Howell Mountain Elementary School

Student Handbook

Superintendent/Principal: Janet Tufts
Phone: 965-2423
Www.kmesd.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
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

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

**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 ____________________
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

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

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<thead>
<tr>
<th>Area</th>
<th>Be Safe</th>
<th>Be Respectful</th>
<th>Be Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>While at School</strong></td>
<td>Walk facing forward</td>
<td>Use kind words and actions</td>
<td>Follow school rules</td>
</tr>
<tr>
<td></td>
<td>Keep hands, feet and objects to self</td>
<td>Wait for your turn</td>
<td>Remind others to follow school rules</td>
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<tr>
<td></td>
<td>Get adult help for spills and accidents,</td>
<td>Clean up after yourself</td>
<td>Take proper care of all personal belongings</td>
</tr>
<tr>
<td></td>
<td>Use all equipment and materials appropriately</td>
<td></td>
<td>and school equipment</td>
</tr>
<tr>
<td><strong>Cafeteria</strong></td>
<td>Keep your food to yourself</td>
<td>Use quiet voice</td>
<td>Be honest</td>
</tr>
<tr>
<td></td>
<td>Walk at all times</td>
<td>Allow anyone to sit next to you</td>
<td></td>
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<tr>
<td></td>
<td>Honor the peanut-free zone</td>
<td>Wait quietly in straight line</td>
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<td></td>
<td></td>
<td>Use good manners</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Clean up your area</td>
<td></td>
</tr>
<tr>
<td><strong>Playground/Recess</strong></td>
<td>Walk to and from playground</td>
<td>Play fairly</td>
<td>Obtain pass to leave area</td>
</tr>
<tr>
<td></td>
<td>Stay within boundaries and away from classrooms</td>
<td>Include everyone</td>
<td>Eat appropriate snacks at tables</td>
</tr>
<tr>
<td></td>
<td>Be aware of what’s happening around you</td>
<td>Use respectful language</td>
<td>Put trash and recyclables in proper container</td>
</tr>
<tr>
<td><strong>Hallways and Sidewalks</strong></td>
<td>Stay to the right</td>
<td>Play with equipment in the appropriate area</td>
<td>Be responsible for your meal card only</td>
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<tr>
<td></td>
<td>Allow others to pass</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Be aware of doors</td>
<td></td>
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</tr>
<tr>
<td><strong>Assemblies</strong></td>
<td>Enter in a line with your home room teacher</td>
<td>Listen respectfully</td>
<td>Focus on presentation</td>
</tr>
<tr>
<td></td>
<td>Sit quietly</td>
<td>Sit facing forward</td>
<td>Exit with your teacher when excused</td>
</tr>
<tr>
<td></td>
<td>Wait for dismissal directions</td>
<td>Applaud appropriately</td>
<td></td>
</tr>
</tbody>
</table>
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.
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 8th grade events.
4. Students who do not pass 8th 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.

OUT OF RESPECT FOR OUR CAMPUS
Out of respect for our campus, sunflower seeds and gum will not be allowed at school.
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 to 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.

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:

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.