

August 13, 2019

Dear William E. Miller Parents,

Welcome to the 2019-20 school year! We are in the midst of preparing for another great year at Miller! Schedules are being finalized, classroom rosters are being developed and teachers are getting the itch to get back in their classrooms to prepare for a new school year. I love this time of year!

**School hours have changed. Elementary school hours will be 8:00 am – 2:30 pm.**

- Your child should be at school by 7:55 am so he/she is in the classroom and ready to start learning at 8:00 am. Students can be dropped off as early as 7:30 am. Please do not drop off your child earlier than this time. We do not have staff here to monitor students prior to 7:30 am.
- Per our district safety procedures, between 7:30 am and 3:00 pm we require all adults coming into the school to check-in at our front entrance. **You will need to bring a valid ID to get registered in the security system for the first time and also each time you visit or volunteer at Miller.** Once you are registered, you will swipe your valid ID at one of the two kiosks in our entrance way and get a sticker from the office staff with your picture and information. Please wear this sticker in a conspicuous place while you are in the school. When you leave, you will use this sticker to check out at the kiosk as well.
- Office hours will be 7:30 am – 3:30 pm.
- Lunch will be earlier than last year. Lunches will run from 11:00 – 11:55 am.
- The first day of school is Wednesday, September 4. This will be a full day, 8:00 am – 2:30 pm.

**Changes to Pick Up and Drop Off**

- **NEW!!! Students who are driven to and from school must be dropped off and picked up at the front of the school.** The back of the school is for staff parking and buses only. This is a safety issue – we had students walking in front of buses and late students being stuck at the back of the school with no way to get in. Please, do not use the parking lot at the back of the school for drop off and pick up. The only exception is parents picking up their children from Kid's Inc. after 3:00 pm.
- From 7:30 – 8:00 am students who ride the bus or use the bike rack at the back of the school may enter the school through the gym doors. We will have a staff member there to unlock the door and greet them. No one, other than students, may enter through this door. There will be no staff at this door after 8:00 am and the door will be locked.
- If you can carpool or put your child on the bus, please do. If not, please **drive slowly and safely** around our school. You may drop off or pick up your child by pulling in front of the school briefly for your child to join you in the car. Please do not leave your car. The other option is to park your car in the front parking lot and walk up to the school to drop off or pick up your child.
- Please do not ask your child to walk out toward Skyliners Road or Crosby Drive to meet you. There are too many cars coming and going for this to be safe. When there are cars parked on Crosby, it is difficult to get out of our parking lot. The road is too narrow.

## Attendance

- Please get your child to school by **7:55 am** and pick up your child after **2:30 pm** (1:00 pm on Wednesdays). Being on time and being at school on a regular basis is essential to a successful school year for your children and the learning of all students in the classroom. Interruptions by students showing up late and leaving early negatively affect all the students and the teaching flow. Thank you!
- If you are going to drop off your student at the classroom, please say good-bye at the classroom door and allow your student to begin his/her day with the teacher and fellow students.
- If your child will be absent, please call the school at 541-355-2500 or email [miller.attendance@bend.k12.or.us](mailto:miller.attendance@bend.k12.or.us) prior to the start of school that day. If we do not hear from you by 8:45 am, you will get an automatic call to let you know your child is not at school and is not excused.

## School Supplies

- You will find the list of school supplies for each grade level here: <https://www.bend.k12.or.us/miller/news-events/news/2019/06/2019-20-school-supplies>.
- You are welcome to bring your child's school supplies with you when you come for the Meet the Teacher event on Thursday, August 29 or the first day of school, September 4.

## Class Lists Posted

- Class lists will be posted on **Wednesday, August 28 at 1:00 pm**. You are welcome to stop by and view the lists at the front of the school **any time 1:00 – 4:00 pm**. If you are not able to come to the school on Wednesday, the lists will still be posted on **Thursday as well, 8:00 am – 4:00 pm**. Due to privacy issues, we will take down the lists at 4:00 pm, Wednesday and Thursday. If you cannot be at Miller on either of these days, please ask a friend to send you the classroom information. Please do not call the office asking about your child's teacher.

## Meet the Teacher Event

- Please join us for our Meet the Teacher event on **Thursday, August 29. This will be a drop-in format from 2:00 – 3:30 pm**. You may visit the office to take care of any missing and/or changed enrollment information that you need to update (immunizations, birth certificates, emergency contact phone numbers, etc.). You will also be able to get the information needed to sign up for a Parent Vue account and obtain your child's student ID number, which will allow you to pay online for school lunches and other school-related fees. For the Meet the Teacher event, families will be allowed to park in the back parking lot and enter the school through the back doors. There will be staff posted all around the school to answer questions.
- **New to Miller?** Please come to Miller between 1:00 and 1:30, prior to the Meet the Teacher Event, to register yourself in our security system then join us in the gym at 1:30 pm to get information about Miller and our wonderful Parent Teacher Organization (PTO). Meet the Teacher starts at 2:00 pm.

## Start Dates

- Students in 1<sup>st</sup> – 5<sup>th</sup> grade will start school on **Wednesday, September 4**. This will be a full day of school, not an early release Wednesday. Kindergarten students and their parents will choose either September 4<sup>th</sup> or 5<sup>th</sup> as their first day of school. See the kindergarten letter for more details.

## Volunteering at Miller

- Anyone who wants to volunteer at Miller (in the classrooms, working with students or field trips) must complete an online volunteer application. Once you are approved you are cleared for 2 years. This is a

separate process from entering yourself into the security system to visit the school. To complete an application please go to: <https://bib.com/Secure-Volunteer/bend-la-pine/>. If you are not sure if you need to renew, please call our school at 541-355-2500.

### **PTO at Miller**

- We have an amazing Parent Teacher Organization that does a lot for our school, our students and our families. There will be a representative from our PTO at the Meet the Teacher Event on August 29. Please stop by and ask about joining!

### **School Improvement Wednesdays – school ends at 1:00 pm**

- We will continue to have School Improvement Wednesdays (SIWs) that are designated for professional development and teacher collaboration. Beginning September 11, Wednesday school hours are 8:00 am - 1:00 pm.

### **Before and After School Care**

- Bend Parks and Rec will offer an after-school program, Kid's Inc., again this year. They will not be offering a before school program due to the earlier start time. Bend Parks and Rec also provides activities at Miller on School Improvement Wednesdays from 1:00 – 2:30 pm. Please contact Bend Parks and Rec @ 541-389-7275 for more information.

### **First Day Information and Bus Schedules**

- Information regarding Bend-La Pine Schools, student insurance, lunch menus, and PTO information will be sent home with your child on the first day of school. Some of these forms will need to be filled out and returned to school. Once completed, please send them with your child. Information, including bus schedules can be found on the Bend-La Pine Public Schools website: [www.bend.k12.or.us](http://www.bend.k12.or.us).

### **Communications from Miller**

- During the year most of the communication to our families will be electronic. The News From the Den, our bi-monthly newsletter, will be emailed to you and posted on our web site at [www.bend.k12.or.us/miller](http://www.bend.k12.or.us/miller). Time sensitive information will be sent in an email using School Messenger. If you are interested in getting information in paper form, please return the form you will receive in the first day packets. Please update your information in Parent Vue or notify the office if your email address changes so we can communicate effectively with you and save some trees in the process. The Miller Elementary website is updated frequently so you have access to current information about the school as needed.

### **Parent Vue Web Portal**

- Parents can use this portal to access school information about their children as well as update personal information (email address, phone number, etc.). In order to access the portal parents will need an access key. If you need an access key, please stop by the office and one of us will print a letter for you with this information. If you need to update your home address, please contact the office at 541-355-2500.

**Miller Staff 2019 - 20 School Year (changes to this staff list are possible)**

**Blue Wing**

Chelsea Ambrose(3<sup>rd</sup>) B1  
Kenan Macomber (5<sup>th</sup>) B2  
Doug Campbell (3<sup>rd</sup>) B3  
Marci Adams (3<sup>rd</sup>) B4  
Cody McCabe (4<sup>th</sup>) B5  
Jodi Anderson (3<sup>rd</sup>) B6

**Orange Wing**

Melissa Hoover (K) A1  
Lindsay Fox (K) A2  
Diana Johnson (K) A3  
Meghan Kincaid (K) A4  
Sofie Laymon (2<sup>nd</sup>) A5  
Ashley Davis (2<sup>nd</sup>) A6

**Green Wing**

Julie Stirling (5<sup>th</sup>) D1  
Alex Rocco (4<sup>th</sup>) D2  
Bert Gottschalk (5<sup>th</sup>) D3  
Stephanie Rodgers (4<sup>th</sup>) D4  
Betsy Perry (4<sup>th</sup>) D5  
Erin Kerr (5<sup>th</sup>) D6

**Yellow Wing**

Erin Young (1<sup>st</sup>) C1  
Kristen Riley (1<sup>st</sup>) C2  
Mara Richardson (1<sup>st</sup>) C4  
Joanna Taroli (2<sup>nd</sup>) C5  
Josi Rogers (2<sup>nd</sup>) C6

**Music – Marc Saccoman**

**Life Skills – Aubrie Murray**

**Speech/Language – Stephanie Canfield**

**Physical Education – Ryan Cruz**

**Educational Resource Teacher - Holly Reynolds**

**Reading Specialist – Amy Campbell**

**Assistant Principal – Erich Brocker**

**Office Manager - Meredith Blackwell**

**Custodial Foreman – Glen Carey**

**Media Manager – Cathy Brimacombe**

**School Nurse – Corey Highland**

**Psychologist – Carol Howe Sep – Nov, Miriam Reynolds Dec - Jun**

**Secretary – Caitlin Muhleman**

**Night Custodian – Nancy Carriker**

**FAN Advocate – Heidi Odman**

**Cafeteria – Julie Jameson**

**Educational Assistants – Lindsay Pearson, Carolyn Hasenoehrl, Debbie Turpin, Lisa Hogen, Jessica Fraley**

**Speech EA – Kate Clason**

**SPED EA – Della Yee Petrus**

**Life Skills EAs – Nancy Vetter, Dyana Wurth, Liz Foster, Hayley Sage**

Enjoy the rest of your summer and we look forward to seeing you and your children at our Meet the Teacher event on August 29, 2:00 – 3:30 pm (1:30 for new-to-Miller parents), or the first day of school, September 4.

If you happen to receive this letter and your child will NOT be attending Miller, please call our office at 541-355-2500. Thank you!

Respectfully,



Jen Healy

Principal

William E. Miller Elementary

[jen.healy@bend.k12.or.us](mailto:jen.healy@bend.k12.or.us)

541-355-2502