



2020-2021 Grizzly Handbook

14727 Via Azul
San Diego, CA 92127

Office: (858) 674-6300

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Willow Grove 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 21st Century.

Willow Grove Vision:

Our Grizzlies take an active role in their learning and understand there are no limits to their educational opportunities. Together we set goals and take pride in building positive relationships in a safe and caring environment. Willow Grove celebrates life and learning!

Character Counts Pledge:

I pledge to be a kid character.
I will be worthy of trust.
I will be respectful and responsible doing what I must.
I will always act with fairness.
I will show that I care.
I will be a good citizen, and always do my share.

Grizzly Song:

Willow Grove we are the best
Teachers, Students and all the rest
Go Grizzlies!
Willow Grove we are the best
Reading, writing, science, math
We'll go down each learning path
Let's give our school a cheer
Grrrr!

Set a Goal!

Don't forget that successful people set goals and work hard to reach their goals! Create some goals for yourself and you'll see how much you can achieve. Be proud of your successes and your good work.



School Calendar

2020-2021



First Day of School:

Wednesday, Sept. 2,
2020

Last Day of School:

Friday, Jun. 18, 2021

Full Day K begins:

Monday, Oct. 12, 2020

District Holidays, Non-Student Days, and Conference Schedule -

*Please plan vacations and appointments during
these days:*

Sept. 7	Labor Day Holiday
Nov. 11	Veteran's Day Holiday
Nov. 23 - Nov. 27	District Recess
Dec. 7	Parent Conferences
Dec. 21 - Jan. 1	Winter Break
Jan. 18	Dr. Martin Luther King Jr. Holiday
Jan. 29	Pro. Growth Day
Feb. 15 & 19	President's Days
Apr. 12 - 16	Spring Break
May 31	Memorial Day Holiday
Jun. 18	Last Day of School

Gen. Information

In Person School Hours

Grades TK/K-5 AM Sess: 8:50 am - 11:25 am
(At home virtual learning: 12:45 pm - 2:25 pm)

Grades TK/K-5 PM Sess: 12:25 pm - 3:00 pm
(At home virtual learning: 9:25 am - 11:05 am)

Virtual Students (VLA): 9:00 am - 2:30 pm

The office is open daily from 8:30 am - 3:00 pm.
Students should be at their classrooms by the 8:50

bell, for AM session and 12:25 for PM session, to
avoid being marked absent or tardy.

There is no playground supervision before or after
school. Grizzlies are expected to go home when
school is released unless they attend ESS
(Extended Student Services). For more
information about ESS, contact the ESS staff at
(858) 673-6527.

School Visitors:

Because the safety and security of all the Grizzlies
on campus is our priority, gates to the campus will
be locked during school hours. All school visitors
must come through the front office. Please be
prepared to show identification.

GRIZZLY GROUND RULES

In order to ensure a safe learning environment for all
children at Willow Grove, students are expected to
follow the three Grizzly Ground Rules at all times:

1. Respect yourself.
2. Respect others.
3. Respect the environment.

** Students who choose to not follow the three
Grizzly Ground Rules will receive a Willow
Warning!

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

TRAVELING TO AND FROM SCHOOL

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.**

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

- Stay off the street while you are waiting for the bus.
- Get in line when you see the bus approaching and wait until the driver opens the door before you attempt to board.

While You Are On The Bus

- You must stay seated and follow the Grizzly Ground Rules while the bus is moving.
- Remember that loud talking and laughter are not needed. Confusion can bother the driver and may result in a serious accident.
- You must keep your hands and head inside the bus at all times.
- Help keep the bus safe and clean.
- Keep all books, packages, jackets and all other objects out of the aisles.
- You are expected to be polite to fellow riders, the driver and any helper that might be on the bus.
- Do not throw anything out the bus windows.
- There will be no bad language on the bus by anyone at any time.
- In case of emergency, stay in the bus unless told by the driver to do otherwise.

Getting Off The Bus

- Stay seated until the bus comes to a complete stop.
- After exiting, move away from the bus quickly.
- 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.
- 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

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.

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.
- Only 3rd, 4th and 5th graders are allowed to ride their bikes to school.
- All bikes should be parked and locked at the bike rack. Students should not double-lock their bikes.
- Students should never touch bicycles that do not belong to them.
- Bicycles are never to be ridden on the sidewalk or on the playground. They should be walked into the bicycle area.

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

CHARACTER COUNTS! Pillars

Be Trustworthy

- Be honest and reliable- tell the truth, don't cheat or steal.

Be Respectful

- Follow the golden rule - "treat others as you would like to be treated" -be understanding of differences.

Be Responsible

- Do what you are supposed to do, even when adults aren't looking! Keep trying and always do your best.

Be Fair

- Play by the school rules, take turns and share.

Be Caring

- Be kind, compassionate and forgiving - *SHOW* you care.

Be a Good Citizen

- Do your share to make your school and community better.
- Obey school rules and expectations.

"Sticks and stones may break my bones but words will hurt my heart." Being called rude or mean names may not break bones, but it can damage attitudes about school or how Grizzlies feel about themselves. Harassment is unwanted and unwelcome behavior from another person that interferes with an individual's life and wellbeing.

What to do if it happens to you? Tell an adult you trust. Additional information is available from the principal, including a complete copy of the District policies on bullying or harassment.



PROHIBITED ACTIVITIES

The following games and activities are not allowed at school:

- Tackle football
- Crack the Whip
- 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

- Playground equipment is to be used in the manner for which it was designed.
- 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.
- 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!
- Radios, boom boxes, ipods, etc. should NOT be brought to school for playground use.
- 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.
- There will be no closed/locked games.
- Lunch boxes and backpacks should be placed as directed by teacher.
- Students are not to leave school grounds during the day without permission.
- No child should return to the building or a classroom during lunch/recess or walk through classroom corridors, except with passes.
- Cell phones must stay in the backpack and be turned off.
- Stay in clear vision of duty personnel.
- Students should not climb on baseball backstops, banks, fences or trees.
- When the bell rings and there are three short whistles all students should freeze

where they are. One long whistle means report to classroom lines when directed.

ASSEMBLY RULES

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

HOMEWORK POLICY

Teachers at Willow Grove 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 the 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 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 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 expectations; parents are encouraged to make babysitting arrangements on Back-To-School Night.

Open House 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:

- Blouses or shirts may not show the midriff. Straps narrower than 1", one-strap, strapless or halter tops will not be allowed.
- Hats and sunglasses may not be worn indoors.
- 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.
- Pants must be tailored to the waist and stay up without using a belt. Undergarments should not be visible.
- Belts may not hang down and must be tucked into the belt loops at all times.
- Shorts, skirts and dresses must be as long as a child's fingertips when arms are at their sides.
- Clothing, jewelry, book covers, backpacks or binders that mention tobacco, alcohol, drugs, profanity, obscenity, weapons or violence are not permitted.
- 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).
- No makeup will be permitted at school.

NUTRITION CENTER

As a partner in education, the School Nutrition Center contributes to a successful academic experience by providing affordable, nutritious, healthy, and appealing meals to students. The Food and Nutrition Department offers foods aimed at promoting lifelong healthy eating habits to encourage an overall healthy lifestyle. The Nutrition Center ensures that reimbursable school meals and other food sales meet the strict nutrition standards set forth under federal and state

laws. (Healthy and Hunger Free Kids Act 2010 and Assembly Bill 626: Snacks in School)

Meal Information:

- Students may buy a school lunch or bring a lunch from home.
- The cost of a full lunch meal is \$3.25.
- Vegetarian items are also offered as well as limited gluten-free items.

Free and Reduced Price Meals:

- Students may be eligible for free or reduced-price meals based on federal income guidelines.
- Parents may apply online at www.myschoolapps.com or pick up a paper meal application from the school office.

Payment for School Meals:

- Parents/guardians are encouraged to prepay for meals by the week, month, or year.
- Prepayment by check or online at www.myschoolbucks.com using a credit/debit card is recommended.
- Checks should be made payable to PUSD Food and Nutrition and include the student's name on the face of the check.
- Lunch monies should be turned in to the school office or directly to Food and Nutrition personnel BEFORE school starts.

Charging Policy:

- The Food and Nutrition program is a prepayment system that requires all meals to be paid in advance rather than charging.
- Parents should maintain an account balance above \$15.00. Charging is intended to provide one (1) emergency meal as a courtesy with the understanding that repayment will be made the following day. Emergency meals/charges are a temporary solution to address intermittent forgetfulness on the part of a parent or student to provide or to bring money for a meal.

Food Allergies:

- Students with disabilities and/or life threatening food allergies requiring meal modifications must provide a Medical Statement (SNP-925) that explains the need.
- The medical statement must be signed by a physician and include recommended alternate foods.
- Substitutions for children who do not have a disability but request meal accommodations for medical reasons are discretionary and may be provided on a case-by-case basis. Medical

Statements can be downloaded from the Food and Nutrition Department website at: www.powayusdnutrition.com.

Lunchroom Courtesy

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

EXTENDED STUDENT SERVICES (ESS)

Our ESS (day care) program is available before school beginning at 6:30 a.m., and again after school until 6:00 p.m. For additional information, please call 858-673-6527 and ask for the ESS Supervisor, Marcy Newman.

SCHOOL POLICIES

ATTENDANCE

When Your Child is Absent

- Please be sure to contact the school office at 858-674-6300, #2 for the Attendance Hotline each day that your student will be 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.
- Five (5) days 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.
- Both parents and children should be aware of the importance of being on time. We will communicate to you if your child is having a problem with this.

MEDICATION AT SCHOOL

- Arrangements can be made to administer medications 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.
- 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 test (TB test).
2. Background Check (Megan's Law - Level 1 Volunteers) and Fingerprint Clearance (Level II Volunteers)
3. Sign in at the office and wear a volunteer badge.



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 dishonest.

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 picked up 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.