

September, 2010



Howard Elementary

An Apple Distinguished School
Volume 2 Issue 1

"We seek to maintain a spirit of joy in learning, cooperation in doing, and optimism for success and the future. Our goal is to have every student exceed state standards in all academic areas."

Principally Speaking.....by Suzanne Price

Welcome back to school! As you know, setting the stage for a successful year is important. The start of a new school year is a good time to re-establish routines and set the tone for a positive and productive year. Here are some practical ideas for parents from *Parents Make the Difference* at *The Parent Institute*.

Review safety lessons, like how to walk/ride to school safely or ride the bus; classroom and school rules for respectful behavior;

Set the scene for homework. Match the environment to your child's work style. Some children need quiet. Others are helped by a little sound, like instrumental background music;

Start your morning at night. Help your child choose the day's clothes. Pack lunch. Gather homework and sign school papers. Line up breakfast;

Establish bedtime and homework routines. Pick a time that your child will do homework and go to bed. Then stick to it;

Don't over schedule your child. Give him/her time to unwind after school, especially during the first few weeks of adjusting. Make sure s/he has free time to just play every day;

Meet your child's teacher. Ask how can you help both the teacher and your child?

Teach respect by showing respect. Say "please" and "thank you" to your child.

Be genuinely interested in your child's schoolwork. Ask about school every day. Ask him/her to teach you what s/he's learning.

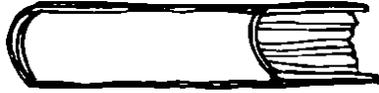
Say at least one positive thing to your child each day;

Insist your child try hard to be a good student. If school is important to you, it will be important to him/her.

Road Runner News

HOWARD FAMILY/STUDENT HANDBOOK!!

To further assist families in ensuring a successful school year by learning more about at Howard Elementary School, you are encouraged to visit our website at www.howardelementary.org.



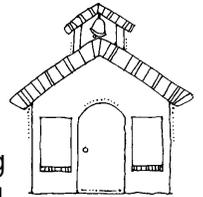
Here you will find a great deal of helpful information, staff contact information, and our **Family Handbook**, which contains a comprehensive review of our practices and procedures. As always, please free to contact me with questions, concerns, or praise.

CURRICULUM NIGHT ~ Mark your Calendars!

You can look forward to Curriculum Night on Tuesday, September 28 from 6:00-7:15. 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.

HOURS OF OPERATION

School hours are from 7:55-2:05 (1st-5th) and 7:55-12:05 (KG). Supervision is provided from 7:25-7:55, 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.



A MESSAGE FROM THE DISTRICT: Religious Holiday Announcement

As a public school district, 4J takes a neutral position concerning religion and does not close for religious holidays such as Rosh Hashanah, Eid al-Fitr, Good Friday, or Diwali.

This year, the rare combination of a later-than-usual Labor Day and an earlier-than-usual Rosh Hashanah means that the Jewish High Holiday begins at sundown on September 8, just after our first day of school. Additionally, this year Ramadan, the Islamic Holy Month during which many observant Muslims fast during daylight hours, also overlaps the first days of school. Eid al-Fitr, the Muslim day (or days) of feasting and religious observance to celebrate the end of Ramadan, begins at sundown on September 9 this year.

While we cannot change the district's academic calendar to accommodate specific religious holidays among the many observed by our region's diverse faith communities, we certainly do accommodate religious observance by individual students and staff. Additionally, our

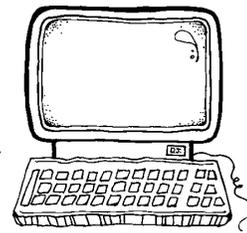
schools generally try to maximize the number of families that will be able to attend meetings and special events, which includes making an effort to avoid scheduling conflicts with major cultural events and holiday observances.

Student absences and staff personal day requests are expected to be higher than usual in the first week of school as many 4J families observe Rosh Hashanah and Eid al-Fitr. 4J's policy is that students may be excused from school, without any penalty, for religious holy days. Parents should simply follow regular procedures for notifying the school of a parent-approved absence.

We have asked our teachers and other staff to be aware of and sensitive to this as we begin the school year. All students deserve an opportunity to get off to a good start.

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, sign a technology contract, and pay a \$30 supply fee. For returning families, you will notice this fee is less than in years past. 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.



**First PARENT TRAINING for laptop use is September 22nd
at 1:15 in room 12.**

ATTENTION VISITORS

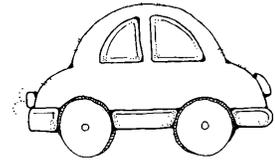
As a safety precaution, we require that all visitors/volunteers start their visit in the office. Please sign in and receive a visitor's badge so that staff members and students know you are a "safe" visitor. If you do not have a badge, don't be surprised if a staff member asks you to please stop by the

office to check in. Equally important is that you sign out in the office when your visit is complete. By doing so, we know who is in the building in the event of an emergency. Thank you, in advance, for honoring this important safety procedure.

On a related note, **community members often use Howard's track/field** for exercise and to walk their dogs. For safety reasons, pets should be kept on leashes if Howard's facility is used during school hours or school-sponsored events. Sharing this important information with neighbors would be much appreciated.

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 cares. 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.

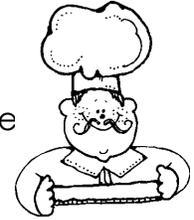
MEDICATIONS



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.

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.



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.

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.

DON'T FORGET!

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.

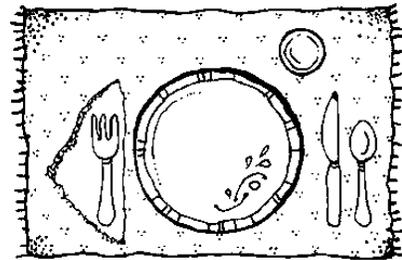
Unfortunately, children left waiting for a ride home spend a very long and uneventful hour sitting in the hall outside of the office. Please make note of this regular early dismissal to avoid a missed pick up of your child.

STUDENT 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."

FREE REDUCED LUNCHES

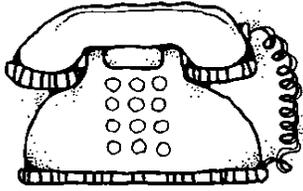
This is a reminder that you need to fill out a new Free/Reduced Lunch Form for your child/children every school year. **Even if you do not intend to use this service and you qualify, please take the time to fill out a form and turn it in.** As a Title 1 school much of our funding is based on the number 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 15.



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

RECESS REMINDER

Physical activity and free play is an important part of the school day. All children are expected to participate in recess, unless a doctor's note is provided. Appropriate dress for the weather is strongly encouraged, along with shoes in which your child can run and play.

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.



ELECTRONIC NEWSLETTERS

In the spirit of conservation, and in the age of technology, Howard Elementary publishes an electronically mailed newsletter the first Friday of every month. So, **it is important that we have your most current email address (it can even be a work address).** If you haven't given us your email address, and you would like a copy of our school newsletter, please

do so right away by simply calling the front office at 790-4900. This email will be placed on a newsletter list serve. For those families who do not have access to the Internet, we will still be printing a few hard copies so that everyone can stay informed.

**Please share your email address with us 😊.
Contact the office at 541-790-4900.**

FAMILY RESOURCE COORDINATOR

Alicia Longoria is the 4J Family Resource Coordinator and she will be working with the families and staff at Howard Elementary. As the Family Resource Coordinator, she will be at the Howard **every Wednesday from 8:20-2:30 and every Thursday from 8:20-11:00 am**. Services provided by the Family Resource Coordinator will include family activity nights, parent education, open library, referral to community resources, and translation. If you have any questions please call me at 790-4900, or stop by and visit, I'll be located in the front office.

PTO CORNER

Welcome back to another fun-filled school year. PTO has planned several new activities we're excited about this year. First of all let us introduce you to our 2010-2011.

PTO Board members.

Lee Bretoi: **President**

Tanya Jackson: **Vice-President/Secretary**

Amanda Whiterock-Jones: **Treasurer**

Shana Simpson: **Parliamentarian**

Amy Gorhm: **Volunteer Coordinator**

Our PTO contact email address:

howardelementarypto@gmail.com

Our PTO Phone#: (541) 933-5336.

Here's what PTO has up their sleeves this year:

Our COOKIE DOUGH fundraiser starts September 20th and ends October 4th. We will also have several Papa's Pizza nights, a Scholastic Book Fair, a School Carnival, and more! Please stop by our *PTO Corner* bulletin board, in the main hallway, for dates and lists of all our activities. Also, please fill out our *Volunteer Signup* sheet; we need you!

PTO Monthly meetings are at 6pm in the Library and FREE childcare is provided. Our meeting dates are:

October 12, November 9, January 11, February 8, March 8, and April 12

Dates to Remember:

September

- 15 Early dismissal (11:35 KG/1:05)
- 20 Cookie Dough sale begins
- 22 K-2 Fall Field Day (8:30-9:30)
3-5 Fall Field Day (10:15-11:15)
Parent Laptop Training (1:15)
Early dismissal (11:35 KG/1:05)
- 24 School pictures
- 28 Site Council (2:30)
Curriculum Night (6:00-7:15pm)
- 29 Early dismissal (11:35 KG/1:05)
- 30 Birthday lunch with Mrs. Price (Aug./Sept. bdays)

October

- 6 Road Runner Assembly
Walk & Ride to School Day
Early dismissal (11:35 KG/1:05)
- 7 NO SCHOOL; furlough day
- 8 NO SCHOOL; state inservice
- 12 PTO meeting (6:00pm)
- 13 Early dismissal (11:35 KG/1:05)
- 15 NO SCHOOL; professional development
- 20 Early dismissal (11:35 KG/1:05)
- 21 Papa's Pizza Night @ Coburg Road
- 26 Site Council (2:30)
- 27 Early dismissal (11:35 KG/1:05)
- 29 Birthday lunch with Mrs. Price (October bdays)
Halloween Parade (1:30-2:00/KG time TBA)