

# Parent Handbook



2019-2020



## Willow Grove School

*601 Willow Grove Street*

*Hackettstown, NJ 07840*

*(908) 852-2805*

*Grades 2 - 4*

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## PRINCIPAL'S MESSAGE



*Mr. Jonathan Beyer, Principal  
Willow Grove School*

***Welcome to Willow Grove School and the 2019-2020 school year!*** This handbook contains essential information regarding the school's procedures, as well as general policies, for your referral. Please review the information presented in this handbook so that we may support each other in maintaining our high standards for academic excellence as well as the safety and security of our school community.

The faculty and staff at Willow Grove are prepared to provide your child with a challenging, educational program. Your participation in your child's learning endeavors will greatly enhance their experience and our ability to collaborate to reach each student's full potential. Should you have any questions or concerns about our school, or would like additional information concerning our programs and initiatives, please visit our website at [wg.hackettstown.org](http://wg.hackettstown.org) or call us at (908) 852-2805 ext. 221.

I sincerely look forward to developing positive and productive relationships with you and your child as we prepare our students for success! **GO LITTLE TIGERS!!**

# SCHOOL HOURS

## **REGULAR SESSIONS**

*8:30 A.M. - 3:00 P.M.*

## **EARLY DISMISSAL**

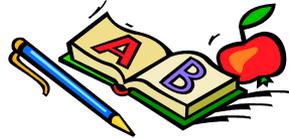
*8:30 A.M. - 12:30 P.M.*

*(No lunch will be served.)*

## **DELAYED OPENING**

*10:30 A.M. - 3:00 P.M.*

*(No breakfast will be served.)*



Supervision of students by the school staff does not begin until 8:00 a.m. each morning unless students are attending the breakfast program, which starts at 7:30 a.m. Students eating in the breakfast club must arrive prior to 8:20 a.m. Please time the arrival of your children so they arrive at school after supervision begins, but prior to the start of the school day.

It is sometimes necessary for students to remain after regular school dismissal at 3:00 p.m. Teachers may keep students until 3:10 p.m. without notification. Should more time be necessary, parents will be contacted 24 hours in advance.

# SAFETY

## ***PARKING LOT***

It is extremely important to follow established parking lot procedures so students can arrive and dismiss safely. As such, please make sure to follow their directions. Children are not permitted to walk in the parking lot unless accompanied by an adult. Children must be walked from the curb to the car at dismissal time. Please do not call children to your car. Most importantly, please drive slowly through our school parking lot. The safety of our children is our primary concern.

## ***DROP OFF LANE***

There will be a clearly marked drop off lane around the perimeter of the parking lot. As you approach the main entrance the color of this lane will change from red to orange. Students can only be dropped off when your car is in the orange location. Students should be dropped in a safe and efficient manner. Students will enter the building through the all-purpose room doors. Cars are not permitted to park in this lane at any time. Anyone who needs to park has to use the designated parking spots located at the center of the parking lot. These procedures will be enforced by school administration and security.

## ***4TH GRADE DISMISSAL***

The Morgan Terrace cat walk is designated for 4th grade pick up at dismissal. Anyone who is picking up a 4th grade student should utilize this location. A younger sibling of a 4th grade student is also permitted to get picked up in this location. A parent should send a note in with your child if your 2nd or 3rd grade student is being dismissed with a 4th grade sibling to the cat walk. 2nd

and 3rd grade parents should pick up their children in the main parking lot. Any exceptions to this procedure will need to be approved by the school administration and security.



### ***SAFETY PATROL***

Selected 4<sup>th</sup> grade students have safety patrol responsibilities. These “Safeties” are strategically positioned on school property to help ensure student safety. Please show the safety patrols respect as this will set a good example for students.

### ***EMERGENCY FORMS***

Emergency Forms assist the school in reaching a parent or guardian in case of an emergency or illness. Parents' phone numbers, cell phone numbers, and the phone number of a nearby friend or neighbor (supplied by the parent) should also be listed. The school secretary should be promptly notified of any change of address, home telephone, or emergency telephone numbers.

### ***PLAYGROUND SAFETY***

Students are not allowed on the playground equipment without adult supervision. Children on the playground after dismissal must be supervised by a parent or guardian. Please be sure to respect the school's property. Please use outdoor equipment safely and do not removed locked equipment from their containers.

### ***SECURITY DRILLS***

Willow Grove will practice a minimum of 1 fire drill and 1 security drill each month. A security drill is an

exercise where students and staff have an opportunity to practice emergency procedures. A security drill may take the form of an evacuation, active shooter, lockdown, or bomb threat. It is our intention to practice these drills regularly so students and staff know exactly how to respond if necessary.

***WALKERS***

1. Use sidewalk where available.
2. Cross where crossing guards are stationed.
3. Use normal safety precautions.

***BICYCLES AND/OR SCOOTERS***

1. May be ridden by third and fourth graders only.
2. Keep to the right on roadways.
3. Know and use the rules of the road.
4. Walk bikes around the parking lot and to the bike rack. Do not use the crosswalk in the morning.
5. Lock bikes in the school rack.
6. Wear helmets as required by law.

Safety instruction is a regular part of our program. Please help us have an accident free year by using and reinforcing the above rules. Any unsafe actions or practices should be reported to the office.



## **EMERGENCY CLOSING and DELAYED SCHOOL OPENING**

When inclement weather exists in the morning, parents should tune in to radio station **WRNJ 1510** on the **AM** dial. An announcement of a delayed opening or a school cancellation will be broadcasted. In addition, parents will be contacted by the Parent Notification System (PNS), and information will be posted on the website. A delayed opening can be changed to a cancellation should the conditions worsen.

In the case of a delayed opening, school will begin at 10:30 a.m. There will be no supervision of students prior to 10:15 a.m., no breakfast will be served, and all morning activities will not be in session when there is a delayed opening.

On school days when students are in attendance and inclement weather begins, we encourage you to listen to the radio station WRNJ for the possibility of an early dismissal. Again, you will be notified by the PNS, and information regarding the early dismissal will be posted on the website. We discourage any parents from arriving earlier than the dismissal time. This causes much confusion, and the interruption of classes to notify students is detrimental to the learning process.

## **ABSENCES**

In order to ensure that students receive a thorough education at Willow Grove, it is extremely important that they be in attendance. The more school a child misses, the more likely it is they will fall behind academically. Attendance is an extremely important part

of your child's education. By minimizing the instructional time your child misses, you can ensure that he/she gets the most out of school.

Parents must contact the school on each occasion when their child will be absent. The absentee reporting mailbox may be accessed 24 hours a day. If parents do not notify the school, an attempt to contact the parents will be made. **When the child is able to return to school, parents are required to provide a written note explaining the absence even if a call has been made.** Parents will receive letters for absences when their child reaches five, eight, twelve and fifteen absences. Any more than ten unexcused absences may be reported to the Hackettstown Court System for truancy charges.

The following are excused **with written notification**:

1. Illness as verified by a physician;
2. Recovery from accident/surgery/hospitalization with physician verification;
3. Required court attendance with court appearance notice;
4. Death in the family;
5. Religious observance in accordance with statute;
6. "Bring Your Child to Work Day";
7. Approved educational field trips;
8. Written parental permission in accordance with the definition of excused absences and in line with the district's educational philosophy will be accepted at the discretion of the administration. This documentation must be submitted to the main office within 48 hours of the absence. **A limit of 3 per school year will be accepted at the elementary level.**

In the spring, a decision is made regarding pupil placement for the next school year and attendance will

be given consideration. It is recognized that certain extreme and unavoidable circumstances may prevent a student from attending school. In the event a student is absent for any reason, please be sure to provide a written explanation of the absence upon your child's return to school. All work missed as a result of the absence must be completed. Excuses for religious observances should be sent to school prior to the absence. If it is absolutely necessary to schedule medical, dental or other appointments during the school day, please attempt to schedule them at the beginning or end of the day's session.

Students must attend school for four (4) hours cumulatively to be considered in attendance for a full day and two (2) hours for a half day.

### ***TARDIES***

Students who are tardy need to be signed into the Main Office. Continual tardiness is detrimental to the learning process and disruptive to individual and classroom routines. Students who are habitually tardy may lose certain privileges.



### ***EARLY DISMISSAL***

No child may be excused before the normal dismissal time unless he/she has brought a written request from home. In an emergency, the parent (or person authorized by the parent/guardian) may report to the Main Office to sign the child out. All students leaving early must be signed out by a parent or guardian, or person authorized by the parent/guardian.

## SCHOOL VISITATION

Back to School Night on Tuesday, September 17<sup>th</sup> presents parents with an opportunity to learn about the curriculum, building initiatives, and classroom program for the school year. In November, parents will have the opportunity to discuss their child's progress during scheduled parent-teacher conferences. Parents wishing to see teachers in addition to regular conferences are requested to contact the school for an appointment.

### ***VISITOR PROCEDURES***

1. Parents are always welcome at Willow Grove School. We ask that notification be made to the Main Office prior to your visit and that an appointment be made in advance to see a teacher.
2. The school policy is to admit only those visitors who have legitimate business at the school.
3. All visitors must report to the main entrance of the building and will be required to identify themselves and state their business prior to being granted access to the main lobby area.
4. **Visitors granted access must immediately report to the Main Office.** All visitors will be required to present a driver's license or state-issued photo identification before being issued a visitor's badge.
5. Visitors will not be issued a visitor's badge unless they provide valid photo identification and are cleared by security or staff members through the school's computerized security system.
6. Visitors may not be issued visitor's badges during testing periods or any other time during

which an administrator or security staff member deems it to be unsafe or inappropriate to grant access to the building. An administrator or security staff member may refuse to issue a visitor's badge anytime he or she feels it is in the best interest of the school not to do so.

7. Any person found on school property without permission is trespassing and is subject to immediate removal and/or arrest by the police.

## **SCHOOL LUNCH & BIRTHDAY CELEBRATIONS**

### ***SCHOOL LUNCH***

Children may purchase a balanced lunch each day for \$2.80, which includes milk. Please do not send glass bottles/containers to school for safety reasons.

Children may also purchase a balanced breakfast for \$1.30. The breakfast program starts at 7:30 a.m. each day. Students must arrive prior to 8:20 a.m. to participate in the breakfast club. You may choose to have your child purchase breakfast on any given day, no advanced registration is needed.

Free or reduced price lunch and/or breakfast are available to children where there is a need. An application has to be submitted by parents and approved by the administration. A new application must be completed and approved each year to be eligible for free or reduced price lunch.

We consider eating in the cafeteria to be a privilege and proper behavior of students is expected at all times.

Should a student continually disregard the rules that have been established, this privilege will be revoked.

### ***BIRTHDAY CELEBRATIONS***

As a school, we recognize the importance of birthdays to our elementary students. We also have the responsibility to protect our students who have health issues and food allergies as well as cultivating a healthier generation of children today, so that we will have a healthier America tomorrow. Students are **not permitted** to bring in any type of food to celebrate their birthday or any other holiday event. Any food brought in for these purposes will be kept in the Main Office and parents will be notified, asked to pick up the food and will be reminded of this policy. Some alternatives to food celebrations are: the signing of the birthday child's white tee shirt; bringing in pencils for classmates; donating a book to the library or classroom in the child's name; make it an event and have your child wear a sash or crown and be the special class helper; guest readers; etc. Thank you in advance for honoring this protocol and recognizing the importance of healthy foods.

## **BEHAVIOR CODE**

Students, parents, teachers and administrators all agree that positive student behavior and dedication to learning are essential for success in school.

We believe it is important to help students realize their attitudes are related to their school experiences and the social relationships they develop in the school environment. With the support of school personnel and parents, all students have the capacity to demonstrate behavior that positively affects the learning environment

at Willow Grove. Together, we can continually point students in the right direction while helping them assume responsibility for their actions.

Please read the Behavior Code offenses outlined below:

- Conduct of such character as to constitute a danger to the physical well being of self and/or others
- Conduct causing a significant disruption of learning and/or the learning of others
- Open defiance (willful disobedience or refusal to comply with a reasonable request of a school official)
- Leaving class/school without permission
- Possession of a weapon (knife, gun, or other offensive device)
- Verbal threats toward teacher, staff, and/or others
- Defacing school property
- Theft
- Profanity
- Inappropriate dress
- Excessive tardiness to school (unexcused)
- Any other act deemed inappropriate by the administration
- All acts of Harassment, Intimidation, or Bullying

Please know that there are tiered remedial measures and consequences for the above mentioned offenses. More than one may be selected for any particular offense.

Please read below:

- Conversation with the principal;
- Deprivation of privileges;
- Temporary removal from the classroom;
- Parent conference;

- Change of clothing;
- Lunch detention;
- Recess detention;
- Mandatory pick-up by a parent/legal guardian;
- Counseling;
- Referral to Intervention and Referral Service Committee;
- Suspension;
- Expulsion;
- Alternative educational program

As a school, we believe that it is critical to teach children how to become excellent students. Productive students exhibit positive behavior and show an ability to make good choices. It is our focus to reinforce students' positive behaviors and help develop their decision-making ability. The Behavior Code above outlines expectations we maintain for our students, and the Behavior Contract to be signed by students and parents serves as an agreement between the school and home. We do understand that students make mistakes, which are part of the learning process, and when such occur, consequences that fit the mistake will be administered. They may be in the form of conversation about one's choices, an apology, lunch detention, recess detention, a note home to parents, counseling, etc. It is our aim to hold students accountable for their actions, but just as importantly, to nurture them in a manner that has a positive effect on their future behavior.

## **HARASSMENT, INTIMIDATION, and BULLYING (HIB)**

State legislation requires all New Jersey schools to enforce strict anti-bullying policies and procedures. Our school's Anti-bullying Specialist is Mrs. Aspasia Verpeut. A school safety team which includes the principal, anti-bullying specialist, a parent, and other principal appointees will regularly meet to promote and maintain a positive school climate. Harassment, Intimidation and Bullying will not be tolerated! Anyone may report incidents of bullying by form (Main Office) or by contacting the school via phone or email. Also, all Willow Grove staff must verbally report all incidents of HIB to the building principal the same day as the incident is known, followed by a written report and a prompt investigation. Students who engage in HIB behavior will be subject to tiered consequences and remedial measures based on the number of offenses committed and the severity of each incident. The following definition and examples of Harassment, Intimidation and Bullying (HIB) shall be enforced:

### **Definition of Harassment, Intimidation and Bullying (HIB)**

*“Harassment, intimidation or bullying is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off*

school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

- A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- B. Has the effect of insulting or demeaning any student or group of students; or
- C. Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

*Electronic communication* means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.” For more information, please refer to Board Policy 5131.1.

## **HOME/SCHOOL COMMUNICATION**

Willow Grove believes in proactive communication between home and school. Parent inquiries regarding a child's progress in school or the school's operations and programs are always welcome. The procedure to follow in pursuing these matters is to contact the child's teacher first. If more information is necessary, or if the matter does not appear to be resolved, the principal should then be called.

### ***PUPIL PROGRESS***

Pupil progress is formally reported through Parent-Teacher Conferences and report cards, which are distributed according to the school calendar. Pupil progress may also be reported through weekly work folders, homework, and assessments at various grade levels. Parents will be notified when academic or behavioral problems occur, and special conferences may be arranged to discuss the situation. We believe that proactive communication has a positive effect on student achievement.

### ***PARENT VOLUNTEERS***

Parent volunteers are always welcome at Willow Grove. We believe that parents have a vast array of experiences and knowledge that can be shared to enhance our students' educational experience. You will have the opportunity to sign up to be a classroom volunteer on Back to School Night. If you are interested in helping out with school programs, building initiatives, or clerical work, then please notify the Main Office.

## **HEALTH CARE**

### **Parents can help by:**

1. Carefully reading and answering notices sent home.
2. Carefully observing your child's condition before sending him/her to school.
3. Keeping your child home if he/she is ill.
4. Sending written excuses stating the cause of your child's absence.
5. Having regular check-ups by your family doctor or dentist.

6. Having eye examinations by your family eye physician when needed.
7. Obtaining written excuses from your doctor if your child is not to participate in physical education activities.
8. Notifying the nurse if your child is subject to any kind of seizures.
9. Not asking the school nurse to care for injuries happening at home.
10. Not sending in any medication (non-prescription or prescription) unless a doctor's note and parent permission note accompany the medication. A school medication form is available from the Health Office, upon request.
11. Send your child to school with sneakers, as this is the safest form of footwear. Specifically, students need to wear sneakers to participate in physical education class and recess. We understand that parents and students may choose to not wear sneakers for special occasions. In such cases, a change of footwear should be sent for physical education class and recess.

### ***COMMUNICABLE DISEASES***

Parents are asked to cooperate in preventing contagious diseases by inspecting their children each morning for signs of a cold, rash, skin eruption, or other deviations from normal health. When the parent is in doubt, a child should be kept at home and the family physician consulted. In the event of a fever, a child must be fever free (temperature not above 100 degrees F) for a full 24 hours without the use of fever reducing medicine before returning to school. In the case of the common contagious diseases of childhood, the following rules must be adhered to: (NJ Statute 18A 40-10).



### ***CHILDREN WHO HAVE THE DISEASE***

#### **Chicken Pox:**

Child may return once they are cleared by a physician or the school health office.

#### **Scarlet Fever:**

If adequate specific therapy (i.e. penicillin) is given, the child should be approved for return by the school health office.

#### **Strep Throat:**

Child may return 24 hours after medication is started, if there is no temperature over 100 degrees F for 24 hours without the use of fever reducing medicine.

### ***CHILDREN WHO HAVE HAD CONTACT WITH ABOVE DISEASES***

There are no restrictions on children who have been exposed to cases of the before mentioned communicable diseases. In addition to the usual communicable diseases of childhood, children afflicted with ringworm, pediculosis, scabies, pink eye, impetigo, diarrhea, vomiting, green nasal discharge, persistent cough, or sneezing will be excluded from school until such time as the affliction is cured or will not spread to other children.

### ***SPECIAL CLOTHING***

Children should be dressed appropriately for the weather. Please make sure they wear hats and gloves during the winter months and boots if necessary. The children will also need sneakers for physical education and when using playground equipment, as well as a smock for art class. It is advisable to label all outer clothing with your child's name.

### ***ADMINISTRATION OF MEDICINES AT SCHOOL***

According to state law, the school can administer medicines only under special circumstances if the child's

health may be jeopardized without it, and the following requirements have been met:

1. A signed note from the child's doctor indicating the kind of medication, the dosage, and the purpose of the medicine.
2. A written request from the parent or guardian to give the prescribed medication.
3. The medication must be in its original container from the drug store.

We also require that parents deliver the medicine to the school. **Please do not send medication to school in your child's backpack.**

Children must be in good physical and mental condition in order to profit most from their educational opportunities. The responsibility of a child's health is primarily the family's, and the family physician is in the best position to provide the protective medical services, advice, and treatment that may be needed.

## **HEALTH SERVICES of the HACKETTSTOWN PUBLIC SCHOOLS**

**FIRST AID** -- is the only treatment given in school.

**ACCIDENTS** -- such as head injuries or broken bones are promptly cared for and parents contacted.

**ILLNESSES** -- are cared for until parents can be reached. Students at the elementary level may not walk home during school hours. Only a parent, or a person specified by the parent, can pick a child up from school in case of an emergency or illness.

**PUPIL INSURANCE**

Pupil insurance is furnished by the Board of Education.

Basically it covers:

- a. Accidents occurring in school.
- b. Accidents occurring during school sponsored extracurricular activities.

Promptness in notifying the Main Office and school nurse of any injuries is most important.

**BE SURE WE HAVE YOUR HOME TELEPHONE, BUSINESS TELEPHONE, AND THE TELEPHONE NUMBER OF ANOTHER PERSON** who will assume temporary care of your child if you cannot be reached. If your numbers change, notify the school as soon as possible so we will have them should an emergency arise.

**AFFIRMATIVE ACTION**

The district's Affirmative Action Plan is on file in the superintendent's office and a copy is also available in the Hackettstown High School Library.

**Affirmative Action Officer:**

Debra Grigoletti, Director of Curriculum and Instruction  
Phone Number: (908) 852-2800 ext. 230

# **SPECIAL SERVICES**

## ***SPECIAL EDUCATION***

The Department of Special Services provides evaluation, instructional programs, and related services for pupils with special needs. Evaluation is the responsibility of the Child Study Team (Psychologist, Learning Consultant, Social Worker, Speech Therapist, etc.), and it is the process which determines if a pupil is eligible for special education. All special needs pupils have an IEP (Individual Education Program), a plan developed with parents to meet the unique needs of the child.

Special programs are provided for children ages 3 to 21, where they receive appropriate accommodations and modifications to help them experience success. When necessary, special programs are provided in day and residential settings outside the district.

Related services include counseling, speech, transportation, adaptive physical education, occupational or physical therapy, or any other support services that are required for special needs students. Please contact the Director of Special Services, Kevin O'Leary, at (908) 852- 2800 ext. 237 with any additional questions.

## ***SECTION 504***

The Board of Education of the Hackettstown School District recognizes that a student is disabled pursuant to 29 U.S.C. 794, or Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), if he or she:

- Has a physical or mental impairment which substantially limits one or more of such person's major life activities;

- Has a record of such impairment, or is regarded as having such impairment.

Each building's 504 Committee will evaluate students who have been identified or in need of referral, and make a determination of eligibility for accommodations of the student's program. Additional information on Section 504 services may be obtained by contacting the Director of Pupil Services, Guy Jorstad, at (908) 852-8150.

***INTERVENTION & REFERRAL SERVICE (I&RS)***

Intervention & Referral Service Committees are school based teams designed to help students who may be experiencing learning or behavioral difficulties. The committee is comprised of the principal, guidance counselor, school nurse, classroom teachers, and other building specialists. The committee assists teachers in designing, implementing, and monitoring specific improvement plans to help students experience success.

If your child is experiencing difficulty and the teacher requests assistance from the I&RS committee, the parents will be immediately informed. Your involvement is essential to the success of any plan developed for your child.

# WILLOW GROVE STAFF

## 2019-2020 School Year

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### Principal

Jonathan Beyer

### Secretary

Donna Di Lillo

### Nurse

Robin Gibbon

### Guidance

Aspasia Verpeut

### Psychologist

Nicole Stark

### Speech Therapist

Elizabeth Naratil-Tintle

### Custodian

Hristijan Tracjeski

### IT

Tommy Tanski

### Security

Joe Barbato

Jim DeAngelis

James Finamore

### Cafeteria Aides

Shirley Denamen

Megan Goodenough

### Second Grade

Elyse Climes

Julie Fantano

Betsy Moore

Shannon Munro

Melissa Watters

### Third Grade

Vedanira Fernandez

Mary Anne Guarini

Kim Koeller

Robin Montgomery

Lauren Prostack

### Fourth Grade

Lexie Hrizuk

Dawn Hunter

Brianna McConnell

Malissa Rosanio

Danielle Willis

### Art

Diann Carrajat

### Media Specialist

Leigh Ann Schwenk

### Mindfulness

Kara Varina

### Music

Michelle Carrajat

### Physical Education

Ron Broking

### STEM/STEAM

Jonathan Lightcap

### World Language

Denia Milo

### Special Education

Gitta Acton

Amy Crouse

Karen Ecochard

Corinne Giaimo

Flossie Noble

Linda Schaarschmidt

Karissa Stout

Julie Wood

### Basic Skills

Charlene Hufford

Marguerite Humphries

Lisa Perone

### Gifted & Talented

Loren Ackerman

### ESL

Selma Sulejmanovic

### Bilingual Teacher

Kathleen Bowman

### Teaching Assistants

Madalena Aquilar

Deb Beck

Carrie Cain

Patricia Hall

Gaurys Jimenez

Lynne Mulvihill

***“Education is not the  
filling of a pail, but the  
lighting of a fire.”***

William Butler Yeats

Wishing you a wonderful school  
year from the Willow Grove  
School faculty and staff!!

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