



FAMILY HANDBOOK

2019-2020

**301 S. Madre
Pasadena, CA 91104
626.396.5690
gopusd.com/willard**

School Hours

**Monday: 7:45 am - 12:35 pm
Tuesday-Friday: 7:45 am - 2:15 pm**

Office Hours

7:30 am - 3:30 pm



Table of Contents

Welcome/ Principal's Message

Mission Statement

Awards

International Baccalaureate

Faculty/ Staff Directory

2019-2020 Calendar

School Information

School Uniform/ Dress Code

Bell Schedule

Classroom Map

Before School

After School

After School Clubs and Enrichment

Arrival and Dismissal Procedures

Meals

School Supplies

Communications

School Rules and Policies

Attendance

Visitors on Campus

School Discipline Philosophy

Special Programs

Academics (Academic Compact is at the end of the Handbook)

Special Education

Library

Enrichment

Gifted and Talented Education (GATE)

English Language Learners

Innovative Programs

International Baccalaureate

Homework Policy

Language Learning

School Library

Getting Involved

Parent Teacher Association

Statutory Councils

Willard Annual Fund



Welcome/ Principal's Message

Welcome to Willard!

It is my pleasure to welcome you to Willard IB Magnet School. The vibrant campus, talented staff, and bright students make this school a place where curiosity and learning abounds. The International Baccalaureate (IB) learner profile develops students who are inquirers, thinkers, communicators, risk takers, as well as knowledgeable and caring students who are principled, open-minded, well-balanced, and reflective. Willard's IB Primary Years Programme (PYP) provides opportunities for students to understand and demonstrate the attitudes of global citizenship, which are appreciation, commitment, confidence, cooperation, creativity, curiosity, empathy, enthusiasm, integrity, independence, tolerance, and respect.

Willard International Baccalaureate Magnet School is located in Pasadena, California, in the San Gabriel Valley. Willard is proud of the rigorous teaching and learning that occurs at our school. The high levels of academic achievement are a testament to the rigorous instructional IB program at Willard. Willard is further enriched by the diverse ethnic, cultural, linguistic, and socio-economic backgrounds of our families. Willard School was established in 1925. In 2005, Willard School became an International Baccalaureate school. As an IB school staff collaborate on writing and integrating IB curriculum with the Pasadena Unified School District (PUSD) curriculum, aligning IB standards with state and national standards, and designing assessments and reflections for each of the six interdisciplinary units of inquiry.

For five consecutive years, The California Department of Education has recognized Willard as a Title I Academic Achievement School. Through our reporting system, California's Assessment of Student Performance and Progress (CAASPP), we were recognized as a California Honor Roll School (2017-2018). This past year, Willard was honored to be named a California Civic Learning Award of Distinction.

Sincerely,

Angela Elizondo Baxter



Mission Statement

Willard's mission is to provide a rigorous education through inquiry and investigation. Our aim is to develop global citizens who are well-balanced, life-long learners, as well as critical and compassionate thinkers.

Awards Assembly Schedule

Each month one student from each classroom is recognized for excellence and improvement in demonstrating the IB attitudes, learner profile, and academic areas listed below.

DATE	ACADEMICS	ATTITUDE	PROFILE
August 30		Respect	Caring
September 27	Reading	Curiosity and Creativity	Inquirers
October 25	Mathematics	Appreciation	Communicator
November 22	Social Studies	Cooperation	Thinker and Courageous
December 19 *times adjusted	Technology	Enthusiasm and Confidence	Knowledgeable
January 31	Visual Arts	Empathy	Principled
February 28	Writing	Commitment	Open-Minded
March 27	Physical Education	Tolerance and Integrity	Balanced
April 24	Science	Independence	Reflective
May 29	Attendance	IB Child of the Year- Reflect on what it means to be a citizen of the world	

Assembly Times

TK/K 9:45 am

1st and 2nd 10:20 am

3rd, 4th, and 5th 11:00 am



International Baccalaureate

Willard Elementary is a Magnet School authorized to teach the International Baccalaureate (IB) Primary Years Program (PYP). Each teacher attends specialized training in order to effectively implement the PYP program at Willard. Reflection and planning are key to effectively implementing the IB PYP program so teachers work with our IB Coordinator to plan rich, rigorous instruction through six transdisciplinary inquiry-based units. The program promotes global citizenship and requires student personal action. Additionally, each student learns Spanish as our world language and uses research and technology to demonstrate and inform learning. The culmination of the PYP program is an IB Exhibition where all 5th graders present their learning in various formats of their choosing to the school and local community.

All PYP IB schools around the world use the same 6 interdisciplinary themes to frame learning and inquiry. Specifically, the six IB interdisciplinary units are: 1. Who we are, 2. Where we are in place and time, 3. How we express ourselves, 4. How the world works, 5. How we organize ourselves, 6. Sharing the planet. All of national and state standards including the Next Generations Science Standards (NGSS) are embedded within our IB program of inquiry. The units are organized around a central idea that focuses on enduring concepts.

The IB program aims to develop the whole child by instilling characteristics essential for global citizenship found in the IB Learner Profile. It promotes the IB attitudes, which help develop positive attitudes toward life-long learning, the world and its inhabitants.

Learner Profile: Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-minded, Caring, Courageous, Balanced, and Reflective.

IB Attitudes: Appreciation, Commitment, Confidence, Cooperation, Creativity, Curiosity, Empathy, Enthusiasm, Independence, Integrity, Respect, and Tolerance.

Faculty/ Staff Directory

Please be advised that teachers will return phone messages at the close of the school day.

Grade	Teacher	Room	Extension	Email
PK	Mrs. Vanegas	401	58401	vanegas.alis@pusd.us
TK	Ms. Bugarin	101	58101	bugarin.lorena@pusd.us
K	Mrs. Covarrubias	402	58402	covarrubias.sonia@pusd.us
K	Mrs. Marquez	403	58403	marquez.jenny@pusd.us
K	Mrs. Wood	404	58404	wood.cherie@pusd.us
K	Mrs. Penny	405	58405	magalong.penny@pusd.us



1st	Mrs. Irie	102	58102	irie.donna@pusd.us
1st	Mrs. Figueroa	103	58103	figueroa.marisela@pusd.us
1st	Ms. Cahir	105	58105	cahir.dianne@pusd.us
1st	Mrs. Kaiteris	106	58106	kaiteris.elaine@pusd.us
2nd	Mrs. Tam	17	58317	tam.erin@pusd.us
2nd	Mrs. Torres	7	58307	torres.stacey@pusd.us
2nd	Mrs. Grabis	6	58306	grabis.ingrida@pusd.us
2nd	Mrs. Teran/ Mrs. Jaramillo	5	58305	teran.susana@pusd.us jaramillo.carmella@pusd.us
3rd	Ms. Yee	214	58214	yee.allison@pusd.us
3rd	Ms. Novelo	211	58211	novelo.cathy@pusd.us
3rd	Dr. Nhem	215	58215	nhem.leakana@pusd.us
3rd	Mrs. DeGroof	217	58217	degroof.lillian@pusd.us
4th	Mrs. Beaumont	212	58212	beaumont.elizabeth@pusd.us
4th	Mrs. Van Der Heide	210	58210	vanderheide.julie@pusd.us
4th	Mrs. Gray	219	58219	gray.melanie@pusd.us
4th	Mrs. Negrete	218	58218	negrete.yvonne@pusd.us
5th	Mrs. Rosales	209	58209	rosales.sandra@pusd.us
5th	Mrs. Salgado	220	58220	salgado.sandra@pusd.us
5th	Mr. Mayer	208	58208	mayer.armando@pusd.us
RSP	Mrs. Robbins	10S	58024	robbins.marrisa@pusd.us
SDC	Mr. Thompson	3	58303	thompson.nicholas@pusd.us
SDC	Mrs. Killen	1	58301	killen.melinda@pusd.us
Attendance	Mrs. Carreon	office	58092	carreon.gloria@pusd.us



Cafeteria	Ms. Felipa		58054	
Conference Room	N/A		58310	
Counselor	Ms. Daniel	10N	58025	daniel.edwina@pusd.us
Custodians	Ms. Flor Braxton			
Health Clerk	Ms. Pickens		58088	pickens.erika@pusd.us
IB Coordinator	Ms. Wittry	304	58304	wittry.linda@pusd.us
Instructional Coach Curriculum	Ms. Reynolds		58027	reynolds.myesha@pusd.us
Instructional Coach ELLs	Mrs. Villagrana	Res. Room	58027	villagrana.veronica@pusd.us
LEARNs	Ms. Sanchez	12	58044	sanchez.maria@pusd.us
Library	Mrs. Petersen	library	58064	petersen.karen@pusd.us
Mandarin Teacher	Ms. Zhao		58039	zhao.pao@pusd.us
Music Building	Mrs. Dimas	music	58320	dimas.jennifer@pusd.us
Nurse	Mrs. Warren	office	58088	butcher.katherine@pusd.us
Office Manager	Mrs. Gonzales	office	58089	gonzales.donna@pusd.us
Psychologist	Mrs. Sneed	100	58100	sneed.tawny@pusd.us
Science Lab	Mrs. Kelly	102	58102	kelly.mary@pusd.us
Social & Emotional Leader	Mrs. Campos		58001	campos.alejandra@pusd.us
Speech		100	58100	
Spanish Teacher	Ms. Beltran	216	58216	beltran.beatriz@pusd.us



Willard's Calendar for the 2019-2020 school year is listed below. Willard is an active school with many events, so there is a live calendar on our website. Please be sure to check it weekly for updates. gopUSD.com/willard **The dates below are subject to change.**

August

- August 1 Office Opens
- August 3 PTA Kinder Playdate
- August 9 Kinder Orientation 12:00 pm
- August 9 Ice Cream Social 1:00 pm
- August 12 First Day of School
- August 12 PTA's Boohoo/Yahoo Breakfast 8:00 am
- August 13 Safe School and Behavior Assemblies
- August 16 Trash Free Challenge Assembly
- August 23 WAF Free Dress Day Fundraiser
- August 30 Coffee with the Principal 8:00 am & Awards Assemblies

September

- September 2 Labor Day, No School
- September 9 - September 27 PTA Readathon Fundraiser
- September 11 Chuck E. Cheese Restaurant Night for AstroCamp
- September 17 Back to School Night 5:30-7:00 pm, Early Dismissal at 11:30am
- September 17 PTA Association Meeting 5:00 pm and Rounds Burgers
- September 20 WAF Free Dress Day Fundraiser
- September 21 Campus Beautification 8:00 am-12:00 pm
- September 26 SSC 3:00 pm
- September 26 ELAC 8:00 am & Parent Work Day 8:30 am
- September 27 Coffee with the Principal at 8:00 am & Awards Assemblies
- September 30-October 2 5th Grade AstroCamp
- PTA Reflections Contest Begins tbd

October

- October 7 PTA Book Fair
- October 10 - October 13 PTA Camping Trip
- October 11 Parent Conference Day, No School
- October 21-25 PTA's Red Ribbon Week
- October 23-November 13 3rd Grade Swim
- October 24 ELAC 8:00 am & Parent Work Day 8:30 am
- October 24 SSC 3:00 pm
- October 25 Coffee with the Principal 8:00 am, Awards Assemblies, Orchestra Performance
- October 25 PTA Movie Night & Fall Festival
- October 31 Characters from a Book Parade 8:30 am

November



- November 1 WAF Original Works Due, Delivery 12.06
- November 7 Space Night and WAF Spaghetti Dinner
- November 11 Veteran's Day Observed, No School
- November 14 Math Night 5:30-6:30pm
- November 25-29 Thanksgiving Recess
- November 21 ELAC 8:00am and Parent Work Day 8:30am
- November 21 SSC
- November 22 Coffee with the Principal 8:00am & Awards Assemblies

December

- December 6 Holiday Shows 9:00, 10:20, 1:00 pm
- December 12 ELAC 8:00 am, Parent Work Day & SSC Meeting 3:00 pm
- December 12 Instrumental Music Concert 8:45 and 9:30
- December 13 Coffee with Principal 8:00 am & PTA Meeting at 8:30 am
- December 17 PTA Books with Santa
- December 18 Las Posadas, Cultural Celebration 8:30am
- December 19 Awards Assemblies 8:00 (TK/K), 8:30 (grades 1-2), & 9:00 (grades 3-5)
- December 19 Minimum Day Dismissal at 12:05 pm
- December 20 - January 3 Winter Recess

January

- January 15 STEAM Club: Arts Night & Cardboard Challenge
- January 20 Martin L. King, Jr. Day, No School
- January 27 WAF See's Candies Sale, Delivery February 9
- January 30 ELAC 8:00 am & Parent Work Day 8:30 am
- January 30 SSC 3:00 pm
- January 31 Coffee with the Principal 8:00 am & Awards Assemblies

February

- February 1 Campus Beautification Day 8:00 am-12:00 pm
- February 6 PTA Meeting 5:30 pm
- February 10 Lincoln's Birthday, No School
- February 17 Presidents' Day, No School
- February 27 ELAC 8:00 am & Parent Work Day 8:30 am
- February 27 SSC 3:00 pm
- February 28 Coffee with the Principal 8:00 am & Awards Assemblies/ International Fashion Show

March

- March 2 Read Across America
- March 2 Family Reading Night 5:30-6:30 pm
- March 2 - March 6 Read Across America Week
- March 4 and March 5 Kindergarten Little Red Hen 8:15 am and 9:15 am
- March 6 Black History Program



- March 19 WAF Fun Run
- March 20 Staff Development Day; Pupil Free
- March 26 ELAC 8:00 am, Parent Work Day 8:30 am, & SSC 3:00 pm
- March 26 Coffee with the Principal 8:00 am & Awards Assemblies
- March 27 Early Dismissal at 12:05 pm
- March 30-April 3 Spring Break, No School

April

- April 1 Science Fair Projects Due 8:00 am & Science Fair 5:30-7:00 pm
- April 10 PTA Spring Movie Night
- April CAASPP Testing Window TBD
- April 20-24 Earth Week (Earth Day is on Wednesday 4/22)
- April 17 IB Exhibition
- April 23 ELAC 8:00 am & Parent Work Day 8:30 am
- April 23 SSC 3:00 pm
- April 24 Coffee with the Principal 8:00 am & Awards Assemblies
- April 30 Minimum Day Dismissal at 11:30 am & Open House 5:30-7:00 pm
- April 30 PTA Association Meeting 5:00 pm

May

- May 8 District Innovation Exposition
- May 11 3rd Grade Violin Concerts
- May 12 Band & Orchestra Concerts 8:45 & 9:30am
- May 12 Willard's Got Talent K-2 1:00pm
- May 15 Willard's Got Talent 3-5 1:00pm
- May 14 ELAC 8:00 am, Parent Work Day 8:30 & SSC 3:00 pm
- May 14 Volunteer Luncheon 1:00 pm
- May 15 International Dance Festival
- May 21 Rock and Roll Day
- May 22 Coffee with the Principal 8:00 am & Awards Assemblies
- May 25 Memorial Day No School
- May 27 Kindergarten Promotion
- May 28 Culmination for 5th grade 8:30 am
- May 28 Last Day of School Minimum Day Dismissal at 12:30 pm



School Information

School Uniform/ Dress Code

The Willard School community supports the uniform dress code policy, which was adopted in 2003. The dress code requires all students to dress in white or navy tops with navy blue bottoms.

The acceptable “tops” for Willard students are:

- Polo-type shirts
- Full cut standard shirts with white collars
- Turtlenecks
- Willard IB wear
- All of the above must be white or navy blue

The acceptable “bottoms” for Willard students are:

- Pants, shorts, skirts, or jumpers
- Blue jeans are not allowed
- All of the above must be navy blue

IB Green- On **Tuesdays** students are encouraged to wear green to support Willard’s participation in the Grades of Green Trash Free Challenge. Please note that the following are **not permitted** as part of our dress code: sandals, short shorts, blouses or shirts exposing midriff, spaghetti straps, and tank tops.

Please support Willard’s dress code policy by requiring your child/children wear the uniform everyday.

If you need uniforms or assistance, please contact the office.



Bell Schedule

Monday Bell Schedule		Tuesday - Friday Bell Schedule	
Bell-Line-up	7:45	Bell-Line-up	7:45
Bell- School Begins	7:50	Bell- School Begins	7:50
Recess K	9:15-9:30	Recess K *2 classes at a time	9:30-9:45 & 10:00-10:15
Recess 1-2	9:35-9:50	Recess 1-2	10:00-10:15
Recess 3-5	9:55-10:10	Recess 3-5	10:20-10:35
Lunch K	10:15-11:00	Lunch K *2 classes at a time	10:30-11:15 & 11:00-11:45
Lunch 1st Grade	10:30 – 11:15	Lunch 1st Grade	11:15-12:00
Lunch 2nd Grade	10:45 – 11:30	Lunch 2nd Grade	11:35-12:20
Lunch 3rd Grade	11:00 – 11:45	Lunch 3rd Grade	11:55-12:40
Lunch 4th Grade	11:15-12:00	Lunch 4th Grade	12:15-1:00
Lunch 5th Grade	11:15-12:00	Lunch 5th Grade	12:15-1:00
Dismissal	12:35	Dismissal	2:15



**FAMILY
HANDBOOK**
2019-2020

Classroom Map



Our doors open at 7:15 for breakfast. Students are to report directly to the cafeteria. At 7:30 am supervision begins until 7:45 when the first bell rings. Students are to line up in the assembly area in front of the music building on the blacktop. The classroom line assignments are below. Each Monday we have morning assembly outside. In the event of rain students will be sent directly to their rooms at 7:30 am.

North

208	209 1	220	4	5	6	7	103	104	105	106	Stage
215	Morning Assembly										
214											
217											
212											
218	210	219	405	404	403	402	401	101	1	3	

South

After School Clubs and Enrichment

Willard has three after school programs that operate 12:35-6:00 pm on Monday and 2:15-6:00 pm Tuesday-Friday.

After School Adventures

After School Adventures offers homework assistance, craft and play time after school daily. For more information call 626.744.7330 or register on-line at www.cityofpasadena.net/reserve

Boys and Girls Club

Boys and Girls Club offers after school care adjacent to Willard’s campus. Students play games, work on crafts, complete homework, and take swim lessons. In order to apply for their program you may call 626.449.9100 or visit the club at 3230 East Del Mar Boulevard.

PasadenaLEARNS

Pasadena LEARNs is an after school program hosted on Willard’s campus. Students take enrichment classes called clubs. LEARNs is accepting applications for 2016-2017 including applications for their new Extended Program. The Extended Program is fee-based and has no minimum attendance requirements. Applications are available at the LEARNs office at Willard.

You may also access forms on-line. If you have any questions you can email pasadenalearns@pusd.us or call 626.396.3614.

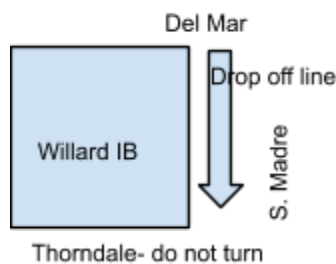


Arrival and Dismissal Procedures

Please follow the following drop off and pick up procedures to ensure the safety of our children.

Arrival

- Breakfast begins at 7:15, and students should enter through the front door of the school only.
- Campus supervisions begins at 7:30.
- Please pull forward to the first cone to drop off in front of Willard (heading Southbound).
- After you drop your child off please continue south on S. Madre.
- Please do not u-turn on Thorndale. There is no drop off in the staff lot.
- If you would like to walk your child onto campus please park in the neighborhood and walk to campus.



Dismissal

- School dismisses at 12:35 on Mondays and 2:15 Tuesday-Friday.
- Please pull forward to the first cone to pick up in front of Willard (heading Southbound).
- After you pick up your child please continue south on S. Madre.
- Please do not u-turn on Thorndale. For the safety of all our children please do not use the staff lot for pick up.
- If you would like to walk onto campus, please park in the neighborhood.

Please note: There is disabled parking in the staff lot. Otherwise, please avoid Thorndale because it is a dead end street.



Meals

Breakfast begins every day at 7:15. Breakfast costs \$1.75 and lunch costs \$2.60 and milk or juice is \$.50 Free and reduced lunch applications are available in our office and on-line at www.applyforlunch.com. Families can now pay for school lunch on-line at www.myschoolbucks.com .

School Supplies

- Students do not need to bring any school supplies with them on the first day of school unless otherwise informed by their teacher.
- At the beginning of the school year, each teacher will distribute a wish list of supplies that students should have at school and at home (if any).
- School supply donations are welcomed. Please ask the teacher or see the teacher's wish list in the information that comes home in the packet of information on the first day of school.

Communications

Willard strives to keep our families informed about school activities through a variety of methods:

Facebook

Our facebook page is maintained by our parent volunteers. It has photos and reminders that helps families stay connected to Willard.

Peach Jar

On our website you can sign up to receive digital flyers through the "Peach Jar" link. Electronic versions of flyers are posted under the "Peach Jar" tab on the website.

Phone Messages

The Principal, Dr. Baxter, sends out a recorded phone call to all Willard families each Sunday night during the school year highlighting events and important announcements for the upcoming week at Willard. Additional recorded phone calls from the school, PTA, AAPC, WAF, SSC, and district are sent to families as needed throughout the year. We ask that families please do not call the classrooms directly from 8:00-11:00 am during instructional time.

Room Parents



Each classroom has a room parent who plays an important communication and coordination role between families and the teacher. If you would like to serve as a room parent, please contact the PTA.

Twitter

Reminders and photos of events are posted on Twitter. You can sign up at Principal Baxter @WillardMagnet

Website

gopUSD.com/willard

Our website contains a variety of information about the school and its policies as well as a calendar of events that is updated on a regular basis.

Weekly Folders

Each week folders with flyers and announcements for the week are sent home. Be sure to ask your child for the folder so that you do not miss out on important information. It is important to check your child's folder daily. Please be sure that it returns to school each day.

Willard Weekly

A weekly email is sent every Sunday night at 5:00pm. The email includes upcoming events and updates on school issues. This digital newspaper is also posted on twitter. You can sign up at Principal Baxter @WillardMagnet

School Rules and Policies

Attendance- Absence from school, regardless of the reason limits your child's educational opportunities and can negatively affect his/ her grades and academic achievement.

Notification of Absences- If your child is absent please call 626.396.5690 X58093 or provide a written excuse from home when returning to school. Excused absences include: illness, quarantine, doctor's appointment, attending a funeral, religious holiday, and others per EC 46014 and 48205. Per EC 48260, EC 48261, & EC 48263 a student is considered truant after three tardies of more than 30 minutes each time or after three absences without valid excuses.

Extended Absence- If you know that your child will be absent for 5 or more consecutive days, please contact the office so we can arrange an Independent Study Agreement.



Tardies- Students arriving after the tardy bell are tardy. Each tardy means valuable instructional time is lost. If your child is tardy he or she should report to the office for a tardy slip.

Visitors on Campus- All visitors must sign in at the main office when they arrive and sign out when they leave. This policy is for the safety of students, visitors, and staff. The school needs to know who is on campus at all times. All visitors must wear a badge while on school grounds. This badge lets the other adults on campus know that you have signed in. If you'd like to visit your child's classroom, please arrange the visit 24 hours in advance with the classroom teacher.

School Discipline Philosophy- The goal of Willard's Essential Agreements is to maintain a safe school environment, which promotes academic achievement and feelings of safety, respectfulness, and responsibility. At all times, Willard students are expected to exhibit the attitudes of an IB student: respect, empathy, appreciation, tolerance, independence, integrity, curiosity, creativity, cooperation, enthusiasm, and confidence.

The school staff has collaborated to adopt school-wide guidelines of expected behavior for all of its locations. Our aim is to develop a school that is safe, respectful, and responsible. The following guidelines have been developed.

Rewards for appropriate behavior may include being recognized as a role model for other students; earning positions of responsibility and leadership; receiving a positive note or call home; obtaining public recognition; earning leaves for exemplifying one of the IB Learner profile traits; and having personal satisfaction for doing the right thing.

Consequences for misbehavior may include a verbal warning, loss of special classroom privileges, a student/ parent/teacher conference; referral to Guidance Assistant, referral to the Principal, and/ or suspension from school.

Umbrella Rule- When no rule exists, follow the directions/decisions of the playground supervisor or teacher.

Auditorium		
Safe	Respectful	Responsible
-Sit with your back against the chair -Keep your feet in your space -Walk in this area only	-Walk in and sit quietly -Attend or appreciate the presentation or activity -Clap appropriately	-No food or drink in this area -Walk in and out quietly -Take your belongings with you



	-Use inside voices for the Pledge of Allegiance	
--	---	--

Cafeteria		
Safe	Respectful	Responsible
<ul style="list-style-type: none"> -Stand in line quietly while waiting to be served -Talk quietly at your own table -Keep hands, feet, objects to yourself -Food should be eaten 	<ul style="list-style-type: none"> -Wait patiently in line -Follow all directions of the staff -Maintain personal space in line and at the tables -Use inside voices -Eat only from your own lunchbox or tray 	<ul style="list-style-type: none"> -Learn your student ID number -Clean up after yourself -Take your belongings with you -Bring healthy foods for lunch and snack

Classroom		
Safe	Respectful	Responsible
<ul style="list-style-type: none"> -Always walk -Store belongings in the designated areas -Keep hands and feet to yourself -Follow directions 	<ul style="list-style-type: none"> -Listen and engage -Take turns -Use indoor voices -Use kind words -SLANT: sit up, look, and listen, ask and answer, nod, and track 	<ul style="list-style-type: none"> -Arrive at school on time and be prepared to work -Take care of materials -Complete work neatly and in a timely manner -Participate in all classroom activities

Hallways/ Stairways		
Safe	Respectful	Responsible
<ul style="list-style-type: none"> -Walk quietly in these areas -Watch out for opening doors -Open doors carefully -Walk the staircase one step at a time 	<ul style="list-style-type: none"> -Use silent voices when walking in the hallway -Walk orderly and silently -Keep your hands and feet to yourself 	<ul style="list-style-type: none"> -Have a pass when not accompanied by an adult -Respect other students work and displays

Library		
Safe	Respectful	Responsible



<ul style="list-style-type: none"> -Enter quietly -Be seated as directed -Walk in this area -Keep your hands and feet to yourself 	<ul style="list-style-type: none"> -Listen to the librarian -Use quiet voices -Handle books gently Stack returned books on the counter -Return checked out books on time -Return books to designated spots 	<ul style="list-style-type: none"> -Use library for reading and research -Check out books before removing them from the library -Push chairs under the tables
---	--	--

Playground		
Safe	Respectful	Responsible
<p><u>Play Structure</u> -Tagging and chasing games are only allowed during PE</p> <p><u>Slide</u> -Slide on your bottom only -Wait: do not slide until the slide is clear -Travel down the slide only -Keep gravel/ bark off the slide</p> <p><u>Swings</u> -Remain seated in swing -Keep both hands on the chains -Swing forward and back (not sideways) -If you are waiting please wait a safe distance from the swing and count 20 forward 20 back -Jumping out of the moving swing is prohibited -Pushing another person is not allowed</p>	<ul style="list-style-type: none"> -Follow the rules of the game that is being played. -Play/ stay west of the white line -Share equipment and take turns -Use kind words -Be a friend by including others -During recess and lunch grades 1-5 use first floor restrooms in the main building 	<ul style="list-style-type: none"> -Follow all the playground rules even when no one is looking -Use playground equipment properly -Resolve disputes cooperatively -Use blue shaded tables for reading and board games only -Eat snacks on gray tables by the cafeteria -Eat lunch in the cafeteria -Sort all trash, recyclables, and compost in the appropriate containers

Drop Off/ Pick Up		
Safe	Respectful	Responsible
<ul style="list-style-type: none"> -Students may begin arriving 	<ul style="list-style-type: none"> -Be patient with other drivers/ 	<ul style="list-style-type: none"> -Arrive on time



<p>at 7:15 to eat breakfast -Supervision begins at 7:30 -Students must be signed out by a parent or guardian before leaving campus -Enter the school through the main entrance -Disabled access is available in the front of the school and disabled parking is available in the staff lot</p>	<p>pedestrians -Plan in advance so that your can drop your child(ren) off in a timely manner</p>	<p>-The parking lot is reserved for staff only 6:00 am - 2:30 pm -Park only in marked spaces</p>
--	---	---

Restrooms		
Safe	Respectful	Responsible
<p>-Go, Flush, Wash, Leave -Students are to go to the restroom in pairs (selected by a teacher) -Students need a pass to be in the restroom at all times -Games are not allowed in the restroom -Vandalism will not be tolerated -Report water spills</p>	<p>-Use quiet voices -Clean up after yourself -Report to the office if the restroom needs attention -During recess and lunch grades 1-5 use the restrooms on the first floor in the main building</p>	<p>-Use toilet tissue as intended -Use restroom for personal needs only -Return promptly to classroom or playground</p>

The IB-PYP Learner Profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. IB learners strive to be:

Inquirers They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

Knowledgeable They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.



Thinkers They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

Communicators They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

Principled They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

Open-minded They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

Caring They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

Risk-takers They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Balanced They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Reflective They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development. © International Baccalaureate Organization 2006

The IB-PYP Attitudes

In PYP schools, students should demonstrate:

Appreciation Appreciating the wonder and beauty of the world and its people.

Commitment Being committed to their own learning, persevering and showing self-discipline and responsibility.



Confidence Feeling confident in their ability as learners, having the courage to take risks, applying what they have learned and making appropriate decisions and choices.

Cooperation Cooperating, collaborating, and leading or following as the situation demands.

Creativity Being creative and imaginative in their thinking and in their approach to problems and dilemmas.

Curiosity Being curious about the nature of learning, about the world, its people and cultures.

Empathy Imagining themselves in another's situation in order to understand his or her reasoning and emotions, so as to be open-minded and reflective about the perspectives of others.

Enthusiasm Enjoying learning and willingly putting the effort into the process.

Independence Thinking and acting independently, making their own judgments based on reasoned argument, and being able to defend their judgments.

Integrity Being honest and demonstrating a considered sense of fairness.

Respect Respecting themselves, others and the world around them.

Tolerance Being sensitive about differences and diversity in the world and being responsive to the needs of others. © **International Baccalaureate Organization 2007**

Special Programs

Academics

Chromebooks- Students use computers daily. Students have access to the 3D printer for their engineering projects. Students use computers to research, write, publish, and present using google docs and slideshows. Students collaborate using google docs and they create their own class quizzes using clever new web interfaces like Kahoot.

IB Exhibition- Each year 5th graders present their culminating research at IB Exhibition. Community members are invited to attend to the conference-style presentations of science inquiry that focuses on global citizenship.



English Language Learners- English Learners are assessed using the ELPAC annually to measure language acquisition. English Learners are instructed during designated ELD time and language supports using language objectives to support language demands during content area instruction.

Library

Birthday Book Club- Look for a letter from the Willard Library inviting your child to join our Birthday Book Club on the month of his/her birthday. This is your opportunity to donate a new book to our library in honor of your child's special day! If you would like to participate you can send in your donation after receiving the letter. There will be a selection of new pre-purchased library books for your child to choose from. We will place a bookplate with your child's name inside the book and he/she will be the first to check it out. This is a fun way to help our school library get new books, and it will give your child a sense of pride and ownership in our library.

Visits- Willard has over 15,000 texts and an expanded program that supports library to library loan from the Pasadena public library. Each year over 23,000 books are circulated through our system to support research and the love of reading. Willard has a full time librarian, and students visit the library weekly for 30 minutes. Students are also able to visit during recesses with a pass. Willard's library is full of rich nonfiction texts to support research and inquiry around the IB units. There are also wonderful fiction titles to nurture the love of stories. With over 15,000 texts we have an expanded program including the ability to borrow library books from the Pasadena public library.

Math Field Day- 4th and 5th grade students from each school work together in teams to compete in a district-wide math competition. Students prepare for the event two months before the competition to hone their math skills and build their team.

Special Education

The Pasadena Unified School District provides Special Education Services to children identified as having special needs. The extent of participation in services is dependent on individual education program needs. Parents or guardians who feel that their child might need Special Education services should talk first to their child's teacher or with school administrators so that a referral can be made.

Science Fair- All students are invited to enter in Willard's Science Fair. There will be an informational night before the fair. Science fair projects are judged by parent and staff volunteers in order to be selected for submission to the district's Innovation Exposition.



Science Lab- Willard has a science lab that is used weekly by each class for science experiments. The Science Lab teacher is Mrs. Kelly.

Enrichment

Innovation Club- 3-5 grade GATE students and other interested students are invited to attend Innovation Club that is run by parents and community volunteers. The curriculum uses Curiosity Machine's online curriculum to learn about a variety of topics and then to work on hands-on projects.

Lego Engineers- Playwell Lego Engineering is a fee-based after school enrichment program that meets on Monday afternoon. Students will use legos to build and create robotics using their own designs.

Running Club- Students are invited to run every morning from 7:30-7:45 before school begins. If students are interested in running parents need to sign a permission slip and then each students will be given a chain to hold their feet. A student earns a foot for every 10 miles they run. Parents run this club, so if you are interested in helping please let the office know.

STEAM Club- STEAM Club is a parent volunteer organization that highlights different aspects of Science, Technology, Engineering, Art, and Mathematics through quarterly STEAM evening events. For more information or to volunteer please email Anusha Iyengar at

Other Clubs- If you are a parent interested in starting a new club please contact the principal, Dr. Angela Elizondo Baxter at baxter.angela@pusd.us or 626.396.5690

Innovative Programs

ARTitudes- This program was designed by a parent volunteer to infuse art with the IB attitudes.

Black History Program- Mrs. Daniel choreographs and directs a spectacular dance and music festival to celebrate African American History. Students share this proud cultural celebration with three performances.

GATE- The primary years program for IB is designed for GATE learners differentiation and extension through a structured, purposeful inquiry that engages students in their own learning. Bi-monthly information is shared with parents on how their GATE child is receiving differentiation. Additionally, there are also opportunities for enrichment after school as well.



Grades of Green and Green Team As part of our global citizen learner profile Willard students are striving to be a trash free school. Willard students recycle paper, cardboard, cans, bottles and mixed items. We encourage you to help your child pack a trash free lunch by using reusable containers without baggies or wrappers. Willard students compost uneaten fruit and vegetables and we use the compost for our school garden. Students at Willard help each other by sorting and recycling sporks, lunch trays, “lunchables” containers as well as paper towels that we use for the compost. In 2015-2016 Willard received recognition for an outstanding composting program.

International Dance Festival- Each grade level hosts a dance to music from around the global. All classes convene in the assembly area to cheer and celebrate as an international community. Families are encouraged to sign in early and bring lawn chairs to enjoy the festival.

My Masterpieces: Discovering Art in My Community- My Masterpieces is an award winning program of the Pasadena Educational Foundation, operated in partnership with Pasadena Unified School District and ten museums and arts organizations. Students visit local treasures like Kidspace Museum (Kindergarten), Huntington (1st grade), City of Pasadena Public Art Walking

Tour (2nd grade), Gamble House (3rd grade), Pasadena Museum of History (4th grade), and Norton Simon (5th grade).

Music- At Willard there are many options to learn about international cultures through music. Music instruction is intertwined with mathematical reasoning. We value and encourage music education.

- **Little Kids Rock-** All students at Willard leave 5th grade knowing how to read music. The Little Kids Rock program is instructed by Ms. Wittry and classroom teachers. Kindergartners sing regularly in their classrooms, 1st grade learns to play keyboards, 2nd grade learns to play recorders, 3rd grade learns violin, 4th grade learns to play guitar, and 5th grade revisits keyboards.
- **Violin-** All 3rd grade students take violin classes once a week. Their year culminates in an end of year concert.
- **Orchestra/ Band-** Students in 4th and 5th grade may select an instrument to play. Willard has many instruments available for students to check-out and use for home practice. Students practice twice a week with our Orchestra/ Band instructor, Mrs. Dimas. Their year culminates with an end of year concert.
- **LEARNS-** Students in 4th and 5th grade make a year-long commitment to join Ms. Daniels and her Rising Stars. The Rising Stars meet after school. Students sing and dance at a variety of venues around Pasadena and regularly at Willard.



Rose Bowl Aquatics- Third grade students visit the Rose Bowl Aquatics center to take swim lessons. Swim lessons span three weeks. Students at all ability levels are instructed by expert swim teachers to expand their swimming abilities.

International Baccalaureate- The I.B. Primary Years Program (PYP) at Willard is designed for every student in grades PreK-5. The curriculum framework provides the development for the whole child through 6 rich inquiry-based units. The PYP is a uniquely international program. It focuses on the total growth of the developing child, addressing academics and students' social, physical, emotional, and cultural needs. For more information on our program please see our website or ask to speak to our IB Coordinator, Ms. Wittry.

Homework Policy

Pasadena Unified School District has developed homework policy and guidelines based on evidenced-based research, the purpose of homework is:

- To practice skills or reinforce knowledge that has been learned in the classroom in order to help students master a specific skill
- To reflect on what was learned in the classroom
- To be used as a way for students to prepare for future classroom activities
- To transfer knowledge and extend skills learned in one context or subject area to another situation

Grade Level	Homework Guidelines
Kindergarten	10 minutes + 15 minutes of reading
1st and 2nd Grades	20 minutes + 15 minutes of reading
3rd Grade	30 minutes + 20 minutes of reading
4th-5th Grades	40 minutes + 20 minutes of reading

Language Classes

Spanish Class- TK-2 receive language instruction weekly. Each student has the opportunity to be well-rounded through exposure to Spanish and Mandarin language learning. Students in grades 3-5 receive language instruction several times a week in either a Spanish or Mandarin path. Students' language learning in Spanish or Mandarin will teach social language and then bridge that learning to content area language learning, which support IB units.



Getting Involved

Parent Teacher Association- Join Willard PTA in serving our community! Parental and family involvement has proven to be such an important part of a child's education. Willard PTA plans many great community building and fundraising activities each year. We hope you will help us enrich the Willard experience for your students by volunteering and helping to raise funds for school supplies, field trips, events, and teaching materials.

Starting July 1, become a member for the 2019-2020 school year: bit.ly/JoinWillardPTA

Let's get social! Follow along [@willardelementarypta](https://www.instagram.com/willardelementarypta) on Instagram!

For more information, or to sign up as a volunteer, please contact PTA President, Jennifer Duerksen at jenn.duerksen@gmail.com.

Statutory Councils

AAPC- AAPC is a coalition of collaborative parents, students, schools, and communities. The AAPC respects and embraces the diverse cultures of our communities, facilitates educational equity and improvements in academic outcomes, values varied forms of parent involvement to foster the healthy development of all students, and provides tools and skills necessary for families to access information to purposefully participate in a rapidly changing world.

ELAC- Parents participate in the English Learner Advisory Committee to address issues specifically related to English Learners. The committee typically reviews EL data and programs and advises the principal, school staff, and SSC on programs and services for English Learners to assure the needs of ELL students are being met.

SSC- The council is a school governance body that strives to improve student achievement through review and approval of the SPSA, oversight of funding for specially funded accounts, dissemination of information about school events, and planning of current and future programs.

Willard Annual Fund-(WAF) Annual Fund is an organization designed for the sole purpose of raising money for the elementary and middle schools to offset budget deficits and provide enrichment. Parents plan an annual giving drive for school families and the local Willard community, fundraising events throughout the year including the Willard Fun Run, Sees Candy Fundraiser, and Silent Auction. Teachers, staff, administration, and the School Site Council determine how funds are spent.



Fundraising

Amazon- Shop Amazon for Willard. Using the Willard Amazon link will benefit from your purchases by applying a percentage back to the school.

<http://www.amazon.com/?tag=franwillelems-20>

Ink recycling- We collect ink cartridges for recycling. Please choose to share yours with Willard.

Box tops- We collect box tops for education. Please give them to the front office.



WILLARD'S ACADEMIC COMPACT 2019-2020
Willard Elementary, An International Baccalaureate School

Administration

As the principal of Willard Elementary School, I will:

- Make decisions that are driven by what is best for students;
- Act with integrity and respect in my interactions with students, parents and staff;
- Make information regarding the school easily accessible and encourage diverse input and differing opinions about issues related to Willard's single plan of student achievement;
- Encourage the participation of parents and the community in all aspects of Willard School;
- Maintain a safe school environment; and
- Provide high quality services for students, using Willard's resources prudently, efficiently and equitably.

Principal Signature/Date

Teacher

As a Pasadena Unified School District teacher, I will:

- Teach classes through interesting and challenging lessons that engage students in learning and promote student achievement;
- Endeavor to motivate my students to learn;
- Incorporate the I.B. Attitudes and Profile in teaching, academic and behavioral standards;
- Incorporate State of California grade level standards in teaching and learning;
- Have high expectations for student achievement and behavior, enforce rules equitably and help every child to develop a love of learning;
- Communicate regularly with families about student progress;
- Encourage parent involvement in school activities;
- Provide meaningful homework assignments to reinforce and extend learning;
- Participate in professional development opportunities that improve teaching and learning;
- Support the formation of partnerships between families and community organizations;
- Participate in collaborative decision making with other school staff and families for the benefit of students.

Teacher Signature/Date

Student

I agree to carry out the following responsibilities:

- Come to school on time every day, ready to learn and work;
- Bring only necessary materials to school and be responsible for my textbooks, materials, and clothing;
- Know that I am responsible for my own learning, and will ask parents and teachers for help only when needed;
- Submit completed assignments and homework on time
- Know and follow all classroom and school rules;
- Limit my television, video games, and computer time and read at home every day;
- Show respect for the school, my classmates, the staff, and myself;



- Practice the I.B. Attitudes and Profile in my interactions with students and staff and in my pursuit of academic excellence; and
- Make healthful food choices regarding snacks and lunch

Student Signature

Date

Grade

Family/Parent

I agree to carry out the following responsibilities:

- Help students understand their responsibilities as listed above.
- Provide and ensure a quiet time and place for homework and monitor television, video games, and computer time.
- Read to my child or encourage my child to read every day.
- Ensure that my child attends school on time every day, gets adequate sleep at night, gets regular medical attention, and eats nutritious meals and snacks;
- Regularly monitor my child's progress in school;
- Support the school's safety, discipline and dress code policies;
- Participate in school activities such as Back-to-School Night, Parent-Teacher Conferences and Open House;
- Communicate the importance of education and learning to my child; and
- Respect the school, staff and families.

Parent/Guardian Signature

Date