



STUDENT - PARENT HANDBOOK 2021-2022

Willow Elementary School
Las Virgenes Unified School District

Principal: Tiffanee Reynolds
Office Manager: Betsy Chandler
Teachers in Charge: Brittany Stone & Stephanie Skidmore

29026 Laro Drive
Agoura Hills, CA

willowelementary.org

(818) 889-0677

@WillowWildcats



LVUSD MISSION AND PURPOSE:

The Mission of the Las Virgenes Unified School District is to ensure that all programs are dedicated toward enhancing student success and that each school is a humanistic organization, valuing students emotionally and academically, providing the highest quality education possible in a personalized environment. One of our greatest strengths is the myriad of innovative options available to students. We aspire to enable each student to realize maximum potential as a responsible citizen who will enhance the community and society.

WILLOW SCHOOL MISSION:

It is our mission each day to provide a rigorous, well-rounded program, which affords students an opportunity to reach their highest potential.

At the core, we are committed to educating children as learners through:

- Building cooperative and interdependent relationships
- Promoting positive self-esteem
- Modeling high standards and expectations
- Fostering effective communication
- Providing relevant 21st century learning experiences
- Encouraging community and global outreach

In the end, preparing students to become intelligent, creative, concerned and caring citizens of today- working for a better tomorrow.

SCHOOL SPIRIT COLOR: Red

SCHOOL MASCOT: Willow Wildcat

SCHOOL SONG

W-I-Double L-O-...W spells Willow
It's the school that we are proud to go to- go to
It's the greatest place is what we'll show you
We take pride in our school
P-R-I-D-E
Pride in self, pride in country, pride in all that we do
We are Willow that's who- whew whew



-CONTENTS-

Calendar	4
Bell Schedule	5
School Attendance Policy	6
Communication Procedures	7
Campus Safety Policies	8
Important Traffic Procedures	9
Student Health Policies	11
Discipline Plan and Procedures	13
School Dress Code	15
Technology	16
Parent Organization and Involvement	18
Campus Map	19

CALENDAR

[Please click here for 21/22 district calendar](#)



WILLOW ELEMENTARY SCHOOL BELL SCHEDULE

Regular Day - Monday, Tuesday, Thursday, Friday

8:15am	All Grades START TIME
9:35 - 9:55 am	Recess - TK, K (two classes), & 1st Grade
10:00 - 10:20 am	Recess - K (two classes), 2nd, & 3rd Grade
10:25 - 10:45 am	Recess - 4th & 5th Grade Classes
11:25 - 12:10 am/ 11:55 - 12:40	Lunch - TK & Kindergarten
11:25 - 12:10 pm	Lunch - 1st Grade
11:50 - 12:35 pm	Lunch - 2nd & 3rd Grade
12:15 - 1:00 pm	Lunch 4th & 5th Grade
1:15 pm	Kindergarten and TK Dismissal
2:18 pm	Primary Grades Dismissal
2:48 pm	Upper Grades Dismissal

Staff Collaboration Day - Wednesday

8:15am	All Grades START TIME
9:35 - 9:55 am	Recess - TK, K (two classes), & 1st Grade
10:00 - 10:20 am	Recess - K (two classes), 2nd, & 3rd Grade
10:25 - 10:45 am	Recess - 4th & 5th Grade Classes
11:30 am	Kindergarten and TK Dismissal
12:37 pm	Primary and Upper Grades Dismissal

Minimum Day

8:15am	All Grades START TIME
11:30 am	Kindergarten and TK Dismissal
12:16 pm	Primary and Upper Grades Dismissal



SCHOOL ATTENDANCE POLICIES

Absences: California Education Code requires children to attend school regularly. Attendance is a joint responsibility of parents/guardians and their children. Absences disrupt your child's learning impact classroom activities, and reduce our school's state funding per child.

To report an absence parents must call the Attendance Line at (818) 889-0677 x221 to report an absence. **If the parent has not contacted the school within 3 school days (72 hours) of the child's return to school, the absences will be considered unexcused.** According to Ed Code, students are considered truant if they have three or more unexcused absences. (Do not leave requests for homework on the Attendance Line. If you are requesting homework, call the Office by 10:00 am so that the teacher will be informed in a timely manner.)

Per district policy and state law, the following circumstances are considered excused absences: illness; medical, dental, and optometry services; quarantine; funeral of immediate family (limited to 1 day in-state, 3 days out-of-state); religious observance; pre-approved absence. All other reasons are considered unexcused, even if the absence was verified by a phone call. **If your child will be out for 5 days or more, he/she may be eligible for an Independent Study Contract.** Please inform your child's teacher and the office at least 7 days in advance, if this situation arises.

Tardy Regulations and Procedures

A student is tardy if he/she is not in the classroom when the 8:15AM bell rings. Tardies are recorded either by the teacher in the classroom or by the office. An adult must accompany a child to the office if he/she arrives later than 9AM. Students who are late due to a doctor/dentist appointment must bring a signed note from the doctor.

According to Ed Code, three or more unexcused late arrivals (more than 30 minutes) are considered trancies.

For further information, please see the LVUSD Attendance Policy at www.lvusd.org or contact the school office.

Checking Students Out of School During School Hours

Parents must report to the office and sign their child out when leaving during the school day. The Office will call the student to the office to be signed out. It is helpful if the parent sends a note to the teacher so that he/she can remind the child to be ready. **DO NOT** go directly to your child's classroom.

Please remember that checking a child out of school during the school day is discouraged and should only be done in extenuating circumstances.



COMMUNICATION PROCEDURES

Willow School staff support regular, respectful and clear communication between home and school. There are several ways to facilitate this relationship.

Regular Home-School Communication

The school's website www.lvusd.org/willow contains general school information, as well as specific teacher webpages with classroom information.

- Many grade levels have a regular class newsletter that is sent home with the students or sent electronically.
- The PFC sends an electronic weekly update with information on current and upcoming events.
- The Blackboard Connect Electronic Message System is a phone and/or email system that the District and the school office use regularly to contact parents. (Please don't hang up on our recorded voices!)

Individual Communication Procedures

These are the ways to contact your child's teacher, the specialists, or the administration:

- Email
- School Voicemail
- Phone message to the office staff
- Written note with your child to the teacher or to the office staff

Since teachers must focus on teaching their students during school hours, they cannot respond immediately to parents. However, it is expected that teachers will respond within about a day (week days only) to parent questions. Teachers are available, by appointment, to speak to parents in person before or after school. It is important to prearrange a meeting so that staff can give their focused attention to the parent questions or concerns. Please note: It is inappropriate to contact any teacher or staff member at their home or using their personal phone number.

Messages to Your Student While at School

According to District Policy, messages shall be delivered only in case of an emergency. Our Office Staff values the learning time in classrooms and will refrain from interrupting a class unless there is a real emergency. We appreciate parents calling as early in the day as possible with after school emergency messages. Please remind your child to come to the office if the ride they are expecting does not materialize. Our staff will help them to sort it out safely.

Changes In After School Plans

Children must follow through with the after school plans that were in place when they left home. Understandably, our Office cannot assist in arranging or re-arranging playdates.



Messages to Other Students

School personnel are not allowed to convey messages to students other than those belonging to the parent who calls.

NOTHING will be distributed generally to students without the principal's prior approval.

CAMPUS SAFETY

The safety of our students is a top priority and it is considered in everything that happens at school. There are several specific measures that Willow Elementary School uses to ensure this.

Emergency Preparedness

Willow Elementary School has an **Emergency Operations Plan** and provisions for use in the event of any emergency situation including a natural disaster (such as an earthquake). The EOP is reviewed and revised at the start of each school year. Staff and students practice the procedures in the Plan with lock down, fire and disaster drills several times each year. Staff reviews the details of the Plan monthly to be able to react with confidence in an emergency situation.

Every classroom has an Emergency Backpack that contains supplies, Student Emergency Tags, and a "To Do" List based on the full EOP.

Emergency Cards

Parents have registered in the Parent Portal on Aeries with general emergency information that tells school personnel who may pick up the child in the event of an emergency or disaster. It is imperative that the information in the Portal is accurate and up to date. Staff can access these records on iPads and additionally, the School has printed versions in our Emergency Notebook.

In event of an emergency, students are kept at school under the supervision of school personnel until an authorized adult arrives and signs for the student.

Gates

Willow Elementary School locks all gates during the school day, except for the gate closest to the school's front office.

Classroom Doors

Outside classroom doors are kept locked, but are equipped with a latch that allows easy access for students. Each door can be quickly secured without having to go outside to lock it.



Campus Volunteer/Visitor Procedures

For safety and security of our students and staff, the District Policy requires *ALL visitors to check in at the school office before entering a classroom or visiting campus. Access to the campus and or a classroom may be limited in order to minimize interruptions to the instructional program.* At Willow Elementary School, we expect that all adult visitors and volunteers will follow these guidelines:

All visitors and volunteers must sign-in and receive a visitor's badge/sticker at the office before going to the classroom of destination each visiting day. (Visitors may be asked for identification).

Any classroom visitor or volunteer time must also be cleared and calendared with the child's classroom teacher in advance.

Visitors and volunteers are not allowed to walk on (or around) campus during school hours. Each adult visitor or volunteer on campus is to be under direct supervision of a classroom teacher.

When picking up your child at dismissal, refrain from approaching the classroom building until after the bell rings. This prevents distracting the children from instruction and allows for visibility in the areas near the classroom doors.

In order to prevent supervision problems, parents/visitors will not be allowed on the playground while children are at recess. Campus supervisors must maintain focus on students.

Adults should not approach a child who is not their own.

Keep in mind that parent and visitor interactions should serve as positive models for all Willow students.

Student Observations

Occasionally, parents request to have an outside professional observe their student during class time. The District allows these observations under the following criteria:

- Observations can be no longer than 20 minutes.
- Observations must be scheduled with the Principal or designee in advance.
- The Principal or designee will accompany the observer.



IMPORTANT TRAFFIC PROCEDURES

The purpose for this traffic and **safety and procedure** document is to serve as a reminder of the importance of safe driving and parking during drop-off and pick-up times.

For those of you who enter through the front of the school, do not make any drop-off attempts to the right, in front of the kindergarten yard. This is not a drop-off or pick-up zone. Please also notice there is a single file entry into the driveway. Taking turns entering from each direction of Laro Drive combined with pulling vehicles all the way forward in drop off zones and not parking in loading areas makes for a safer and more seamless start to the day. For those entering the school from the Rustling Oaks side, traffic continues to be heavy. Therefore, please do not park in the loading zones and follow the direction of any staff member on duty.

In an effort to make our traffic situation safer for all of our children, please:

- ✓ ***Any parking in a space marked for Willow “staff” in any way is not permitted. If you attempt to park in a staff assigned space, you may be placing children at risk. (These spaces are specifically reserved and assigned to all those staff members who need to supervise and/or instruct children before, during, and/or after the school day.)***
- ✓ **Do not park or leave your vehicle unattended in the street, “staff”, “reserved”, “no parking”, “red” or “loading” zones.**
- ✓ **Keep handicapped spaces available for those who require them.**
- ✓ **If parking to walk children onto campus, there is parking available on Rustling Oaks outside of the loading zones.**
- ✓ **Pull forward completely in all loading and unloading zones. (Red zones are not for stopping or parking.)**
- ✓ **Do not text or talk on cell phones while operating your vehicle.**
- ✓ **Do not make u-turns in the middle of Rustling Oaks.**
- ✓ **Do not double-park.**
- ✓ **Pick up and drop off only in safe locations (not in the middle of the street).**
- ✓ **Exit and pick up children from the right side of your vehicle- **on the school side of the street/curb only.****
- ✓ **Share rides, carpool,¹ or walk whenever possible.**
- ✓ **Leave a few minutes earlier than usual to avoid potential traffic problems.**
- ✓ **Do not drive through the crosswalk when pedestrians are present.**
- ✓ **Respect our crossing guards and their directions, as they are here for the safety of our students and our community.**



- ✓ **Respectfully interact with fellow community members, staff, students and parents, as we all want kids to be and feel safe.**
- ✓ **Important Note:** Before arriving at school, have backpack, homework, jacket, teacher notes, lunch, and pick-up plan prepared for a quick and safe drop-off (e.g. not in trunk.)

STUDENT HEALTH POLICIES

Our school health office is staffed by Health Clerks who are certified in First Aid and trained in CPR. They assist with first aid or illness situations occurring at school. As wonderful as the Health Clerks are, they are not licensed nurses. However, they are trained and supervised by the LVUSD District Nurses who make regular and “as needed” visits to our school.

Illness or Injury at School

If a child becomes ill or injured at school, parents will be notified immediately. If parents cannot be reached, another adult designee, as designated in the student’s emergency contact information, will be contacted to pick up the child.

Insurance

Accidents which occur at school are not the responsibility of the school. Insurance forms are made available for your convenience at the beginning of the school year.

Medication

Students are not permitted to possess or administer medication of any kind, prescription or non-prescription, by themselves. **ALL** medication is administered in the Health Office under the supervision of the health clerk or the principal designee.

The office does not provide any medication. You must bring your own medication to the health office where it will be stored (in a locked cabinet) for your child, in case of need.

All medication must be in its proper container and must clearly indicate the student’s name, the name of the medication and proper dosage accompanied by the LVUSD Medication Authorization form completed by the parent and physician. This form is available online and from the Health Office.

Casts, Crutches and Stitches

Students returning to school after an accident or injury requiring a cast, crutches, splint, ace bandage, sutures or other medical appliances need to bring a written release (form is available online or in the office), signed by both physician and parent, to the Health Office before returning to class. District policy **does not permit** elementary school students requiring such medical appliances to be **on the playground during recess, nor are they allowed to participate in PE class.**



Lice

The District policy is that students with lice or nits, cannot be in school until treated and removed. Before returning to the classroom, the student must check in with the Health Clerk for clearance.

Return to School After Illness

Students who are ill need to remain at home to promote recovery and help prevent the spread of communicable disease. Students with fever (temperature above 100 degrees) need to remain at home until fever-free for 24 hours without fever-reducing medications. Students returning after contagious conditions such as chickenpox and pediculosis (head lice) must be admitted through the health office. Students returning after treatment for pediculosis must be nit-free.

NUTRITION AND WELLNESS

District Wellness Policy

The Las Virgenes Unified School District Board of Education has established the following policy:

Foods on campus shall be carefully selected so as to contribute to students' nutritional well-being, the prevention of disease and reducing childhood obesity.

Willow Elementary supports the LVUSD policy with our own guidelines:

- No soda, gum, or candy is allowed on campus. It will be taken away from students who bring them.
- Food for class parties will be under the direction of the teacher. The amount of sugary foods will be limited.
- Birthday Treats... Teachers acknowledge birthdays in the classroom in a variety of ways that do not involve treats of food.
- **In line with the District and our School Policy, birthday treats of food may not be delivered to the classroom.**
- Parents may not “drop by” with sugary treats for a class. Teachers will not allow such treats to be passed out to the children.

Snack and Recess Procedures

In addition to a good breakfast, students are encouraged to eat a snack at the morning recess. Children need a healthy snack at recess. Fruits and vegetables are recommended.

Lunch Procedures

Lunches (see monthly menu) may be purchased from the cafeteria or brought from home. Instruct your children not to trade food.

Forgotten lunches must be delivered to the office by 10:00am to be put in the teacher's box for pick up. The delivery of fast food for lunches is discouraged and



glass containers are not allowed. Eating snacks or lunches must be in designated areas. Students must remain seated when eating.

Nut Alert!

Due to many students with allergies to nuts, we provide a “nut free” table in the lunch area and ask that all parents help us be nut safe. Please do not send nuts or nut butter sandwiches to school.

Pack In / Pack Out

We are a Green School!

In accordance with the District Green Policy, Willow Elementary School is a Pack-In/Pack-Out supporter. Students and staff who bring lunch from home are expected to use reusable containers. (Label everything!) We want to leave as little trash as possible ... anywhere.

School Lunches

Free lunches will be available for all students, regardless of income levels during the 2021 - 2022 school year.

~~A breakfast and lunch program is available from [Child Nutrition](#) for those families who choose to purchase lunch and those who are eligible for Free and Reduced-Cost Lunch.~~ We encourage all families to complete the [Free and Reduced Lunch Program application](#), regardless of income level.

Please note that 1st - 5th grade students are dismissed at 12:37pm on Wednesdays. Students have the option of staying to eat their school lunch on these days. Inform your child’s teacher and the school office if your child will be staying to eat lunch at school.

DISCIPLINE PLAN AND PROCEDURES

The Discipline Plan at Willow is aligned with the District’s Dynamic on Student Responsibility and Citizenship, helping students demonstrate strong character and ethics to make responsible choices for themselves, their community, and the environment.

The Willow school-wide discipline program utilizes Guiding Principles, The Awesome 8 and Big 5 (e.g. Positive Behavior Support (PBS) and Applied Behavior Analysis (ABA)). In addition to modeling the desired behaviors, staff members directly teach (with guided practice and positive reinforcement) classroom and school routines and rules, including appropriate recess and lunch behavior.

Students who are experiencing difficulty following the class or school rules will be retaught and given appropriate consequences. Repeated infractions and/or serious issues will be handled with a Pink Slip (e.g. Behavior Referral to the Office) and will be documented by school staff. Unfortunately, some situations may be of such a serious nature that a suspension from school may be required.



The Big Five

Willow has a set of five basic rules, "THE BIG FIVE", that are considered to be behaviors which are unacceptable, and will NOT be tolerated at school.

1. Physical fighting
2. Throwing of rocks, stones, sand, or other dangerous objects.
3. Intentional interference with others in organized games.
4. Verbal harassment, obscene and/or disrespectful language.
5. Intentional damage or destruction of personal and/or school property.

Any student who violates these rules will be sent to the principal's office. The principal will counsel the student and notify parents of the offense. The student will be provided a consequence at that time.

Anytime a student misbehaves, he/she will be asked to evaluate their behavior and to find more appropriate ways of handling the same or similar situations. Students will ALWAYS be encouraged to find appropriate solutions to their problems and/or disagreements.

The Awesome Eight

1. Willow students, staff and parents always treat others the way they would like to be treated.
2. We respect each other's:
 - rights
 - property
 - opinions
 - differences
3. We think before we
 - Act
 - Speak
4. We take pride in everything we do:
 - Our work
 - Our appearance
 - Our school
5. We always tell the truth.
6. We look for alternatives to solving problems.
7. We use appropriate language.
8. We are responsible for our actions.

Suspension

Education code 48900 states that suspension, including supervised suspension shall be imposed only when other means of correction fail to bring about proper conduct. Parents will be contacted in situations of serious misbehavior.



Education code Ed Code 489159(c) 1-5 also require suspension or expulsion if the principal or superintendent of schools determines that the pupil participated in the following serious infractions:

1. Sale, possession or furnishing a firearm (exception for imitation firearm)
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Attempted or committed sexual assault or committed sexual battery.
5. Possession of an explosive.

WILLOW ELEMENTARY SCHOOL DRESS CODE

Many parents and educators believe that the type of clothing worn to school by the child has a definite bearing on the child's attitude toward school and the purpose of being there. In order to maintain a respectful, positive, and productive educational environment, Willow and LVUSD enforces the following dress code:

This Dress Code is based on the California Education Code (35183.6) and the LVUSD Parent, Student, and Staff Legal Notification Handbook, which states

Clothing or appearance that can create a class/school disturbance or distraction that interferes with the learning environment, or represents a danger to student health or welfare is not permitted (p. 22)

Students should wear comfortable clothing that allows them to move safely and participate easily in messy art projects, sitting on the floor and/ or strenuous physical activities.

Students Must Wear:

- Shirts that are long enough to cover the torso.
- Pants/jeans or the equivalent (e.g., a skirt, sweatpants, leggings, a dress or shorts)
- Shoes that have a closed toe and back that are appropriate for physical activity.

Students May Wear:

- Sun protective clothing including hats and caps (sunglasses outdoors).

Students May Not Wear:

- Outfits that show, or appear to show, underwear
- Baggy oversized pants without a belt. (Pants should be able to stay up.)
- Shoes with high heels, skate wheels, back-less, or open-toes.
- Jewelry, earrings or necklaces, which may interfere with usual activities at recess or PE.
- Clothing which depicts alcohol, illegal drugs/paraphernalia, illegal behavior, or offensive/ vulgar language.



In all matters not specifically covered by language in the dress code, the principal will make the final decision regarding the appropriateness of the situation. If a student does not conform to the above policy, they will be asked to make the necessary changes.

Personal Belongings

All students' personal belongings, except those needed specifically for classroom use, are to be left at home.

TECHNOLOGY

Students are expected to abide by and will be held accountable for the rules described in the LVUSD Student Technology Acceptable Use Policy.

At Willow Elementary School students have exposure to technology in a variety of ways. Technology labs and classroom mobile technologies may be available to children who demonstrate the ability to thoughtfully and respectfully use them.

Students may bring their own technology for use at school, however rules for its use on campus will be set by the principal and/or classroom teacher. At no time are personal cell phones, ipods or ipads to be used during the school day, without the direct supervision and approval of a child's classroom teacher. LVUSD accepts no liability for personal technology brought to school.

PARENT ORGANIZATION AND INVOLVEMENT

PFA

The Parent Faculty Association (PFA) at Willow Elementary School is a local organization of which all parents and employees are members. There is no membership fee. We have no ties to the national PTA organization.

The purpose of the PFA is to support Willow Elementary School as a place of learning and building community. The PFA attempts to fulfill this goal by funding programs or events that enhance learning, as well as the physical and emotional environment in which learning occurs.

Throughout the school year, the PFA supports the community atmosphere of the school by sponsoring several "fun raising" events. These are social events that are intended to provide an opportunity for a great family experience along with other school families. A sampling of these events includes (but is not limited to):



Trunk or Treat
Family Science Night
Bingo Night
Run Club
Fitness Week
Family Dance
Read-a-thon
Holiday Boutique
Willow's Got Talent
Spring Gala

Regular Home-School Communication

The school's website www.lvusd.org/willow contains general school information, as well as specific teacher webpages with classroom information.

- Many grade levels have a regular class newsletter that is sent home with the students or sent electronically.
- The PFA sends an electronic weekly update with information on current and upcoming events.
- The Blackboard Connect Electronic Message System is a phone and/or email system that the District and the school office use regularly to contact parents. (Please don't hang up on our recorded voices!)

School Site Council (SSC)

The School Site Council is an advisory board composed of three community members and three staff members. Curriculum, instruction, staff development and learning environment are discussed and reviewed at bi-monthly meetings. School Site Council approves and modifies the Single Plan for School Achievement (SPSA).

Election of SSC members occurs early in the school year. As each member serves a two-year term, there will be openings for either two or three parent members each fall. Interested parents should look for the election announcement sent home in September.

English Language Parent Support Group (ELAC)

All parents of English Language Learners are encouraged to participate in the ELAC meetings each trimester. These meetings are opportunities to help students and their families who speak languages other than English.

District Parent Involvement Opportunities



There are several District-level committees that welcome (in fact, require) parent participation. Information about these groups comes out periodically from the District Office. Some groups that need parent representatives are the Curriculum Council, District English Language Advisory, and the District Green Committee.

School Volunteers

When visiting or volunteering in any school, remember, students have the right to expect that information about them will be kept confidential by all volunteers. Additionally, the U.S. congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy Act (known more commonly as “FERPA” or the “Buckley Amendment”). Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees, as designated by the administrators at your school. Even when discussing a student with those who are directly involved in a student’s education, such as a teacher, principal, or guidance counselor, you may not share otherwise confidential information with them unless it is relevant to that student’s educational growth, safety, or well being.

You may not share information about a student even with others who are genuinely interested in the student’s welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency, in which confidential information may be necessary for a student’s care, is the only exception). Thus, you must refer all such questions to the school employees so authorized and indicated to you, typically the student’s teacher or principal.

Parents, friends, or community members may in good faith ask you questions about a student’s problems or progress. Again, you must refer all such questions to the authorized school employees. You may not share information about a student even with members of your own family or the student’s family. Before you speak, always remember that violating any student’s confidentiality is against the law.



WILLOW CAMPUS MAP

