

# ARTS & TECHNOLOGY ACADEMY

B A C K T O S C H O O L E D I T I O N

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## ATA School Hours:

**M - F | 8:50 AM - 3:24 PM**

**Main Office: 541-790-5700**

**Attendance: 541-790-5725**

**Website: [ata.4j.lane.edu](http://ata.4j.lane.edu)**



## Dear Arts & Technology Families,

My name is Larry Williams and I am the new Principal at ATA. My background in Education has taken me to three different levels. I worked at Churchill High School as a teacher and Multicultural Counselor for six years. I also served as an Assistant Principal at Churchill for one year, as an Assistant Principal at Kelly Middle School for one year and as an Assistant Principal at Meadowview in the Bethel School District for two years. I have spent the last ten years as the principal at Edgewood Community Elementary School.

It is hard to believe, but it's that time of year again - the beginning of a new school year. Welcome back! And while you are not part of the teaching staff, you are just as important to your children's education as we are. As September is just around the corner, I would like to welcome all new and returning families to Arts & Technology Academy for a new school year!

The responsibility of educating the students of ATA is awesome, but partnering together we can meet this challenge with success for all students. I am looking forward to working with your family! Your students receive the best education when you and our dedicated teachers work as a team. It's a parent's enthusiasm, support and involvement that inspires children to do their best in addition to a teacher's ability to teach them what they need to learn. Together we can achieve wonderful things.

As a parent myself I know how fast time goes by. One year your child is in first grade and seemingly in the blink of an eye they are in middle school, or their senior year of high school for that matter. I encourage you to fully embrace the moment and urge you to take the time from your busy schedule to become familiar with our school, as well as create a homework-friendly home environment that will allow your children to excel. As partners, we share the responsibility for our student's success and I want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your student's learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day's learning experience
- 2) Completes all homework assignments given by teachers
- 3) Reads daily to develop a love for reading and to improve literacy skills
- 4) Shares school experiences with you so that you are aware of his/her school life
- 5) Informs you if he/she needs additional support in any area or subject
- 6) Knows that you expect him/her to put forth effort in all subjects



Please consider joining our school volunteer program as our students can greatly benefit from your involvement and contributions to school programs and operations. We seek volunteers to help us with the following activities:

- 1) Teacher-led instructional support, usually in the classroom
- 2) School-wide events
- 3) Student field trips
- 4) Outreach and recruitment of parent and community volunteers

Every staff member has been working very hard to prepare for the return of our wonderful students. We have set very high expectations and made plans to guarantee that every student at Arts & Technology Academy will be successful this school year. Student academic success is the main goal of every staff member at Arts & Technology Academy. We believe that every student will learn to the highest level and we are prepared to offer individualized support to every student that needs it. I ask for your support and participation in this effort by sending your child to school every day, encouraging your child, monitoring your child's homework, and asking your child to share what they learned at school each day.

Each summer brings changes to the staff and we have a few to share:

- **Aaron Kurlychek** – will be our full time 7<sup>th</sup> Math /Computer Science teacher
- **Barbara Siemens** – is our new 7<sup>th</sup> ELA/8<sup>th</sup> SS teacher
- **Caitlin Belthrop** – will be our new CLC/LC teacher
- **Dulce Guillen** – is our new Registrar

If you wish to speak with your child's teacher, please make an appointment via phone or e-mail and come during the teacher's non-instructional or transition times. All visitors must stop by the main office for a pass whenever they are visiting the school during school hours.

We look forward to seeing you soon!

Larry Williams, Principal

# Back to School

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## Check-in Day at the new ATA Building!

- **ALL Grades: Monday, August 28th - 8:00 - 10:00 AM (or) 3:30 - 5:30 PM**

Parents/guardians and students will be provided with 2017/2018 student schedule, first day contracts, locker assignment, and ParentVUE activation key to access student grades. Every student will receive FREE breakfast & lunch, so no lunch payment is required. Please plan on 15 - 30 minutes to complete the check-in process.

### First Day of School

6th grade students will begin on Wednesday, Sept. 6, 2017. They will have an opportunity to navigate the halls, get comfortable with their lockers and gain a general understanding of the building layout, their classes, and their schedules.

**NEW** 7th & 8th grade students are invited to attend a new student orientation on Wednesday, Sept. 6, 2017 at 12:30 - 3:24 PM. Parents/guardians are asked to transport their student(s) to school for the orientation. 4J school buses will be available for transport home, as long as students live within the 4J bus routing system. Thursday, September 7, 2017 all returning 7-8th grade students will join their fellow classmates for their first day of the 2017/18 school year. School begins at 8:50 AM.

Students will be instructed with lessons on our PBIS (positive behavioral interventions and supports) plan that the school operates by and general building guidelines and safety procedures through the first week of school. If you would like to explore these topics you may reference the district website and the student handbook in your student's school planner. It is important for all families to have open discussion around the school expectations and procedures.

School lunches will be provided daily under the following schedule: 6th grade students will attend lunch from 12:03 to 12:33 PM, while 7th & 8th grade students will attend lunch from 1:00 to 1:30 PM. Sack lunches from home are always welcome. If packing a sack lunch, please remember that glass containers are not permitted at school. If you wish to visit your student during a lunch session, please remember to stop in the main office, sign in, and pick up a visitor badge so that our school personnel know why you are in the building.

The end of the school day will be at **3:24 PM** this year for all 6-8th grade students. Bus services are available for students that live on a 4J bus route. Our parking lot is still a work in progress, so we will be providing drop-off and pick-up information as soon as possible.

# School Informational Bulletin Board

## Attendance

Students are expected to attend school daily. If your child is absent, please call the attendance hotline (541-790-5725) or e-mail [ata\\_attendance@4j.lane.edu](mailto:ata_attendance@4j.lane.edu) on the day of the absence and report it. You will receive an automated phone message if your student(s) does not attend class and we do not receive a parent/guardian call.

- ☛ Contact the teachers for missing work if the absence is two days or longer. **Teachers need at least 24 hours notice to gather work.**

## Excused Absences (Including arriving to school late or leaving early)

- ☛ Illness (excused with doctor's note)
- ☛ School Function (i.e, track meet)
- ☛ Death in the family
- ☛ Family Emergency
- ☛ Medical Appointments w/a note from the medical provider

## Pre-Arranged Absences

Students planning to be absent for five, or more, consecutive days must complete a pre-arranged absence form and receive the principal's permission as well as their teachers' signatures. This needs to be completed one week prior to the planned absence. Pre-arranged absence forms are available in the office or on our website.

## Electronic Devices, Phones & Personal Headphones (earbuds)

Cell Phones, electronic devices and personal headphones are not allowed during the school day (8:50 a.m.-3:24 p.m.). They must be kept off and in lockers (not on person) during the school day. Failure to follow this rule will result in confiscation of the item.

Parent/guardian will have to pick up the item(s) from the school office.

## Hours of Supervision

ATA supervises students between the hours of 8:20 AM – 3:40 PM and during official school events that occur outside of regular school hours. The ATA Master Calendar can be viewed at <http://ata.4j.lane.edu> for a full listing of non-school days and breaks. Students are not allowed to remain on campus unsupervised outside of the school day, unless they are a part of an after school club or after school sport or activity. Students may not remain on campus past supervised times; this includes the track or the front entry of the school. Please make sure to pre-arrange all after school plans.

The Boys and Girls Club is conveniently located across our parking lot as well.

ATA does not provide supervision on non-school days. When arriving to school before the first bell, 6-8th grade students have the option to report to the cafeteria, gym, or the library (if open). Students should not enter the hallways and classrooms until the first morning bell rings. Library availability will be posted in the main hall for interested students. Our library is staffed strictly by volunteers so hours may vary.

## ParentVUE Activation

ParentVUE gives each parent/guardian access to view their student(s) grades and progress in school. Once your account has been activated, it is good through middle and high school, within the 4J district. New account activation keys and information will be available at Check-in Day. You may also stop into the main office and request an activation key.

Once you receive your key simply go online to <https://pv.4j.lane.edu>. Click on the link "I have an activation key and need to create my account". Type in your first name, last name and activation key as they appear on your Activation Key form, then choose a user ID, and password and enter your primary email address. That completes the activation process and you can then access your student's progress as often as you wish.

\*If you already have an account but forgot your password, please visit the website above and follow the directions to reset your password.

## Student Messages/Office Phone

Please be sure your student knows your after-school plans before arriving at school in the morning. The office phone is only available to students in the case of an emergency. Messages to students during class time should also be limited to emergencies. Depending on staff availability, messages called in after 2:30 p.m. may not be delivered.

# School Informational Bulletin Board

## School Nurse

Eugene School District 4J provides a nurse as a consultant who works at multiple locations. Our school nurse is here one day per week. In case of emergency, a nurse will be secured from one of the high schools or 911 emergency services will be called.

If your child is ill or has a minor injury, please keep your child at home and contact your personal physician, or utilize Churchill High School's health clinic at 541-790-5227.

## School Medication Procedures

- School personnel may assist a student with prescription medication only if it is in the original container, properly labeled by a pharmacist and a medication consent form is completed and on file. Contact the school office for medication consent forms and details. Medical inhalers may be carried by students with paperwork on file.
- Students may carry a one day's supply of non-prescription medication in the original container. Students must carry a note from a guardian specifying the name of the medication and dose to be taken. Any medication containing aspirin requires physician's orders.
- School personnel will accept changes in medication dosages or times only with a new properly labeled pharmacy container reflecting the dosage and/or time change as well as a

new medication guideline form completed by a parent/guardian.

- Parents/guardians are responsible for refilling and transporting the school's supply of medication and keeping track of that supply.
- Parents/guardians are responsible for the preparation of all tablets (e.g. halving tablets).
- Parents/guardians are responsible for picking up all unused medication at the end of the school year. Anything left will be disposed of.

## Volunteer Corner

Our volunteer program has been an integral part of our success over the years. Some areas in which we need support include education programs, parent outreach, library, field trip chaperones, popcorn Wednesdays and activity nights. Our philosophy is that family involvement is good for our students and community as a whole. Thank you in advance for being an integral part of our team! All volunteers are required to complete a yearly background check *before* volunteering. This can take a few weeks to process. You may find the most updated information and requirements at [www.helpcounter.net/Eugene](http://www.helpcounter.net/Eugene). You may also contact our parent group, Wolfpac, on Check-in Day for volunteer opportunities that may be available.

## School Picture Day

Picture day is scheduled for Tuesday, September 26th.

## Back to School Open House & Curriculum Night

All families are encouraged to attend our Back to School Open House and Curriculum Night on Thursday, September 21st from 6:00 p.m.-7:40 p.m. Sixth grade parents will meet in their student's Advisory classroom at 6:00 p.m. All parents will then meet in the gym from 6:35 p.m. to 7:05 p.m. Parents of 7th & 8th grade students will then be released to their student's Advisory classroom to meet from 7:10 p.m.-7:40 p.m.

## Parking Lot Rules

Our parking lot is still under construction. We will get student pick-up, drop-off, and parking lot information to everyone as soon as possible. Thank you for your patience!