



Important Gilham Information

School Hours

Gr. K-5	MTTHF	7:55 - 2:10
	W	7:55 - 1:00

<i>*Attendance Line</i>	(541) 790-6225*
Gilham Office	(541) 790-6200
Transportation	(541) 790-7474

Breakfast	\$1.40
Lunch	\$2.90
Adult Lunch	\$4.00
Milk	.50c

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

IF 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. Please use our 24-hour attendance line at (541) 790-6225. When your child is late, please have him/her check in at the office before going to the classroom.

Gilham Attendance Policy

Gilham School starts promptly at 7:55 a.m. Students are expected to be in class by 7:45 a.m. and preparing to begin the day.

It is the mutual responsibility of the parents and the school to be in compliance with the State of Oregon Compulsory Attendance Laws. Parents of students with chronic absences may be cited with a \$200 fine from the truancy officer.

Absences of excessive length, due to illness, may be excused with documentation from a physician.

* Students Rights and Responsibilities
Handbook, page 8

*Eight, unexcused one-half day or 4 full day absences in any four-week period, during which the school is in session, shall be considered irregular attendance.

*Excused absences not to exceed five days in a term of three months or not to exceed 10 days in any term of at least six months. All reasons shall be in writing directed to the principal of the school.

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 in 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 share a regional nurse. She's is at our building once 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 or 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 CASA (advocates for foster care children) at each school break.

IF YOU NEED STUDENT/PARENT INFORMATION

Please refer to your Gilham directory. School District Policy prohibits school personnel from giving out a student's or a parent's phone number or address. Directories are available for sale and are published in the fall.

CUSTODY PAPERS OR RESTRAINING ORDERS

Need to be on file in the school office! 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. 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).

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 2:30 p.m. on school days and during official school events and programs that occur before and after school. If you need to bring your child early, please communicate with the homeroom teacher. Children arriving at 7:30 a.m. are expected to wait inside the main front doors or choose to go to one of the available areas open for children (playground, gym, or library). Your child's safety is our top priority.

Volunteering & Building Safety 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 issued a badge to wear. Sign up at www.helpcounter.net/eugene

Anyone entering the school must come in to the front office and SIGN IN and collect a name badge before traveling around the building.

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. Please encourage your child to keep their cell phone 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. 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 and Reduced Breakfast/Lunch Program-It helps a lot!!!!

Title schools receive funding from the federal government due to having enough students participating in the free/reduced lunch program. Please take the time to complete the application. To apply 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.

Not only do you get free or reduced meals for your child, you help out our school as well.

Breakfast is available 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.