



Willow Glen School

Student/Parent Handbook



2016-2017

Blanca Martinez-Ramirez, Principal

Araceli Feliz, Assistant Principal

Michelle Locke, Principal's Clerical Assistant

Tina Jenkins, School Secretary

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(559) 730-7798 FAX (559) 730-7788

Principals Message

Dear Parents,

It is my pleasure to welcome you to a new school year at Willow Glen School! I am privileged to serve as your principal and honored to work with our dedicated staff, wonderful students and all of our supportive parents. Willow Glen School embraces Visalia Unified School District's goal to provide students with an education that affords them limitless opportunities for the future. Our Staff works diligently to prepare students to be successful in meeting and exceeding the common core state standards. We recognize that in order to be successful in school, our students need support from both home and school. We look forward to developing a strong partnership with you to enhance your child's education. As partners, we will ensure your child learns and achieves at high levels.

The staff and I have put together this handbook to offer you important information about our school, and hope it will serve as a useful tool. Please take some time to read through its contents, and consider the information. If you have any questions, do not hesitate to contact any Willow Glen team member and we will be glad to assist you.

The wonderful Willow Glen staff and I feel privileged to be a part of the Warrior family. We are committed to ensuring a safe, welcoming environment for all students. Please feel free to call me or drop in if you have any questions or concerns. I am here to ensure your child has a memorable, successful and positive school experience at Willow Glen School. You may contact me by emailing me at bramirez@vusd.org or by calling Willow Glen School at 730-7798. Together, we can make your child's educational experience at Willow Glen a positive one. Thank you!

Sincerely,



Blanca Martinez-Ramirez
Principal



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District Calendar

Visalia Unified School District 2016-17 School Calendar

Board Approved: May 10, 2016

2016















July (0)					August (15)					September (21)				
Mon	Tue	Wed	Thr	Fri	Mon	Tue	Wed	Thr	Fri	Mon	Tue	Wed	Thr	Fri
				1	1	2	3	4	5				1	2
4 H	5	6	7	8	8 X	9 X	10 T	11	12	5 H	6	7	8	9
11	12	13	14 SE	15	15	16	17	18	19	12 M	13	14	15	16
18	19	20	21	22	22	23	24	25	26	19	20	21	22	23
25	26	27	28	29	29	30	31			26	27	28	29	30

October (21)					November (16)					December (12) 85				
Mon	Tue	Wed	Thr	Fri	Mon	Tue	Wed	Thr	Fri	Mon	Tue	Wed	Thr	Fri
3	4	5	6	7		1	2	3	4				1	2
10 M	11	12	13	14	7 M	8	9 C	10 C	11 H	5	6	7	8	9
17	18	19	20	21	14 C	15 C	16 C	17 C	18 C	12	13	▲ 14	▲ 15	▲ 16
24	25	26	27	28	21 L	22 L	23 H	24 H	25 H	19 L	20 L	21 L	22 L	23 H
31					28	29	30			26 H	27 L	28 L	29 L	30 L

2017

January (16)					February (18)					March (23)				
Mon	Tue	Wed	Thr	Fri	Mon	Tue	Wed	Thr	Fri	Mon	Tue	Wed	Thr	Fri
2 H	3 L	4 L	5 L	6 L			1	2	3			1	2	3
9	10	11	12	13	6	7	8	9	10	6	7	8	9	10
16 H	17	18	19	20	13 X	14	15	16	17	13	14	15 C	16 C	17 C
23	24	25	26	27	20 H	21	22	23	24	M 7-12 20	21	22	23	24
30 M	31				27	28				27	28	29	30	31

April (14)					May (22)					June (2) 95				
Mon	Tue	Wed	Thr	Fri	Mon	Tue	Wed	Thr	Fri	Mon	Tue	Wed	Thr	Fri
3	4	5	6	7	1	2	3	4	5				1 ▲	2 ▲■
10 L	11 L	12 L	13 L	14 L	8 M	9	10	11	12	5 T½	6 S	7	8	9
17 H	18	19	20	21	15	16	17	18	19	12	13	14	15	16
24	25	26	27	28	22	23	24	25	26	19	20	21	22	23
					29 H	30	31 ▲			26	27	28	29	30

	School Not In Session		School In Session Student Attendance Day		Minimum Day for K-12 Students		Half-Day for Teachers
	Conference Day Minimum Day Schedule For 1-6 Only		Teacher Work Day		Holidays		District Office Closed
	Staff Development		2015 High School Summer School Ends		Middle School and High School Finals		
	2016 Summer School Begins (High School)		Local Student Non-Attendance Day		Minimum Day District Staff Development		

Calendar of Events

(Dates are tentative for planning purposes)

August - Responsibility

- | | |
|----|---------------------------------------|
| 11 | School resumes with students |
| 11 | Kindergarten Orientation 8:30 AM |
| 18 | Back to School Night. 6:00 – 7: 30 PM |

September-Responsibility

- | | |
|----|--|
| 5 | No school in observance of Labor Day |
| 12 | Minimum day |
| 13 | SSC Meeting 3:15 PM |
| 15 | 4th grade Field Trip |
| 16 | ELAC Meeting 8:30 AM |
| 30 | Awards Assembly Grades K-6 (8:45 & 9:30) |

October-Respect

- | | |
|-------|--|
| 4 | SSC Meeting 3:15 |
| 10 | Staff Development/Minimum day |
| 14 | Picture Day |
| 21 | ELAC Meeting 8:30 AM |
| 24-28 | Red Ribbon Week |
| 27 | 8 th Grade Career Fair at La Joya |
| 28 | Awards Assembly Grades K-6: 8:45 & 9:30 |
| 28 | Last day of the First Trimester |

November-Caring

- | | |
|-------|---|
| 7 | Staff Development/Minimum day |
| 8 | SSC Meeting 3:15 |
| 9-10 | Parent Teacher Conferences, Minimum Days |
| 11 | No school in observance of Veteran's Day |
| 14-18 | Parent Teacher Conferences, Minimum Days |
| 21-25 | No school in observance of Thanksgiving holiday |
| 30 | 1 st Trimester Academic Reception Grades 4-6 7:30 AM |
| 30 | 7 th /8 th Grade Awards 8:45 AM |

December-Caring

- | | |
|-----------|--|
| 9 | Awards Assembly for grades K-6 8:45 & 9:30 |
| 19-Jan. 6 | Winter Break |

January-Fairness

- | | |
|----|---|
| 9 | School Resumes |
| 16 | No School in observance of Martin Luther King |
| 30 | Staff Development/Minimum day |

Calendar of Events (Continued)

February-Fairness

7	SSC Meeting 3:15 PM
10	ELAC Meeting 8:30 AM
13	Staff Development Day
20	No school in observance of President's Day
24	Last Day of the 2 nd Trimester
24	Awards Assemblies Grades K-6 8:45 & 9:30

March-Citizenship

TBA	Kindergarten Registration
7	SSC Meeting 3:15 PM
15-17	Parent Teacher Conferences, Minimum Day
22	2 nd Trimester Academic Reception Grades 4-6 7:30AM
22	7 th /8 th Grade Awards 8:45 AM
31	Awards Assembly Grades K-6 8:45 & 9:30

April-Trustworthiness

6	Willow Glen Open House
3-7	Book Faire
10-17	Spring Break
18	School Resumes

May-Trustworthiness

TBA	Son's of the San Joaquin Concert for 4 th grade
1-5	Staff Appreciation Week
8	Staff Development/Minimum day
9	SSC Meeting 3:15
12	ELAC Meeting
26	Pre-School End-of-Year ceremony
29	No school in observance of Memorial Day
30	Staff vs. 8th grade Softball Game
31	3rd Trimester Academic Awards Grades 4-6 7:30 AM
31	7 th /8 th Grade Awards 8:45 AM

June

1	Awards Assemblies Grades K-6 8:45 & 9:30
2	6th Grade BBQ 10:30 AM
2	8 th Grade Promotion 8:45 AM
2	Last Day of School – Minimum Day for students

Willow Glen School Staff

Certificated Staff	Position
Jordan, Judy	TK/K Teacher
Laney, Gail	K Teacher
Lotenero, Diane	K Teacher
Houle, Gwen	K/1 st Grade Teacher
Calender, Sharon	1 st Grade Teacher
Luna, Dorine	1 st Grade Teacher
Blimling, Tina	2 nd Grade Teacher
Buenafe, Sara	2 nd Grade Teacher
Carrasco, Christa	2 nd Grade Teacher
Bair, Tom	3 rd Grade Teacher
Horton, Brian	3 rd Grade Teacher
Borowicz, Tara	3 rd Grade Teacher
Cottingham, Cynthia	4 th Grade Teacher
Olson, Scott	4 th Grade Teacher
Duarte, Laura	4 th /5 th Grade Teacher
Maddox, Jean	5 th Grade Teacher
Sommerville, Shelby	5 th Grade Teacher
Hernandez, Alison	6 th Grade Teacher
Jurica, Greg	6 th Grade Teacher
Collinson, Chrisie	7 th /8 th Teacher
Okahata, Janell	7 th /8 th Teacher
Jacobsen, Cindy	7 th /8 th Teacher
D'Ambrosio, Mary	Ed. Specialist
Florez, Ricardo	Ed. Specialist

Certificated Support Staff	Position
Ramirez, Blanca	Principal
Feliz, Araceli	Assistant Principal
Brandon, Shaila	Speech Therapist
Coverston, Cyndi	Nurse
Hall, Kim	Psychologist
Aguirre, Sylvia	Counselor
Stasch, Kathi	Intervention Teacher
Iwamura, Paula	Intervention Teacher

Specialist Teachers	Position
Hannah, Lon	Class Music
Miller, Celia	Class Music
Johnson, Brenda	Class Music
Bonnar, James	Class Music
Hinds, Robert	Band
Rios, Richard	PE Teacher
Lessley, Kasey	PE Teacher
Barnett, Deanna	Orchestra

Classified Staff	Position
Locke, Michelle	Principal Clerical Assist.
Jenkins, Tina	Secretary
MacDannald, Phil	Custodian
Ramos, Lilia	Clerk
Valencia, Martha	S.A.F.E Technician
Baker, Judy	Café. Cashier
Jennings, Kimberlee	Librarian
TBA	Behavior Intervention
Baltazor, Stacy	Behavior Intervention
Ruth, Linda	Para Professional
Aguayo, Raul	General Activities Aide
Lopez, Maria	Instructional Aide
Helwick, Donna	Instructional Aide
TBA	Instructional Aide/Gen. Act.
Jennings, Haylee	Instructional Aide/Gen. Act.
Majarian, Teresa	Special Ed. Aide
Buhl, Michelle	Special Ed. Aide
TBA	Special Ed. Aide
Holguin, Denise	General Activities Aide
Gutierrez, Nicole	General Activities Aide
Saelaw, Stacy	General Activities Aide
Guerrero, Lavonne	General Activities Aide
Welch, Heather	Cafeteria

Preschool	Position
Herrera, Charlene	AM Teacher
Mexicano-Barker, Maria	AM Aide
Contreras, Alvina	AM Aide
Hernandez, Angela	PM Teacher
Mejia, Corina	PM Aide
Urias, Sylvia	PM Aide

Schedules

Regular Schedule

Grade	Regular Day Schedule	AM Recess	Lunch
TK/K	8:17AM – 2:05 PM	9:45-10:00 Kinder Yard	11:15-11:55 Cafeteria First
K	8:17AM – 2:05 PM	10:00 – 10:15 Middle Yard	11:15-11:55 Cafeteria First
1st	8:17AM – 2:05 PM	10:00 – 10:15 Middle Yard	11:20-12:00 Cafeteria First
2nd	8:17AM – 2:05 PM	10:00 – 10:15 Middle Yard	12:00-12:40 Cafeteria First
3rd	8:17AM – 2:05 PM	10:20 – 10:35 Middle Yard	11:25-12:05 Yard First
4th	8:17 AM – 3:02 PM	10:20 – 10:35 Middle Yard	11:40-12:20 Cafeteria First
5th	8:17 AM – 3:02 PM	10:20 – 10:35 North Yard	11:40-12:20 Yard First Wednesday Lunch-12:05-12:45 (Yard First)
6th	8:17 AM – 3:02 PM	10:20 – 10:35 North Yard	12:05-12:45 Yard First Wednesday Lunch-11:40-12:20 (Yard First)
7th/8th	8:17 AM – 3:02 PM	10:35-10:50 North Yard	12:35-1:15 Cafeteria First

***Wednesday is early dismissal for Grades 4th-8th.**

Students are dismissed at 2:05pm.

Minimum Day Schedule

Grade	Minimum Day Schedule	Brunch Schedule
TK/K	8:17AM – 12:37 PM	11:00-11:20
1st	8:17AM – 12:37 PM	10:30-10:50
2nd	8:17AM – 12:37 PM	10:40-11:00
3rd	8:17AM – 12:37 PM	10:50-11:10
4th	8:17AM – 12:37 PM	11:10-11:30
5th	8:17AM – 12:37 PM	11:00-11:20
6th/7th/8th	8:17AM – 12:37 PM	11:20-11:40

School Map



Willow Glen School
310 N. Akers Rd.
Visalia, CA. 93291
730-7798

North Yard

#30
4th/5th Grade
DUARTE

#29
4th Grade
OLSON

#28
4th Grade
COTTINGHAM

Middle Yard

42
BAND
ORCHESTRA

#41
OPEN

#40
Preschool
HERRERA (AM)
HERNANDEZ (PM)

Storage

Storage

#27
HEART Office

#26
Special Friends | Text-books

#25
Adaptive PE

#24
Learning Center
Florez

RESTROOM	PE Equip.	RESTROOM
#19 6th Grade HERNANDEZ	#18 7th Grade COLLINSON	
#20 5th Grade SOMMERVILLE	#17 8th Grade OKAHATA	
#21 5th Grade MADDOX	#16 8th Grade JACOBSEN	
#22 6th Grade JURICA	Staff Lounge	
#23 Resource Room	FELIZ (AP) LOCKE (PCA) JENKINS (SEC) RAMOS (Att. Clerk) VALENCIA S.A.F.E. COVERSTON (Nurse)	
	OFFICE	Principal RAMIREZ

RESTROOM		RESTROOM
#14 Speech CHAPMAN	Psych HALL	#13 Learning Center D'AMBROSIO
#15 Kindergarten JORDAN		
#S Staff Workroom	#12 Library JENNINGS	
Kitchen	#11 3rd Grade HORTON	
CAFETERIA		

RESTROOM STORAGE	SPARKS Equip.	RESTROOM
#6 2nd Grade BLIMLING	#5 Kindergarten LANEY	
#7 2nd Grade BUENAFE	#4 Kindergarten LOTENERO	
#8 3rd Grade BOROWICZ	#3 1st Grade LUNA	
#9 2nd Grade CARRASCO	#2 1st Grade CALENDER	
#10 3rd Grade BAIR	#1 1st Grade HOULE	

Kindergarten
Playground

Garden

Bus Lane

Schoolwide Expectations








Our Willow Glen team collaborated to create schoolwide expectations that promote a positive school environment. We chose the acronym BRAVE to remind us all of the expected behaviors we should exhibit on a daily basis. Our students will learn our schoolwide behavior expectations and what it means to be a BRAVE Warrior.






We encourage students to demonstrate BRAVE expectations and acknowledge their responsible choices through several incentive programs. Students may earn Warrior Tickets and BRAVE Bucks when modeling BRAVE expectations. Students may redeem their Warrior Bucks at our BRAVE Store on select Fridays. Warrior Tickets are collected in classroom jars to receive class incentives and are also used for weekly drawings.

Please take this opportunity to talk to your child about our BRAVE expectations and the importance of demonstrating positive behavior choices on a daily basis. With your continued support and involvement, Willow Glen School will remain a school where students excel socially and academically in a positive school environment.

B.R.A.V.E. Expectations

	Classroom Expectations	Halls Expectations	Cafeteria Expectations	Playground Expectations
 Be on time and on task	<p>Be in class and seated on time.</p> <p>Be engaged and focused on the task.</p>	<p>Walk quietly on the sidewalk</p> <p>Visit on the playground</p>	<p>Line up by class in ABC order</p> <p>Wait in a quiet line</p> <p>Listen to the adult in charge</p> <p>Sit in assigned area</p> <p>Stay seated until dismissed</p> <p>Use time wisely</p>	<p>Walk to your yard</p> <p>Use the restroom and get a drink</p> <p>Wait for adult supervision</p> <p>Eat your snack at the tables before you play</p> <p>Walk on the blacktop, run on the grass</p> <p>Primary students, freeze when the bell rings</p> <p>Be in line, on time</p>
 Respect Everyone and Everything	<p>Be a whole body listener</p> <p>Model WARRIOR 5</p> <p>Keep your classroom clean</p> <p>Everyone's opinion matters</p>	<p>Respect the school rules</p> <p>Be quiet and courteous to the classes in session</p>	<p>Quiet voices</p> <p>Only take what you can eat</p> <p>Respect personal space</p> <p>Raise your hand if you need help</p> <p>Use table manners</p> <p>Recycle</p>	<p>Use kind words and appropriate language</p> <p>Keep your hands to yourself</p> <p>Follow all playground and equipment rules</p> <p>Respect ongoing, organized games</p>
 Achieve Excellence	<p>Always do your best</p> <p>Complete your work</p> <p>Be responsible for your own learning</p>	<p>Be a model for others</p>	<p>Be polite to everyone</p> <p>Keep our cafeteria clean</p> <p>Volunteer to help if needed</p>	<p>Use equipment properly</p> <p>Be a leader</p> <p>Model good character</p> <p>Keep our campus clean throw your trash away</p>
 Value Yourself and Others	<p>Be encouraging</p> <p>Treat others like you want to be treated</p> <p>Be positive and kind</p>	<p>Encourage others to be quiet in the hallways</p> <p>Walk instead of run</p> <p>Pass people respectfully</p>	<p>Enjoy your own lunch</p> <p>Remember to always use table manners</p>	<p>Include others</p> <p>Always be a good sport</p> <p>Volunteer for campus beautification</p> <p>Report bullying</p> <p>Use Stop, Walk, Talk</p>
 Engage in Learning	<p>Participate</p> <p>Be prepared</p> <p>Work as a team to solve problems</p>	<p>Use self-control</p> <p>Walk with a purpose</p> <p>Go directly to your destination</p>	<p>Know the difference between trash, compost, and recycle</p>	<p>Be active and involved</p>

B.R.A.V.E. Expectations

	PE Expectations	Library Expectations	Bathroom Expectations	Bus/Bus Lines Expectations	Office Expectations
 Be on time and on task	<p>Line up quietly and orderly</p> <p>Go directly to your destination</p>	<p>You have 10 minutes to select a book</p> <p>Use time wisely</p> <p>Quietly wait in line</p> <p>Return books on due date</p>	<p>Use the restroom quickly, then back to class</p> <p>Use your designated restroom</p>	<p>Using self-control, walk to your line</p> <p>Stand in a quiet straight line, by grade level</p> <p>Wait behind line for bus</p> <p>Follow the bus rules</p>	<p>You should have permission to be in the office</p>
 Respect Everyone and Everything	<p>Model respect and good sportsmanship at all times</p> <p>Listen to others</p> <p>Respect personal space</p>	<p>Take good care of your books</p> <p>Take care of your library</p> <p>Enjoy the decorations with your eyes only</p> <p>Quiet voices</p> <p>Walking feet</p>	<p>Clean up after yourself</p> <p>Paper towels in the trash</p> <p>Give everyone their privacy</p> <p>Patiently wait your turn</p> <p>One person per stall</p> <p>Feet on the floor</p>	<p>Keep your hands and feet to yourself</p> <p>Use quiet, scholarly voices</p> <p>Listen to and respect the adults</p>	<p>Use quiet voices</p> <p>Respect the staff, visitors, and other students working</p> <p>Use positive greetings, say, "Thank you" after being helped</p>
 Achieve Excellence	<p>Do your best</p> <p>Complete all physical activities</p>	<p>Challenge yourself with grade level or higher books</p> <p>Read!</p>	<p>Keep your restrooms clean</p> <p>Conserve water and paper towels, use only what you need</p>	<p>Be a leader</p> <p>Stay seated</p> <p>Keep all body parts inside the bus</p> <p>Use your seat belt</p>	<p>A good choice while waiting is reading</p>
 Value Yourself and Others	<p>Be positive</p> <p>Follow PE rules, play fair</p> <p>Use the golden rule when dealing with peers</p> <p>Compliment effort</p>	<p>Be polite</p> <p>Quiet voices</p>	<p>Wash your hands</p> <p>Use inside voice</p> <p>Report violators or problems</p>	<p>Be polite and courteous at all times</p> <p>Remember your manners</p>	<p>If you are waiting for a ride you should be sitting</p>
 Engage in Learning	<p>Participate</p> <p>Work as a team</p> <p>Encourage each other</p>	<p>Select books to challenge yourself</p> <p>Read everyday</p>	<p>Use your breaks wisely, limit restroom trips during class</p>	<p>Know the rules and follow them</p>	<p>Be a model citizen</p> <p>Always follow directions or requests by office staff.</p>

Dress Code

Student safety and maintaining a focused learning environment are kept as our first priorities. Therefore, along with the VUSD conduct code dress code, Willow Glen School provides the following:

Student safety dress code requirements:

- Shoes must have a back strap (K-6). No flip-flops, high heels or slip-on shoes will be allowed.
- Upper grade (4th-8th) students must wear tennis shoes for Physical Education class.

Focused Learning environment dress code requirements:

- Shorts, skirts and dresses should be at least mid-thigh length (minimum 4 inch inseam for shorts).
- Hats can only be worn outdoors for sun protection. Approved hats must be full-brimmed, solid color with no labeling.
- K-6 students are not allowed to wear makeup.
- Fake tattoos, markings on skin, scratching on skin or temporary hair coloring are not allowed.
- Tank tops should have a 2 inch strap. No spaghetti straps, sleeveless tops or blouses that show mid-section are allowed. Upper grade girls need to be modest in covering undergarments and assure that their blouses fit properly.
- Lycra pants are not allowed unless covered with a long shirt or dress.
- Clothing and accessories cannot advertise, denote or be recognized as gang activity affiliation, crude or vulgar printing, slogans, symbols, designs or pictures depicting drugs, alcoholic beverages, tobacco, violence, graffiti, sexually suggestive, or unlawful activity. Here is a partial list of items that are not to display any of the messages listed above: 1. Any apparel; 2. Jewelry; 3. Emblems; 4. Belts; 5. Badges; 6. Symbols; 7. Signs; 8. Accessories; 9. Notebooks.

The principal or designee shall have the discretion to prohibit any other attire that does not meet the criteria listed above. The principal or designee shall have the discretion to make reasonable exceptions to the above for SPECIAL DAYS OR SPECIAL EVENTS.

Any violation of the dress code will result in one of the following consequences:

Warning, notification to parent, student sent home to dress properly, detention, in-school suspension, and/or other alternative consequence. For questions or clarification of any of the above, please call the Principal, Mrs. Ramirez or Assistant Principal, Mrs. Feliz at 730-7798.

Monthly Assemblies

Awards/Honor Roll: We have monthly assemblies to recognize students in first-eighth grades (and sometimes kindergarten). We have Student of the Month and Word of the Month (character) awards as well as many other recognitions. At the end of each trimester, honor roll award medals and certificates are given out to our 4th-8th grade students who have achieved academic excellence on their report cards. Teachers will notify you when your child is set to receive an award so that you can join us for the assembly.

Monthly Awards Assembly

Month	Assembly Date 8:45 (K-3) 9:30 (4-6)	Word of Month
August/September	9/30/16	Responsibility
October	10/28/16	Respect
November/December	12/9/16	Caring
January/February	2/24/17	Fairness
March	3/31/17	Citizenship
April/May	6/1/17	Trustworthiness

4th-6th Academic Excellence Reception for Honor Roll Students

Trimester	Assembly Date (Before School) 7:30 AM (4-6)
1 st Trimester	11/30/16
2 nd Trimester	3/22/17
3 rd Trimester	5/31/17

7th- 8th Awards Assembly

Trimester	7 th -8 th Assembly 8:45 AM
1 st Trimester	11/30/16
2 nd Trimester	3/22/17
3 rd Trimester	5/31/17

Attendance

California law requires that all children attend school every day until the age of 18 or until they graduate. The only legal reasons for absences are:

1. illness,
2. medical appointments,
3. or a death in the immediate family (1 day if in California, 3 days if out of state).

When your child is absent from school, please contact the school office (730-7798) on the first day of the absence, and let the office staff know the reason for this absence.

Ten absences in a year are considered excessive by the State of California. Excessive absences and/or tardies may result in a referral to the School Attendance Review Board (SARB). Make sure that when your child misses school, it is only for a legitimate reason. Please schedule vacations when school is not in session to avoid unexcused absences. Also, please schedule medical, dental, etc. appointments after school hours whenever possible.

If an absence might be longer than several days and your student's condition permits, you may request schoolwork in order to minimize missed class time. (Please notify the teacher a minimum of 24 hours before the homework is needed).

Independent Study

Independent study can be made available to students who will be out for five or more consecutive days. We request that you contact your student's teacher and the office staff at least five days before your leave date as time is needed to prepare the work. The independent study contract, with teacher-determined activities to be completed, will need review and signatures prior to leave date. **All work is due the date the child returns to school.** If the work is not completed, the child will not receive credit for the days on Independent Study.

Under special circumstances Independent Study may be necessary, but please know it is not equivalent to the instruction your child would be receiving in the classroom. Classroom instruction involves hands-on projects, cooperative group tasks/support, direct interactive instruction, and teacher/student interaction. This type of instruction cannot be duplicated in a worksheet or question/answer page.

Custody

If your family has a custody situation, we request that you bring in a copy of the most current custody paperwork for the office to keep on file. It is important to keep us informed along the way as any changes are made to your agreements.

Emergency Cards

Emergency cards are imperative! We must have your current phone numbers, address and emergency contacts. Parents often forget to update the emergency cards as changes happen in your lives. Please keep us informed so we can reach you as soon as possible when your child needs you.

Meals

Breakfast and lunch is served daily in our cafeteria. Lunch applications will be sent home at the beginning of the year to apply for free and reduced lunches. We recommend paying for lunches in advanced by sending payment with students or stop by the office to fill out a meal envelop. Lunch menus are sent home every month and are also posted on VUSD's website. Students may bring a sack lunch from home if desired. Please do not send soda or sugary meals if possible. Our 7th and 8th grade students have the option of ordering hot lunch, special lunch or a salad. Lunch requests must be made first thing in the morning for middle school students.

Meal Prices

	Grades K-6 th	Grades 7th-8th	Reduced Prices All Grades
Breakfast	\$1.25	\$1.50	.30
Lunch	\$2.00	\$2.25	.40

Medications

Any medication to be given at school must have a doctor's prescription and a school medication note filled out and on file with our nurse. Please do not send cough medicine, pills or any type of medication to school with your child. The school office can call you to come to school if your child is in need of medication during the school day.

Messages to Teachers

If you have an important message for your child's teacher, please stop by the office, call or email. Teachers check their message boxes and emails at least once per day. The message will be given to the teacher promptly and a return call will be made by the end of the teacher's day or the next day if necessary. If it is important that the message be given to your child, please make that known to the person taking the message. The office will avoid interrupting class except in cases of extreme importance.

Parent Volunteers

At Willow Glen, we feel parents are an important part of the educational process. You can become directly involved by becoming a Parent Volunteer. Volunteers can be useful in many ways such as: serving as classroom assistants, tutoring, librarian, serving as room parents, working with small groups, making materials at home, organizing special events, helping with fundraisers, and serving on special school committees.

All volunteers must fill out three forms:

- 1) *Volunteer Application Form*
- 2) *Expectations and Requirements for Volunteers*
- 3) *Criminal History Declaration for Volunteering at School.*

Volunteer forms are available in the office. All volunteers must register in the office. Volunteers are required to wear nametags provided in the office while working on campus. Parent classroom volunteers are not to be left alone with students.

Arrival and Dismissal

Please remember that your child's safety is our #1 concern! Please be patient when dropping off and picking up your students. That extra few minutes that it takes you to be patient may mean the world to a child. Please

keep in mind that we are the models that our children are learning from and we must demonstrate appropriate behavior (and language) in the parking lot and on school grounds. Thank you for partnering with our staff to help our students see that they are our priority and that we respect everyone we come into contact with.

Arrival

Parents and students should be aware that no adult supervision is provided prior to 7:30 a.m. Neither the school nor Visalia Unified School District assumes any responsibility prior to that time. Once a student arrives at school, he/she may not leave campus before dismissal unless a parent or designated adult signs him/her out.

The office and gates open at 7:30 for breakfast. All students are to go to the cafeteria upon arrival.

The Willow Glen Campus is a closed campus. Only students and staff may enter the school gates in the morning. All visitors must sign in through the office.

When the first bell rings at 8:10, students are to stop playing and line up at their designated line-up area. Their teachers will meet them there.

Dismissal

Please pick up students promptly. Supervision is provided for 10 minutes after school is out. After 10 minutes, students will be escorted to the front of the school to wait in front of the office. There will be no supervision for students waiting in front of the school 10 minutes after dismissal. Child Welfare Services may be alerted if a student has not been picked up after 30 minutes beyond the school day.

In compliance with District Policy, a primary student (1st-3rd grades) may not wait after school for the dismissal of an upper grade student (4th-8th grades).

Drop off and Pick-Up Vehicle Requirements

To ensure the safety of our students, it is recommended by the Police Department and school that the following guidelines be observed. If problems occur, the Visalia Police Department will be called to issue citations.

1. Drivers may not park in fire lanes (red curbs).
2. Drivers must stay in their vehicle when using the pickup lane to ensure a continuous flow of traffic. Please do not leave your car unattended as this stalls the pickup lane.
3. Drivers are requested to observe safe driving habits in the parking lot. Failure to do so can impede school traffic and cause a dangerous situation for students.
4. Drivers may not hold up traffic in the parking lot in order to wait for a child.
5. Drivers may not signal for a student to meet him/her while driving through the parking lot. Students are not allowed to cross the parking lot unattended.
6. The bus lane is for buses and delivery trucks only. Please do not pull into the bus lane to drop off or pick up students.
7. Double parking is prohibited by law—including in the parking lot.
8. **Do not park in handicapped parking spaces unless you display a handicapped marker/license.**

Student Birthday/Gifts

The Willow Glen policy for birthdays is as follows:

- 1) Inform your child's teacher of your intention at least 5 days in advance
- 2) Keep in mind that we often have children with food allergies or who are intolerant of gluten, dairy or sugar. Willow Glen staff would like to encourage healthy eating habits. Non-edible items are always appreciated in lieu of sweet treats (decorated pencils, small notepads, erasers, a favorite book donated to the class library, etc.).
- 3) Birthday treats will be handed out at the end of the school day (unless otherwise specified by the teacher)
- 4) Snacks that are provided at school should be purchased and not homemade.
- 5) Balloons and gifts should be saved to present at home as they are a distraction to the learning environment and can make other children feel bad for not receiving them. If items are delivered to the office, the student will not be allowed to have them in class and will pick them up after school is dismissed.

Cell Phones

Students may have cell phones at school. The phone must be turned off and must be kept in the student's backpack or desk for the entire day. A violation will result in a "warning" and having the phone taken away until the end of the school day. Repeated violations will result in consequences, parent contact, and the phone will be held for parent pick-up. The school will not be responsible for lost, stolen, or damaged cell phones, students bring them at their own risk.

Lost and Found

The school does not assume responsibility for items that are lost or stolen but we do assist in trying to get these items to the rightful owner. We have a designated area by the office for lost and found items. Any items not claimed by the end of the trimester are donated to the Visalia Rescue Mission.

Bicycles, Rollerblades, Skateboards and Scooters

Students riding bicycles to school are expected to obey the laws for safe riding and wear an approved bike helmet. Bicycles are not to be ridden anywhere on the school grounds. They must be parked and locked in the bike area. Rollerblades, skates, skateboards and scooters are not allowed on the school grounds. Skateboards and scooters must be locked in the bicycle area.

Bus Transportation

All students riding school buses are subject to bus riding regulations. Any misbehavior distracting the driver is a very serious hazard to the safe operation of the vehicle, and, as such, jeopardizes the safety of all passengers. Bus drivers will issue a **Transportation Conduct Report** if a student disobeys the rules. Generally, the following applies:

- | | |
|--------------------------|---|
| 1 st Offense: | Warning to student and/or alternative consequences, parent notification |
| 2 nd Offense: | Not allowed to ride the bus for 1-3 days, parent notification |
| 3 rd Offense: | Not allowed to ride the bus for 3-5 days, parent notification |
| 4 th Offense: | Not allowed to ride the bus for 5-7 days, parent notification |
| 5 th Offense: | Possible loss of bus privileges for remainder of year |

Note: Depending on seriousness of the offense, a student may lose bus privileges on any offense.

Kindergarten Bus Riders: After the third time the bus returns a student to school due to a parent not being there to meet the bus, bus riding privileges can be denied.

Parents need to be available at bus sites to monitor their student's behavior at pick-up and drop-off times.

Parent conferences and Progress Reporting

Parents are encouraged to contact their student's teacher at any time during the school year if they want to know about their student's academic progress or behavior. An appointment can be made with the teacher with a phone call (730-7798), a note, or via email. Appointments will be made for the hours before and after school. Instructional time will not be interrupted. Formal parent conferences are held twice a year. The first conference is scheduled in the fall for all students. The second conference is scheduled in the spring only if the parent or teacher finds it necessary to hold a formal conference.

For additional information about our District, please consult our Visalia Unified School District Information Directory and Student Conduct Code.

Students and parents may also find helpful information about District policies, procedures and program at vusd.org.

The following page contains our Willow Glen Parent School Compact. Please review the information with your child and return a signed copy to your child's teacher.

Willow Glen School



Home of the Warriors

School Site - Parent School Compact

Year: 2016-2017

Student Pledge:

I realize that my education is important to me. It helps me develop tools I need to become a happy and productive person. I also understand my parents want to help me do my very best in school. I know I am the one responsible for my own success, and that I must work hard to achieve it. Therefore, I agree to carry out the following responsibility to the best of my ability:

- I will return completed homework on time, and return correct work to my parent(s)
- I will arrive at school on time every day and stay at school all day unless I am ill
- I will be responsible for my own behavior
- I will be a cooperative learner both at home and at school by following school and classroom rules
- I will read every day
- I will resist using drugs, alcohol and violence and will follow the school's uniform dress code

Student Signature _____

Parents Pledge

I realize that my child's school years are very important, and I understand that my participation in my child's education will help in achievement and attitude. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- I will provide a place and time for my child to study
- I will attend Back to School Night, Parent Conferences, and Open House
- I will read with my child and let my child see me read
- I will monitor my child's T.V. viewing
- I will support the school's homework, discipline, attendance and uniform dress code policies
- I will make sure my child attends school the whole day unless ill

Parent Signature _____

Staff Pledge

We understand the importance of the school experience to every student and our position as models. Therefore, as your child's teacher I agree to carry out the following responsibilities to the best of my ability:

- I will explain my expectations and instructional goals to students and parents
- I will base my instruction on your child's strengths, skills, and abilities
- I will strive to be aware of the individual needs of your child
- I will regularly communicate with you regarding your child's progress
- I will provide a welcoming environment for students and parents
- I will ensure a safe and orderly learning environment

Staff Signature _____