



# Howard Happenings

## September, 2019

[www.howardelementary.org](http://www.howardelementary.org)

### **SCHOOL STARTS SEPTEMBER 4TH!**

**Doors will open at 7:25 and dismissal will be at 2:25**

### **SCHOOL HOURS**

Monday thru Thursday 7:55 am – 2:25 pm  
Friday 7:55 am – 1:10 pm

### **FRIDAY EARLY DISMISSAL**

Please remember that **EVERY Friday** students are dismissed at 1:10. 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.

### **MEET YOUR TEACHER!**

Howard will be hosting a "Meet Your Teacher" event On Tuesday, September 3 between the hours of 1:00 pm and 2:00 pm.

This is a wonderful opportunity for your child to view their new classroom and introduce themselves to their new teacher. Please plan on attending!

**Class lists will be posted on Friday, August 30 at 12:00. THE OFFICE WILL NOT BE OPEN after 12:00 this date only.**

### **PAUSE PARKING LOOP**

In the mornings, students may be dropped off along the sidewalk that encircles our parking lot. At the end of the day, drivers can pause park along the curb to pick up their student(s) when they come out at dismissal. Please note the following rules for pause parking:

- Drivers must remain in their cars at all times.
- Drivers should pull forward as space becomes available.
- Drivers should NOT stop in marked crosswalk areas.
- When getting in or out of a car, students must use the door on the sidewalk side. Students should never get in or out of a car on the driver's side. It's unsafe for the student and it slows traffic.

Drivers must remember to ALWAYS yield at the painted crosswalks and sidewalks.

### **PARKING LOT**

The parking lot will be for families who want to walk their students into the building during arrival or who wish to meet their students at the main entrance at the end of the day at dismissal. Please note the following rules for the parking lot are:

### **SAFETY WEEK**

Howard will conduct our annual Safety Week October 15 – 19 to practice a variety of safety drills. This is a good way to bring awareness to staff, students, and families about the various safety procedures that are in place to keep students safe if there were ever an emergency. Below are the drills that we will practice. Please take a few minutes and discuss these drills with your child. Your interest will allow them to share with you any of their concerns.

**Monday, September 30–Directed Evacuation:** Directed Evacuation is used to get students and staff out of the building by a route designed to protect their safety. This is the procedure we use for earthquake drills and monthly fire drills.

**Tuesday, October 1- Safety Trainings for Students:** (see following article)

**Wednesday, October 2–Lockdown & Evacuation:** Lockdowns protect staff and student from a threat when it may be more dangerous to leave the building. In other cases, it may be safer to evacuate the building. We will practice both of these drills on this day. See the following article for additional details.

**Thursday, October 3 - Room Clear:** A Room Clear, issued by the teacher, is used to send students away from a situation in the classroom. The teacher directs students to leave the classroom and go immediately to a prearranged area, typically the next classroom over. This procedure would be used if a classroom incident threatened the emotional or physical safety of students, i.e. someone becomes very ill or unconscious, a serious conflict erupts, etc.

**Friday, October 4 - Earthquake/Fire Drill:**The Earthquake Drill is designed to keep students safe in the building until the earthquake stops. At that time the alarm will sound and students proceed with a Directed Evacuation. This procedure is used to get students and staff out of the building by a route designed to protect their safety.

### **SCHOOL SAFETY TRAINING FOR STUDENTS**

Students' safety is of the utmost importance. In Eugene School District 4J we have updated school safety protocols with best practices to keep everyone as safe as possible in an emergency. These updated safety strategies, known as ALICE (Alert, Lockdown, Inform, Counter, and Evacuate), are recommended by law enforcement. ALICE strategies expand on our traditional safety practices and empower staff and students with more options during a life-threatening emergency, the kind we all hope never happens.

We will share these strategies with students during Safety Week. The student safety training will be age-appropriate and sensitive to students' special needs.

At elementary schools, students will have age-appropriate class discussions, practice evacuating, and talk about barricading. At middle and high schools, class discussions will include more specifics about potential dangers and options, and students will practice evacuating, sheltering or barricading in response to a threat. Student training will not include the active-shooter simulations that our staff has participated in.

Here at Howard Elementary School, class discussions will occur on October 1st and a student drill will occur on October 2.

Teaching materials are available at our school if you would like to review them. Please contact us if you have any questions.

## TITLE ASSESSMENT TESTING

The Eugene 4j School District administers both reading and math assessments to each of our students three times a year ~ fall, winter, and spring. Students scoring below the 20<sup>th</sup> percentile may be recommended, by the building-level team, to receive instructional interventions in reading and/or math. Students receiving interventions will have their progress monitored during regular intervals. At our school, all students receive 45 minutes of reading instruction and 45 minutes of instruction in the area of mathematics, each day. Parents/guardians will be notified if their child is recommended to receive additional reading or math instruction.

## TITLE I INFORMATION DURING OPEN HOUSE

Your child's academic success is directly related to your involvement in his or her education and communication with our staff. By working together, we can provide the best possible educational experience for your child. Howard currently receives Title I funding. As such, we would like to invite you to a meeting to discuss the Title I program in our school. At this meeting on October 9 we will also explain the requirements of Title I and provide a description of all services related to school and parent activities, including:

- Distributing and discussing our parental involvement policy;
- Discussing our curriculum, assessments, and the proficiency levels students are expected to attain;
- Informing you of the services we provide to eligible students and parents;
- Discussing the school's report card; and
- Explaining the process of receiving Title I services.
- ONLY cross the driveway area using the crosswalk. Students and families should never cut across the driveway.
- Before using the crosswalk, students must stop and look for cars.
- Designated disabled parking spaces are reserved for those people with a disabled parking permit displayed. This is monitored and strictly enforced.

## 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.

## 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.

## HOWARD SOCIAL MEDIA LINKS!

In addition to our school website and school newsletters, stay connected with Howard happenings through our social media accounts on Facebook, Twitter, and Instagram. These accounts are used to share information, events and activities happening at Howard throughout the school year. Hopefully this will become an easy way for families to stay in touch with what's going on at our school.

<https://www.facebook.com/4jhoward>, <https://twitter.com/howardschool>, and <http://instagram.com/4jhoward>.

## HOW DO I FIND MY CHILD'S BUS STOP?

4J's Transportation Department has set up a new system for finding your child's bus stop and times. The steps are as follows: Log onto [www.4j.lane.edu](http://www.4j.lane.edu), select the "department" tab, next select the "transportation" tab, and then finally select "find my bus stop" and enter your address. This will give the most accurate information available.

## 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 790-4940, 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 teacher, 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.

## **HOURS OF SUPERVISION**

School hours are from 7:50-2:25. Before school supervision is provided from 7:25-7:50 in the cafeteria. Students arriving after 8:00 should check in to the office before going to class. **School begins at 7:55.**

Please be aware that the office staff is not available to supervise children after school. Students that are not picked up on time will be left UNSUPERVISED at the entrance of the building.

## **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.

## **BREAKFAST REMINDER**

Breakfast is served daily from 7:25 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.

## **HOWARD PARENT TEACHER ORGANIZATION**

The PTO values the community that we serve and we want to hear from you. Help us to be the true voice of the families at Howard Elementary School. Please join us every second Tuesday of the month, at 6:00 PM, to share your ideas. Hope to see you there! Child care is provided.

**Want to get involved?** We have many committees that are looking for more helping hands. If you are looking to get involved please reach out to us by email at [howardelementaryPTO@gmail.com](mailto:howardelementaryPTO@gmail.com) or follow us on Facebook at @Howard4jPTO to find out about upcoming events and where we could use your help.

**Bottle Drop Fundraiser** Let's start the year off right! Have bottles and cans? Coming to a school event or PTO event? Dropping your kids off at school? Bring your cans and bottles! We will accept them in any bag, anytime. This is an exciting fundraiser that will help to put money back into Howard Elementary School.

Have a lot of bottles and cans? Don't want to haul them in? We'll come pick them up. It is easy to schedule a pickup with the PTO. Call, text or email us. We'll be there!

## **UPCOMING EVENTS**

9/3 – Meet your Teacher and PTO Welcome Back Event, 1:00 pm  
9/4 – First Day of School  
9/6 – Kindergarten Teacher Placements Posted, 4:00 pm  
9/10 - PTO Meeting, 6:00 p.m.  
9/16 – Operation School Bell Forms Due to Office  
9/23 –Site Council, 2:30  
9/30 – BEST Begins  
10/8– PTO Meeting, 6:00 p.m.  
10/9 – PTO Tech Trot  
10/9 – Open House, 5:45  
10/10 – Professional Development, No School  
10/11– State Inservice – No School  
10/17- School Pictures  
10/28 – Site Council, 2:30  
10/31 – Halloween Parade, 8:10