

Howell Mountain Elementary School



Student Handbook

Superintendent/ Principal: Janet Tufts

Phone: 965-2423

Www.hmesd.org

School Hours 8:30 am—2:35 pm

Early Release Dismissal

K-3- 12:05 pm

4-8- 1:05 pm

After School Program 2:35-pm—6:00 pm

Leaders of the Pack



We solve problems

We help others

We are kind

We have grit

We think, innovate and act

NEW Daily Schedule



Grades TK-K: (Full Day)

8:30	—	9:20	50 minutes of instruction
9:20	—	9:40	Snack (Instructional time for K - 20 min)
9:40	—	11:20	40 minutes of instruction
11:20	—	11:45	Lunch (25 Minutes)
11:45	—	12:00	Recess (15 Minutes)
12:00	—	1:10	70 minutes of instruction
TOTAL			205 minutes of instruction

Grades 1-3: (Full Day)

8:30	—	9:40	70 minutes of instruction
9:40	—	10:00	Recess
10:00	—	11:40	100 minutes of instruction
11:40	—	12:05	Lunch (25 Minutes)
12:05	—	12:20	Recess (15 Minutes)
12:20	—	2:35	135 minutes of instruction
TOTAL			305 minutes of instruction

Grades 4-6: (Full Day)

8:30	—	10:00	90 minutes of instruction
10:00	—	10:20	Recess
10:20	—	12:00	100 minutes of instruction
12:00	—	12:25	Eat (25 Minutes)
12:25	—	12:40	Recess (15 Minutes)
12:40	—	2:35	115 minutes of instruction
TOTAL			305 minutes of instruction

Grades 7-8: (Full Day)

8:30	—	10:20	110 minutes of instruction
10:20	—	10:40	Recess
10:40	—	12:25	105 minutes of instruction
12:25	—	12:45	Eat (20 Minutes)
12:45	—	1:05	Recess (15 Minutes)
1:05	—	2:35	90 minutes of instruction
TOTAL			305 minutes of instruction

Table of Contents

Howell Mountain Mission and Vision	1
Student Expectations	2
Behavior Guidelines	4
Assemblies.....	4
Assignments	4
Attendance.....	4
Behavior	5
Bikes.....	5
Books.....	5
Bullying.....	5
Cafeteria Procedures.....	6
Communication.....	6
Computer Use Policy.....	6
Dress Code	6
Electronic Devices.....	7
Emergency Drills.....	7
Field Trips.....	8
Graduation Criteria.....	8
Lost and Found.....	8
Medication.....	8
Respecting Our Campus.....	8
Restrooms.....	8
Reward Activities.....	9
Safety.....	9
School Hours	9
Sexual Harassment	9
Visitors	9
Behavior Expectations	10-11
School	
Cafeteria	
Playground	
Hallways	
Assemblies	
Bathrooms	
Library	
Office	
 Howell Mountain Elementary Staff.....	12
2021-2022 Howell Mountain Calendar	13

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 SCHOOL CALENDAR

2021– 2022

Adopted: January 13, 2021

JULY 0 Days				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

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

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

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

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

DECEMBER 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

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

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

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

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

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

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

FIRST AND LAST DAY

August 18, 2021 First Student Day
June 9, 2022 Last Student Day

TRIMESTERS

November 10, 2021 ...End of Trimester 1
March 9, 2022 End of Trimester 2
June 10, 2022 End of Trimester 3

MINIMUM DAYS K-3 12:05, 4-8 1:05

October 5-7, 2021, 12:05/1:05 pm
February 1-3, 2022, 12:05/1:05 pm
June 9, 2022, 12:05/1:05 pm

HOLIDAYS – NO SCHOOL

September 6, 2021 Labor Day
November 11-12, 2021 Veteran's Day
November 22-26, 2021 Thanksgiving
December 20-31, 2021 Winter Break
January 3-4, 2022 Winter Break
January 17, 2022 MLK Day
February 18, 2022 President's Day
February 21, 2022 President's Day
March 18, 2022 No School
April 4-11, 2022 Spring Break
May 27-30, 2022 Memorial Day

STAFF DEVELOPMENT – NO SCHOOL

August 16-17, 2021 Staff Development
June 10, 2022 Staff Development

8TH GRADE PROMOTION

June 8, 2022 8th Grade Promotion

Howell Mountain Elementary Staff

Dr. Janet Tufts	Superintendent/Principal
Van Son	District/ School Secretary
George Jones	Food Service/Maintenance
Hannah Saporito	Transitional Kindergarten/ Kindergarten Teacher
Megan Particelli	First Grade Teacher
Michael Luque	2nd/3rd Grade Teacher
Vinnie Rothwell	4th/5th Grade Teacher
Mary Galas	5th/ 6th Grade Teacher
Michael Norris	7th/8th Grade Teacher
Lauren Bledsoe	RSP/ Physical Education Teacher
Pete Fitzpatrick	Fine Arts/ Enrichment Teacher
Olga Arroyo	Custodian/Maintenance
Elizabeth Aviña	English Language Learner/ Resource Support/ Library Tech
Brenna Southern	Para-Educator/ Yard Duty
Ariana Bautista	Para-Educator/ Yard Duty

Howell Mountain Board of Trustees

Wendy Yorgensen, President
Lisa Welborn, Vice President
Ryan Hackett, Member
Cynthia Gosling, Member
Duane White, Member

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 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 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. This means that students will complete their work, will follow directions and will ask for help when needed. In addition, students will know the objectives being taught.

Area	Be Safe	Be Respectful	Be Responsible
Bathrooms	Keep feet on floor Keep water in sink Wash hands Put towels in trash	Knock on stall door Give people privacy Use the designated restroom for your grade	Flush the toilet after use Leave promptly when finished Use a pass during class time
Front of School and Bus Areas	Before school move to supervised areas After school, move to dismissal 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
Library	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
Office	Use chairs and tables appropriately Keep hands, feet and objects to self	Use quiet voice Wait behind counter	Have a pass State your purpose politely Obtain permission to use phone
Computers in Class	Use all equipment and software according to directions. Visit approved sites There is a zero tolerance for cyber bullying	Work quietly Clean hands Provide help with permission	Use Internet appropriately. Print only with permission

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

Area	Be Safe	Be Respectful	Be Responsible
While at School	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
Cafeteria	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
Playground/ Recess	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
Hallways and Sidewalks	Stay to the right Allow others to pass Be aware of doors	Hold the door open for the person behind you Use quiet voices	Stay on the sidewalks Respect property, yours and others
Assemblies	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

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





School Student Guidelines

ASSEMBLIES

1. Move quickly and quietly to the cafeteria 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 adult in charge.

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.

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 Elementary 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. Independent Study Contracts may be obtained from the secretary at the front office of the school. The teacher may also initiate this contract.

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:

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. Notification letters are mandated by the California Department of Education and the State of California.
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.

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. **Academic Rallies:** Students are recognized at the end of each trimester for achieving Honor Roll. We invite all of our parents to attend all of our celebration assemblies.
3. **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.
4. **Citizenship:** One student per month will be honored for their outstanding citizenship.
5. **Golden Tickets and Positive Referrals:** Positive behavior and citizen will be acknowledged daily by "Golden Tickets" and "Positive Referrals"

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. Throwing of rocks (and other potentially harmful items) 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 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 2:35 p.m. Students should not be on campus prior to 8:00 a.m. nor after 3:00 p.m. unless accompanied by faculty. For the purposes of after-school tutoring and After School Program or Band, students who arrive early will be asked to wait in the cafeteria.

Early Release Days: During Parent/ Teacher Conference Weeks, K-3 will be dismissed at 12:05 and Grades 4-8 will be dismissed at 1:05.

The Boys and Girls Club will offer an on-site After School Program from 2:35-6:00 pm.

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.

FIELD TRIPS:

1. In order to participate on field trips, all students must have a district approved, signed permission slip.
2. Car seats are required for students who are under 8 years old or who are under 4'9" tall.
3. Parents who wish to drive other students must register their insurance information with the front office. This entails a Volunteer Driver form (found on the hmesd.org website or in our front office) (liability insurance must equate to a minimum of \$100,000/ 300,000) In addition, the district requires this form to be on file with a copy of the parent's valid driver's license. Volunteers must also be finger printed through the Department of Justice. Howell Mountain will provide a finger-printing at our Back to School event.

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.

LOST AND FOUND

All items that appear to be abandoned will be placed into the 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.

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.
4. Feminine Hygiene products will be available in the junior high, girl's restroom.

TARDIES

1. Excessive tardies will be addressed in the same manner as unexcused absences and may result in a School Attendance Review Board (SARB) 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 at all times when on campus and 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, including library books, must be paid for by students.
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 during morning recess breaks. Students may only eat one breakfast per day.
2. There will be no charge for the 2021-22 school year for breakfast or lunch.
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.

COMMUNICATION

1. We value parent involvement and are reliant on parent engagement that supports student learning. Many activities will be communicated with parents in our weekly note home, the "peach jar" app and will be posted on our web site. In addition, parents can expect to receive "all call" voice communications and email notifications throughout the year. In the event of an emergency, we will utilize the "all call" system and email notifications.
2. Please feel free to stop by the office to speak to the administrator with any news that must be shared.
3. Parent concerns regarding students and staff must first be addressed with the child's teacher. The principal is more than willing to mediate any situations that may occur.

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. Each student is responsible for dressing in a way that is respectful to themselves and their classmates.
2. Clothing with racial slurs, guns, profanity, misogyny, or any other hostility targeted toward any group of people is prohibited.
3. Be cautious when wearing open toed shoes that could result in foot injury.
4. Rips in jeans are not allowed above 3 inches inseam. The in-seam of shorts must be 3 inches minimum.
5. Students must wear or bring clothing that is appropriate for Physical Education.
6. Clothing shall not bare the midriff or reveal undergarments.

Students choosing to ignore the dress code policy will be asked change immediately. School-issued clothing will be provided.

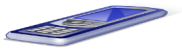
PHYSICAL EDUCATION

1. All students are required wear safe shoes for P.E. (tennis shoes/ running shoes are preferred.)
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.**
6. Cell phones that are used irresponsibly will result in:
Device being 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 privileges.

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/ SCHOOL-WIDE EVACUATION DRILL

1. All staff and students are to meet inside the cafeteria.
2. The office will ring bell followed by all-call.
3. All students will sit down in designated fire drill lines in the cafeteria. Teachers will take roll.
4. Staff will 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.