



## **FAMILY HANDBOOK**

**301 S. Madre  
Pasadena, CA 91107  
(626) 396-5690  
willard.pusd.us**

### **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**



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## Welcome/ Principal's Message

Welcome back Willard families! We are excitedly looking forward to the 2023-2024 school year and we have been busily preparing for a year of learning. Last year, we underwent our IB Program Evaluation and the visiting team commented on our wonderful community and they felt that the culture of IB permeated our school. They recognized students' care for each other and their school, our families' commitment and support, and our staff's dedication to nurturing students' curiosity and learning. We thank you for coming alongside us for this journey. We know we still have work to do and we are excited to roll up our sleeves and get started.

We continue to work on making various improvements to our campus. Our water conservation efforts and greening in the front of the school are nearing completion and we have started work on our kindergarten playground. Additionally, I am happy to share that we have been awarded a grant to create a pervious concrete path around our field which will enable us to use the field for walking and running around the perimeter. Additionally, we have completed the planning stages for our front security system and visitor management system. I thank you for your patience and flexibility as we work with our district and Amigos de los Rios to make all of these important improvements.

I also wanted to share some staffing news that we are very excited about. I am pleased to share that Mrs. Rosales has been selected as our new English Learner Coach and will be supporting our teachers, ELs, and our families in ELAC. Ms. Novelo will be taking on the position of Instructional Coach for the school and will primarily support our teachers in their implementation of our newly adopted literacy program. I am also excited to share that Mrs. Torres will be our new Art teacher and will be teaching art in her Art Studio to all students. Additionally, we are thrilled to welcome Mrs. Ariana Craig, our new full-time music teacher. Mrs. Craig is a former PUSD student who found her passion for music at Linda Vista Elementary, Eliot Middle School, and Pasadena High School. She will provide general and instrumental music instruction to our students. And, finally, I am happy to welcome Mr. Richard



Lopez, our new Physical Education teacher. Mr. Lopez will be joining us Monday through Wednesday and will provide formal PE instruction to all our students.

With these changes, we will also restructure how we provide science instruction. We will continue to have weekly science lab, supported by a dedicated lab staff member; however, lessons will be taught by our classroom teachers. We have secured Mystery Science as a supplemental resource which includes highly engaging, standards-based science lessons for all students. There are many things to be excited about as we look to the new school year and we will continue to prepare to receive all our Wildcats back in late summer.

Finally, we would like to remind you that the first day of school is August 14th. Please take some time to look through our Family Handbook as it includes a lot of useful information.

We hope you enjoy your final weeks of summer break and we look forward to seeing everyone soon!

Warm regards,

Mrs. Maricela Brambila



## Vision

Willard develops compassionate, global citizens prepared for the challenges of a complex changing world.

## 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.

## International Baccalaureate - Primary Years Program

Willard Elementary is an authorized International Baccalaureate (IB) Primary Years Program (PYP) World School. Teachers attend 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 six (6) interdisciplinary themes to frame learning and inquiry. Specifically, the six IB interdisciplinary themes are:

- Who we are
- Where we are in place and time
- How we express ourselves
- How the world works
- How we organize ourselves
- Sharing the planet

All national and state standards are embedded within our IB program of inquiry. The units are organized around a central idea that focuses on enduring, global concepts.

The IB program aims to develop the whole child by instilling characteristics essential for international-mindedness found in the IB Learner Profile and to develop positive attitudes toward life-long learning, the world and its inhabitants.



## Faculty/ Staff Directory

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

Grade/Role	Name	Room	Extension	Email
<b>ADMINISTRATION and SUPPORT STAFF</b>				
Principal	Mrs. Brambila	Office	58094	brambila.maricela@pusd.us
Office Manager	Mrs. Cardenas	Office	58089	cardenas.marisol@pusd.us
Attendance	Mrs. Carlos	Office	58092	carlos.maria@pusd.us
Community Assistant	Mrs. Campos	Office	58001	campos.alejandra@pusd.us
LEARNS	Ms. Sanchez	17	58317	sanchez.maria@pusd.us
Nurse	Mrs. Panes	Health Office	58088	panesi.jessica@pusd.us
Health Clerk	Ms. Erika Pickens	Health Office	58088	pickens.erika@pusd.us
Library	Mrs. Petersen	Library	58064	petersen.karen@pusd.us
Guidance	Ms. Daniel	10N	58025	daniel.edwina@pusd.us
Head Custodian	Mr. Howard	Office		howard.anthony@pusd.us
Cafeteria Manager	Mrs. Parikh	Cafeteria	58054	parikh.tejal@pusd.us
<b>CLASSROOM TEACHERS</b>				
PK	Mrs. Vanegas	401	58401	vanegas.alis@pusd.us
TK	Ms. Bugarin	101	58101	bugarin.loreana@pusd.us
K	Mrs. Covarrubias	402	58402	covarrubias.sonia@pusd.us
K	Mrs. Wood	404	58404	wood.cherie@pusd.us
1st	Ms. Cahir	105	58105	cahir.dianne@pusd.us
1st	Mrs. Kaiteris	106	58106	<a href="mailto:kaiteris.elaine@pusd.us">kaiteris.elaine@pusd.us</a>
1st/2nd	Mrs. Penny	405	58405	magalong.penny@pusd.us
2nd	Mrs. Figueroa	103	58103	figueroa.marisela@pusd.us
2nd	Mrs. Teran	7	58305	<a href="mailto:teran.susana@pusd.us">teran.susana@pusd.us</a>
3rd	Ms. Yee	214	58214	yee.allison@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. Negrete	218	58218	negrete.yvonne@pusd.us
5th	Mrs. Gray	219	58219	gray.melanie@pusd.us
5th	Mrs. Van Der Heide	210	58210	vanderheide.julie@pusd.us
5th	Mr. Mayer	208	58208	mayer.armando@pusd.us
<b>SPECIAL EDUCATION TEACHERS and SERVICE PROVIDERS</b>				
RSP	Mrs. Robbins	10S	58024	robbins.marrisa@pusd.us
RSP	Mrs. Nef	220	58220	nef.stephanie@pusd.us
RSP	Ms. Soungpanya	220	58220	soungpanya.sophia@pusd.us
SDC	Mrs. Killen	1	58301	killen.melinda@pusd.us
SDC	Mrs. Holland	2	58302	holland.debra@pusd.us
SDC	Mr. Hughes	3	58303	hughes.joseph@pusd.us
SDC	Ms. Reyes	4	58304	reyes.christina@pusd.us
School Psychologist (First Semester)	Ms. Laurel Valencia	100	58100	valencia.laurel@pusd.us
School Psychologist (Second Semester)	Mrs. Tawny Sneed	100	58100	sneed.tawny@pusd.us
Speech Pathologists	Ms. Figueiredo Ms. Movsisian	100	58100	<a href="mailto:spo-figueiredoj@pusd.us">spo-figueiredoj@pusd.us</a> <a href="mailto:spo-movsisiank@pusd.us">spo-movsisiank@pusd.us</a>
Occupational Therapists	Dr. Muirhead Mrs. Vartanyan	100	58100	<a href="mailto:muirhead.kristin@pusd.us">muirhead.kristin@pusd.us</a> <a href="mailto:vartanyan.monika@pusd.us">vartanyan.monika@pusd.us</a>
<b>RESOURCE and ENRICHMENT TEACHERS</b>				
IB Coordinator	Ms. Wittry	221	58221	wittry.linda@pusd.us
Instructional Coach Curriculum/ GATE Coordinator	Ms. Novelo	Resource Room	58027	novelo.cathy@pusd.us
Instructional Coach English Learners	Mrs. Rosales	Resource Room	58027	rosales.sandra@pusd.us





Spanish Teacher	Ms. Beltran	216	58216	beltran.beatriz@pusd.us
Art Teacher	Mrs. Torres	Art Studio Room 6	58306	torres.stacey@pusd.us
PE Teacher (MTW)	Mr. Lopez	Playground		lopez.richard@pusd.us
Music Teacher	Mrs. Craig	Music Room	58320	craig.ariana@pusd.us
Response to Intervention (RTI) Teacher	Mrs. Marineh Fstkchyan	211	58211	fstkchyan.marineh@pusd.us



## School Year Calendar

Important dates for the 2023-2024 school year are listed below. For the most updated information on upcoming events, please consult our website [CALENDAR](#) and be sure to check the Willard Weekly. Our website calendar is updated frequently, so please be sure to check it weekly. (Please note that dates are subject to change.) **Bolded dates are key dates and major holidays.**

<b>Tue Aug 1, 2023</b>	<b>Willard Office Opens</b>
<b>Fri Aug 4, 2023</b>	<b>Admissions Day - Schools Closed</b>
Sat Aug 5, 2023	8am Kinder Playdate
<b>Thu Aug 10, 2023</b>	<b>3:30pm Kinder Orientation</b>
	<b>4:30pm Ice Cream Social</b>
<b>Mon Aug 14, 2023</b>	<b>First Day of School for Students</b>
	8am Boo-Hoo Breakfast (TK/K)
Mon Aug 21, 2023	WAF Otter Pops Sales After School - All Week
<b>Thu Aug 31, 2023</b>	<b>5:30pm Back to School Night - Minimum Day School Ends at 11:30am</b>
Fri Sep 1, 2023	WAF Free Dress Friday
<b>Mon Sep 4, 2023</b>	<b>Labor Day - Schools Closed</b>
Thu Sep 7, 2023	ELAC Meeting
	Parent Work Day
Mon Sep 11, 2023	Book Fair - All Week!
	PTA Annual Read-A-Thon Begins! - All Week
	7pm GATE Parent Meeting
Tue Sep 12, 2023	8am School Pictures
	8:30am School Tour
	2:30pm Safety Committee
Wed Sep 13, 2023	PTA Restaurant Night - Tentative
	Family Literacy Night - Time TBD
Thu Sep 14, 2023	3pm SSC - School Site Council
Mon Sep 18, 2023	Astro Camp for 5th Grade (return on Wednesday)
<b>Fri Sep 22, 2023</b>	<b>Optional Staff Development - No School</b>
Fri Sep 29, 2023	Floats and Fashion Show
	Unit 1 Assembly - K Performance
October	3rd Grade Swimming Lessons - Dates TBD
	Bullying Prevention Month
	GATE Screening Begins this month
Mon Oct 2, 2023	Custodian Appreciation Day
Fri Oct 6, 2023	Free Dress Friday
Tue Oct 10, 2023	8:30am School Tour
Wed Oct 11, 2023	Restaurant Night
Thu Oct 12, 2023	ELAC Meeting



	Parent Workday 3pm SSC
<b>Fri Oct 13, 2023</b>	<b>Parent/Teacher Conferences - No School</b>
Sat Oct 14, 2023	Rummage Sale/Beautification Day
Mon Oct 23, 2023	Red Ribbon Week Begins
Fri Oct 27, 2023	International Fall Festival/Movie Night
Tue Oct 31, 2023	Halloween/ Character Parade - morning
Wed Nov 1, 2023	WAF- Sees Candy Sale Begins Wreath Sale Begins
Fri Nov 3, 2023	Free Dress Friday
Wed Nov 8, 2023	Restaurant Night
Thu Nov 9, 2023	ELAC Meeting Parent Workday 3pm SSC
<b>Fri Nov 10, 2023</b>	<b>Veteran's Day - No School</b>
Tue Nov 14, 2023	8:30am School Tour 2:30pm Safety Committee
Fri Nov 17, 2023	Unit 2 Assembly/Awards - 2nd Grade Performance
<b>Mon, Nov 20</b>	<b>Thanksgiving Break begins - All Week</b>
Tue Nov 28, 2023	WAF Giving Tuesday
Fri Dec 1, 2023	Free Dress Friday See's Candy Sales End Wreath Sale Ends
Fri Dec 8, 2023	Bake Sale Begins Holiday Show/Instrumental Show
Tue Dec 12, 2023	8:30am School Tour
Wed Dec 13, 2023	Restaurant Night
Thu Dec 14, 2023	ELAC Meeting Parent Work Day 3pm SSC
Fri Dec 15, 2023	8:15am Tentative Kinder Holiday Show
Mon Dec 18, 2023	Spirit Week begins
Wed Dec 20, 2023	Holiday Book Presents
<b>Thu Dec 21, 2023</b>	<b>Shortened Day (School Ends at 11:55am)</b>
<b>Fri Dec 22, 2023</b>	<b>Winter Break Begins</b>
<b>Mon Jan 8, 2024</b>	<b>Return to School</b>
Tue Jan 9, 2024	8:30am School Tour
Wed Jan 10, 2024	Restaurant Night
Fri Jan 12, 2024	Free Dress Friday
<b>Mon Jan 15, 2024</b>	<b>Martin Luther King Jr. Day - No School</b>
Tue Jan 16, 2024	2:30pm Safety Committee
Thu Jan 18, 2024	ELAC Meeting Parent Work Day 3pm SSC



Mon Jan 22, 2024	Great Kindness Challenge
Fri Jan 26, 2024	100th day of School
	Unit 3 Assembly/Awards
Thu Feb 1, 2024	Family Inquiry Night
	Physical Fitness Test Begins
Fri Feb 2, 2024	Free Dress Friday
Mon Feb 5, 2024	WAF - Valentine's Grams
Wed Feb 7, 2024	Restaurant Night
Thu Feb 8, 2024	ELAC Meeting
	Parent Work day
	3pm SSC
<b>Mon Feb 12, 2024</b>	<b>Lincoln's Birthday - No School</b>
Tue Feb 13, 2024	8:30am School Tour
Wed Feb 14, 2024	Valentine's Day & Grams
Fri Feb 16, 2024	Friendship Celebration
<b>Mon Feb 19, 2024</b>	<b>President's Day - No School</b>
Fri Feb 23, 2024	10:20am Black History Show
	1pm Black History Show
Sat Feb 24, 2024	Beautification Day
Thu Feb 29, 2024	Leap Year!
Fri Mar 1, 2024	Free Dress Friday
Mon Mar 4, 2024	Read Across America Week Activities
Tue Mar 5, 2024	Read Across America - Readers Visit Classrooms
Wed Mar 6, 2024	8am 5th Grade Panorama Picture
Fri Mar 8, 2024	Spring Movie Night
Tue Mar 12, 2024	Fun Run
	8:30am School Tour
	2:30pm Safety Committee
Wed Mar 13, 2024	Restaurant Night
Thu Mar 14, 2024	ELAC Meeting
	Parent Work Day
	3pm SSC
Wed Mar 20, 2024	Spring Pictures
Fri Mar 22, 2024	Unit 4 - Awards/Assembly
<b>Thu Mar 28, 2024</b>	<b>Shortened Day (School Ends at 11:55am)</b>
<b>Fri Mar 29, 2024</b>	<b>Cesar Chavez Day - No School</b>
<b>Mon Apr 1, 2024</b>	<b>Spring Break this week!</b>
Mon Apr 8, 2024	WAF - Penny Clash (All Week)
Tue Apr 9, 2024	8:30am School Tour
Wed Apr 10, 2024	Restaurant Night
Fri Apr 12, 2024	Free Dress Friday
Mon Apr 15, 2024	Volunteer Appreciation Week
Thu Apr 18, 2024	ELAC Meeting
	Parent Workday



	3pm SSC
Sat Apr 20, 2024	Family Fun Day
Mon Apr 22, 2024	Earth Day
Wed Apr 24, 2024	Administrative Professionals' Day
Fri Apr 26, 2024	Awards Assembly - Unit 5 (1st Performs)
Mon Apr 29, 2024	SBAC Testing Begins (3 weeks) iReady Diagnostic 3 Begins (4 weeks)
<b>Thu May 2, 2024</b>	<b>Open House/IB Exhibition/Art Show - School Dismissed at 11:30am</b>
Fri May 3, 2024	Free Dress Friday School Lunch Hero Day
Mon May 6, 2024	Teacher Appreciation Week
Wed May 8, 2024	PTA Restaurant Night School Nurse Day
Thu May 9, 2024	ELAC 3pm SSC
Tue May 14, 2024	2:30pm Safety Committee
Fri May 17, 2024	International Dance Festival
Fri May 24, 2024	End of Year Awards/Unit 6/IB Student (TK-4th)
<b>Mon May 27, 2024</b>	<b>Memorial Day - No School</b>
Tue May 28, 2024	9:30am 5th Grade Picnic
Thu May 30, 2024	8:15am Kinder Culmination
<b>Fri May 31, 2024</b>	<b>Last Day of School for Students - Shortened Day -School Ends at 12:30pm</b> <b>8:30am 5th Grade Culmination</b>



## Awards

Each month, students from each classroom are recognized for excellence and improvement in demonstrating the IB learner profile and the academic areas listed below.

<b>MONTH</b>	<b>ACADEMICS</b>	<b>IB Learner Profile</b>
September	Technology	Teachers' Choice
October	Mathematics	Teachers' Choice
November	Social Studies	Teachers' Choice
December	Science	Teachers' Choice
January	Visual or Performing Arts	Teachers' Choice
February	Writing	Teachers' Choice
March	Reading	Teachers' Choice
April	Physical Education	Teachers' Choice
May	Attendance	IB Student of the Year



## 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 our Community Assistant, Mrs. Campos.



## Bell Schedule

### Everyday

**7:45 Bell ~ Line-up**

**7:50 Bell ~ School Starts**

<b>Tuesday - Friday Regular Day</b>	<b>Monday (Regular)</b>
<p><b><u>Recess:</u></b> Grade TK 9:30 – 9:45 Grade K 9:45 – 10:00 Grades 1-2 10:00 – 10:15 Grades 3-5 10:20 – 10:35</p> <p><b><u>Lunch:</u></b> TK 10:45 - 11:30 Grades K-1 11:15 – 12:00 Grades 2-3 11:35 – 12:20 Grades 4-5 12:05 – 12:50</p> <p style="text-align: center;"><b><u>Dismissal 2:15pm</u></b></p>	<p><b><u>Recess:</u></b> Grade TK-K 9:15 – 9:30 Grades 1-2 9:35 – 9:50 Grades 3-5 9:55- 10:10</p> <p><b><u>Lunch:</u></b> TK 10:15 – 11:00 Grades K-1 10:30 – 11:15 Grades 2-3 10:45 – 11:30 Grades 4-5 11:15 – 12:00</p> <p style="text-align: center;"><b><u>Dismissal 2:15pm</u></b></p>
<b>Back to School Night (8/31) &amp; Open House Minimum Day (5/2)</b>	<b>Shortened (Banked) Day (12/21 &amp; 3/28) &amp; Last Day of School (5/31)</b>
<p><b><u>Recess:</u></b> Grades TK-2 9:10-9:20 Grades 3-5 9:30-9:40</p> <p><b><u>Lunch:</u></b> TK/K 10:10 - 10:40 Grades 1 10:25 - 10:55 Grades 2-3 10:40 - 11:10 Grades 4-5 10:50 - 11:20</p> <p style="text-align: center;"><b><u>Dismissal 11:30am</u></b></p>	<p><b><u>Recess:</u></b> Grades TK-2 9:10-9:20 Grades 3-5 9:30-9:40</p> <p><b><u>Lunch:</u></b> Grades TK/K 10:10-10:40 Grade 1 10:30-11:00 Grades 2-3 10:50-11:20 Grades 4-5 11:10-11:40</p> <p style="text-align: center;"><b><u>Banked Dismissal 11:55am</u></b></p> <p style="text-align: center;"><b><u>Last Day Dismissal 12:30pm</u></b></p>



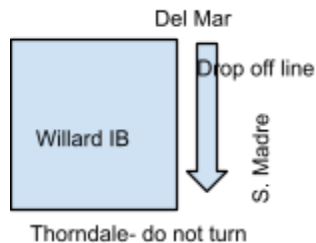


## Arrival and Dismissal Procedures

**Please follow the following drop off and pick up procedures to ensure the safety of our children. Please plan for about 3-5 minutes during drop off.**

### Arrival

- Breakfast begins at 7:20am. Students should enter through the front door of the school only.
- Campus supervision begins at 7:30am.
- 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. **DO NOT park in the drop off lane.**
- Both lanes of traffic should “zipper merge” as they approach the crosswalk. (That is one car at a time from each lane.)
- 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.





## Before School Procedures

Our front doors open at 7:20am for breakfast. Students are to report directly to the cafeteria. At 7:30am, supervision begins until 7:45am when the first bell rings. Students will line up in the assembly area in front of the music building on the blacktop on the first day of school. Teachers will show students where to line up after that. The classroom line assignments are below. (Kinder students will line-up in the Pre-K area before school.) In the event of rain students will be sent directly to their rooms at 7:30 am.

North

Fence			217	215	214	7	104	105	106	Stage
	Kinder class in the Pre-K Playground									
			212	218	219	210	208		405	

South

## Dismissal

- School dismisses at 12:35 on Mondays and 2:15 Tuesday-Friday.
- After you pick up your child please continue south on S. Madre.
- DO NOT double-park to pick up your child.
- Please do not u-turn on Thorndale. For the safety of all our children please do not use the staff lot for pick up.
- Please be sure to pick up your child on time. If you need extra time, Willard partners with three after school care programs to ensure their safety.

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

## After School Care and Programs

Willard partners with 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](http://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 2023-2024. Applications are available online. If you have any questions you can email [pasadenalearns@pusd.us](mailto:pasadenalearns@pusd.us) or call 626.396.3614.

### **Meals**

Breakfast begins every day at 7:20. Breakfast and lunch are free for all students. However, we ask that you please complete the Data Confirmation on the [Parent Portal](#) to help us keep this opportunity available in the future.

### **School Supplies**

- A summer School Supplies wish list is available [here](#). These are not required, only recommended for families interested in taking advantage of summer sales.
- 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 specific 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:

### **Willard Weekly**

A weekly email is sent every Sunday night at 6:00pm. The email includes upcoming events and updates on school issues.

### **Phone Messages**

The Principal, Mrs. Brambila, 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.

### **Website**

Our website contains a variety of information about the school and its policies as well as a calendar of events that updates on a regular basis: [willard.pusd.us](http://willard.pusd.us)

### **Facebook/Instagram**

Our Facebook and Instagram pages are maintained by staff. They have photos and reminders that help families stay connected to Willard. Follow us on [Facebook](#) and/or [Instagram](#).

### **Parent Portal**

The Parent Portal is a great way to monitor your child's attendance, report cards, update your information, and much more. You only have to sign-up one time while your child is in PUSD. See instructions in English and Spanish [HERE](#).

### **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 our PTA Parent, Mrs. Jennifer O'Malley at [jennilomalley@gmail.com](mailto:jennilomalley@gmail.com).

### **Weekly Folders**

Every Tuesday, blue Willard folders with flyers and announcements for the week will be 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.



# School Rules and Policies

## Attendance/Absences

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

Visitors on campus are welcome with appointments or for our special events. Please sign into the Main Office to obtain a Visitor Sticker.

## 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



<b>Grade Level</b>	<b>Homework Guidelines</b>
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

## Cell Phone Policy

We understand that some parents would like their children to have a cell phone in case of an emergency and to communicate after school. While we don't advise that students have smartphones at this age, we recognize that some students have them. As such, please be advised about our policies regarding student cell phones:

1. Students' phones must be turned off and kept in their backpacks at all times.
2. Students MAY NOT take their phones out to the playground with them.
3. If students use their phones during school hours, these will be the steps taken:
  - a. 1st Offense - Verbal Warning/Reminder
  - b. 2nd Offense - Phone Confiscated for return after school and parent notified.
  - c. 3rd Offense - Phone Confiscated for parent pick-up and conference.
  - d. Continued infractions will result in loss of privilege of bringing phone to school.

We thank you in advance for helping us keep your child focused on learning and safe from the hazards of device use.

## Chromebook Use and Care

Please be sure to properly use your Chromebook at all times. Not doing so can result in charges and loss of privileges.

1. Bring your Chromebook charged as instructed by your teacher.
2. Do not drop and throw your Chromebook.
3. Do not eat or drink around your Chromebook.
4. Do not pop the keys off your Chromebook or pound on it.
5. Only use your Chromebook for educational purposes as instructed by your teacher.

This year, we will conduct Chromebook checks. Damages or lost Chromebooks will be billed to families.



## Social Emotional Learning and School Discipline Philosophy

Willard implements a Multi-Tiered System of Support in which we endeavor to teach students behaviors and skills that will help them thrive as students who exhibit the attributes of the IB Learner Profile. We accomplish this by providing Social Emotional Learning lessons to all students and targeted lessons and support with our Response to Intervention Coach. (This can include small group work, conflict resolution, and so on.) At the first Tier, we expect all students to follow Willard’s Essential Agreements.

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. 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

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

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

### Umbrella Rule

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

<b>Auditorium</b>		
<b>Safe</b>	<b>Respectful</b>	<b>Responsible</b>
-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 -Use inside voices for the Pledge of Allegiance	-No food or drink in this area -Walk in and out quietly -Take your belongings with you



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

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

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

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





	-Return checked out books on time -Return books to designated spots	
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<b>Playground</b>		
<b>Safe</b>	<b>Respectful</b>	<b>Responsible</b>
<p><b><u>Play Structure</u></b> -Tagging and chasing games are only allowed during PE</p> <p><b><u>Slide</u></b> -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><b><u>Swings</u></b> -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>	<p>-Follow the rules of the game that is being played.</p> <p>-Play/ stay west of the white line</p> <p>-Share equipment and take turns</p> <p>-Use kind words</p> <p>-Be a friend by including others</p> <p>-During recess and lunch grades 1-5 use first floor restrooms in the main building</p>	<p>-Follow all the playground rules even when no one is looking</p> <p>-Use playground equipment properly</p> <p>-Resolve disputes cooperatively</p> <p>-Use blue shaded tables for reading and board games only</p> <p>-Eat snacks on gray tables by the cafeteria</p> <p>-Eat lunch in the cafeteria</p> <p>-Sort all trash, recyclables, and compost in the appropriate containers</p>

<b>Drop Off/ Pick Up</b>		
<b>Safe</b>	<b>Respectful</b>	<b>Responsible</b>
<p>-Students may begin arriving at 7:20 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>-Be patient with other drivers/ pedestrians -Plan in advance so that you can drop your child(ren) off in a timely manner</p>	<p>-Arrive on time -The parking lot is reserved for staff only 6:00 am - 2:30 pm -Park only in marked spaces</p>

<b>Restrooms</b>
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<b>Safe</b>	<b>Respectful</b>	<b>Responsible</b>
<ul style="list-style-type: none"><li>-Go, Flush, Wash, Leave</li><li>-Students are to go to the restroom in pairs (selected by a teacher)</li><li>-Students need a pass to be in the restroom at all times</li><li>-Games are not allowed in the restroom</li><li>-Report water spills</li></ul>	<ul style="list-style-type: none"><li>-Use quiet voices</li><li>-Clean up after yourself</li><li>-Report to the office if the restroom needs attention</li><li>-During recess and lunch grades 1-5 use the restrooms on the first floor in the main building</li><li>-Vandalism will not be tolerated</li></ul>	<ul style="list-style-type: none"><li>-Use toilet tissue as intended</li><li>-Use restroom for personal needs only</li><li>-Return promptly to classroom or playground</li></ul>



## 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.



## Programs and Enrichment

### 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 six 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.

### IB Exhibition

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

### Special Academic Programs

#### 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.

#### 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.

#### 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.



## Student Leadership

### **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.

### **Student Council**

Students in grade four and five have an opportunity to participate in a schoolwide Student Council. These students are elected by their peers after a short campaign process. The Student Council plans events for the school, working with a faculty advisor.

### **Yearbook Club**

Students will have an opportunity to participate in a yearbook club. Interested students will help photograph school events and prepare files for yearbook pages. Students will work with a staff advisor.

## Math and Science Enrichment

### **Cardboard Challenge**

The Cardboard Challenge is a mix of both art and science. Students are challenged to create original, creative pieces made up of cardboard and other recycled materials. Students are encouraged to be creative and include moving parts if they wish. This is a non-competitive event and all students who enter are showcased school wide.

### **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.



### **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.

### **Science Fair**

All students are invited to enter 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*.

## Visual and Performing Arts

### **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.

### **International Dance Festival**

Each grade level hosts a dance to music from around the globe. 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 cultures through music. We value and encourage music education for all students.

**General Music Instruction** - all students will have an opportunity to have formal music instruction with our music teacher. This includes music in a variety of forms, including choral, movement, recorders, keyboards, ukulele, and more.

- **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 will play an instrument. 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/Rising Stars-** 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.

## Spanish Language Instruction

### Spanish Class

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

## 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.

## Physical Fitness Programs

### 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.

### Physical Education

All students will have formal physical education lessons with a PE teacher. Classroom teachers will supplement physical movement with lessons on health and additional activities.





## 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.

**Become a member for the 2023-2034 school year: [bit.ly/JoinWillardPTA](https://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, Ariel Loop:  
[unitpresident@willardmagnetpta.org](mailto:unitpresident@willardmagnetpta.org)

### 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 our PTA Parent, Mrs. Jennifer O'Malley at [jennilomalley@gmail.com](mailto:jennilomalley@gmail.com).

### Parent Groups

#### 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.

## Volunteering

As we begin to welcome our families back in-person, we are always looking for volunteers to help in a variety of ways. These include supporting teachers, tutoring students, sponsoring a workshop or special event, and much more. All volunteers require clearance. If you are interested in volunteering at Willard for the 2023-2024 school year, please fill out this [FORM](#). You can also contact our Community Assistant, Mrs. Campos at [campos.alejandra@pusd.us](mailto:campos.alejandra@pusd.us). We thank you in advance for all your support.



# SCHOOL-PARENT COMPACT 2023-2024

## 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 and use Title I resources to meet students' needs;
- 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 for student achievement for all student groups including resources for English Learners;
- 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.

Maricela Brambila July 14, 2023

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. Learner 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.

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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. Learner 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