



# Henley Elementary

## September 2019

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

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

### Important Dates

August 29	Open House 6:00 – 7:00 PM
September 3	First Day of School
September 11	Late Start (Professional Development Day)
September 18	Late Start (Professional Development Day) August/September Birthday Celebration at Lunch Times
September 25	Late Start (Professional Development Day)

**School starts an hour later on Late Start Days.**

**Add one hour to your bus pick up time.**

*The Monthly Buzz*

### New Staff and Staff Changes

Michelle Langley	Kindergarten	Lynndsi Ray	Fourth Grade
Suzette Nieraeth	Kindergarten	Kerry Fuller	Fourth Grade
Ashley West	First Grade	Wendi Oates	Fifth Grade
Cassie Carlisle	Second Grade		

### Medications



If your child needs to take any kind of medication at school (prescription or over the counter), the **parent must come to the 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 box/container with all directions for usage.

**Do NOT send medication of any kind to school with your child.**  
Please contact the office if you have additional questions.

# Arrival and Dismissal

**Do not drop students off earlier than 7:45.**  
**There will not be adult supervision until 7:45.**  
**Students must be picked up by 3:30.**

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



**Arrival:** Parents dropping students off can drive through the Visitor Parking/Drop-Off Loop. Please do not let students walk unescorted from parked cars through traffic. Students will enter the cafeteria each morning with the option of exiting through the school to the playground to play. Parents must sign in at the office to remain on campus (be with their child during breakfast).

**Getting to Class:** Parents can walk students to the end of our entryway between the 8:15 and 8:20 bells. Students will then progress to classrooms on their own.

**Dismissal:** Parents need to park in the visitor or staff parking lots. Students being picked up by parents will exit into the kindergarten playground. Please meet your child at the gate, where an adult will release him/her to you. Students are not allowed to walk to cars unescorted. Parking in the Drop-Off Loop is reserved for various after-school daycare program vehicles only.

If your child is going home a way other than their normal routine, send a note or call the office by 2:00 PM. Please do not email teachers or office staff during the day with changes, as they don't always have opportunities to check email before dismissal.

## Attendance



*"Roll Call!"*

Henley Elementary is committed to providing the best possible education for your child. We believe education is a joint effort between students, parents, and the school. The US Federal Government attendance standard is 92%, regardless of whether absences are excused or unexcused.

Oregon Law requires that children between the ages of 6 and 18 (with a few exceptions), who have not completed the 12<sup>th</sup> grade attend school on a regular basis. The law also states four reasons

students may be excused from school: student illness, serious illness of a student's immediate family member, extreme emergency, and Principal has pre-approved the absence when satisfactory arrangements are made in advance of the absence.

Students having more than eight one-half days unexcused (or four full days) in a four-week period are deemed Truant and in violation of Oregon State Law, and may be referred to the Klamath County Youth Attendance Team (YAT). Truancy consequences may include a fine, citation, mandatory court appearances, probation, or even time in Juvenile Detention.

We want to partner with you to make on-time school attendance a habit for your student.

## Cafeteria

Breakfast and lunch at Henley Elementary are FREE for all students. However, your student will be charged \$0.50 if only a milk is purchased with a cold lunch, or if an extra milk is taken with a hot lunch. Lunch balances must not be over \$5.00. All payments for meal charges must have the child's name and teacher's name written on the envelope or check. This helps the office staff to better credit children's accounts.



Adult lunches are \$3.95. If you wish to eat with your child, your meal will be charged to his/her account. Please pay at the office.

### Classroom Teacher Contact

Best, Ron	6 <sup>th</sup> Grade	<a href="mailto:bestr@kcsd.k12.or.us">bestr@kcsd.k12.or.us</a>
Blaser, Cristina	1 <sup>st</sup> Grade	<a href="mailto:blaserc@kcsd.k12.or.us">blaserc@kcsd.k12.or.us</a>
Brown, Gina	2 <sup>nd</sup> Grade	<a href="mailto:browng@kcsd.k12.or.us">browng@kcsd.k12.or.us</a>
Carlisle, Cassie	2 <sup>nd</sup> Grade	<a href="mailto:carlislec@kcsd.k12.or.us">carlislec@kcsd.k12.or.us</a>
Cox, Christy	1 <sup>st</sup> Grade	<a href="mailto:coxc@kcsd.k12.or.us">coxc@kcsd.k12.or.us</a>
DeLonge, Jessica	3 <sup>rd</sup> Grade	<a href="mailto:delongej@kcsd.k12.or.us">delongej@kcsd.k12.or.us</a>
DeMatteis, Heidi	5 <sup>th</sup> Grade	<a href="mailto:dematteish@kcsd.k12.or.us">dematteish@kcsd.k12.or.us</a>
Kerry Fuller	4 <sup>th</sup> Grade	<a href="mailto:fullerk@kcsd.k12.or.us">fullerk@kcsd.k12.or.us</a>
Hankins, Margaret	3 <sup>rd</sup> Grade	<a href="mailto:hankinsm@kcsd.k12.or.us">hankinsm@kcsd.k12.or.us</a>
Hullman, Debra	3 <sup>rd</sup> Grade	<a href="mailto:hullmand@kcsd.k12.or.us">hullmand@kcsd.k12.or.us</a>
Hulsey, Amanda	4 <sup>th</sup> Grade	<a href="mailto:hulsey@kcsd.k12.or.us">hulsey@kcsd.k12.or.us</a>
Langley, Michelle	Kindergarten	<a href="mailto:langleym@kcsd.k12.or.us">langleym@kcsd.k12.or.us</a>
Linman, Kay	6 <sup>th</sup> Grade	<a href="mailto:linmank@kcsd.k12.or.us">linmank@kcsd.k12.or.us</a>
McGowen, Amy	6 <sup>th</sup> Grade	<a href="mailto:mcgowena@kcsd.k12.or.us">mcgowena@kcsd.k12.or.us</a>
Nieman, Robert	2 <sup>nd</sup> Grade	<a href="mailto:niemanr@kcsd.k12.or.us">niemanr@kcsd.k12.or.us</a>
Nieraeth, Suzette	Kindergarten	<a href="mailto:nieraeths@kcsd.k12.or.us">nieraeths@kcsd.k12.or.us</a>
Oates, Wendi	5 <sup>th</sup> Grade	<a href="mailto:oatesw@kcsd.k12.or.us">oatesw@kcsd.k12.or.us</a>
Palmer, Kacie	5 <sup>th</sup> Grade	<a href="mailto:palmerk@kcsd.k12.or.us">palmerk@kcsd.k12.or.us</a>
Ray, Lynndsi	4 <sup>th</sup> Grade	<a href="mailto:rayl@kcsd.k12.or.us">rayl@kcsd.k12.or.us</a>
Swan, Corinne	Kindergarten	<a href="mailto:swanc@kcsd.k12.or.us">swanc@kcsd.k12.or.us</a>
West, Ashley	1 <sup>st</sup> Grade	<a href="mailto:westa@kcsd.k12.or.us">westa@kcsd.k12.or.us</a>

**Parent Request for Evaluation:** A parent may request a meeting to discuss an evaluation for special education at any time. To arrange a meeting, contact your child's teacher, the school principal, or the special education teacher at your child's school.