



June 7, 2024

Preparing  
today's students  
to be the  
thinkers,  
leaders,  
and creators  
of tomorrow.

Dear Willow Glen Elementary Tiger Families,

Welcome to the opening of the 2024-2025 school year at Willow Glen Elementary School. Over the summer, we have brought many new staff members into our learning community. We look forward to welcoming all of our new friends, staff and students, into our diverse Tiger family.

If you are a TK or Kinder family, please see that letter for specific information. All families, please take a moment to review the following.

**School Office Hours**

Beginning Thursday, August 8<sup>th</sup>, the school office will be open daily from 8:15 to 3:30.

**Bell Schedule**

Please see attached bell schedule. The first day of school is Thursday, August 8<sup>th</sup>. School begins at 8:55 and ends at 2:50, for all grades TK-5, every day. Students are to line up single file on the blacktop by their designated classrooms at the first bell, which rings at 8:50.

Students have minimum days on the following days. Dismissal is at 12:50 on these days. See our student calendar here, <https://www.sjusd.org/events>

sjusd.org  
408-535-6265  
1425 Lincoln Avenue  
San José, CA 95125

TK/Kinder only: August 8-16  
November 12-15  
December 20  
March 13-14  
May 30

**Class Lists**

Class assignments will be sent out via email, directly from the teacher, in the afternoon on Wednesday, August 7<sup>th</sup>. If you need to see a list in person on Thursday morning, the class lists will be posted on the library wall. Class assignments may be changed if necessary. There is a great deal of movement within the district during the first three weeks of school, which means changes in class assignment may be necessary to ensure the best possible education for all students.

## **Absences**

If your child will not be in attendance to start the school year, you must notify the office by Thursday, August 8, 2023. If you have not notified the office of your child's absence at the beginning of the year, we may have to drop your child from our school records. If your child is dropped, there is no guarantee that he/she will be able to return to our school. You will need to reapply for a school assignment at the Enrollment Center.

**Please notify the school whenever your child will be absent. You can email [WGESTudentAbsence@sjusd.org](mailto:WGESTudentAbsence@sjusd.org) or leave a message on the 24-hour messaging system at (408) 535-6323.** There is no Independent Study option for extended absences.

## **Meals**

All students will have access to free brunch and lunch again this year if you choose. Snack and lunch will be provided to every student, or snack and lunch can be brought from home. Also, many WGE students have allergies to peanut products. We make every effort to prevent the use of peanut products in our school lunches, classroom parties, and student treats. Please read the Health and Wellness policy stated on our website. The expectation is that parents and families not provide outside food for the classes, due to the high number of allergies, unless it aligns with the District Wellness Policy. If you are wondering what to bring to classes for celebrations, some suggestions are pencils, books, erasers, etc.

For more information on the Cafeteria Services, please visit our Food Services web page.  
<https://www.sjusd.org/resources/parent-resources/student-nutrition-services>

## **Drop off and Pick Up**

Students may be dropped off beginning at 8:30. There is no supervision prior to this time and students should not be on campus.

TK students can be dropped off in the TK yard at 8:30.

Kindergarten students can be dropped off in front of their classrooms beginning at 8:30.

All students, grades 1-5, are permitted in the main quad/ area only and need to stay off the grass area on the Lincoln Avenue side, as well as the back blacktop. All other areas will be closed.

The best time for a child to arrive at school is 10 minutes before the first bell. Please also be on time to pick up your student. There is no supervision after school ends and our office closes at 3:30 each day.

Please see the attached for more specific information on drop off and pick up.

## **Student Belongings:**

San Jose Unified provides all the necessary supplies for students. However, if you would like to donate supplies we would appreciate any of the following. Please bring any donations to the front office or directly to your teacher's classroom.

- Disinfecting wipes
- Elmer's Glue Sticks
- Kleenex
- Crayons-24 Pack
- Sharpened Pencils



Please be sure to pack everything needed for your student before they arrive at school. We will not be accepting drop offs or deliveries of food or any other classroom items needed for the day. These include Door Dashed food, fast food, homemade lunch, homework, clothing items, water bottles, after school items, show and tell items, etc. All students are offered free lunch and we have extra uniforms if any student needs assistance during the day. The drop offs of these items are causing a distraction, disruption, and a loss of instructional time for our students and staff, so please send students prepared in the morning.

### **Communication**

Our school website is our main information center. Please check the website regularly <https://wge.sjUSD.org>. If you have a question about something related to your child's classroom, please contact the classroom teacher directly. The classroom teacher and you form the team that directly supports your child's progress. If you have additional questions after working with your child's teacher, please contact the administration. Since we will focus on the campus and classrooms during the instructional day, the best ways to relay messages will be with an email or a voicemail. We will return your email/call within 24 hours at the earliest and 48 hours at the latest. We will also send out a weekly email with upcoming information and dates. The PTA will also keep parents informed through their communication app, Konstella. Due to the frequency of email communication, please notify us of changes to your email address and keep all household information current.

### **Volunteering**

Volunteer applications are available now! All volunteers must have the following to be cleared to volunteer:

- Completed volunteer application found here: <https://www.sjUSD.org/resources/general-resources/volunteer>
- TB clearance
- Fingerprint/background check clearance through San José Unified

### **School Uniform Policy**

Please see the attached information on school uniforms. This policy is also posted on our school website.

### **Handbook**

For more information about school procedures. Please visit our handbook.

<https://www.sjUSD.org/resources/student-resources>

### **Technology**

Each student will be issued an SJUSD iPad or Chromebook. Devices will be kept at school, unless sent home by the teacher for a specific assignment or project.

### **PBIS**

We are entering our 9<sup>th</sup> year as a Positive Behavioral and Intervention Supports (PBIS) school. We have a strong Behavior Committee (teachers, yard duty, parents, support staff), who have worked diligently with the district's PBIS support team to construct lessons, generate new ideas, and continue to implement our Tiger PURR Plan (Peaceful, Understanding, Respectful, Responsible.) Behavior will be consistently taught as part of the daily curriculum. I am confident that our behavior management is strong, consistent, fair, and will be clear to all staff and students.

Peaceful

- Use appropriate tone and volume



- Follow game rules
- Use quiet voices and quiet feet
- Wait your turn
- Say “please” and “thank you”

#### Understanding

- Listen and follow directions
- Use playground equipment properly
- Stay with your class

#### Respectful

- Listen and look at the teacher or speaker
- Keep hands, feet, and materials to yourself
- Take turns
- Include others
- Keep cafeteria and eating areas clean

#### Responsible

- Do your best work
- Stay on task
- Freeze and take a knee
- Clean up after yourself and wait to be excused

Each month, teachers will choose a Super Citizen to celebrate. This is a student who has displayed the behavior consistently throughout the month. Teachers will celebrate and pass out certificates in the classroom. There will also be a themed spirit day at the end of each month to celebrate positive behavior shown.

#### **Upcoming dates:**

8/27 – Back to School Night at 6pm, more information to come.

Willow Glen Elementary is a great place for students to learn, and with the help and support from caring families like you, we will be able to continue the tradition of excellent education and the development of inspired leaders and responsible community members.

Sincerely,

Kelli Knapp  
Principal

Lorena Gaeta Rodriguez  
Assistant Principal

