

Dear Students and Families:

We understand the stress, confusion and uncertainty that the current health situation and closure of the schools has placed on everyone. While you are at home, your primary resource is your parent/guardian, but we are here and accessible to you. Student services staff will be available via email or phone on regular school days during office hours. As a reminder, some of the ways we support our students and families are:

**Academic Support:** Helping to structure time and study, practicing ways to advocate/communicate with teachers, etc.

**Social/Emotional Support:** Stress reduction strategies, management of concerns, soft skills, management of difficult times and community resources, etc.

**Academic and Career Planning:** Scheduling, four year planning, college and career exploration and planning, researching employers, training programs, military and colleges, etc.

***Transcripts:***

We will continue to process transcript requests in a timely manner. To request an official transcript to be sent [CLICK HERE](#). There will be no charge for transcripts processed at this time.

You have access to an unofficial transcript with your GPA and class rank listed on it through your/your student's Infinite Campus account. Please log in, click on reports along the left side and select transcript. Please know if you send an unofficial transcript to a college or scholarship at this time, it will be your responsibility to request an official transcript when we are back at school.

***Scholarships:***

We will be updating the student services website and due dates for scholarships as we get them. We will also be sending out updated information via Google Classroom early next week.

***Google Classroom:***

The student services department has created google classrooms for each grade level to uniformly communicate information going forward and provide supports for students.

***Social Media:***

Follow us on Instagram (@ghsstudentservices) and on Twitter (@StudentServ\_GHS) for updates, academic and mental health tips!

***Student Services Staff (School Counselors, School Psychologist) may reach out to you***

- *Via email:* This is unchanged.
- *Via Phone:* You may receive an appointment for a scheduled phone call from "Greenfield Schools," this is us.

***You may reach out to Student Services Staff:***

- *Email:* Same as always!

***Student Safety and Confidentiality***

- *Confidentiality:* We will do our best to maintain your confidentiality as we always do--any phone calls and any Zoom meetings will be done privately on our end of the communication. We encourage you to do the same. **Mandated reporting rules still apply, which means we may need to share information to ensure your health and safety.**

- **Safety:** If you become aware of a student safety situation, where another student is expressing intent to harm themselves or to others, or you have other immediate concerns:
  - Tell a parent/guardian who is physically with you first. Choose from the following possible supports:
    - Call 911 if the threat is urgent and immediate
    - Call the Greenfield Police Department at 414-761-5301 for a wellness check. The police can visit the home of the student whose safety is in question to see if they are ok and follow up accordingly.
    - Use the [Crisis Text Line](#) at 741741 or National Suicide Prevention Lifeline 1-800-273-8255
    - Milwaukee County Crisis Line is 414-257-7222
    - If a parent believes their child is experiencing a crisis, call the Children's Mobile Crisis Team at 414-257-7621
    - Use our GHS suicide prevention page found [here](#) for guidance in helping yourself, a friend, or a child.
- If there is a question or concern during regular school hours and **NOT urgent and/or life-threatening**, choose from the following possible supports:
  - Contact someone from the Support Staff listed below
  - Please know that we have an agreement with Child and Family Therapeutic Systems. They are continuing to work with the families they are already started with and are available as a resource. Email Amy Kaminski, [akaminski@greenfield.k12.wi.us](mailto:akaminski@greenfield.k12.wi.us) for more information.

#### Non-Emergency Office Hours

Name and day/time available	Email Address	Phone
<b><u>Mondays 8:30-11:30</u></b> Michelle Wauer (School Counselor)	<a href="mailto:mwauer@greenfield.k12.wi.us">mwauer@greenfield.k12.wi.us</a>	414-322-3490
<b><u>Tuesdays 8:30-11:30</u></b> Michelle Wauer (School Counselor)	<a href="mailto:mwauer@greenfield.k12.wi.us">mwauer@greenfield.k12.wi.us</a>	414-322-3490
<b><u>Wednesdays 8:30-11:30</u></b> James Barke (School Counselor)	<a href="mailto:jbarke@greenfield.k12.wi.us">jbarke@greenfield.k12.wi.us</a>	414-659-7821
<b><u>Thursdays 8:30-11:30</u></b> Amy Kaminski (School Psychologist)	<a href="mailto:akaminski@greenfield.k12.wi.us">akaminski@greenfield.k12.wi.us</a>	414-659-7261
<b><u>Fridays 8:30-11:30</u></b> Molly Sroka (School Counselor)	<a href="mailto:msroka@greenfield.k12.wi.us">msroka@greenfield.k12.wi.us</a>	414-640-9261

We know this time could be difficult for families, particularly if they are worried about health and safety as well. Here are some additional guidelines for discussing COVID 19:

- [Coping with Stress During an Infectious Disease Outbreak](#) from SAMHSA

- [Talking to Kids About the Coronavirus](#) from Child Mind Institute
- [Taking care of your mental health in the face of uncertainty](#) from American Foundation for Suicide Prevention
- [Talking to Children about COVID-19](#) from the National Association of School Psychologists
- [Parent Caregiver guide](#) from National Child Traumatic Stress Network.

Sincerely,

Greenfield High School Pupil Services Staff

Michelle Wauer, School Counselor last names (A-Hd) [mwauer@greenfield.k12.wi.us](mailto:mwauer@greenfield.k12.wi.us)

James Barke, School Counselor last names (He-Pe) [jbarke@greenfield.k12.wi.us](mailto:jbarke@greenfield.k12.wi.us)

Molly Sroka, School Counselor last names (Pf-Z) [msroka@greenfield.k12.wi.us](mailto:msroka@greenfield.k12.wi.us)

Amy Kaminski, School Psychologist [akaminski@greenfield.k12.wi.us](mailto:akaminski@greenfield.k12.wi.us)

Karin Steinke, Case Manager

Shelly Hatcher, Registrar

Beth Fleischhacker, Administrative Assistant