



Howard Happenings

September, 2016

www.howardelementary.org

HOWARD STAFF UPDATE

In addition to the staffing updates shared earlier, AJ Hruby was hired as an assistant principal last week, but we are very pleased to announce that as her replacement will be Corianne Rice Heinke. Corianne is an experienced Title 1 Coordinator and we're very lucky to have her. We've also hired two part time teachers for job shares. At 3rd grade doing a job-share with Allison Kreider will be Jennifer Shadwick, who taught 2nd grade last year in the Central Linn School District. At 4th grade doing a job-share with Amber Frank will be Alisha McKenzie, who has been a popular substitute teacher in Bethel. Please welcome these fine folks to the Howard family!

FIRST DAY ARRIVAL AT THE NEW BUILDING

Since we have a brand new building to start the year, we wanted to make sure everyone knows where they are going the first day of school. Here is the plan:

- Doors will open at 7:25 AM
- Classroom teachers will meet students in the gym (KG - 3rd) and in the courtyard by the cafeteria (4th & 5th). Teachers will have signs to help students find their teacher.
- The cafeteria will have grab-and-go breakfasts for students before they meet their teacher.
- Extra staff will be on-hand, including additional Spanish speaking staff, to help guide students and families.
- The first bell will ring at 7:50. Mr. Chinn will make a brief announcement and classes will be dismissed to go to their classrooms.
- Non-classroom staff will be assigned areas around the building to help guide anyone arriving late.
- **DISMISSAL NOTE** – Kindergartners and 1st graders being picked up by families need to be picked up in person and not from the pause parking area. KG and 1st graders will not be sent to cars on their own

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:

- 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.

PAUSE PARKING LOOP

This is the best new feature of our parking lot area. 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.

HOURS OF SUPERVISION

School hours are from 7:50-2:05. Before school supervision is provided from 7:30-7:55 in the cafeteria. Students arriving after 7:55 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 2:15. Students that are not picked up by this time will be left UNSUPERVISED at the entrance of the building.

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.

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>
<http://instagram.com/4jhoward>

WEDNESDAY EARLY DISMISSAL

Please remember that EVERY Wednesday students are dismissed at 1:05. 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.

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, 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.

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.

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 790-4940, 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 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.

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 20th 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.

UPCOMING EVENTS

9/20- PTO Meeting, 6:00 p.m.
9/21-Grand Opening Community Open House
9/21 – Cookie Dough Sale Begins
9/26 –Site Council, 2:30
10/6 – Curriculum Night, 5:45
10/7 – Professional Development, No School
10/14 – State Inservice – No School
10/18 – PTO Meeting, 6:00 p.m.
10/19- School Pictures
10/24 – Site Council, 2:30
10/31 – Halloween Parade, 1:15