



# Henley Elementary

## October 2020

School Office Hours:  
7:30 AM – 4:00 PM

Line-up Bell @ 8:15  
Tardy Bell @ 8:20  
Dismissal Bell @ 3:10

### Important Dates

October 9	No School (Teacher Grade Prep)
October 14	Parent/Teacher Conferences (evening only-by appointment)
October 15	No School - Parent/Teacher Conferences by appointment
October 16	No School

*The Monthly Buzz*

### Drop Off and Dismissal – Student Pick-Up

Help us keep kids in school by wearing a mask and maintain 6 ft. of social distancing space. Please do not park in the drop-off loop. At the end of the day, parents need to park in the parking lot and walk over to pick up their children. Parking in the loop is reserved for after school program pick-up and handicapped students/parents.



### Medications – including Cough Drops!

If your child needs to take any type of medication at school (prescription or over the counter), the **parent must come into the school office** to fill out a **Medication Permission Form**. This allows the school to administer medication to your child. The medication must be in the original container/box with all the directions for usage.

**Do NOT send medication with your child to school.**

Please contact the office if you have any additional questions.

### Safety Drills

To ensure that we are prepared for emergency situations, we practice drills throughout the school year. Please encourage your child to tell you and/or school personnel about situations that make them feel unsafe.

### Important Notice Regarding Special Education:

Sometimes students experience substantial on-going difficulties in school as the result of disabilities. If the school team or your child's teacher(s) have this concern, they will contact you to discuss it. If you are concerned that your child may have an educational disability and is in need of special education services, please contact the school principal.

## Student Transportation

If your child is going home a way other than normal or with someone different, contact the office either by phone or with a note prior to 2:00. Please do not email teachers or office staff during the school day with changes as staff could be absent and/or they don't have opportunities to check their email before the school day's end.

Do not drop students off earlier than 8:15.

Students must be picked up by 3:15.

## Masks and Kids

Kids age 5 and older are required to wear a mask. Here are a few ideas to help your child feel comfortable if they feel unsure about wearing a mask or other face covering:

- Let your child choose and decorate their mask.
- Try different styles to see which is the most comfortable.
- Put a mask on a favorite stuffed toy, or draw one on a favorite book character.
- Practice wearing the mask at home to help your child get used to it.
- Play some "let's pretend" games with characters who wear masks.
- Please wash the mask daily.
- "Face shield" means a clear plastic shield that covers the forehead, extends below the chin, and wraps around the sides of the face.



## Positive Behavior Interventions and Supports

At Henley Elementary, our school's expectations are:

- ***Be Safe***
- ***Be Responsible***
- ***Be Respectful***



When students follow these expectations, the educational plan can be implemented at its best. Teachers are able to teach in an environment conducive to teaching and students are able to learn in an environment that is comfortable and safe.

Henley's PBIS team meets monthly to examine school systems and behavior issues. We strive to reward the students who are following the school expectations and celebrate those achievements at assemblies and with special activities throughout the year.

This year we are continuing to use Second Steps (social skills curriculum) and the Second Steps Bully Prevention unit.