A physician, nurse practitioner, or physician's assistant can sign this statement.

### LUNCHROOM COURTESY

1. Remain seated at your table.
2. Maintain a low noise level.
3. Don't throw food.
4. Students will remain at tables until the bell rings and a teacher/supervisor has dismissed you.
5. Clean up your lunch area before going back to class.
6. Wait to be dismissed by the lunch supervisor.

### SCHOOL OFFICE HOURS

Our doors are always open to parents. Please drop by the office to sign in whenever you're visiting or volunteering at school. Office hours are from 8:30 am to 4:00 pm on Monday, Tuesday, Wednesday, Friday and from 8:30 am to 2:30 pm on Thursday, excluding holidays.

### SCHOOL ARRIVAL/DISMISSAL TIMES

The first bell at the beginning of each day is at 8:40AM. **Playground supervision does not begin until 8:40AM.** In order to ensure student safety, we ask that parents do not send children to school until supervision begins. **Students on the playground before 8:40 will receive a warning and parents will be contacted.** A second bell at 8:55AM signals that students should walk to their line up area. Teachers will meet their students and walk with them to class at 9:00AM.

Dismissal will be at 3:20PM every day except Thursday, with Thursday dismissal at 1:40PM. The early release on Thursdays has been designed to provide staff development and planning time for teachers, as well as enrichment opportunities for students. For safety reasons, if your child is not picked up by 3:35PM (or 1:55PM Thursday) or enrolled in ESS, they will be brought to the office where an adult will need to sign them out. Be prepared to show I.D.

### EXTENDED STUDENT SERVICES (ESS)

Our ESS (day care) program is available before school beginning at 6:30 am, and again after school until 6:00 pm. For additional information, please call 673-6527, and ask for the ESS Supervisor, Marcy Golden.

# SCHOOL POLICIES

## ATTENDANCE

### **When Your Child Is Absent**

Please be sure to telephone 674-6300 and press 2 for the absent hotline or email the school office @ [jcharles@powayusd.com](mailto:jcharles@powayusd.com) **everyday your student is absent**. If for some reason that is not possible, please send a note with your child the day of his/her return to school, indicating the date(s) and reason for absence. Please notify us in case of a lengthy absence, contagious illness, or serious injury.

### **Office Campus Independent Study (OCIS)**

If your student will be out of school at least five or more consecutive days, please obtain from the office an Independent Study Contract. Work will be assigned by the classroom teacher for your student to complete and turn in upon his/her return to school. Two weeks advance notice for all Independent Study Contracts is required so that teachers may have time to thoroughly prepare assignments,. All signatures are required before the contract is sent home with the homework.

### **When You Must Take Your Child Out Of School**

If it becomes necessary to take your child out of school during the school day, please report to the office to sign out your child. Once a student arrives at school, he/she may not leave the campus or playground during school hours without permission from the office and signed authorization by an adult. Children returning to school on the same day they have been checked out should be signed back in at the office.

### **When Your Child Is Tardy**

Should your child arrive late to school, he/she must first report to the office before going to class. Promptness is an extremely important attribute. The first several minutes of class are very important: classroom attendance is taken (money from the state is based on this); lunch count is taken; and in most rooms, a schedule of the day's events is given. When a child walks in four or five minutes late, it is not only disruptive to the class, but is uncomfortable for the child.

Thus, we are asking both parents and children to be aware of the importance of being on time. We will communicate to you if your child is having a problem with this. Together, we will be able to help our children develop habits that will make life easier for them.

## MEDICATION AT SCHOOL

Arrangements can be made to administer prescriptions at school. A Parent Release Form with a doctor's signature must be on file in the office before medication of any type (even over the counter) can be given. Please check with the health attendant for the proper form. Prescription and non-prescription medicines are not allowed in backpacks or classrooms.

## COMMUNICATION WITH TEACHERS

Communication between parents and staff members is highly encouraged at Willow Grove Elementary School. Always talk with the school staff that is closest to the situation. **TALK TO YOUR TEACHER FIRST!** Many problems are due to miscommunication or misinformation, and can easily be cleared up by talking or writing a note to the teacher.

If you wish to contact your teacher, send a note, email or call the office and leave a request for the teacher to return your call. Please remember that while classes are in session, the teachers are required to attend to their instructional/supervisory duties and are not free to converse with parents. Teachers are frequently expected to attend after-school meetings or are busy with classroom preparation in the mornings, and are not always available if you unexpectedly “drop-in”. An appointment always ensures a satisfactory meeting time for all concerned.

## PARENT VISITATION

You are always welcome to visit your child’s classroom. Please make advance arrangements at least 24 hours prior to meeting with your child’s teacher and sign in at the office as required by law.

Pre-school children or children attending other schools may not visit in the classroom. Please remember that this is not a “conference” time, as the appropriate time for a conference is when your teacher can give you all of their attention – usually before or after school. If you make an appointment for a conference, you will assure yourself of having enough time for discussion.

## HOW TO BECOME A VOLUNTEER AT SCHOOL

We appreciate your willingness to make a personal contribution to Willow Grove. In order to participate in a volunteer capacity, the following requirements must be met:

1. Proof of Tuberculosis Mantoux Test for all individuals who consistently come in contact with children. (Visit our website for TB testing information).
2. Background Check (Megan’s Law) (Level I Volunteers) and Fingerprint Clearance (Level II Volunteers)
3. Sign in at the office and wear a volunteer badge.

# DAILY BELL SCHEDULE

6:30 a.m. – 6:00 p.m.	ESS Hours
8:40 a.m.	Playground Opens for Grades K-5
9:00 a.m.	Class Begins for Grades K-5
3:20 p.m. (TH 1:40 p.m.)	Class Dismissal Grades K-5

## **PRESCHOOL**

Full Day	8:45 – 11:45 a.m.
Extended hours	6:30 a.m. – 6:00 p.m.
AM Part Day	8:45 – 11:45 a.m.
PM Part Day	12:30 – 3:30 p.m.

## **KINDERGARTEN**

School Begins	9:00 a.m.
Recess I	10:30 – 11:00 a.m.
Recess II	11:00 – 11:30 a.m.
PLAY	12:30 – 12:50 p.m.
Lunch	12:50 – 1:10 p.m.
Dismissal	3:20 p.m. (Thursday dismissal: 1:40 p.m.)

## **GRADE 1 and K/1**

School Begins	9:00 a.m.
PLAY	11:50a.m. – 12:10 p.m.
Lunch	12:10 – 12:30 p.m.
Recess	2:00 – 2:15 p.m.
Dismissal	3:20 p.m. (Thursday dismissal: 1:40 p.m.)

## **GRADE 2 and 1/2**

School Begins	9:00 a.m.
PLAY	12:10 – 12:30 p.m.
Lunch	12:30 – 12:50 p.m.
Recess	2:00 – 2:15 p.m.
Dismissal	3:20 p.m. (Thursday dismissal: 1:40 p.m.)

## **GRADE 3**

School Begins	9:00 a.m.
PLAY	12:10 – 12:30 p.m.
Lunch	12:30 – 12:50 p.m.
Recess	2:20 – 2:35 p.m.
Dismissal	3:20 p.m. (Thursday dismissal: 1:40 p.m.)

## **GRADE 4**

School Begins	9:00 a.m.
PLAY	11:30 – 11:50 a.m.
Lunch	11:50 a.m. – 12:10 p.m.
Recess	2:20 – 2:35 p.m.
Dismissal	3:20 p.m. (Thursday dismissal: 1:40 p.m.)

## **GRADE 5**

School Begins	9:00 a.m.
PLAY	11:30 – 11:50 a.m.
Lunch	11:50 a.m. – 12:10 p.m.
Recess	2:20 – 2:35 p.m.
Dismissal	3:20 p.m. (Thursday dismissal: 1:40 p.m.)

**Band/Orchestra every Wednesday a.m. for grade 5**