



WILLOW GLEN PRIMARY HANDBOOK

**Home of the GATORS
Mascot: ALLIGATOR
School Colors: Red and Black**

Willow Glen Mission Statement

Willow Glen School will continue to develop as a learning community where students will be high achievers, who learn and grow in a safe and nurturing environment.

ST. FRANCIS SCHOOL DISTRICT Belief Statement

In the St. Francis School District, students are our #1 priority.

We believe:

- Education is an innovative, evolving, process based on student needs and measured by a year's progress in a year's time.
- Support and intervention are provided in a physically and emotionally safe learning environment.
- A student's education integrates academics, arts, activities and athletics.
- Learning is a shared responsibility among the student, family, staff and community.

Non-discrimination Policy:

No person shall be denied admission to school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, student service, recreational or other program or activity (including, but not limited to, the following: admissions, rules of behavior, including student harassment, discipline, instructional materials, administration of gifts or scholarships to students from private organizations or persons, testing, counseling, facilities, athletics, food service, health, physical education, music, and vocational and technical education) because of the person's sex, race, national origin, ancestry, religion creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. Not prohibited are the provisions of special programs or services based upon objective standards of individual performance to meet the needs of students, including, but not limited to, gifted and talented, special education school-age parents and at-risk.

ATTENDANCE

School Hours:

Grades K5 – 3rd: 8:15 a.m. - 3:15 p.m.
K4/EC: AM Session – 8:15 – 10:45: PM Session 12:45 – 3:15
Before and After School Care (YMCA): 7:00 A.M. -8:05 A.M.
3:15 P.M. – 6:00 P.M.

Early Dismissal: 11:30AM

Attendance Line 486-6302

School performance is affected directly by attendance in school. Parents are required to call the Willow Glen Office prior to 8:30 a.m. to report their child's absence and reason for the absence. Willow Glen's answering service is available 24 hours per day. If the school is not contacted, a school secretary will make every effort to contact the parent by phone to alert the parent that the child is not in school.

The Board of Education requires all students enrolled in the schools to attend school regularly in accordance with the laws of the state. Regular attendance is a responsibility that should be shared by parents, students, and the school. The "school attendance officer" (principal or designee) of each school shall determine daily which students enrolled in the school are absent from school and whether that absence is excused, unexcused or truant.

No child will be permitted to leave school outside of the regular school day unless the parent or parent's designee calls for the child in person. The parent/designee must sign the child out in the office.

Emergency School Closing

In event of a school closing due to weather conditions or other emergency, local television (Channels 4 and 12) and/or radio broadcasts (WTMJ 620 AM) will carry official notification of school closing. If the Superintendent finds it necessary to close the district schools, then notification shall be made to local radio stations prior to 6:30 a.m. Please do not call the school to inquire about closing. This may overload the school phones so that important messages cannot be conveyed.

Excused and Unexcused Absences

Students shall be permitted to be absent from school (excused) for the following reasons:

1. Personal illness or medical examination.
2. Serious illness or death in the family.
3. Family emergency, crisis, or court appearance
4. A student has a contagious or infectious disease, as defined by the St. Francis Health Department. He/she may return to school after receiving clearance from a physician or the school nurse.
5. Other reasons approved by parents, provided request for such

absence is filed in the school office at least three days prior to the anticipated absence.

A doctor's excuse will be required of students who have been absent due to illness for more than five days within a given semester. Without the excuse, the student will be marked truant. A student may be excused by the parent/guardian for no more than (10) days in the school year. A student so excused must complete the work missed during the absence.

Tardiness

It is the responsibility of the student and his/her parent to see that s/he arrives prior to the school starting time. Promptness is a quality we want to instill in our students. Tardiness not only deprives your child of valuable educational time, but also interrupts the continuity of the instruction for other students. If for some unavoidable reason your child cannot make it to school on time, the parent must call the office or send a note stating the reason for the student's tardiness.

Truancy

Students absent from school without a written or verbal excuse, shall be considered truant. The attendance office shall report all truancies to parents and shall attempt to schedule a conference with parents to address elimination of future truancies. The principal has the right to assign truant students to supervised study periods before, during or after school. Truant students are responsible for making up missed assignments.

Students whose truancies persist for part or all of five or more days on which school is held during a school semester shall be referred to law enforcement officials.

CODE OF CONDUCT

Student Conduct (District Policy D-3)

The St. Francis School District recognizes and accepts its responsibility to create, foster and maintain an orderly and safe classroom environment, conducive to teaching and to the learning process. Rules and expectations will be explained, discussed and distributed to the students during the first week of school.

Students are expected to come to school and to attend every class and be ready and willing to learn. Parents should be aware of the child's activities, performance and behavior in school and are asked to cooperate and consult with the school to prevent or address problems.

The St. Francis School District has a legal duty to make its schools as free as possible from the dangers of violence, weapons, drugs and other behavior harmful to the educational environment. This District policy, D-3, provides procedures by which students are removed from the school community, temporarily in the case of suspensions, or permanently in the case of expulsions.

Included in this explanation of student's behavioral expectations are those that are prohibited; including, but not limited to, the behaviors listed below.

- making any form of threat, implied or real, against any person
- selling, using or having in possession alcohol or any other controlled substances
- possessing explosives, incendiary agents, firearms (including facsimile weapons and BB and pellet-firing guns, knives, laser pointers, ammunition, martial arts equipment, weapons of any type, electronic paging or two-way communication devices or any illegal materials
- causing a false fire alarm or tampering with any fire extinguisher
- engaging in any unlawful activity (violators will be reported to law enforcement officials)
- possessing or using drugs, alcohol, tobacco or pepper spray
- plagiarizing, copying or borrowing from another source or resubmitting work from another person or class

Long-term removal may be, but need not always be, for disciplinary purposes. A student may be suspended and/or removed from class for conduct or behavior that violates District policy and the behavioral expectations of students, is disruptive, dangerous, or unruly, or interferes with the ability of the teacher to teach effectively.

For the purposes of this Code, the following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly so as to warrant removal from class and possible suspension:

- Inappropriate physical contact intended to or likely to hurt, distract or annoy others, such as hitting, biting, pushing, shoving, poking, pinching, grabbing
- Inappropriate verbal conduct intended or likely to upset, distract or annoy others, such as name-calling, teasing, baiting, or bullying
- Behavior that may constitute sexual or other harassment
- Throwing any object, particularly one likely to annoy, cause harm or damage, such as books, pencils and scissors
- Instigating other students to act inappropriately or to disobey the teacher or school or class rules
- Destroying the property of the school, staff or other students
- Engaging in any activity that disturbs the normal operation of the school and provokes a disturbance, such as gambling, over-display of affection (hugging and kissing), profanity, fighting, cheating and using false statements.

Sexual Harassment

Sexual harassment by any student is prohibited on district property or at any district activity whether involvement is with another student, an employee, or other person. Sexual harassment is defined as unwelcome sexual advances or requests and sex-based verbal or physical contact, which have the effect of creating an intimidating, hostile, or offensive environment. The following conduct is considered harassment:

- Deliberate, repeated, or unsolicited comments, gestures, or physical actions of a sexual nature (such as impeding or blocking movement or unwelcome touching).
- Direct or indirect threats if sexual demands are rejected.
- Physical contact of a sexual nature that could be interpreted as abusive or offensive.

- Offensive comments, jokes, stories, obscenities, or innuendos which are intended to demean individuals.
- Composing or sharing written or pictorial material with an abusive or offensive orientation.
- Sexually orientated jokes, innuendoes, or obscenities.

Students or staff who believe they have experienced or observed sexual harassment should report to the principal. The principal will investigate all reports of alleged sexual harassment and will make a concerted effort to halt this behavior. She/he will call attention to this policy by reporting instances of illegal abuse to law enforcement and by taking disciplinary action against violators of this policy up to and including suspension and/or recommendation for expulsion.

Loitering

There is to be no loitering by students in the school building, on school grounds, or on neighboring properties before, after school, or any time during the school day. Students are to leave the school by 3:15 p.m. unless they have a scheduled appointment or activity.

Student Dress

At Willow Glen, we work diligently to establish an environment that is conducive to learning. Therefore, we ask that parents use their best judgment when approving their child's attire for school. If a student's apparel is deemed disruptive and/or offensive to the school's climate, the Principal may require the student and/or parent to make the appropriate changes. Any headgear, such as hats, caps and jackets are not to be worn in the school building. Clothing that is suggestive, obscene, or promotes or makes reference to drugs or alcohol will not be permitted; likewise, clothing or accessories that promote violence (i.e. weapon-shaped jewelry) and items that may potentially be used to harm someone (i.e. chains, spikes, etc.) are not allowed. Policy D-3. The Principal has final authority as to what is considered appropriate or not appropriate student dress.

EXTRA CURRICULAR ACTIVITIES

Philosophy

The Activities Program at St. Francis is intended to provide an opportunity for students to expand their overall educational experience. The merits of competing as an individual or on a team, the physical development and athletic skills attained, along with the increased maturity of working with and for others, are very positive, attainable goals within the reach of every student.

Participation

The St. Francis School District provides athletic activities for students. The athletic code, which is provided to participants by their coaches, was established by the School Board and pertains to all students who participate in any district sponsored sport. This code addresses eligibility as it pertains to academic achievement. If your student does not receive this policy before the sport begins, contact John Kloppenburg, Activities Director, at 747-3920 or your student's building Principal.

FIELD TRIPS

Field trips have an educational and enrichment value. When a trip is planned, parents will be informed as to costs and arrangements. Costs are borne by the students involved. School rules and discipline regulations regarding behavior and bus safety apply to any trip under school sponsorship.

School Board Policy States:

Because the classroom is the primary learning environment, a limited number of field trips, no more than two per year for secondary or four per year for intermediate or six per year for primary per classroom, may be used as an extension of classroom instruction provided curricular integration is demonstrated and principal approval is granted. No field trip shall be taken during the last week of each semester. Field trips shall not be used as rewards for students; nor shall field trips to "fun parks" (or to other sites which are primarily recreational) be permitted during school time.

Students and/or parent organizations shall bear the full cost of meals, transportation, and admissions required for field trips. The district will pay the costs of the teacher-supervisor whose class is participating. Additional chaperones, when needed, shall be unpaid volunteers or paid for by non-regular budget sources.

LOST OR STOLEN ITEMS

Students are discouraged from bringing anything of value to school. Because the responsibility for personal property belongs to the student, the school district cannot assume any financial responsibility for items that are lost or stolen at school. School employees will, however, make a reasonable effort to help the pupil recover the lost belongings. Proper labeling of property with the student's name is advised. Articles of clothing may appear to be lost but often are actually in our lost and found bin located in the main office – please check periodically!

HOME AND SCHOOL CONNECTION

Conferences

Parent-Teacher Conferences are held twice per year in November and March. Additional conferences can be scheduled at the request of parents or teachers at any time throughout the year. We believe it is essential, that parents attend all conferences. We also believe parent involvement to be the most predictable factor in a child's academic success.

Electronic Equipment from Home

Electronic equipment (i.e. CD/tape players, televisions, digital games, cell phones, pagers, etc.) are not allowed to be used on school grounds. If such equipment is being used inappropriately, it will remain in the Principal's office until a parent calls for it. ***(Please note: electronic devices such as pagers, laser pointers and cellular phones are a violation of City of St. Francis Ordinances.)***

Homework

Homework in moderation is an important extension of classroom practice in the elementary grades. While parents are not to complete homework, they are encouraged to show interest and provide necessary support. If you feel that your child has excessive homework, or no homework, please contact his/her teacher. We welcome your input - your child's success depends upon it! It is essential to a child's progress in school that parents require completion of homework. Please check personally to see that all of your child's homework is completed before you send the child to school. Children are expected to read every night ☺

Report Cards

Report cards are sent home on a quarterly basis. Mid-term progress reports are mailed to parents if teachers feel that the student is not making progress commensurate with his/her demonstrated abilities.

Take Home Folders

Take Home's are sent home every Wednesday with important all-school information. Please check your children's backpacks to insure that you are up-to-date on school happenings.

OPEN ENROLLMENT (Board Policy D-24)

The St. Francis School District will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time to time. Please direct all questions regarding Open Enrollment to the District Office (747-3900).

HEALTH

Emergency Card Information

Each child will have a completed emergency card in the school office. Emergency information is needed to provide medical attention should your child have a medical emergency at school. This card lists family and extended-family phone numbers, the child's allergies, etc. IT IS CRITICAL THAT PARENTS NOTIFY THE SCHOOL OFFICE IMMEDIATELY IF THERE ARE ANY CHANGES IN EMERGENCY TELEPHONE NUMBERS AND/OR CONTACTS throughout the course of the year, or if parents are out of town for any length of time.

Be sure to contact your child's teacher prior to your child's first day if s/he has medical conditions or unusual fears which need to be supervised.

Emergency Procedures

Someone from the school staff will attempt to contact the home immediately in the event of an emergency. If that is not successful, the parent/guardian will be called at his/her place of employment. If it is not possible to reach the parent at either place in a reasonable length of time,

emergency service will be summoned. These procedures will be governed by the severity of the emergency.

Immunization

Wisconsin State Law requires students in elementary schools to be immunized for communicable diseases as follows:

All children Grade 5K-Grade 12:	All children entering 4K:
4 DPT/DT/TD	4 DPT
4 Polio	3 Polio
2 MMR (measles, mumps rubella)	1 MMR

Students entering grades 4K, 5K, 1, 2, 7, 8, 9 must have three (3) doses of Hepatitis B vaccine.

The school must have the following information on file for each student:

- Immunization records indicating the month and year that the student received vaccine required by State Law
- If a student's religious beliefs, health or personal conviction preclude immunization, a statement must be kept on file in the school office, signed by the legal guardian in the presence of a St. Francis School District official

Records of immunization history are required by law. Immunizations are available at no cost at the St. Francis Health Department (481-2300).

Hearing and vision screenings are conducted for children in grades 5K, 1, 2, 5 and 7 during the school year. Parents or teachers may request that the vision and/or hearing of any student be tested or re-tested during the school year.

Students in all grades may be checked periodically for head lice. All children having head lice must obtain "nit free" clearance from the City Health Department before returning to school.

Medications

If your child needs to take prescription or over-the-counter medication during his/her school day, the appropriate authorization form must be completed and returned to the office. Medication will be administered by office personnel and dispensed only from the original container. Unused medication must be picked up by the parent when the child no longer requires it or at the end of the school year; *medication will not be given to the student to carry home under any circumstances.*

LUNCH PROGRAM

The School Lunch Program is available to all children in the District. Each lunch meets the guidelines established for the National School Lunch Program and provides one-third of a student's daily nutritional needs. Menus are sent home with the students at the beginning of each month. Hot lunch meals cost \$2.25 for all grades; milk is \$.30/serving when purchased ala-carte. Free or reduced-price lunches are available for families who qualify, according to the guidelines published each fall. Applications are available in the Main Office. No food is allowed on the playground. If a child is not able to eat all of his/her hot lunch, they need to throw it out. If a child has brought a bag lunch, the child can leave the uneaten food in their bag to take home.

Parents are encouraged to purchase lunches, including milk, or milk only, by sending money to the school on designated days. Currently, the hot lunch program provides a choice of hot or cold lunch. Students must inform their classroom teacher as to which type of lunch they would like for a particular day. Students who are tardy must inform the cafeteria or school office as to what type of lunch they are having that day.

Students may not bring any beverages to school in glass bottles; only non-soda beverages will be permitted in the lunchroom.

Cafeteria Conduct

Students are supervised during all lunch periods. We ask that students display the same behavior that would be expected of them in other areas of the school. Students who are disrespectful or who demonstrate inappropriate behaviors may have their lunchroom privileges revoked. We feel that all of our students should have the opportunity to socialize with their classmates during the lunch hour. However, we do expect all students to exhibit appropriate behavior.

Outdoor/Indoor Recesses

The cold weather policy for St. Francis School District is as follows: if the temperature gets below +10 degrees Fahrenheit or if the wind chill factor drops below -15 degrees Fahrenheit, children will remain indoors during recess periods. It is recommended that your child be dressed for outdoor activities each day regardless of the morning temperatures, as Midwest weather conditions are subject to considerable change during the course of the day. Excuses for indoor recess will be honored on the day after a prolonged illness or upon a doctor's order.

SAFETY

Bicycle/Skateboard/Roller Blade Safety

If your child rides a bicycle to and from school, s/he needs to be aware of the following:

- In Wisconsin, bicyclists are governed by the same laws as drivers of motor vehicles, and bicyclists are required to obey all traffic laws

Bicyclists are expected to cross at controlled intersections and follow the directions of crossing guards. Because our school campus is bordered by heavily traveled streets, we suggest that young children not ride bikes to school. Students should walk their bikes once on school grounds. All bikes parked in the bike racks at school should be locked. This is for the protection of property.

Students are not allowed to bring skateboards and/or roller blades to school.

Bus Safety

Buses are an extension of the school day and school property. School regulations will be followed regarding any incidents that transpire on the bus. Violations of bus safety procedures include the following:

- Standing while the bus is in operation, being out of the seat, jumping over the seats, etc.

- Destroying property
- Fighting, pushing, tripping or any other form of body contact with another person
- Eating, drinking or littering on the bus
- Voicing unacceptable, rude/discourteous or vulgar language
- Use of disruptive electronic devices

All instructions given by the bus driver are to be followed. The bus driver will report to the building Principal, in writing, any violations that occur on his or her bus. A copy of this report will be mailed to the parent. A student who violates any of the regulations above, or displays any other behavior that put students or driver in harm's way, may have his or her transportation suspended for a period of time, up to, and including, the remaining school year. It will be the responsibility of the parents to arrange for his/her transportation to and from school while the student is suspended from the bus. The seriousness of the bus behavior infraction will govern the consequences that occur.

Fire and Tornado Drills

Fire drills are held on a monthly basis except during inclement weather. In addition, classes are assembled in safe areas and protective cover procedures are taught during Tornado Awareness Week in April and practiced in the spring and fall of the school year. Additional evacuation or "lock-down" drills may be practiced as deemed appropriate by school staff.

Pedestrian Safety

Safety regulations are established to provide a healthy and secure learning environment. Please regularly remind your child of the following suggestions for his or her safety:

- Use the safest, most direct route to and from school
- Use crosswalk areas which are supervised by school cadets and city crossing guards
- Know emergency procedures if you are left home alone for a short time (older children)
- Report home directly after school

SCHOOL FEES

School fee's are payable when you complete the registration forms. If you are unable to pay fees, please complete a payment plan form with the school secretary.

EC/K4	\$20.00
1 st – 8 th grade	\$50.00

MAXIMUM OF \$150 PER FAMILY

Charge for Non-Sufficient Check	\$20.00
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SPECIAL SERVICES

Guidance and Counseling

Guidance and counseling services at Willow Glen School are provided for all students in developmental (age appropriate) sequence. These services address the learning,

personal/social, and career development needs of all students K5 through Grade 3. Specific services include: classroom guidance, activities/lessons, small group guidance sessions, individual counseling and parent, teacher, administrative and Agency consultations.

If you have any questions concerning guidance and counseling services, please contact the Guidance Office at 486-6333.

Other Community service numbers include:

HELPLINE	271-3123	Pathfinders	271-1560
Crisis Hotline	257-7222	Parents Anonymous	671-0566
DePaul Crisis Line	281-4409	Teen Hotline	271-TEEN
Alinon/Alateen	257-2415		

Library/Media Services

The library media services are established in accordance with PI 8.01(2) (standard h) of the Wisconsin statutes which states that a school district is to: provide adequate instructional materials, texts and library services which reflect the cultural diversity and pluralistic nature of American society. (The library media program is the center of the educational program and enriches and supports the curriculum.) The media specialists encourage students to develop a positive life-long attitude toward learning. The goals of the library media program are to:

- Meet the needs of students with differing abilities, backgrounds and interests
- Provide resources in an organized and easily accessible manner
- Promote effective use of services and resources

The LMC is completely automated. Students may search for information or materials using a computerized online catalog, CD-ROM encyclopedias and current periodical databases. The LMC is open during school hours and operates with a flex schedule to enable teachers and students to utilize resources and services.

SPECIAL EDUCATION SERVICES

Speech/Language Services

The Speech and Language program serves students with a delay or deviance in the acquisition of pre-linguistic skills, as well as a delay or deviance in the receptive and/or expressive language skills or oral communication. Individuals served may be between the ages of 3 – 21 years old. Students may have handicapping conditions in the areas of articulation, fluency, semantics, syntax, or morphology, or any combination of these conditions.

Multi-Categorical Disability Delivery System

Beginning with the 1999-2000 school year, St. Francis Schools began implementing a new service delivery model for elementary education students with disabilities. Historically, children with specific disabilities have been placed into a program with the same identification, e.g. learning disabled (LD), emotionally disturbed (ED). These programs have typically been "wide-range" in nature, in that a Special Education teacher may have the responsibility for students with the same disability but across five or more grade levels. As a result, problems have arisen

relating to multiple-age and multiple-ability levels within the group. Past practice has also limited inclusive programming options, where the child is served in his/her least-restrictive environment, oftentimes within his/her homeroom setting.

In the new model, Special Education teachers have responsibility for a relatively narrow range of grade levels and each program will be cross categorical (multi-categorical) in nature. In other words, each teacher will work with age-similar students who have different types of disabilities. This will facilitate more opportunities for inclusion practices.

STUDENT RECORDS

Records regarding your child(ren)'s progress are maintained in cumulative files. Directory data (name, address, telephone, etc.), health records, progress reports, and some behavioral records may be part of this file. Board policy D-9 requires that these records be kept in strict confidence and that the contents are to be released to professional staff members on a "need to know" basis. Parents have the right to review these records in the Principal's office.

Any policy or procedure not contained in this handbook will be left to the discretion of St. Francis School District School Board Policy and/or the Building Principal.