



Welcome to

Woodbury Elementary School

125 Great Lawn • Irvine, California 92620
Phone 949-936-5750
Attendance Line 949-936-5751 FAX 949-936-5759
www.iusd.org/wo

ChrissAnn Shane
Principal

INFORMATIONAL BROCHURE 2009-2010

WELCOME TO WOODBURY ELEMENTARY SCHOOL

Woodbury Elementary School is a K-6 year-round, single-track school. The building includes the latest in technology, including a computer lab with 36 computers for direct instruction and an additional 30 or more computers in each classroom wing for student use throughout the day. Our campus also has a well stocked library, separate kindergarten area, multipurpose room, high-tech stage, enhanced food service area, lunch shelter, playfields, and hard courts. In addition to Woodbury's strong academic programs, students participate in music, art, and science from specialists in these fields. We welcome new Woodbury families to get to know our school and staff.

Our mission at Woodbury Elementary School is to create a nurturing environment through which we meet the academic needs of our students, and empower them with the values necessary to become contributing members of society. By combining a rigorous academic program guided by the California State Standards, dedicated staff members, and a nurturing educational environment, we aim to help all students recognize their potential and the joy of learning.

This Informational Brochure is to provide you with a quick reference of resources and policies for Woodbury Elementary School. In addition to this brochure, you will also be receiving weekly Mustang Express emails and monthly Mighty Mustang Newsletters to keep you updated in regards to ongoing programs and activities. Our website is updated frequently with calendar changes and important information. You can access this website at www.iusd.org/wo

On behalf of the entire Woodbury Elementary School staff, we welcome you to the 2009-2010 school year. We look forward to an exciting year and a positive relationship with your entire family.

With warm regards,

ChrissAnn Shane
Principal of Woodbury Elementary School

WOODBURY ELEMENTARY SCHOOL

VISION

It is our mission at Woodbury Elementary School to create a challenging and nurturing environment through which we meet the academic needs of our students, and empower them with the values necessary to become contributing members of society.

In addition to a rigorous standards based curriculum, Woodbury School believes that all students perform best in school and our community when values are taught and expected. The following values are imbedded into our school curriculum and programs.

COMPASSION
COOPERATION
INITIATIVE
INTEGRITY
PERSEVERANCE
POSITIVE MENTAL ATTITUDE
RESPECT

A student who is driven by values is concerned with society as a whole. A person who is driven by values understands why we have values, is willing to use values, and can identify and prioritize his or her own values for the good of the community.

OFFICE HOURS

The school office is open from 7:30 a.m. until 3:30 p.m.

ATTENDANCE

If your child is absent, please notify the school office before 8:00 a.m. each day that your child is out. The attendance line operates 24 hours a day.

Attendance Hot Line is (949) 936-5751.

Schools only receive funding for students who actually attend school. If you find it necessary to keep your child out of school for reasons other than illness, we encourage you to send your child to school for at least part of the day so that your child will not be counted absent and will not miss out on important school assignments. It is crucial that local schools continue to receive the financial resources necessary to provide your child with a quality education and minimize program cuts. We want to avoid unnecessary absences that reduce district resources and limit your child's opportunity to obtain good grades.

Studies show that there is a direct correlation between good school attendance and student achievement. Therefore, we encourage you as parents to reinforce the importance of being at school each and every day. If you wish to pick up homework for an absent child, please contact the teacher directly.

If your child is tardy to school, he/she must report through the front office to allow us to update our attendance records for that day. Consistent tardiness also impairs your child's ability to perform well at school and will result in parent contact and appropriate consequences.

If you find it necessary to schedule a medical/dental appointment during the child's class time, please have your child dismissed through the office. A sign-out booklet is located in the main reception area. We do require that children be signed out in this booklet by an adult who is listed on their Contact Information should they leave school for any reason.

CUSTODY DISPUTES

The school must be made aware of, and have on file at school, any legal papers that deal with unique custody circumstances concerning your child. Please be advised that the natural mother or father can retrieve their child from school at any time unless a court order is on file indicating otherwise.

LUNCH PROGRAM

Lunches are available for purchase for \$3.25. For those bringing a sack lunch, milk will be sold for 50 cents. Menus and pricing are available online at www.iusd.org/. Parents can prepay for lunch online or by sending in a check to the school cafeteria through the office. We **strongly recommend** the prepaid lunch option as it eliminates the need to send money

with your child daily. Please check each morning to see that your child has a healthy sack lunch or money to purchase lunch. A nutritious lunch helps to make for productive learning in the afternoon. Family discussions about proper nutrition and healthy food choices can help to support the learning environment.

ILLNESS/ACCIDENTS

If your child becomes ill or experiences an accident that requires him/her to be sent home, you will be contacted immediately. If we are unable to reach parent(s) or guardian(s) at home or work, we will then call the emergency contacts listed on your child's emergency card. [PLEASE keep home phone, work number(s), cellular phone number(s), pager number(s), and emergency contact names and phone numbers current with the school office.] NOTE: If we can't reach anyone listed on your child's emergency card, and your child does not have a fever, they will be sent back to class.

INDEPENDENT STUDY AGREEMENT

Legal guidelines require that an Independent Study Agreement between the student, teacher, parent and principal must be entered into prior to an absence of five (5) consecutive school days or more, and work must be completed and turned in upon the student's return to school.

LOST/DAMAGED TEXTBOOKS

If a textbook or library book is lost or damaged, it will be necessary for the student or parent to reimburse the school for the cost of the book.

BICYCLES

Students in grades 3rd-6th are permitted to ride a bike to school. All bicycles must be LOCKED SEPARATELY in our bicycle compound and District policy requires children wear protective helmets.

MEDICATION AT SCHOOL

Any time your child requires medication at school, the medication must be kept in the health office to be given by school personnel. LEGALLY, the school requires:

1. Medication MUST be in ORIGINAL pharmacy bottle, labeled by the pharmacist.
2. **Both** the **physician** and a **parent must sign** a consent form prior to medication being administered at school. This form is available in the school office.
3. Medication MUST be brought to school by a parent. At no time should medication arrive at school in a lunch box, baggie, etc.

These regulations apply to NON-PRESCRIPTION medications as well. Non-prescription drugs include

aspirin, vitamins, cough syrup, cough drops, ointments, etc.

- Please do not ask school personnel to administer medications supplied by you until the above mentioned requirements have been met.
- Please do not ask school personnel to supply your child with medication. No medications are supplied by the school!
- Please do not send your child to school with medications of any kind unless you have complied with the requirements listed above.

FIELD TRIPS

Students will not be allowed to participate in a class field trip unless the required Field Trip Permission Form is completed and signed by a parent/guardian prior to departure. Verbal and/or faxed permission will not be accepted.

LOST AND FOUND

We urge parents to LABEL EVERYTHING that is sent to school. Items that are labeled are easier to locate when they are put in the Lost and Found. Small items such as glasses, retainers, jewelry, and more valuable items such as musical instruments are placed in the front office. All other items will be collected and displayed for students during recess and lunch at least once every other week. Unclaimed items are donated to charities during winter recess, spring recess, and at the end of the school year.

PARENT INVOLVEMENT

PTA

Research shows that parent involvement is key to helping children succeed in school. The idea has been basic to PTA's philosophy and action since its beginnings in 1897. PTA goes even further by stating that children do better in all ways when their parents care about what they are doing at home, in the community and in school.

PTA activities establish communication between school and home. Parents are encouraged to attend meetings, support activities, and volunteer. Dates and times of meetings and activities will be on the Woodbury website, and in the monthly PTA Newsletter to keep everyone well informed.

Our PTA officers for the 2009-2010 school year are as follows:

President	Kim Tsuchiyama
Membership	Laurie Henigan
Programs/Assemblies	Susan Lyons
Fundraising	Marisol Chang
Secretary	Diana Casillas
Treasurer	Helen Flanagan
Financial Secretary	Fraya Radus
Auditor	Michelle O'Neill
Historian	Adrienne Heckman
Volunteers	Nisha Govind
Parliamentarian	Elise Aoki

OPEN DOOR POLICY/VOLUNTEERS

Woodbury is very proud of its OPEN DOOR POLICY and we want to keep it alive and well; however, it requires that all parents/guardians/volunteers sign in at the front office during school hours and prior to visiting the classroom or the lunch/playground areas. We require this procedure to help us locate you in the event of an emergency, phone call for you, to prevent interruptions to the teacher and students during valuable instruction time, and most importantly, to protect your children. **All visitors must wear a visitor's badge** when they are on school grounds. These badges are located next to the sign-in clipboard in the front office.

NOTE: All volunteers must complete an IUSD Volunteer Registration & Screening Information form prior to volunteering. This form is completed only once, and it only needs to be completed at one Irvine school. The forms are available in Woodbury's office and are forwarded to the Irvine Unified School District's Human Resources Department where the information is verified; all forms are then filed there.

SCHOOL SITE COUNCIL

School Site Council is a group of parents and school personnel whose responsibility is to plan, monitor, and evaluate our School Improvement Plan. Parent members are selected by vote of all parents in the fall. Meetings and agendas are posted in the front office and all parents are welcome to attend.

ENGLISH LANGUAGE ADVISORY COUNCIL

The English Language Advisory Council is composed of the principal, staff members, and parents of English Language Learners attending the school. The ELAC committee has the decision-making role of aiding the development of the School Improvement Program (SIP) as related to second language learners. Membership in this council is open to all interested parents.

ACE AFTER-SCHOOL CLASSES

Irvine Public School Foundation sponsors After School Classes (ACE) in cooperation with IUSD. It is a non-profit program that offers after school high interests and enrichment classes. Parent volunteers support paid instructors in this popular program. Please look for more Information regarding this opportunity in your child's conduit.

HOME SCHOOL COMMUNICATION

Conduit System: In an effort to assure that materials reach home, each child has an envelope that parents may expect to be brought home every Thursday afternoon of the school year. The envelope will contain both school communications and classwork. The school asks that parents take time each Thursday evening to review the contents with their child(ren), and return the envelop with the child on Friday. A few of the extracurricular activity fliers will

be sent home in these conduits. Other information regarding extracurricular activities can be attained from the District website.

Back-to-School Night: During the first month of school we will hold a formal evening meeting for parents in which you will go to your child's classroom to learn about your child's academic program and expectations for the school year.

Report Cards: Three times per year, report cards will be issued for all students in grades K – 6. For those parents who have enrolled in the Parent Portal, you will have access to your child's grades before they are sent home.

Parent Conferences: Formal conferences are scheduled two times per year, in August and in March. The fall conference is to select goals for your child and to review early progress. The spring conference serves as a follow-up to the Goal Setting conferences. Teachers are always available to schedule an individual meeting to discuss a concern or issue.

SPECIAL PROGRAMS AND SUPPORT SERVICES

In addition to our outstanding general education program, Woodbury has a variety of other programs and services.

GUIDANCE RESOURCE SERVICES

We receive the services of a Counseling Assistant who works with small groups in the areas of classroom behavior, academic achievement, self-concept and social skills. In addition, the assistant focuses on managing reactions to major changes in home or at school.

HEALTH SERVICES

District nursing staff (on site one day per week) provides students with vision screening (grades K,3,6) and hearing screening (grades K,2,5) and assists students who have physical impairment and health related problems. Information and guidance is provided to staff, parents, and students when medical conditions affect academic and social growth. Support from the district and our PTA provides a Health Clerk 4 day a week.

PSYCHOLOGICAL SERVICES

One part-time school psychologist provides assistance for the behavioral, social/emotional, and cognitive needs of students. Diagnosis of student needs, counseling/guidance for students and parents, testing and consultation to staff are available.

RESOURCE SPECIALIST

This program is designed to assist children who demonstrate significant deficits in academic skills. A student can qualify for the program by demonstrating a specific learning disability or a significant discrepancy between ability and academic performance. After a student has been identified as

qualifying for the program, an individualized academic plan supported by the program and the classroom teacher is designed to assist the students in making reasonable academic and social gains utilizing his/her strengths and remediating weaknesses.

SPEECH AND LANGUAGE PROGRAM

This program is designed to diagnose and provide therapy for students who demonstrate difficulty in speech, language development, and language-based skills. Students who qualify for this program have an Individualized Educational Plan designed for them and receive individual or small group assistance as appropriate.

GIFTED AND TALENTED EDUCATION

The gifted and Talented Education (GATE) program is provided for students in grades 4 – 6 who are identified with exceptional learning abilities. This program consists of small clusters of identified students within the general education classroom with a teacher who has been trained in meeting the needs of the gifted students. Appropriately differentiated instruction including depth, complexity, and acceleration and novelty is taught within the core curriculum.

TITLE I PROGRAM

Title I funds support multiple programs including: Early Intervention Reading Model for small group reading interventions in the K-1 classrooms; Read Naturally, a program targeting reading fluency in grades 2-3; Read 180 using technology, reading selections matched to reading levels, small group instruction for grades 4-6; and small group math instruction.

OTHER SERVICES AND SPECIAL PROGRAMS

Art: K – 6 art specialist supported by the District and enhanced through PTA funds

- Instrumental Music: 4 – 6
- Vocal Music: 1 – 6
- Library/Media Center: K – 6
- Science Specialist: 4 – 6
- Student Study Team: a problem-solving team approach for students, parents, and staff
- D.A.R.E. Program: This special drug awareness program, sponsored by the Irvine Police Department provides information and insights for students in grades 4 – 6. The primary focus for this program is our 6th graders.

SUPERVISION

By Board of Education policy, the school day for the student is defined as from 15 minutes prior to the student's first class until 10 minutes after the conclusion of the student's last class. Parents/guardians are not to deliver their student to school prior to 15 minutes before the start of school or leave them at school longer than 10 minutes after the end of the school day unless prior approval is given by the school

principal or her designee. Students attending an Irvine school on an interdistrict attendance agreement violating the defined school day will have their interdistrict attendance agreement canceled.

Playground supervision begins at 7:45 a.m. for grades K-6. **NO STUDENT IS TO BE ON CAMPUS PRIOR TO 7:45 a.m.** Students must leave campus within 10 minutes of their dismissal time.

Playground supervision during recess and lunch is provided by Noon Duty Supervisors with support from our PAL kids. Woodbury students are taught and encouraged to use Conflict Resolution Strategies to help them become better problem solvers:

- 1) Talk it over
- 2) Walk away
- 3) Say "I'm sorry"
- 4) Do something else
- 5) Take turns
- 6) Share
- 7) Ignore
- 8) Ask for help (first from a peer, then from an adult after using 3 or more of the above tools)

STUDENT RESPONSIBILITY

DEVELOPING RESPONSIBILITY

One of our goals each year for both ourselves and our students is the teaching and fostering of individual responsibility. As we all know, this is a very important and necessary skill in life and without it an individual is doomed to failure. As parents and teachers, we tend to "do" for our children and "take care" of their forgetfulness. Examples of this occur daily at school. Children forget homework, books, musical instruments, lunch money, what their after-school plans are, etc., etc. As school personnel, we are generally lenient because we want children to have their books, homework, etc., and we want them to be successful. However, one of our priorities is to have students develop their own responsibility. To this end, our staff members strongly discourage students from using the telephone for anything less than an emergency. We will make every effort to make clear to the children exactly what is expected of them and we will reinforce evidence of personal responsibility and discourage forgetfulness by NOT allowing students to telephone home for forgotten items, etc.

SCHOOL RULES

Specific rules and expected behavior for the classrooms, playground, and lunch area will be taught and modeled by the classroom teacher. These rules will be shared with you either at Back-to-School-Night or in the classroom conduit. The following two rules will be enforced every moment that students are on the school site.

1. *Always treat other students and adults with respect and courtesy*

2. *Respect school property and that of others.*

DRESS CODE

Local schools are granted the authority to establish school-based dress and grooming standards coordinated with District Policy. Woodbury's Student Dress Codes follows the guidelines provided by IUSD. Students are not allowed to wear any items to school that may be deemed inappropriate, unsafe, or disruptive to the educational process:

- Pants or shorts must be the proper size, (not too small or too large), fitting securely at the waist. Articles of clothing that do not cover the mid section or undergarments are not appropriate for school.
- Clothing that prohibits students from participating in all activities of the educational program, including P.E., should not be worn at school. Examples are: sandals, platforms, heels and sling-type shoes. Wheelies or jellies are considered unsafe and are not allowed. Sneakers are the ideal shoe for play and exercise.
- Students are not to wear shirts or tops that contain offensive or obscene symbols that promote alcohol, tobacco, drugs, gangs, tagging, violence, or that degrade any gender, cultural or ethical values.
 - Make-up or unnatural hair color or extreme hairstyles are not allowed at school.
 - Hats may only be worn outside for protection from UV Rays.

ZERO TOLERANCE

The Irvine Unified School District enforces a policy of zero tolerance. This means that the following violations will result in immediate suspension and/or expulsion:

- Causing serious injury to another
- Possession of any knife or other dangerous objects or look-alikes
- Sale of a controlled substance
- Robbery or extortion
- Assault or battery

In addition, the following violations will result in immediate suspension and determination of further actions which may result in expulsion:

- Causing or attempting to cause damage to school or private property
- Possession of or use of tobacco
- Stealing
- Committing an obscene act or habitual profanity
- Possession of a controlled substance
- Disrupting school activities or willfully defying authority
- Receiving stolen property

Woodbury School

2009/2010

DAILY CLASS SCHEDULE Monday, Tuesday, Thursday, Friday

Kindergarten Early Birds

8:00 a.m. Classes begin
11:20 a.m. Dismissal

Kindergarten Later Gators

10:00 a.m. Classes begin
1:20 p.m. Dismissal

Grades 1 – 3

8:00 a.m. School begins
10:10 a.m. Recess begins
10:30 a.m. Classes resume
11:45 a.m. Lunch begins
12:25 p.m. Lunch ends
1:58 p.m. Dismissal

Grades 4 – 6

8:00 a.m. School begins
10:30 a.m. Recess begins
10:45 a.m. Classes resume
12:25 p.m. Lunch begins
1:05 p.m. Lunch ends
2:30 p.m. Dismissal

MODIFIED WEDNESDAYS & MINIMUM DAY SCHEDULE Every Wednesday

Kindergarten dismissed at regular times on Wednesdays and Minimum Days.

Grades 1-3

8:00 a.m. School begins
10:10 a.m. Recess begins
10:30 a.m. Classes resume
11:45 a.m. Lunch begins
12:25 p.m. Lunch ends
1:20 p.m. Dismissal

Grades 4 – 6

8:00 a.m. School begins
10:30 a.m. Recess begins
10:45 a.m. Classes resume
12:25 p.m. Lunch begins
1:05 p.m. Lunch ends
1:20 p.m. Dismissal

WOODBURY ELEMENTARY SCHOOL

CALENDAR 2009-2010

July 29.....	First Day of School/Minimum Day
August 6.....	Back To School Night/Minimum Day
August 14.....	Parent Conferences/Minimum Day (Grades 4-6 only)
August 17,19,20,21.....	Parent Conferences/Minimum Days
August 18.....	Parent Conferences/No School
August 20.....	School Pictures
September 7.....	Labor Day Holiday/No School
September 25.....	End of 1 st Quarter/Minimum Day
Sept. 28-Oct. 16.....	FALL RECESS /Classes resume Oct. 20
October 19.....	Staff Development Day/No School
November 11.....	Veteran's Day Observance/No School
November 26, 27.....	Thanksgiving Holiday/No School
December 18.....	End of 2 nd Quarter/Minimum Day
Dec. 21-Jan. 8.....	WINTER RECESS /Classes resume Jan. 11
January 18.....	Martin Luther King Day/No School
February 8.....	Lincoln's Birthday Observance/No School
February 15.....	President's Day Observance/No School
March 9,10,11,12.....	Parent Conferences/Minimum Day Grades 1-6
March 26.....	End of 3 rd Quarter/Minimum Day
March 29-April 16.....	SPRING RECESS /Classes Resume April 19
April 23.....	Teacher Appreciation Awards Night/Minimum Day
May 27.....	Open House/Minimum Day
May 28.....	Teacher/Student Holiday/No School
May 31.....	Memorial Day Observance/No School
June 23.....	LAST DAY OF SCHOOL/Minimum Day

Please visit our website at www.iusd.org/wo for changes or additions to this calendar.