

Dear Howard Families,

I would like to welcome all of you back to Howard for the 2017-18 school year. Those of you that are new to the Howard Family, welcome! We are glad to have you. We are excited about the coming school year. Following is some information that I would like you to have.

- **ATTENDANCE** When your child is going to be absent from school or late, please call the school attendance line, 541-790-4940. **Please leave the name, room number and the reason for the absence.**
- **VOLUNTEER BACKGROUND CHECK** Every adult volunteering in a classroom or going on a field trip must fill out a Confidential Background Investigation form. This is required once every two years. If you have not done this, please do so online at [www.helpcounter.net/eugene](http://www.helpcounter.net/eugene). A minimum of 10 days is necessary for processing before a scheduled event.
- **FIELD TRIP DRIVERS** If you are planning to drive a car for any of your child's field trips you will need to come to the office and fill out a volunteer driver form as well as bring in your insurance card and a valid driver's license. **This needs to be done at least 24 hours before the field trip.**
- **CHILDREN ON 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 the 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.** Thank you for your cooperation in helping to provide the best connection between home and school in your child's health care needs.

If I can be of any help to your family, please feel free to call 541-790-4900. I look forward to seeing those of you that I already know, and getting to know the rest of you.

Sincerely,  
Lori Henry  
Secretary