



WILLOW GLEN PRIMARY HANDBOOK

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

Willow Glen Mission Statement

Willow Glen Primary 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.

Mission Statement

The mission of the St. Francis School District is to prepare students to be literate and responsible world citizens. The St. Francis School District mission targets seven outcomes for student learning:

- 1. Proficiency in academic knowledge and skills;**
- 2. Proficiency in complex thinking;**
- 3. Proficiency in applications of information technology;**
- 4. Global perspective;**
- 5. Social competence;**
- 6. Ethical disposition;**
- 7. Self-confidence.**

It is imperative that our students understand that thinking and acting positively outside of themselves makes the world in which they live enhanced.

Willow Glen Primary School Expectations

Of Teachers

- That they build self-esteem by offering positive experiences for students in an atmosphere that allows for acceptance of differences.
- That they help students gain a sense of belonging by creating a safe, supportive group setting.
- That they offer the best academic program available, expecting all students to learn and helping them to do so.

- That they communicate with all parents and students and encourage their involvement.

Of Students

- That students achieve according to his/her unique potential.
- That students will follow the class and school rules.
- That students respect themselves, their teachers, and their peers, and not interfere with the education of others.
- That students will make responsible choices and accept responsibility for their actions.

Of Parents

- That parents realize that they are an essential supporting element in the school-parental team.
- That parents maintain an open relationship with school staff and contact or communicate with the school if they have questions or concerns.
- That parents will set a good example by emphasizing academics, good attendance, and encouraging their child to do his/her best in school.
- That parents will support and reinforce school rules and policies.

Of Administration

- To provide a safe learning environment for all students to achieve, allowing them to follow the 3 **A**'s: **A**ttendance, **A**ttitude, **A**chievement.
- To maintain positive relationships with parents.
- To work in collaboration with teachers, parents, and the community in assisting students, attending educational meetings, and promoting the curriculum.
- To provide athletic, artistic, and other enrichment activities which will enhance a student's overall development?

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. Policy 2260 Non-Discrimination & Access to Equal Education Opportunity.

ATTENDANCE

School Hours:

K4:	AM Session – 8:10 – 11:10 am	PM Session 12:10 – 3:10 pm
Grades K5 – 3rd:	8:10 a.m. - 3:10 p.m.	
Before and After School Care (YMCA):	7:00 A.M. -8:10 A.M. 3:10 P.M. – 6:00 P.M.	

Early Dismissal: 2:10 PM Wednesdays, as indicated on the district calendar. Please see calendar for specific dates.

Attendance Line 24-Hour Voice Mail 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. The superintendent shall require, from the parent or guardian of each student or from an adult student, who has been absent for any reason a written, signed, dated statement stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence. Policy 5200 Attendance.

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.

Vacation

We encourage parents to limit any family trips to the designated vacation time as outlined on the school calendar, however, if an extended absence is necessary please see below for [Make-up Course Work and Examinations Policy](#), students must complete any coursework missed during the absence.

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact his/her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the building administrator based upon extenuating circumstances. [Policy 5200 Make-up Course Work Examinations](#)

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

A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, building administrator, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats, will also be considered truant.

CODE OF CONDUCT

Student Conduct

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District. [Policy 5500 – Student Code of Classroom Conduct](#) The complete policy is attached below.

Student Anti-Harassment

The Board of Education is committed to an educational environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students. [Policy 5517 Anti-Harassment Policy](#)

Student Code of Classroom Conduct

The District is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, the administration, and their classroom teachers.

To ensure adherence to these expectations and principles, the Board of Education has adopted this Student Code of Classroom Conduct, which applies to all students. The Code of Classroom Conduct was

developed in consultation with a committee of School District residents consisting of parents, students, members of the Board, school administrators, teachers, pupil services professionals, and other residents of the District appointed to the committee by the Board.

The Code of Classroom Conduct will be reviewed periodically by the Board.

Positive Behavioral Interventions and Supports (PBIS) Incident Referral

We have a positive approach to school-wide behavior. The SFSD has a systematic model (K4-12) that is based on Positive Behavioral Intervention and Supports (PBIS). It may look a bit different at each building, but each school is putting practices and strategies into place which will increase academic performance, improve safety, decrease problem behavior, and reinforce a positive school culture. Our "Office Referral" procedures will build upon our existing strengths when meeting challenging behavior situations, and also compliment and organize our current approach to discipline. We will always maintain a purposeful universal approach to prevention of issues, not just indentifying the "what" we want students to do, but we will also emphasize teaching the "why" behind the preferred behavior. In the event that your child receives an "Office Referral" sent home, please have a conversation with your son/daughter about expected behavior/choices. Along with the referral form, you would be receiving a phone call from your child's teacher or principal, clarifying the incident. We believe that more is caught than taught – We practice unconditional positive regard and respect for all.

Bullying

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business.

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of bullying behavior need not be based on any of the legally protected characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyber bullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing. [Policy 5517.01 Bullying](#)

Cell Phones and Electronic Equipment from Home

Cell Phones are permitted during the school day for educational purposes only. Teachers will provide guidance to students on the use of their cell phones in their classroom.

Non-district Provided Wireless Communication and Electronic Devices

The District permits approved use of personal technology devices by students and staff in support of teaching and learning, managing resources, and connecting with stakeholders. Limited use of personal

devices is permitted so long as it does not interfere with educational or employment responsibilities and as long as the use does not hinder, disrupt or consume an unreasonable amount of network or staff resources, or violate state law, federal law, or Board policies. Users may bring personal devices into the District to access the District's Wireless Public Network. Personal devices may include laptop computers, portable digital assistants (PDAs), cell phones, iPods/MP3 players, wireless devices, digital cameras, e-readers, storage devices, or other electronics that may be carried on a person. The District is not liable for the loss, damage, or misuse of any personal device including while on District property or while attending school-sponsored activities. Users that make use of any personal technology must follow all rules and guidelines of this Policy and related policies, guidelines and rules.

This typically will include not using the technology during class time except when given express permission to do so by the classroom teacher for educational purposes. Students are prohibited from using personal technology or electronic devices to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a personal technology or electronic device to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. [Policy 5136 – Non District Provided Wireless Communication and Electronic Devices](#)

In the case of Willow Glen Primary School, Non District Wireless Communication and Electronic Devices will **only be used in the classroom for educational purposes**. The teacher will direct the use of technology.

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. The Principal has final authority as to what is considered appropriate or not appropriate student dress. Policy 5511 Dress and Grooming

Athletic shoes

Athletic shoes must securely fit to the foot of the student and must have a back to the shoe. Athletic shoes have rubber soles. Sandals, boots, slippers, dress shoes, etc. are not recognized as appropriate athletic shoes

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 Activities Director, at 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.

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. arouse new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from District premises, which is under the supervision of a professional staff member and an integral part of a course of study.

Students may be charged fees for District-sponsored trips but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

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. [Policy 2340 – Field and other District Sponsored Trips](#)

SCHOOL BREAKFAST AND 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 \$2.50 for all students in grades KG – 3rd grade; 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. Reduced-priced meals cost \$.40. 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.

Breakfast

We will continue with the breakfast program which we piloted last year. The School Breakfast cost is \$1.00 for full price and \$.40 for reduced price students. Each breakfast includes milk. If a student chooses to purchase a milk ala-carte the cost is \$.30.

Parents are encouraged to purchase lunches and breakfasts, 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.

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, 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

Meaningful homework is an important extension of classroom study in the elementary grades. Please refer to the Homework Statement. [Policy 2330 Homework](#)

Listed is a guide regarding the amount of homework your child may expect in each of the following grades:

K5	15 minutes
1st grade	20 minutes
2nd grade	25 minutes
3rd grade	30 minutes

Report Cards

Report cards are sent home on a trimester basis.

OPEN ENROLLMENT (Board Policy 5113)

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.*

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 fees 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.

SCHOOL FEES

K4 \$30

K5 \$40

1ST – 3RD GR \$60

4TH – 8TH GR \$65

MAXIMUM OF \$200 PER FAMILY FOR SCHOOL FEES ONLY

Charge for Non-Sufficient Check \$20.00

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

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 two 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 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. Policy 8310 Public Records, Policy 8330 Student Records, and Policy 8350 Confidentiality.

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.