



Howard Happenings

September, 2012

www.howardelementary.org

HOURS OF SUPERVISION

School hours are from 7:55-2:05 (1st-5th) and 7:55-12:05 (KG). Supervision is provided from 7:30-7:55, in the cafeteria. Students arriving during this time should report to the cafeteria. Students arriving after 7:55 should check in to the office before going to class. School begins at 7:55.



TECHNOLOGY USAGE & FEE

At Howard Elementary, technology is used to support learning and to enhance instruction. It is a general policy that all technology is to be used in a responsible, ethical, and legal manner. At Howard, all students have access to a laptop. In addition, each student in grades 1-5, is issued a laptop for use in the classroom and, on occasion, at home. Prior to laptop usage, students are required to review laptop expectations including the treatment of the equipment and the proper usage of the laptop. Laptops are issued for educational purposes, only. Each student is expected to sign a *Howard Technology Contract* in order to use the technology available at our school. In order for students to take laptops home, parents are required to attend training (every other year), sign a technology contract, and pay a \$30 supply fee. If paying in increments is most convenient for your family, this is an option. Please understand, however, that until the full fee is paid, students will need to keep their laptops at school. Please contact the school office if paying the fee presents a hardship for your family.



MEDICATIONS

We do not dispense medications of any type (prescription, cough medicine, aspirin, etc.) without a parent's signature. In the interest of efficiency, physician's signatures are not required when PRESCRIPTION medications are brought to school IN THE PRESCRIPTION CONTAINER with directions and a current date. The written instructions on the container must correspond with the instructions parents give the school. We will still need to have a MEDICATION FORM filled out by the parent to retain on file for the school year. If there is a change in the directions then you will need to get that change in writing, from the physician, or ask your pharmacist to make up a new container reflecting the updated directions. We will not accept any medication brought to the school in baggies or any container other than the original prescription bottle. CHILDREN ARE NOT ALLOWED TO BRING ANY MEDICATION TO SCHOOL WITH THEM. PARENTS MUST BRING ANY MEDICATION (EVEN OVER THE COUNTER MEDS) TO THE OFFICE.

WEDNESDAY EARLY DISMISSAL

Please remember that EVERY Wednesday students are dismissed at 1:05; 11:35 for Kindergartners. There is no one available to supervise children after this time. Unfortunately, children left waiting for a ride home spend a very long and uneventful hour sitting in the hall outside of the office. Please make note of this regular early dismissal to avoid a missed pick up of your child.



STUDENT PICK UP

Please remember when picking up your child from school that you need to park your car in the designated areas. For safety reasons, Do NOT block or park your vehicles in the bus lanes or bike paths, or behind other marked parking spaces. These areas must be kept clear so that children can safely navigate to busses and cars. And remember, disabled parking spaces are for individuals with permits, only. Finally, so that a driver's full attention is on student safety, we would ask for your cooperation in keeping arrival/dismissal times a CELL FREE time.

IMPORTANT REMINDER – If there is a change in your child's regular PM "pick up" routine, a written note is required.



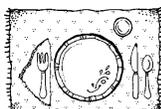
BREAKFAST REMINDER

Breakfast is served daily from 7:30 a.m. – 7:50 a.m. and is FREE to all students. It is VERY important that your child gets a good breakfast in order to have a successful day. If you choose to take advantage of Howard's Breakfast Program, we ask that your child(ren) are in the cafeteria no later than 7:40 a.m. This will ensure that they will be able to arrive in class on time.



FREE AND REDUCED LUNCHES

This is a reminder that you need to fill out a new Free/Reduced Lunch Form for your child/children every school year. **Even if you do not intend to use this service and you qualify, please take the time to fill out a form and turn it in.** As a Title 1 school much of our funding is based on the number of students that qualify for free or reduced lunch, so it is very important to have every eligible family in the system. If you have not yet applied for this year's meals, please pick up an application in the reception area at the school or check your "Back to School" packet. The deadline to have these forms turned in is October 16.



DISTRICT NOTIFICATION

Regarding Bullying, Intimidation, Harassment, Discrimination, Hazing and Retaliation

Eugene School District 4J has policies and programs to prohibit and prevent bullying, intimidation, harassment, discrimination, hazing and retaliation. Discrimination is prohibited on the basis of disability, race, color, national origin, ethnicity, sex, sexual orientation, age, religion, marital status, socioeconomic status, source of income, cultural background, familial status, physical characteristic, or linguistic characteristic of a national origin group, in any instructional program, extracurricular activity, or in the provision of any other service or benefit.

The district encourages students, parents and other patrons to share their concerns with district officials if they believe they or someone else has been the victim of bullying, intimidation, harassment, discrimination, hazing or retaliation. They can be assured that no reprisal or adverse action will occur as a consequence of initiating a complaint. Complaint forms and information about the complaint process are available in all 4J school offices and at the 4J Education Center, 200 North Monroe Street, Eugene, OR 97402. For more information, contact your school principal or the superintendent's office, 541-790-7707.

SCHOOL TO INFORM PARENTS IF THEIR STUDENT RECEIVES A THREAT

"Oregon law requires schools to inform parents if their son or daughter's name appears on a targeted list (i.e. a "hit list") that threatens violence or harm from another student." We will be using the following procedure to inform you if your student either receives or makes a serious threat of violence or harm.

If your son or daughter's name appears on a list threatening violence or harm by another student, we will attempt to meet with you personally, or talk by telephone, within 12 hours of learning about the threat. We will tell you about the threat, who made it (if we know), and the action we are taking to respond to it. We will also send you a notice within 24 hours, stating that your son or daughter received a threat. Our number one priority will be to make sure that school is safe for your children.

If your son or daughter made the threat, we will let you know that he or she made it and the action we are taking, including informing the parents of the student who received the threat that your student made. We are also required by the district's "Student Rights and Responsibilities Handbook" to inform the police.

STUDENT INFORMATION AVAILABLE TO NON- CUSTODIAL PARENTS

Howard Elementary is able to provide all co-custodial or non-custodial parents a duplicate copy of all district labeled mailings. Please let the school office know if you would like the name of a co-custodial or non-custodial parent added to the student's enrollment information.

MESSAGES FOR STUDENTS

Please make sure that your child knows what they will be expected to do when the school day is over before they leave home in the morning. Staff is not available to hand deliver messages throughout the day and when the bell rings at the end of the school day it becomes quite difficult to reach individual children that we have taken messages for. We will be happy to deliver messages in an EMERGENCY situation, but if at all possible please make sure that your child(ren) knows who will pick them up, if they should walk home, or ride the bus before they leave for school.

STUDENT ATTENDANCE AND TARDIES

One of the most reliable predictors of school success is regular attendance. Absences for any reason result in lost instruction time. We know that students who fall behind often become discouraged learners. It is our hope that we can work together to encourage your child's regular attendance and success at school. We understand that there are many factors in your lives that make it difficult, at times, for your child to be in school or on time. However, it is important that we work with you to reduce these to an absolute minimum. **Please remember that your child is expected to be in his or her classroom at 7:55 a.m.** The first bell rings at 7:50 a.m. giving your child 5 minutes to hang up their coat, retrieve homework, etc. Class activities start promptly with morning announcements. This morning class time is one of the most important times of the day. When a child comes in late, not only have they missed valuable class time, it is disruptive to his or her classmates.



When your child is going to be late or absent from school, please call the office at 790-4900, before 8:15 a.m. and inform the office staff. You may leave a message on the voice mail, if calling before office hours. Please leave the name of your child, their room number, and the reason for the absence. It is extremely important that this be done, as every child must be accounted for on a daily basis. As a friendly reminder, according to **Oregon Truancy Regulations**, if your student has eight unexcused half-day absences in any four-week period, you will receive a letter from the school notifying you of our attendance concerns. Please understand that if irregular attendance continues, we will be obligated to make a referral to a truant officer for further investigation.

CURRICULUM NIGHT ~ Mark your Calendars!

You can look forward to Curriculum Night on Thursday, September 27 from 6:00-7:00. The format is designed for parents to attend teacher presentations to learn about curriculum, classroom routines and expectations, and become acquainted with staff members. So that your full attention can be focused on the information provided, this evening is for adults only. **Childcare will be provided.** More information will be sent home in the weeks ahead.

UPCOMING EVENTS

9/25 - 2:30 Site Council
9/27 - 6:00 Curriculum Night
10/5 - Professional Development, No School
10/12 - State Inservice - No School



Suzanne Price
Achievement Gap and Federal Programs Administrator
Eugene School District 4J
200 North Monroe Street
Eugene, OR 97402-4295

Dear Parent or Guardian,

The purpose of this letter is to serve as notification that your child's school receives Title I funding from the federal government and to inform parents of their rights under NCLB legislation (No Child Left Behind). Title I is a federal program that provides resources to schools in areas of economic need. The purpose of the funds is to ensure that all children have a fair, equal, and significant opportunity to a high-quality education and are able to meet challenging state standards as measured by state assessments. As per NCLB requirements, schools receiving Title I monies must notify parents of their rights to request and receive the following information from your child's school:

- Professional qualifications of your child's teacher(s), including degrees and certifications held and whether the teacher is certified in the area s/he is teaching; and
- Whether or not your child is receiving instruction by a para-professional, and if so, his/her qualifications. This applies to all instructional staff in the school, not just those paid with Title I funds.

NCLB further states that Title I schools must notify parents:

- About the school improvement status of your child's school;
- Of your child's achievement level on Oregon statewide testing;
- If your child has been assigned, or taught, for at least four consecutive weeks by a teacher who does not meet the highly qualified definition; and
- Of your right to be involved in the planning and implementation of the parent involvement program in your child's school.

We are proud of our schools and the committed staff that have dedicated themselves to educating, and caring for, our children. We are happy to provide you with the above-mentioned information in a timely manner, upon your request. We look forward to the year ahead and welcome your partnership in the important job of educating the children of our community. Continuous communication between home and school is key to the success of our educational program. As parents/guardians, you are encouraged to be actively involved in your child's education by talking to your child about school, volunteering whenever possible, and participating in school/district activities!

If you have specific questions about this notification, please contact your school's principal. If you have any additional questions about No Child Left Behind and its impact on schools, please contact Suzanne Price, Federal Programs Administrator for Eugene School District 4J at 541-790-7559, or visit www.ed.gov/nclb.

Respectfully,

Suzanne Price
Achievement Gap and Federal Programs Administrator



SafeSchools

The Leader in SAFETY and Compliance Solutions for SCHOOLS.

7434 Montgomery Road
Cincinnati, Ohio 45236

SELF-REGISTRATION INSTRUCTIONS – Eugene School District 4J Parents

Eugene School District has elected to use the SafeSchools online safety training program to train professional staff, support staff, and even district parents on school-related safety issues. SafeSchools offers trainings in all facets of school safety issues, and its compliance management system tracks all the training for the district, allowing us to easily demonstrate state and federal compliance with safety mandates. SafeSchools courses have been authored by nationally renowned experts, and has been endorsed by a number of school boards and superintendent associations nationwide.

As required by House Bill 2062, Eugene School District is required to make available to parents and legal guardians of District students training each school year on the prevention and identification of child abuse and sexual conduct. As a district parent, you now have this training availability.

As a district parent, you will need to register yourself to the system in order to take your optional trainings. There are two ways to do this.

Use your registration key: **fb73482b**

Go to Eugene's SafeSchools homepage, <http://4j.or.safeschools.com> and click "Register" (below the "Login" button). On the next screen you will be prompted to enter the registration key above. Next you will be prompted to enter some basic information, including a username of your choice, which you will use to login to the system moving forward.

Use the "quick link" registration URL: <http://4j.or.safeschools.com/register/fb73482b>

Enter the address above to your internet browser, and you will be directly taken to the registration page where you will enter your basic information, including your username.

Once you login to the site, you will see a list of courses assigned to you, and the date on which they are due. To begin a course, click on the title then follow the prompts. To earn a certificate of completion, you must complete all sections of a course and pass the quiz. You do not have to take SafeSchools courses in one sitting, however; if you are called away, the system will remember where you left off and allow you to pick up again at that point.

Your participation will help to make Eugene School District 4J a safer place to work and learn! If you have any questions, please contact **Ryan Massey, Risk Manager/Administrator, (541) 790-7672.**

800.434.0154

513.366.4074 (fax)

www.SafeSchools.com