

WILLOW GROVE ELEMENTARY SCHOOL
2008-2009 STUDENT HANDBOOK

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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!
6. Radios, boom boxes, game boys, walkmans, Ipods, etc., should NOT be brought to school for playground use.
7. 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.
8. There will be no closed/locked games.
9. Lunch boxes and backpacks should be placed as directed by teacher.
10. Students are not to leave school grounds during the day without permission.
11. No child should return to the building or a classroom during lunch/recess or walk through classroom corridors, except with passes.
12. Cell phones must stay in backpack and be turned off.
13. Stay in clear vision of duty personnel.
14. Students should not climb on baseball backstops, banks, fences, or trees.

15. 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. If you must cross where you do not have any help, make sure it is safe to cross. If possible, 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. All bike riders must have signed permission slips turned in to the school office before bringing their bikes to school.
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.

In accordance with Board Policy, each grade level team of teachers has identified the following guidelines:

GRADE	GUIDELINES
K	Read with your child every night for a minimum of 15 minutes. Math Home links.
K/1	Homework should not exceed 10-15 minutes per night including time for reading. Homework is given four nights weekly. Topics include reading, reading comprehension, math and spelling.
1	Weekly homework commitment: <ul style="list-style-type: none"> • Read every night 4 nights a week for 20 minutes • Practice spelling lists • Complete Math Homelinks • Completion of occasional special projects
2/3	Homework includes spelling, math, and language arts for approximately 45 minutes nightly. Homework is not assigned on holidays or weekends unless it is requested by parents or if the child has been sick. Parent letters of explanation are sent home for long term assignments (signature often required) with timelines and dates given by the teacher. Homework is graded intermittently as research states that intermittent reinforcement is the most positive reinforcement schedule.
4/5	Homework will include spelling, math, social sciences, science, independent reading/writing, and long term projects for approximately 50-60 minutes a night. Long term projects are assigned with expectations communicated to parents. Students may choose to complete portions of the long term projects or read over the weekends and/or holidays.

REPORT CARDS AND PARENT CONFERENCES

Report cards are issued three times a year in October, 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 28th**. 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 2nd**. 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 hee-lies (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. 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

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 8:55. **Playground supervision does not begin until 8:45.** 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.**

Dismissal will be at 3:20 every day except Thursday, with Thursday dismissal at 1:40. 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 3:35 (or 1:55 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 759-1556 and press 2 for the absent hotline or email the school office @ lkuegel@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.

POWAY UNIFIED SCHOOL DISTRICT

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DISTRICT POLICIES

ACADEMIC HONESTY

In support of the District's Academic Honesty Policy 3.40, students are expected to demonstrate acts of honesty at all times.

Teachers and staff members will support and enforce all District rules of academic honesty and provide a learning environment that does not allow or tolerate dishonesty.

Any student who violates the rules of the Academic Honesty Policy will be subject to disciplinary action.

HARASSMENT

The District recognizes that harassment on the basis of race, ethnicity, sexual orientation, religion, or gender is a violation of both federal and state employment discrimination laws as well as District Policy and Administrative Procedures. Harassment is unwanted and unwelcome behavior from other students or staff members which interferes with another individual's life. The District is committed to providing students with an academic environment free from harassment, and will not tolerate such conduct on the part of any District employee or student.

We believe that every student has the right to learn...

- without being called names;
- without being threatened, harassed, intimidated, or bullied for any reason.

Any student with a complaint of harassment should report it immediately to the principal who will implement the complaint process contained in Administrative Procedure 5.24, which is available

at each school site. No individual will suffer reprisals for reporting any incidents of harassment or making any complaints. The District will promptly and thoroughly investigate any complaints of harassment, and will take immediate action to resolve such complaints.

EARTHQUAKE / DISASTER PREPAREDNESS PROGRAM

In case of an earthquake, the staff will stay at school until the emergency is over and all children are safe. The staff has been given in-service procedures to follow. We feel the safest place for children in an emergency during the school day is on the school campus itself, under the supervision of trained personnel.

We will NOT send students home in an emergency unless dismissal can be conducted with complete safety and the parent, guardian, or designee of the parent, has reported to the school office. A record will be kept of the time the child was taken and by whom.

The students will be practicing duck, cover, and hold exercises, fire evacuation drills and lockdown drills throughout the year.

Parents who are on campus at the time of any safety drill are expected to follow all procedures.

WILLOW GROVE TRAFFIC SAFETY

- ♥ Children are NOT ALLOWED to step off the curb or cross the street unless accompanied by an adult.
- ♥ Please use the crosswalk on Via Inez and Via Fiesta and obey the Safety Patrol commands.
- ♥ When dropping off and picking up your child, please do so in **single file** so that your child enters your car from the sidewalk. We apologize for the sometimes long lines but safety is our paramount concern.
- ♥ Do not use the bus loop.
- ♥ The drop off/pick up loop is NOT for parking. At no time should cars be left unattended as it prevents the smooth flow of traffic. You may be ticketed by SDPD.