

# *Howell Mountain Elementary School*



## *Student Handbook*

*Superintendent/ Principal: Janet Tufts*

*Phone: 965-2423*

*Www.hmesd.org*

*School Hours 8:30 am—3:05 pm*

*Minimum Day Hours: 8:30am—12:05 pm*

*After school Program 3:05-pm—6:00 pm*



# HOWELL MOUNTAIN ELEMENTARY SCHOOL CALENDAR

**2018 – 2019**  
Adopted April 11, 2018

JULY				
0 Days				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

AUGUST				
13 Days				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

SEPTEMBER				
19 Days				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

OCTOBER				
23 Days				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

NOVEMBER				
16 Days				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

DECEMBER				
10 Days				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JANUARY				
18 Days				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

FEBRUARY				
18 Days				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

MARCH				
21 Days				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL				
16 Days				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY				
22 Days				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE				
4 Days				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**FIRST AND LAST DAY**

August 15, 2018 ..... First Student Day  
June 6, 2019 ..... Last Student Day

**TRIMESTERS**

November 7, 2018 ..... End of Trimester 1  
March 5, 2019 ..... End of Trimester 2  
June 6, 2019 ..... End of Trimester 3

**MINIMUM DAYS**

October 2-4, 2018 ..... 12:05pm Release  
February 5-7, 2019 ..... 12:05pm Release  
June 6, 2019 ..... 12:05pm Release

**HOLIDAYS – NO SCHOOL**

September 3, 2018 ..... Labor Day  
November 12, 2018 ..... Veteran's Day  
November 19-23, 2018 ..... Thanksgiving  
December 17-31, 2018 ..... Winter Break  
January 1-4, 2019 ..... Winter Break  
January 21, 2019 ..... MLK Day  
February 15, 2019 ..... President's Day  
February 18, 2019 ..... President's Day  
April 1-5, 2019 ..... Spring Break  
April 22, 2019 ..... Easter Travel Day  
May 27, 2019 ..... Memorial Day

**STAFF DEVELOPMENT – NO SCHOOL**

August 13-14, 2018 ..... Staff Development  
June 7, 2019 ..... Staff Development

**8<sup>TH</sup> GRADE PROMOTION**

June 5, 2019 ..... 8<sup>th</sup> Grade Promotion

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# HMESD Mission

**We aim to...**

...ensure that all students meet or exceed grade level standards as well as develop self-worth and social responsibility within a safe, healthy, and nurturing school environment that requires students to think, solve problems, and be creative. We will achieve this through a comprehensive support system, professional collaboration, and strong values of TEACHING EVERY CHILD

## *Howell Mountain Elementary Staff*

Janet Tufts	Superintendent/Principal
Lori Price	District/ School Secretary
Josh Loveall	Food Service Supervisor
Van Son	Library Tech
Kathy Moreland	Kindergarten/ 1st Grade Teacher
Heather Dahline	Kindergarten/1st Grade Teacher
Lauren Bledsoe	K-2 Intervention Specialist/ RSP
Michael Luque	2nd Grade Teacher
Vinnie Rothwell	3rd/4th Grade Teacher
Peter Fitzpatrick	5th/ 6th Grade Teacher
Michael Norris	7th/8th Grade Teacher
Nikki Ballere-Calhan	Art Teacher
Kelsey Hadfield	Music Instructor
Olga Arroyo	Custodian/Maintenance
Maria Terrell	Intervention Aide/ Yard Duty

## School Rules and Behavioral Expectations for Students at Howell Mountain Elementary School

Area	Be Safe	Be Respectful	Be Responsible
<b>Bathrooms</b>	Keep feet on floor Keep water in sink Wash hands Put towels in trash	Knock on stall door Give people privacy Use the designated re- stroom for your grade	Flush the toilet after use Leave promptly when fin- ished Use a pass during class time
<b>Front of School and Bus Areas</b>	Before school move to supervised areas After school, move to dis- missal area Stay at sidewalk area in front of school for ride	Stand single file, quietly in bus line Sit or stand quietly while waiting for ride	After school visits should be approved by parent before school Wait at least 10 minutes before asking to use phone after school
<b>Library</b>	When lights are off the library is available by permission only	Use quiet voice Wait your turn Take care of business first, then sit and read.	Return materials to proper place on time
<b>Office</b>	Use chairs and tables ap- propriately Keep hands, feet and ob- jects to self	Use quiet voice Wait behind counter	Have a pass State your purpose politely Obtain permission to use phone
<b>Computers in Class</b>	Use all equipment and soft- ware according to direc- tions. Visit approved sites There is a zero tolerance for cyber bullying	Work quietly Clean hands Provide help with permission	Use Internet appropriate- ly. Print only with permission

# CORE Values

The following Core Values are guiding principles for the Howell Mountain Elementary School District. These values represent how we want to “live” within our school community. Core values are for children and adults to embrace, internalize, model, and live by. They are an expression of what is deep and enduring within our school system.

**We will continue to build** a culture of shared accountability to excellence and growth.

**We will continue to develop** a strong networked community committed to the positive development of the whole child.

**We will continue to provide** an effective, efficient use of resources.

**“Howell Mountain Elementary School provides an environment where all students, staff, and parents are given the opportunity to reach their potential.”**

I have read and understand the information that is contained in the student handbook.

Student Signature \_\_\_\_\_ Parent Signature \_\_\_\_\_

## School Rules and Behavioral Expectations for Students at Howell Mountain Elementary School

# Howell Mountain STUDENT EXPECTATIONS

1. Respect Yourself and Others
2. Follow Directions
3. Attend School Every Day
4. Do All of Your Work All of the Time
5. Know the Objective Being Taught
6. Seek Help if You are Having Problems Personally, Socially or Academically

Area	Be Safe	Be Respectful	Be Responsible
<b>While at School</b>	Walk facing forward Keep hands, feet and objects to self Get adult help for spills and accidents. Use all equipment and materials appropriately	Use kind words and actions Wait for your turn Clean up after yourself Follow adult directions	Follow school rules Remind others to follow school rules Take proper care of all personal belongings and school equipment Be honest
<b>Cafeteria</b>	Keep your food to yourself Walk at all times Honor the peanut-free zone	Use quiet voice Allow anyone to sit next to you Wait quietly in straight line Use good manners Clean up your area	All food and drink stays in the cafeteria Get all utensils, milk, etc. when first going through the line Put trash and recyclables in proper container Be responsible for your meal card only
<b>Playground/ Recess</b>	Walk to and from playground Stay within boundaries and away from classrooms Be aware of what's happening around you	Play fairly Include everyone Use respectful language Play with equipment in the appropriate area	Obtain pass to leave area Eat appropriate snacks at tables Put trash in trash cans
<b>Hallways and Sidewalks</b>	Stay to the right Allow others to pass <b>Be aware of doors</b>	Hold the door open for the person behind you Use quiet voices	Stay on the sidewalks Respect property, yours and others
<b>Assemblies</b>	Enter in a line with your home room teacher Sit quietly Wait for dismissal directions	Listen respectfully Sit facing forward Applaud appropriately	Focus on presentation Exit with your teacher when excused

## **Howell Mountain Students Show Pride In Themselves and Their Community By Following These Rules.....**

**Be Safe:** Students will do their best to make sure that they stay safe at school and that they keep their friends safe too. This means that they will follow the rules and let a teacher know when there is a problem.

**Be Responsible:** Students will follow the rules and make good decisions.

**Be Respectful:** Students will treat everyone the way that they would like to be treated. This includes friends, parents, and the staff at the school.



# School Guidelines

## ASSEMBLIES

1. Move quickly and quietly to the gym and sit in your assigned area.
2. Make a positive statement about the character of HMES students by behaving appropriately.
3. Make sure that you remain quiet when anyone is speaking.
4. Respond appropriately when asked to give a response.
5. Remain seated until dismissed by the principal.

## ASSIGNMENTS

1. Assignments are due on the date specified by the teacher.
2. Students have the sole responsibility for getting and making up missed assignments.
3. Each grade level has devised criteria to address missing assignments and late work.
4. Teachers can email missing assignment lists to parents upon request.
5. Assignments will be kept orderly in a 3-ring binder.

## ATTENDANCE

Howell Mountain School District believes it is imperative that children attend school on a regular and ongoing basis. The learning process is a continuous act that requires student participation. When attendance is poor, learning is adversely affected. Habits developed in school often carry over to the work place. It is recognized that, at times, there are events, which are beyond the control of the student, which have to be taken into account. Therefore, the Howell Mountain School District Attendance Policy is established to encourage maximum student participation while allowing for the realities of everyday life.

### Pre-arranged Absences

Parents or guardians may pre-arrange an absence with the school office. Pre-arranged absences are treated as regular absences in all other respects and, therefore, are not considered to be excused absences, unless students/parents and teachers sign an Independent Study Contract for 5 or more absences. With Independent Study Contracts, assigned work is due on the day students return to school.

### Consequences for Excessive Absence

Each student's attendance record is checked on a regular basis during the school year. The following procedures will be followed in dealing with attendance in the Middle School:

1. Unexcused absence beyond 5 days (35 class periods) per trimester is considered excessive. When unexcused absences exceed 5 days, parents will be sent a notification letter and a copy of absence records.
2. Unexcused absences beyond 7 days per trimester is considered critical to the student's progression to the next grade level. Parents will be asked to attend a conference with school personnel, Division of Family Service Personnel, SARB, and/or the Juvenile Officer.

## SAFETY

1. Students should not run in the hallways. They should walk on the right side of all corridors and watch for opening classroom doors.
2. Rock throwing will not be tolerated.
3. Bullying will not be tolerated.
4. Students will obey the yard supervisors at all times.
5. Students should use sidewalks when walking to and from school.
6. The crosswalk should be used whenever students have to cross the road.
7. Students are not to catch a ride with anybody other than a parent or guardian unless it has been approved through the office.

## SCHOOL HOURS

The regular school day starts at 8:30 a.m. and finishes at 3:05 p.m. Students should not be in on campus prior to 7:30 a.m. nor after 3:15 p.m. unless accompanied by a faculty member, or for the purposes of after-school tutoring and Project SHARE. Students who arrive early will be asked to wait in the cafeteria. Minimum Day hours are from 8:00 a.m.-12:05 p.m.

## SEXUAL HARRASSMENT

1. HMESD is committed to providing an environment free from intimidating, hostile or offensive behavior. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment will not be tolerated.
2. Allegations of sexual harassment shall be investigated, and if substantial, corrective or disciplinary action taken, up to and including suspension and/or expulsion, and/or termination of an employee.

## VISITORS

1. No visitors are allowed at school without the Principal's consent. All visitors are to report to the office immediately upon arrival at school.
2. Visitors will be given an I.D. tag to be worn while in the school building.
3. Students from other schools will not be allowed to attend classes.

## GRADUATION CRITERIA

1. A minimum, **Cumulative** GPA of 2.0 must be maintained.
2. Students who have more than 7 unexcused or 15 excused (no more than 15 combined) Absences will be ineligible to graduate.
3. More than two suspensions will result in a non-participation status for 8<sup>th</sup> grade events.
4. Students who do not pass 8<sup>th</sup> grade will be required to attend a mandatory summer school prior to enrolling in high school.

## LOST AND FOUND

Items that are not claimed will be donated to charity the last school day of each month.

## MEDICATION

Medication forms are available for parents to pick up in the office. Any questions can be addressed by calling the school secretary.

### Prescription Medication

1. Written, faxed, or prescription labels will be considered an authorized prescriber's order for short-term medications only.
2. Long-term medications and changes in dosage of those medications will require written or faxed orders from an authorized prescriber.
3. All medications must be in the original container.

### Over-the-Counter Medication

1. Written or faxed orders or standing orders (renewed yearly) will be required from an authorized prescriber for the administration of over-the-counter medications to students during school hours.
2. Medications may include but are not limited to acetaminophen, cough/cold medications, topical ointments, etc.
3. All medications must be in the original container.

## RESPECTING OUR CAMPUS

We work hard to keep our campus clean. Please use the trash cans that are provided. Out of respect for our campus, sunflower seeds and gum will not be allowed at school.

## RESTROOMS

1. Students are not permitted to loiter or play in the restrooms.
2. Students must have a hallway pass in order to use the restroom during instructional time.
3. Students must use the restroom that is designated for their grade.



## REWARD ACTIVITIES

1. **Perfect Attendance Award:** In order for students to receive the "Perfect Attendance" award, Students must be in attendance for the entire school day on every day that school is scheduled.
2. Most Improved Award
3. Principal's Award: End of the month BBQ
4. **Academic Rallies:** Students are recognized at the end of each trimester for achieving Honor Roll.
5. **Student of the Month Assemblies** will be held on the last Thursday of each month at 2:00. Medals and acknowledgements are given to outstanding students.
6. **Citizenship:** One student per month will be honored for their outstanding citizenship.
7. **Golden Tickets and Positive Referrals:** Positive behavior and citizen will be acknowledged daily by "Golden Tickets" and "Positive Referrals"

## TARDIES

1. Excessive tardies will be addressed in the same manner as unexcused absences and may result in a School Attendance Review Board referral.
2. Students who are tardy after recesses and breaks will owe time at their next recess.
3. Students who are routinely checked out from school early will also be deemed truant. Students may not miss more than three 30 minute blocks of any class. (EC48261)

## BEHAVIOR

Our district-wide positive behavior plan will guide discipline at Howell Mountain Elementary School. We believe in building a **safe, respectful** and **responsible** environment for our students. We want to increase the amount of student "time on task" while providing an orderly learning environment. Students will have ample opportunities to earn Golden Tickets for their positive, on-task behaviors. By receiving Golden Tickets, students may win the reward during the Friday drawing of tickets.

Understand that the Howell Mountain School Board of Trustees and the Superintendent have established written policies, rules and regulations of general application, governing student conduct in all schools. These policies are outlined in the School Education Code and as mandated, will be followed accordingly.

## BIKES

1. Students who ride bikes to school will park them in the bike rack located in front of the school.
2. Bikes should be parked immediately when students arrive to school.
3. Bike helmets are expected to be worn in compliance with the law.
4. Bikes must be walked in the parking areas.

## BOOKS

1. Students should write their name inside the front cover of each textbook checked out to them.
2. Respecting school property and materials demonstrates responsibility and is expected.
3. Damaged or lost books must be paid for, including library books.
4. If a lost book is later found, there will be no charge for the book.
5. Fines will also be assessed for all book damages.
6. Charges or fines must be paid before grades and/or diplomas will be given out.

## BULLYING

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm.

1. Students shall NOT, through physical, written, verbal or other means, harass, sexually harass, threaten, intimidate, cyber-bully, cause bodily injury to, or commit hate violence against any other student or school personnel.
2. Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized.

## CAFETERIA PROCEDURES

1. Breakfast is served daily from 8:05—8:25 a.m. There will be a Second Chance breakfast option offered at first break.
2. Students must use their regular meal account to purchase breakfast. Meals may not be charged.. However, families may pay their lunch bills on-line at hmesd.org, using the new link for food service.
- 3 Each student is expected to practice the guidelines for safe, respectful and responsible behavior.
4. Students should leave the table and surrounding area clean and orderly.



## COMPUTER USE POLICY

1. Students will be expected to use their electronic devices responsibly inside and outside of the classroom.
2. Cell phones are not to be out during school hours. The district is not responsible for Lost, stolen or broken devices.

## DRESS AND APPEARANCE

1. It is each student's responsibility to dress in a manner that reflects self-respect and safety.
  2. Neatness and cleanliness are basic to personal hygiene and grooming.
  3. Personal appearance and attire should not distract others from a productive learning environment that promotes academic success.
  4. No clothing that bares the midriff, or that reveals undergarments is allowed: (halter tops, tube tops, spaghetti straps, muscle shirts, shirts that reveal cleavage, sagging pants, ripped pants (without leggings).
  5. Shorts must be of an appropriate length. (at least a 3 " inseam)
  6. Hats, chains, jewelry, bandanas and clothing that advertises alcohol, drugs, Or tobacco products, suggestive, gang related or obscene language is prohibited
- Students choosing to ignore the dress code policy will be asked change immediately. School issued clothing will be provided. (Students will not be allowed to phone home)**
7. For student safety, spiked jewelry and chains are also prohibited.
  8. Footwear must be worn for health and safety reasons. Strapless sandals, flip-flops and slippers are not acceptable.

## DRESS FOR PHYSICAL EDUCATION

1. All students are required wear safe shoes for P.E. (tennis shoes/ running shoes are preferred.) Sandals are prohibited.
2. An adaptive PE will be arranged for any student who may be exempted from physical activity by a doctor's excuse.
3. Student participation is expected.



## ELECTRONIC DEVICES

1. HMESD is not responsible for **stolen, lost or damaged electronic** devices that are brought to school.
2. Students who rely on cell phones for communication with parents or guardians are expected to use the devices respectfully and responsibly. Cell phones may be used only in the front office. They are not to be out during school hours.
3. Cell phones are not to be on during class time, nor taken out at recess.
4. Students are not to use the photo feature on the cell phone while on school premises. Text messaging and posting comments on social media sites is not allowed during school hours.
5. **Cyber-Bullying will not be tolerated: Consequences may include suspension and /or expulsion.**

**Cell phones that are used irresponsibly will result in:**  
Device will be confiscated and will only be returned to parent.



**Students choosing to ignore the cell phone policy will be required to attend a parent/principal conference that may result in permanent loss of cell phone privilege.**

**EMERGENCY DRILLS:** It is mandatory that students regard drills with the same seriousness and respect that would be required in an actual emergency.

**INDOOR FIRE DRILL** In the event of a grass fire, we will have all students meet inside the cafeteria

1. The office will ring bell followed by all-call.
2. All students to sit down in designated fire drill lines in the cafeteria. Teachers will take roll.
3. Check to see that all students are present.

## **LOCK DOWN:**

1. Classroom doors will be locked.
2. Lights will be turned off. Everyone is to remain quiet and crouched down out of sight.
3. The office will call classrooms to determine if any students are missing.
4. Cell phones are to remain off.
5. No one is permitted to be on computers during a lock down.
6. Refer to the Safety Handbook for complete procedures.