



Important Gilham Information School Hours

Doors Open	7:30 a.m.	For Breakfast
	7:30 a.m.	For choice time: Primary play-ground (weather permitting), gym, computers & Legos.
Dismissal	7:50 a.m.	Released to classrooms
	7:55 a.m.	Tardy Bell
	2:25 p.m.	M, T, W, Th
	1:10 p.m.	F – Early Release

Attendance Line	(541) 790-6225	Breakfast	Free
Gilham Office	(541) 790-6200	Lunch	\$2.90
Transportation	(541) 790-7474	Adult Lunch	\$4.00
		Milk	.50

*Please use Gilham's 24 hour attendance line to call in all tardies and absences.

Gilham Calendar: <http://www.localendar.com/public/GilhamElementary>

YOUR CHILD WILL BE ABSENT OR LATE

Thank you to all those parents who remember to call the office when their child or children are absent or late. Please help us insure the safety of your child by calling the office before 8:15 a.m. on the day your child is absent. Call (541) 790-6225 to reach the 24-hour attendance line. When your child is late, please have him/her check in at the office before going to the classroom.

GILHAM ATTENDANCE POLICY

Regular and prompt attendance is necessary and of paramount importance in order for your child to benefit from the educational process at Gilham. A majority of the learning experiences in the classroom are shared through: demonstration, discussion, conferencing, explaining, checking for understanding, and re-teaching. Written work (the type of work that can be sent home to a sick child) is only a small part of what goes on in the classroom. The classroom is filled with academic and social opportunities for every child. Therefore, regular and prompt attendance is vital.

Definitions

Acceptable Attendance:	Over 90% of days in attendance
Tardy:	After the second bell rings at 7:55. The warning bell rings at 7:50
Early departure	Leaving any time before the final bell Regular day 2:25 pm Early Release 1:10 pm
Half day absence	Arrival after 11:00 am Early leaving before 11:00 am
Excused absence	Parent requests for sickness, appointment, absences due to an emergency or prearranged may be approved at the discretion of the principal.
Excused tardy	Medical/dental/counseling appt. with note from provider.

Front door is open at 7:30 a.m. and we strongly encourage students to be in their classrooms by 7:50 a.m.

2 Tardies or 4 Early departure = 1 absence

WARNING PROCEDURES

School attendance reports are run the last Friday of each month. Students with attendance problems (4 unexcused absences or 8 unexcused 1/2 day absences or 5 or more tardies):

- 1- A letter will be mailed home with attendance policy.
- 2- A second letter is mailed home with an opportunity to meet and discuss students attendance with principal or counselor.
- 3- If attendance does not improve, student will be referred to the district Attendance Support & Intervention Office – failure to send your student to school and maintain regular attendance is a \$150 Class C violation.

OREGON STATE LAW REGARDING ATTENDANCE

339.065 Estimates of attendance; irregular attendance; excused absences.

(1) In estimating regular attendance for purposes of the compulsory attendance provisions of ORS 339.005 to 339.030, 339.040 to 339.125, 339.137, 339.420 and 339.990, the principal or teacher shall consider all unexcused absences. Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance.

(2) An absence may be excused by a principal or teacher if the absence is caused by the pupil’s sickness, by the sickness of some member of the pupil’s family or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence.

SCHOOL PROCEDURES REGARDING ATTENDANCE

If your student is going to be absent or tardy, **please call the office (541) 790-6200 by 8:15 am.** It is each student’s responsibility to make up any assignments missed due to absence upon their return to school.

The parent and/or guardian must call **(541) 790-6225** on the day of the absence or a note must be received within 24 hours of the absence (or by the next school day if the absence is followed by a non-school day) for the absence to be “excused.” Absences may be excused at the discretion of the administrator.

For a planned absence to be excused, the teacher and school office must be notified **prior to the absences taking place.**

Students should be in their classroom by 7:55 am, students arriving after that must check in at the office to get a late slip. If a student is late due to a medical appointment, a parent must bring a note from the office of the appointment and the tardy will be excused.

Before school supervision starts at 7:30 am everyday in the gym and the library. The cafeteria opens at 7:30 am for breakfast.

Please try to make all appointments for your child after school so that they will not miss class time.

If excused absences are caused by illness, the school maintains the right to require a doctor’s note verifying the illness.

Being prompt and in attendance are stellar quality traits that we hope you’ll be dedicated to help your student achieve!

IF YOUR CHILD IS SICK AND YOU ARE NOT SURE IF YOU SHOULD SEND HIM/HER TO SCHOOL

If your child has not been fever free without medication for the last 24 hours, please keep your child at home. If your child is not well enough to participate in school (recess, PE, etc.) please keep your child at home.

Elementary schools have a school nurses on site only one day a week. If your child complains of feeling ill, we will need to call you to decide what we should do since we cannot diagnose symptoms.

IF YOUR CHILD NEEDS HEALTH SERVICES

When our regional school nurse is not on campus, staff members who hold first aid cards provide first aid. Emergencies are handled with assistance from 911. Please do not send children to school for medical services. The North Eugene High School Clinic is our local resource and parents may call (541) 790-4445 for information.

IF YOUR CHILD NEEDS MEDICINE DURING SCHOOL HOURS

Oregon law and District policy require all medication, (including over the counter cough drops, vitamins, ibuprofen, etc.) to be administered in the office, from the original container. **No handwritten notes accepted.** We must have a Health Service medication form filled out and signed by the parent. These are available in the office. We will be happy to send one home with your child or you may stop by the office and fill one out. The information on the form must be the same as the information on the prescription container or on the over the counter medication.

- For the safety of all children, no child is allowed to carry medication (inhalers and bee sting kits are exceptions if registered with the office and include parent and physician written instructions).
- School personnel will accept changes in the medication dosage or time only with a new, properly labeled pharmacy container reflecting the change in dosage and/or time administered.
- Amoxicillin and other medication requiring three doses a day **are not given** at school. Please make arrangements to have the second dose given after school.

If you have any questions regarding medication procedures, please call the office at (541)790-6200.

IF YOU HAVE LOST AN ITEM

Please **label all items** brought to school with your child's name. All lost clothing items are placed in the lost and found shelves located in the hallway. Smaller items like watches, glasses, toys, etc. are kept in the office. Items not collected will be donated to a local charity at each school break.

CUSTODY PAPERS OR RESTRAINING ORDERS

Those who have special custody papers or restraining orders need to bring copies to the school office so we can be aware of any legal issues. The information will be kept confidential. Feel free to contact the principal or secretary if you have any questions.

IF YOU HAVE MESSAGES FOR YOUR CHILD

We seek your help in asking that you **not** call during the day to make arrangements for your child.

- Please note: We will give messages to students if they are of an emergency nature. We will not interrupt a class for reminders for after school plans.
- Our primary purpose is to protect the classroom instruction time. Interrupting the classroom for messages disrupts this instruction time. In order to give one student a message, we are required to disrupt all students.
- Please plan ahead. If you are worried your child will forget some important information, send a written note with your student for the teacher and office.
- Messages received after 1:30 pm are not guaranteed to be received by the student. Please call in the morning if possible.
- Anytime your child will be traveling home different than their normal routine (different pickup person, going home with a friend etc.) a note is required to ensure their safety especially for our younger students.

IF YOU ARE PICKING YOUR CHILD UP EARLY OR FOR APPOINTMENTS

Please do not call the office to have your child wait for you in the office. We will call your child to the office when you arrive to sign him or her out. This allows students to remain in the classroom for as much instruction as possible. It also allows us to physically see who is picking up the student. We request that you send a note to let the teacher and office know when your child is leaving early so that the teacher will be allowed enough time to gather materials that he/she wouldn't have received until the end of the day. Please allow yourself extra time to get your student from class.

SCHOOL INFORMATION AVAILABLE FOR NON-CUSTODIAL PARENTS

Gilham Elementary School is able to provide all co-custodial or non-custodial parents a duplicate copy of all district labeled mailings. Please let us know if you would like the name of a co-custodial or non-custodial parent added to the student's enrollment information.

CAUTION - CHILDREN AT WORK

Children, bicycles, and school buses have priority at all times.

No parking at the yellow curb areas or in the bus zone. This is a fire lane, it is against the law to park there as it must be kept free for emergency vehicles.

Parking in the handicapped spaces or blocking them so that others cannot use them is considered a parking violation and fines can be issued. The center lane should not be used for morning drop off or afternoon pick up. Park in the center lane when walking children in to the school.

Please drive around the outer circle of the parking lot to drop off or pick up your child(ren). After your child has exited your vehicle, please pull away to allow the line of cars to move quickly.

It is extremely dangerous to allow your child(ren) to exit your car on the driver's side into the flow of traffic. Have your child get out onto a sidewalk and stay on the sidewalk.

Please share this information with all persons who provide transportation for your child(ren). We appreciate your cooperation with this and thank you for helping to keep our children safe.

CAMPUS SUPERVISION HOURS

It is important for you to be aware of the hours during which there is *no supervision* of buildings, play structures, or grounds at Gilham. The school provides supervision only between the hours of 7:30 a.m. and 2:35 pm on school days and during official school events and programs that occur before and after school. Children playing on the playground after school should be supervised by a parent or guardian. If you need to bring your child early, please communicate with the homeroom teacher. Children arriving at 7:30 am are expected to wait inside the main front doors or choose to go to one of the available areas open for children (breakfast, playground, gym, or library) until 7:50 a.m. Your child's safety is our top priority.

VOLUNTEERING & BUILDING SAETY PROCEDURES

There are many volunteer opportunities. Any person volunteering in our schools will need to undergo district-mandated criminal background check. The background checks take 2 weeks to process, so if you plan on going on a field trip or volunteering in the classroom, the background check **MUST** be approved prior to any classroom activity or field trip. Once approved, you will be notified by email and issued a Gilham Volunteer badge to wear.

Sign up at www.helpcounter.net/eugene

Everyone entering the school must come in to the front office to SIGN IN and collect a name badge before traveling around the building. If you don't have a badge you will be asked to return to the office.

ANIMALS IN SCHOOLS

4J School District has a policy on animals (other than Certified Service dogs) being in the school. This includes: canines, felines, rabbits, gerbils, guinea pigs and other animals. Animals can only be in the school for an "educational" purpose. If your child wants to use the animal for "show and tell" the principal and teacher must authorize the visit.

CELL PHONE USE BY STUDENTS

Cell phones are a great tool for students while walking to and from school, but become a distraction on campus. Cell Phones are not to be used during the school day and will be taken away if they are used. Cell phones must be kept in their backpack during the day.

TREATS IN THE CLASSROOM

Parents sometimes want to bring treats to their child's classroom. While this is very much appreciated, keep in mind that foods brought from home must be commercially prepared and wrapped. It is also acceptable to provide whole, washed fruit, such as oranges, bananas or apples. Many students have food allergies and restrictions. Please make arrangements with your child's teacher before bringing treats to the classroom.

4j Wellness Policy can be located at <http://www.4j.lane.edu/nutrition/wellness/overview> where you will find a list of acceptable choices.

FREE BREAKFAST/LUNCH PROGRAM

Breakfast is available free to all students between the hours of 7:30 and 7:50 a.m.

Parents are welcome to join their children during their meal times. Check with the teacher or office staff for the lunch schedule.

To apply for free or reduced lunches, you can either pick up a form in the office or online at:

<https://district.ode.state.or.us/apps/frlapp/default.aspx>

Drop the application off at Gilham and we'll forward it to food service or confidentially mail it to the food service department address listed on the form.