
[princi_elem] Get Ready for Elementary School Showcase — Saturday, Jan. 21

From : Kerry Delf <delf_k@4j.lane.edu> Tue, Jan 03, 2017 01:41 PM
Sender : princi_elem-bounces <princi_elem-bounces@4j.lane.edu>
Subject : [princi_elem] Get Ready for Elementary School Showcase
— Saturday, Jan. 21
To : 4J Principals - Elementary School
<princi_elem@4j.lane.edu>, 4J Secretaries - Elementary
School <secret_elem@4j.lane.edu>
Cc : Julie Whittlesey <whittlesey_j@4j.lane.edu>, Lisa
Hollingsworth <hollingsworth_l@4j.lane.edu>, Lupe
Mercado <mercado_l@4j.lane.edu>, Kaylynn Olney
<kolney@4j.lane.edu>, Chris Ellison
<ellison@4j.lane.edu>

Get ready, get set...the Elementary School Showcase is just a few weeks away!

The following is a refresher for everyone, and is especially important information for principals who are participating for the first time this year.

WHO:

- Every 4J neighborhood and alternative elementary school staffs a table at the event. This is *in addition to*, not in lieu of, any school tours and meetings you schedule during the school choice visitation weeks.
- 1 or 2 school representatives, including YOU, the principal. (All elementary principals attend. If you have an unavoidable conflict, please confer with your director and send a strong representative in your stead.) Parents can be outstanding ambassadors for your school.
- Please do not bring more than 2 people to represent your school, as space is limited. We've found in past years that 2 representatives for each school is sufficient and having more makes the space feel really cramped.

WHEN:

- Saturday, January 21
- Open to public 9 a.m.–12 p.m.
- Come grab coffee and breakfast and set up your table between 8–9 a.m.
- Please be completely set up before 9 a.m. and remain ready to talk with prospective parents for the full event, 9 a.m. until noon.
- The school choice information presentations will be in a different room, rather than taking up space and attention in the auditorium.

WHERE:

- 4J Education Center, 200 N. Monroe St.
- Schools and services: Auditorium.
- Info presentations: Parr Room. Multiple sessions will be offered during the showcase.

A FEW NOTES ABOUT LOGISTICS:

- SET-UP: We'll open the Ed Center doors for set-up at 8 a.m. Come early, enjoy some coffee and a light breakfast, and get your table perfectly arranged before visitors start arriving!
- PARKING: Please leave the front parking lot open for visitors. You may want to pull up close to unload, but then please move your vehicle to the north or west side of the Ed Center.

- **POWER:** Tables have access to a limited number of outlets. Please share nicely, use good judgment, and plan ahead for the possibility that you may not have power. Be sure to fully charge your laptops and tablets in advance.

PURPOSE AND TONE:

The School Showcase offers us an opportunity to gather in one place and talk to parents about all of the wonderful schools in our district. We're proud of every one of our schools in 4J, and we know each of you is proud of your school too. For families, whether they live in 4J or are non-residents considering their open enrollment options, the event offers a chance to learn about the many options 4J elementary schools offer, and get started on finding the best fit for their students.

Consistent with the way we handle all school choice activities in 4J, the School Showcase is *informative, not competitive*. Principals discussed and set guidelines in previous years to help schools maintain the balance of informing without competing. The parameters below reflect what principals have agreed on.

WHAT WE WILL PROVIDE:

- Coffee and a light breakfast for staff
- A space for each elementary school, with a sign identifying the school and 4 feet of table space (8-foot tables, each shared by 2 schools)
- District staff to inform parents and answer questions about the school choice and out-of-district transfer processes
- District staff to inform parents and answer questions about transportation, school nutrition, special education, and other information
- District publications: Maps, schools guide, state school report cards for every school, etc.
- Computers and assistance for families to complete the online school choice request process
- Spanish-language interpreters

WHAT IS EXPECTED FROM YOU:

BE THERE:

- You and up to 1 other school representative (staff or parent volunteer), for the full 9 a.m.–12 p.m. span.
- Your simple and informative table display representing your school.

DO BRING:

- Knowledgeable and enthusiastic representatives (1 or 2 total), prepared for conversations that will help parents get to know your school.
- Up to two modest tabletop displays:
 - Laptop(s) or tablet(s) with appealing display(s) about your school (e.g. photo slideshow or silent video). There is limited access to electrical power. Be sure to fully charge your devices in advance.
 - and/or*
 - Trifold presentation board(s). Please reuse last year's if you have it.
- It's okay to bring relevant materials about your program (school brochure, flyer, recent school newsletters, other handout that tells about your school), if you have them. The district tables will have copies of the state school report card for every school as well as the schools guide which describes all schools.
- It's okay to wear school shirts or school colors.

DO NOT BRING:

- Ostentatious décor items (it's not a decorating contest!)
- Swag or snackable goodies (e.g. school pride giveaways, candy bowls)
- Audio (displays should be visual only—there's a lot of background noise already from conversations between parents and staff)
- Wall-hanging items (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)
- Student entertainment acts, fireworks, marching bands or unicycling bears (keep it simple!)

Suggested talking points for each school to prepare:

- What are some things you're particularly proud of? What is unique about your school?
- What are parent involvement expectations — volunteer activity, fundraising, etc.?
- What childcare options and extracurricular activities are available at your school?
- What is your schedule for school tours and visits? (Bring your sign-up sheets!)
- Is your school likely to be open or closed to out-of-district transfer requests?
- Do you expect to accept many in-district school choice requests?
- Do you expect to accept many out-of-district transfer students?
- Think about how you'll diplomatically decline to comment on other schools or make comparisons if asked to.

A REMINDER OF OTHER KEY SCHOOL CHOICE DATES:

Application Period:

- School Choice: In-district transfer applications: Tuesday, January 3, to Tuesday, February 28 at 5 p.m.
- Open Enrollment: Out-of-district transfer applications: Wednesday, March 1, to Saturday, April 1 at 5 p.m. (*pending school board approval*)

School Visitation Weeks:

- Jan. 23–27 and Feb. 21–24

Note: Our longstanding agreement in 4J is that all schools offer parents the opportunity to visit and tour their schools, and hold these events **only** during two specified weeks during the school choice season, to minimize the disruption to schools. (Middle and high schools may hold transition events to orient 5th and 8th graders from neighborhood feeder schools at other times.)

School Choice Information Meetings:

Informational meetings about school choice, held at the 4J Education Center. *Spanish interpretation will be available.*

- Tuesday, January 17, 7 p.m.
- Thursday, February 16, 7 p.m.

THANK YOU!

Thanks so very much for your time, attention, and participation to make this event a success. It's a great service to 4J families considering school choice and to non-4J families who are thinking about transferring to our district (and bringing the per-pupil funding such transfers provide). We truly appreciate your time and participation on a Saturday morning to serve our prospective students' families and benefit all of our schools.

Please drop me a line if you have questions!

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Kerry Delf
Associate Director for Communications
Eugene School District 4J
delf_k@4j.lane.edu | 541.790.7733

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