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[princi_elem] School Showcase on Feb. 11: Who and what to bring

From : Kerry Delf <delf_k@4j.lane.edu>

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Sender : princi elem-bounces <princi_elem-bounces@4j.lane.edu> 3 attachments**Subject :** [princi_elem] School Showcase on Feb. 11: Who and what to bring**To :** princi high <princi_high@4j.lane.edu>, princi midd <princi_midd@4j.lane.edu>, princi elem <princi_elem@4j.lane.edu>, assist high <assist_high@4j.lane.edu>, assist midd <assist_midd@4j.lane.edu>, secret high <secret_high@4j.lane.edu>, secret midd <secret_midd@4j.lane.edu>, secret elem <secret_elem@4j.lane.edu>, Courtney Leonard <leonard@4j.lane.edu>**Cc :** Barbara Bellamy <bellamy@4j.lane.edu>, Katie McRae <mcr_ k@4j.lane.edu>, Larry Brown <brown_la@4j.lane.edu>, Lisa Hollingsworth <hollingsworth_l@4j.lane.edu>, Laurie Moses <moses@4j.lane.edu>, Edward Goodnough <goodnough@4j.lane.edu>, Rick Sherman <rsherman@4j.lane.edu>**To: 4J Principals & Secretaries**

As promised, here are some more specifics about the upcoming school choice information fair we're calling the "School Showcase."

School Showcase**Saturday, February 11, 10 a.m.–2 p.m.****Chávez Elementary School Gym/Cafeteria**

The School Showcase will feature representatives from every 4J neighborhood and alternative school, information about transportation and nutrition, and district information from Ed Center staff. This event will help parents get the information they need about all of 4J's fantastic schools, our school choice process, and (if approved by the school board) our new inter-district transfer process, all in one place.

The expected audience is both:

- Out-of-district parents interested in transferring to 4J
- In-district parents interested in their school choice options

Principals have met and discussed guidelines that will help schools maintain the balance of ***informing without competing***. The parameters below reflect the outcome of those discussions.

What we'll provide:

- A space for each school, with table space (dimensions to come) and a sign identifying the school
- District staff to inform parents and answer questions about the inter-district transfer and school choice processes
- School choice request forms; inter-district transfer request forms if they are available by Feb. 11
- District publications: Maps, schools guide, annual report, state school report cards, etc.
- Transportation information, both 4J and LTD
- Spanish-language interpreters

What is expected from you:

Send a team to represent your school.

- 3 people *including* the principal (or designee)
- Parents and students can be outstanding ambassadors for your school
- Wearing school shirts or school colors is okay

Be prepared for conversations (most important) and bring materials (supplemental) that will help parents get to know your school.

Do bring:

- Up to two modest tabletop displays:
 - laptop(s) or iPad(s) with appealing display(s) about your school (sugg. a photo slideshow or silent video) *and/or*
 - trifold presentation board(s)
- Relevant materials about your program (school brochure, flyer, recent school newsletters, other handout that tells about your school). Let us know if you don't have something and you need help. The district tables will have copies of the schools guide, which describes all schools.
- High schools: curriculum guide (1 or 2 display copies)

Do not bring:

- Décor items

- Swag or snacks (e.g. candy bowls)
- Student acts or other entertainment
- Audio (displays should be visual only)
- Wall-hanging items (pipe-and-drape backdrop is provided; display space is tabletop only)
- Materials focused on test scores, such as state school report cards (4J will have these available if parents want them)

Suggested talking points for each school to prepare:

- What are some things you're particularly proud of? (*Suggestion: Ask your staff and/or parents to help you brainstorm these. Be prepared with five or more "proud ofs" to bring up when talking to prospective families.*)
- Is your school open or closed to inter-district transfer requests?
- Do you expect to accept many in-district school choice requests?
- Do you expect to accept many inter-district transfer students?
- What are parent involvement expectations — fundraising, volunteer activity, etc.?
- What extracurricular activities are available at your school?
- What is your schedule for school tours and visits Feb. 27–Mar. 2? (Bring your sign-up sheets!)
- Think about how you'll diplomatically decline to comment on other schools or make comparisons if asked to

Elementaries:

- Kindergarten schedule and any extended-day kindergarten program
- On-site before- and after-school care

Middle schools:

- Sample course schedule and/or information about your class schedule
- Core course offerings — e.g. what levels of math you offer and how you assign students
- Elective offerings

High schools:

- AP, IB, College Now offerings
- Career & Technical Education offerings
- Other elective offerings
- Athletics information

Thanks for making time in your busy schedules for this important event. Please call if you have questions!

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Kerry Delf

Communications Coordinator
Eugene School District 4J
delf_k@4j.lane.edu | 541.790.7733

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