



WILLAGILLESPIE COMMUNITY SCHOOL

WELCOME EAGLES

BACK-TO-SCHOOL INFORMATION PACKET

Willagillespie Community School
1125 Willagillespie Rd.
Eugene, OR 97401

WELCOME TO Willagillespie Community School

Welcome to all new and returning families! We're excited to start a new year of learning and growth. Please see below some important information for the start of the year.

- **Class Lists:** This year, lists will be posted **Friday, August 30t at 5^{PM}** on the windows by the front entrance to the school.
- **Opening Day: Wednesday, September 4 at 8:30^{AM}.**
- **Meet and Greet-Open House:** Join us from **12-1^{PM} Tuesday, September 3.** Meet your student's teacher, drop off school supplies, and help your child get acquainted with his or her school in preparation for the year ahead.
- **Curriculum Night: Thursday, September 19 from 6-7:30^{PM}.** Come and see our classrooms, student work, and hear from your child's teacher.
- **Student Rights and Responsibilities Handbook:** The school district handbook guides our response to attendance, behavior, and student safety. Pay close attention to explanations of bullying and harassment and how weapons are defined in relation to school. We will do all we can to ensure a safe school for everyone, emotionally and physically. You will receive a copy of the handbook from the district with other school district correspondence.
- **Introducing Kinderzone!** Starting kindergarten is an important time, and we are committed to supporting this transition in a way that builds upon children's enthusiasm. This year we will continue the district's program Kinderzone to provide a child-centered, gentle and welcoming start to school for our youngest students.

During Kinderzone, the first three days of school, new kindergarten students will interact with all kindergarten teachers, other school staff members and fellow kindergarten students through many small group activities.

Kindergarteners will gain confidence, get to know our school staff and become familiar with school expectations, and teachers and staff will get to know each child better from the beginning.

After getting acquainted with each student and visiting with parents, teachers will develop class lists based on each student's academic and social needs. This will allow purposeful placement in a kindergarten class for an optimal start.

Kindergarten class lists will be posted on Friday, September 6 by 5 p.m.

Get the Latest News

We communicate primarily through email and our website. Teachers will send out newsletters (typically each week) for individual classrooms, but for school wide information you'll want to sign-up for our enewsletters by providing the front office with your email address, or clicking the link on our website.

If your phone number changes, please update it with the office. We will utilize texts to communicate school news and updates on programs and events and in case of emergency.

Contact Us

Main Phone Line 541-790-7100
Attendance Line 541-790-7125

Willagillespie.4j.lane.edu

1125 Willagillespie Rd
Eugene, OR 97401

Office Hours

8:00^{AM} - 3:30^{PM} (Mon.-Thurs.)
8:00^{AM} - 2:30^{PM} on Friday Early Release.

Summer Office Hours

August 14, 8-2pm
August 21 – 23, 8-3:30pm
August 26 – 29, 8-3:30pm

ZERO TOLERANCE POLICY Responding to Bullying

RESPONDING TO BULLYING, HARASSMENT, AND THREATS OF HARM AT WILLAGILLESPIE

4J School District follows Oregon law to insure that each student has a right to a safe learning environment. A student, his or her parent or guardian, or a volunteer who believes that the student is the recipient of harassment, intimidation, bullying, cyber bullying or hazing from another student, staff member, or volunteer is encouraged to report the incident to the staff member on duty at the time or to the student's teacher or to the principal or assistant principal. If the principal is believed to be involved, the report may be made to the Superintendent's office.

A student and his or her parent or guardian is encouraged to attempt to resolve concerns through discussions with school staff. The principal or person assigned by the principal will investigate the incident in order to resolve the conflict and restore a sense of safety for all involved. There will be an attempt to assist students and/or parents in resolving concerns and issues prior to the use of the formal disciplinary or complaint procedures. This may include counseling, education, mediation and/or other opportunities for problem solving between both parties. However, the severity of a specific incident may require immediate disciplinary action.

For more information, please refer to the District's Student Rights and Responsibilities Handbook.

IMPORTANT INFORMATION About Our School

Daily Routine

Start of Day

8:00am – Breakfast

8:10am – Morning Warming in the Gym

8:20am – Doors open for everyone

8:30am – Tardy bell rings, classes begin

Please note: There is no supervision before 8:00

End of Day

3:00pm – Regular Dismissal on M, Tu, W, Th

1:45pm – Early Release on Fri.

When to Call the Attendance Line

If your student has an appointment, is sick, out of town, or will be out of school for any reason, be sure to call the Attendance Line at 541-790-7125 and leave a message for us. While not all absences will be excused, it's good for us to know why your student is out. It is not necessary to call the main office line with absences unless you have further questions or details to explain.

Releasing Students

Parents and other authorized adults who come to pick up students during the school day must first come to the office and provide photo ID upon request. We will call the student to the office and check them out.

Entering the Building Through the Main Office

This is a simple, but critical, step for maintaining a safe school environment. When families park and pick up students via our neighboring church's parking lot, but this is not in line with our safety protocols to enter through the side door by the bus pick up area. Our staff tries to provide a welcoming presence at this door, but it is not an entrance for parents and families during school hours. We ask that each parent and adult come through the main office. We realize it's another three minutes' walk and often folks are hustling to get to class on time. With the renewed effort to enhance our safety at school, using the front door for all adults helps us ensure we can identify any adult who enter the school building. All adults need to enter the school through the office. Please adjust your plans with this in mind. Thank you for your help and understanding.

Parking Lot

For pick up and drop off, we only use the south parking lot by the front entrance of the school. As you drop off and pick up your child, please work with each other, merge, and be a good neighbor by respecting the designated purposes of picking up and dropping off only.

School Information for Non-Custodial Parents

Willagillespie is able to provide all co-custodial or non-custodial parents a duplicate copy of all district-labeled mailings. Please let our school office know if you would like the name of co-custodial or non-custodial parent added to your student's enrollment information. For copies of classroom or school newsletters please talk with your student's teacher to make arrangements.

Cell Phones

We permit students to use cell phones to contact family members in the event of an emergency. Otherwise, cell phones tend to be a distraction. Should you choose to send a cell phone with your child, all student phones will remain off and be kept in backpacks during the school day. Cell phones used during the school day (including before and after school, while on campus) will be collected and returned to the parent. This includes Apple watches and other smart watches.

After School Care

On Campus

541-683-7291 Creative Care (on-campus childcare)

Private Bus Pick-Up

541-654-4999 Academic Achievement Center

541-682-5312 Kid City

4J Bus Pick-Up

541-345-8887 Eugene Child Development

541-687-6958 Kiddzone

*Please contact each day care for cost and availability

After School Notes

We understand that plans change. If they do, *you must call the office at least one hour prior to the end of the school day* and let us know what your student's new after school plans will be and we will deliver a note to them. Students cannot make after school plans (play dates) during school hours. If a parent/guardian does not call the office with the new plans the student will be expected to go about their normal after school routine. Call the front office at 541-790-7100 for any questions.

Riding the School Bus

If you live outside one mile of the school then your student is eligible to ride the bus. For your student to ride the bus you must contact 4J Transportation to register them. The number for transportation is 541-790-7474.

Pets Before and After School

We can't bring animals to school, even if they are leashed. School board policy specifically states that pets are not to be on school grounds. Most of us love our dogs and they are like family, but for safety and consistency, no pets are permitted on school grounds before, during, or after school. This one is hard to accept but easy to follow. If your pet travels with you by car, it must stay in the car.

IMPORTANT INFORMATION About Our School

Eating With Us

Breakfast

Breakfast is free for all students. Breakfast is served from 8-8:20am. If your student is here after 8:20 then we can give them a to-go option.

Lunch

While breakfast is free, lunch is not. If you think you'd qualify for Free or Reduced Lunch then please fill out the online or paper application. You can find the online application at district.ode.state.or.us/apps/frlapp/default.aspx. Paper applications are available in the front office.

School lunches must be paid for with cash or check in the cafeteria. We cannot take lunch money in the front office. You can also register your student through the 4J Nutrition Services online meal program called MealTime. You can find MealTime at mymealtime.com. Credit and debit cards can both be used through the MealTime program.

These healthy snack guidelines apply to food distributed during the school day as part of a celebration or school party.

Encouraged Beverages

Kindergarten–5th Grade: Beverages limited to water and the following:

Fruit or vegetable juice, provided the beverage item is not more than 8 ounces, is 100% juice with no added sweeteners and contains no more than 120 calories per 8 ounces.

Milk or a nutritionally equivalent milk alternative, provided the beverage item is not more than 8 ounces, is fat-free or low-fat and, if flavored, contains no more than 150 calories per 8 ounces.

Suggested Foods

- Fresh fruits and vegetables
- Dips based on low-fat yogurt or sour cream (be aware of sugar and salt content)
- Canned fruits (preferably packed in natural fruit juices instead of syrups)
- Dried fruits
- Trail mix, chex mix, or popcorn-based snack mix (be aware of products that contain nuts or nut byproducts and sodium content)
- Granola bars, NutriGrain bars (be aware of products that contain nuts or nut byproducts)
- Sunflower or pumpkin seeds
- Yogurt or soy-gurt
- Baked chips (be aware that Baked Cheetos and SunChips are higher in fat and sodium than other baked chip varieties)
- Pita bread or pita chips and hummus dip
- Whole-grain cereals (be aware of sugar content)
- Whole-grain or multigrain crackers and cheese (cheese made with 2% milk is better)
- 100% frozen fruit juice bars
- Whole-grain and fruit/vegetable breads and muffins: banana, zucchini, carrot or oatmeal bread, bran muffins, etc.
- Other fruit-based desserts: fruit and yogurt parfaits, strawberry shortcake, mixed berries with whipped cream, baked apples with granola topping
- Quaker Multigrain Minis (Honey Graham, Cinnamon Sugar)
- Graham cracker–based items: Honey Maid Squares, Teddy Grahams, Animal Crackers, Goldfish Giant Grahams etc.
- Pretzels (low salt is better)
- Bagels (whole grain is better)

Parent Teacher Organization

“Together, we can make a difference”

Who We Are

We are parents and teachers working together to help build the Willagillespie Community, fundraising to provide the school with more resources so they can deliver a richer educational experience to our children and to give parents a voice in the school. PTO is comprised of an executive board and 6 sub-committees (we hope to add more in the future):

1. Fundraising
4. Family Fun Nights
2. Jogathon
5. Teacher Appreciation
3. Spooktacular Carnival
6. Box Tops for Education

Special Events – Teacher/Staff Appreciation Week, Family Fun Nights, & Popcorn Fridays. We hope you will join us in working together to make a difference!

For more information, contact us at

willagillespiepto@gmail.com

Like & Follow Us on Facebook

facebook.com/WillagillespieCommunitySchoolPTO

Check out our website!

willagillespiepto.weebly.com

Sign up for text alerts/reminders:

Text willagpto to 81010

Site Council

Willagillespie Community School has a site council composed of those members listed below that work together collaboratively and cooperatively to plan programs, make operational decisions, consider curriculum issues, adopt building policies and solve problems. It is appropriate for this site council to be involved in making these decisions as long as they comply with state and district laws, policies, and rules. Site council determines what decisions it will participate in making.

STAFF LIST Teachers and Specialists

ROOM # KINDERGARTEN

2 Julie Schneider
4 Audrey Hartsfield
6 Anne Hubbard
24 Tory Jenkins

FIRST GRADE

1 Patrice Cowman
3 Kimberly Dame-Brown
5 Suzi Swinehart
TBA Melissa Locke-Warnicke

SECOND GRADE

11 Beth Saxon
12 Sarah Donn
14 Laura Points

THIRD GRADE

13 Jannine Johnson
17 Patrick McIlrath
18 Matthew Monson

FOURTH GRADE

9 Jonny Hellner
19 Stephanie Waples
20 Jeff Billington

FIFTH GRADE

21 Jenny Kneale
22 Larry Whittlesey
23 Kyle Chunn

CLC/LC/LIFE SKILLS

10 Sarah Quinn, CLC
15 Ann Parks, LC
7/8 Kathryn Johnson, Life Skills

TEACHING SPECIALISTS

P.1 Tammy Coleman, ESC
16 Cassidy Temple, Title
P.2 Paula Cates, ELL
26 Mary Poppen, Music
Gym Gary Blaine, PE

SPECIALISTS

Laura Gravelle, Counselor
Joe Moore, Psychologist
Jill Lancaster, OC
Jordan Gentzkow, OC
Linda Hesketh, Speech
Michelynah Anderegg, Speech

OFFICE STAFF

TBA, Principal
Debbie Serra, Secretary
Whitney Demers, Office Assistant

INSTRUCTIONAL/ELEMENTARY ASSISTANTS

Ken Beal, Library Asst./EA
Machelle Cheung, EA
Sandra Corbin, EA
Trish Egge, EA
Tami Hellwege, EA
Patti Schmidt, EA
Susan Victor, EA
Anna Walker, EA-L/S
Shelle Holmes, EA-LS
Jennifer Fernandez, EA-L/S
Selina Gonzales, EA-L/S
Jennifer Denson, EA-L/S
Sarah Dreyer, EA-LC
Alex Tromba, EA-L/S
Katie Will, EA-L/S
Josh Zuidmulder-Goss, EA-CLC
Lori Vinti, EA-CLC
Nicole Levine, EA-LS
Lindsay Brown, EA-CLC

TECHNOLOGY SUPPORT

Abe Rincon

MAINTENANCE

Bruce Fields, Maintenance Coordinator
TBA, Night Custodian

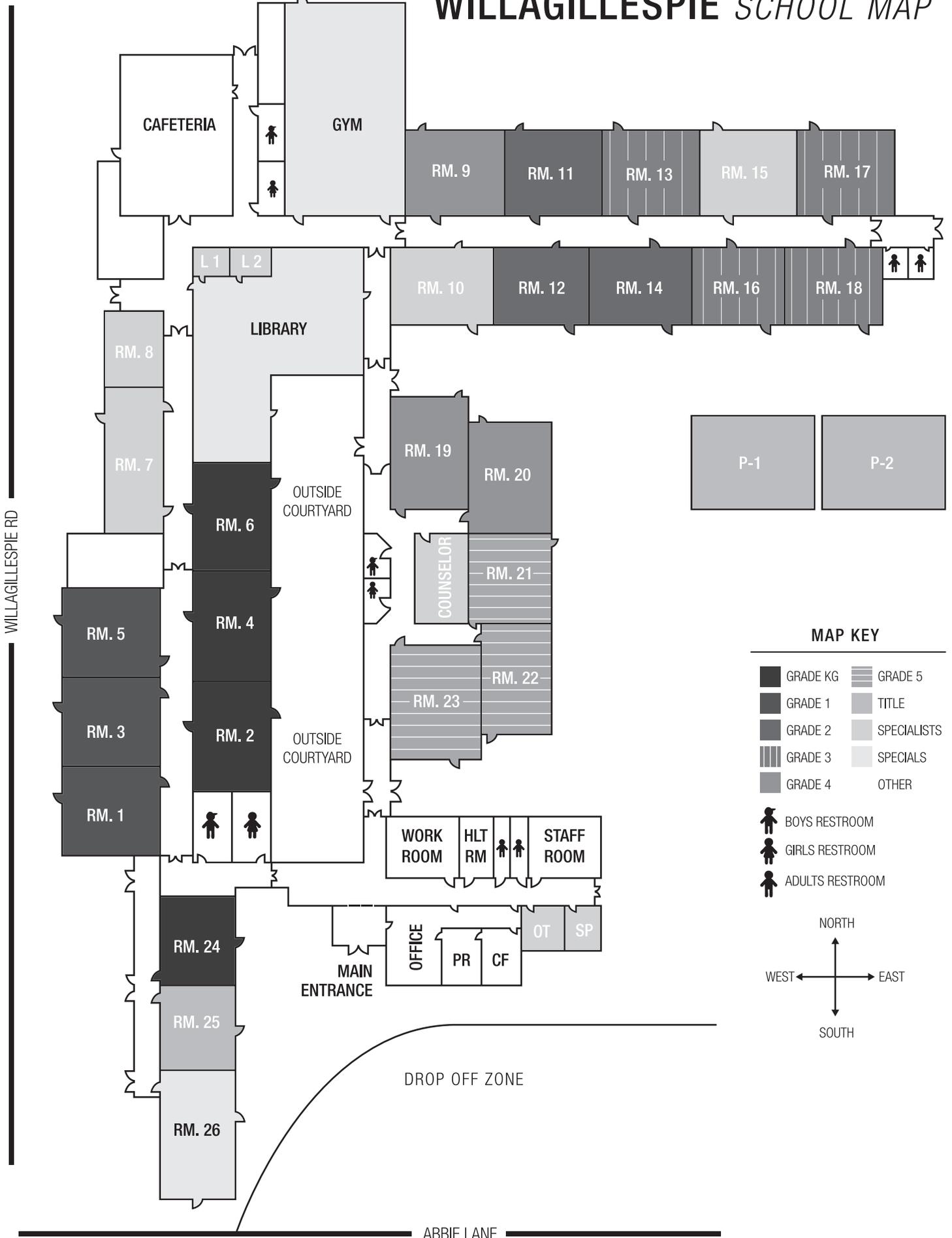
HEALTH

Cathy Erickson, Nurse
Laura Sipos, Health Clerk

FOOD SERVICE

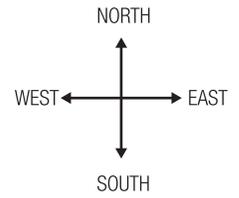
Ray Martin, Cafeteria Coordinator
Betsy Mathieson, Food Service Assistant

WILLAGILLESPIE SCHOOL MAP



MAP KEY

- | | | | |
|--|----------|--|-------------|
| | GRADE KG | | GRADE 5 |
| | GRADE 1 | | TITLE |
| | GRADE 2 | | SPECIALISTS |
| | GRADE 3 | | SPECIALS |
| | GRADE 4 | | OTHER |
- BOYS RESTROOM
 - GIRLS RESTROOM
 - ADULTS RESTROOM



ABBIE LANE

STUDENT BODY FUNDING 2019-2020

Please fill out and return this page, along with your contribution, to your student's teacher.

Recommended Payment Contributions

KG \$30	2nd \$30	4th \$15
1st \$15	3rd \$20	5th \$35
		Life Skills \$10

Cash or Checks Only

Exact amount only -- we are unable to make change.

Please make checks payable to "Willagillespie Community School" and write your children's names and teacher's name on the check. Please note that the money for lunches will need to be made out to "Nutrition Services".

Student Name _____ Teacher _____

Our teachers depend on family contributions to be able to purchase classroom supplies for their students. Contributions you make go directly into the classroom for supplies. We understand that not everyone is able to make this financial commitment and it is not required. Therefore, if your family is able to make an additional contribution to support the teachers, we would greatly appreciate it.

\$ _____ Contribution (please see recommendations above)

\$ _____ Additional Donation (to help further cover costs for teachers)

\$ _____ Total amount

_____ We are not able to make a financial contribution at this time

_____ Our family is interested in learning more about receiving food, clothing and scholarship support through Willagillespie Village.

FOR OFFICE USE ONLY

Cash _____ Act# _____ Act# _____

Check _____ Act# _____ Act# _____

MARK YOUR CALENDARS Upcoming Events

We have several events throughout the school year. Here is a brief overview of what to expect.

SEPTEMBER

3: Open House, 12-1^{PM}
4: First Day of School
17: Picture Day
19: Curriculum Night, 6-7:30^{PM}

OCTOBER

3: Fun Run
10: No School, Professional Dev.
11: No School, In-Service Day
25: Spooktacular

NOVEMBER

1: Picture Retakes
8: No School, Conferences
11: No School Veterans' Day
28&29: Thanksgiving Break

DECEMBER

Snowflakes of Joy
Holiday Choir Concert
23-Jan 5: Winter Break

JANUARY

6: No School, Professional Dev.
20: No School, MLK Jr Day
31: No School, Grading Day

FEBRUARY

17: No School - President Day

MARCH

Classified Staff Appreciation Week
9-13: Book Fair
11: Family Literacy Night, 5:30-7^{PM}
13: No School - Professional Dev.
23-27: Spring Break

APRIL

6-10 Volunteer Appreciation Week
30: Math & Science Night

MAY

4-8: Teacher Appreciation Week
25: No School Memorial Day

JUNE

8: Field Day
11: Possible Last Day - Early Release

School Pictures

Picture day is coming soon! Watch our website for the exact date. Be sure your student has all they need for school photos when they arrive in the morning. Classrooms are scheduled around meals and break times, so it's hard to know just when your student will have their photo taken.

Curriculum Night

Join us September 19th for Curriculum Night! Teachers will give an overview of what your student will be learning this year. This is your chance to ask questions and see materials before the year gets rolling. Supervision will be provided in our gym so parents are free to visit with the teachers.

Title 1 Information Night

Your child's academic success is directly related to your involvement in his or her education and communication with our staff. By working together, we can provide the best possible educational experience for your child. We would like to invite you to a meeting to discuss the Title 1 program in our school. At this meeting on September 21, 2018 we will also explain the requirements of Title 1 and provide a description of all services related to school and parent activities, including:

- Distributing and discussing our parental involvement policy;
- Discussing our curriculum, assessments, and the proficiency levels students are expected to attain;
- Informing you of the services we provide to eligible students and parents;
- Discussing the school's report card; and
- Explaining the process of receiving Title 1 services.

SCHOOL HEALTH AND MEDICATIONS News from the Nurse

Immunization Records

Parents of students who are new to Willagillespie this year are reminded that Oregon Law requires evidence of up-to-date immunizations, a birth certificate and a completed medical form prior to the student starting class.

Medication Policy

School personnel may assist a student to manage his/her medication. Students must turn in ALL medications to the office. If the student has a physician's approval to carry drugs (for instance: asthma medication which may be needed immediately in an emergency), the office must have written permission from the physician on file. The giving of over-the-counter or prescription drugs is not allowed without written permission from a parent/guardian.

When medication is required to be taken at school, the parent will be asked to sign a permission form. Medication which is brought to school is to be left in the school office and MUST be in a pharmacy-labeled container with the name of the student, the name of the doctor, type of medication, and instructions. If you have any questions concerning medication at school, please call the office.

First Aid and Emergency Information

The staff at Willagillespie offers minimum first aid treatment in case of illness or injury. We always attempt to contact the parents if any injury is considered serious. Therefore, it's important that the school have current information concerning home phone, work phone, correct address, etc. In case of emergency we MUST be able to contact the parents or someone designated by the parents for emergency situations. Remember in cases of physical injury (cuts, broken bones, etc) the emergency room cannot treat a minor (child) without the parent or guardian present.

Allergies and Medical Conditions

It's important that we have up-to-date information on student allergies and/or medical conditions, and treatments required. If your student has a severe allergy please stop by the office and pick up a form for your doctor to sign. Please also provide us with any medication your student may need in the event their allergy is triggered. Similarly, if your student has a medical condition that must be treated or monitored while at school please come by the office to pick up paperwork and/or speak with our school nurse about how we can help keep your student healthy at school.

Student Illness

Children should be kept home when:

- Their temperature is over 100 F.
- They have had a fever for less than 24 hours (students must be fever free for 24 hours before returning to school).
- Their throat is sore with white spots.
- They have a heavy cold and severe cough.
- They have a rash that has not been seen or treated by a doctor.
- They have diarrhea, stomachache, and/or vomiting or have not been free of these symptoms for more than 24 hours.
- They have a toothache or earache.

4J Health Centers

There are four school-based Health Centers located within the four Eugene High Schools, staffed by a nurse practitioner, school nurse, and a health clerk. The Health Centers provide free medical services to K-12 students without health insurance. Willagillespie students who need care and are without medical insurance, or any student who needs first aid or requests health information will be provided service.