FAMILY GUIDEBOOK

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Find and Like Howbert Elementary on Facebook and Instagram

Please review and retain this guidebook as a reference

WELCOME TO
HOWBERT ELEMENTARY
An Outdoor Learning School

Dear Howbert Students and Families,

The Howbert professional team welcomes you all to the this school year, which we know will be another great academic year, filled with excitement and new learning opportunities for our students in a safe and challenging learning environment.
We encourage each and every one of you to become involved in your school. Through our parents and guardians continued Participation, Volunteering, Attendance, and Asking of Questions, our students can continue to appreciate the value of a quality education experience at Howbert ES. **Participation**: join our Howbert Parent Teacher Organization (PTO) and our Howbert Guiding Coalition (SAC) teams to become a member of our decision-making team to improve the learning and teaching environment. **Volunteering** in your child(ren)'s school and classroom activities, chaperone a field trip, donate time at home to help a staff member complete a project to see firsthand the high academic expectations for your child and the engaging academic instruction & activities of the classroom. **Attendance** at your child(ren)s and our Howbert school programs/events indicates that their hard work is recognized by us adults. By **asking your child(ren) questions** about their school day, you continue to reinforce their daily school work. We welcome your involvement and hope that you will contact your child(ren)'s teachers or the office staff should you have **any questions, concerns or compliments** at 328-4200.
Howbert Elementary School takes pride in the warm and personal relationships we have with our students and their families. This is truly your school and we want you to know that you are a very important part of it!
This handbook is designed to familiarize you with some of the instructional programs, school wide policies and procedures at Howbert Elementary School. You are encouraged to read the information, discuss it with your children, and **SAVE IT FOR FUTURE REFERENCE**.
The entire staff at Howbert Elementary School is ready to help you and your child(ren) have a successful and enjoyable school year!

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SCHOOL HOURS

Student Hours 7:50am-2:50pm Office Hours 7:30-3:30

Students may enter their classrooms starting at 7:50 a.m. Students must remain at the front of the school while awaiting to be picked up. At 3:05 students that have not yet been picked up will be brought into the building and the family will be contacted. No students should wait for their parent to pick up on the large playground after school. Students should not be on the Preschool/Kindergarten playground without a parent at any time. Students arriving after the 7:55 bell must have a parent/guardian sign him/her into the office upon arrival. **Parents must check students in or out through the office when leaving early, arriving late, or returning from appointments**.

ABSENCE AND TARDINESS

The first bell rings at 7:40 a.m. and the last bell ringing at 7:55. By the time the 7:55 bell rings, students should be in their seats, ready to begin the day. Attendance will be taken just after 7:55. Regular attendance is expected of all of our students and is a necessary part of success in school. If your child has been (or will be) absent or tardy, please call the school attendance recorder at 328-4200. You can place this call **24 hours per day**. If we do not receive a call from you explaining the absence, you will receive a call from us. Tardies and absences mean a loss of instruction time. When a child arrives at school at any point after 7:55 a.m., he/she may miss instruction and disrupt the class**. If your child is tardy, you will not be allowed to walk them into their class as the teacher has already begun the day's work.** Your child will take a pass to class with him/her to let the classroom teacher know that they have checked in at the office. Please talk to your children about the importance of coming to school on time every day. Remember, too, early pick-ups from school also result in missed instructional time which has a negative impact on a student's progress. If a pattern of excessive tardiness or absences develops, the counselor and principal will require a meeting with the parents and the child to offer strategies and interventions to alleviate this issue.

ILLNESS GUIDELINES

If any of the following conditions apply your child should remain at home until they are 24 hours symptom free without aide of medicine. Symptoms can include: fever (above 100.4°), shortness of breath or difficulty breathing, new or worsening cough, vomiting, swollen glands, or other signs suggesting a severe illness. If chronic conditions (asthma, allergies, etc.) apply please be sure to discuss with our office. *Please see more on medications.

MEDICATION

If your child must take medication of any kind (including over-the-counter drugs) during school hours, the school must have a medication form filled out and signed by a doctor. This form is available in the office. Parents/guardians must also sign this form, giving permission for the medicine to be administered at school. Medication must be provided in the original pharmacy bottle and will be kept in a locked cabinet at the school. Parents/guardians may also choose to come to the school to administer the medications themselves, or discuss with your doctor an alternative schedule so that the medication can be given outside of school hours. **If your student has an order for a medical device such as an epi-pen or an inhaler, one MUST be at school in case of emergency. Students may not have any prescription or over-the-counter medication in their possession, including cough drops.**

VISITORS/VOLUNTEERS

Parents/guardians are encouraged to visit school at any time. **All visitors to the school must sign in at the office and obtain a guest pass before going to the classroom area**. If you would like to see a specific activity, the principal or other staff members will be happy to assist you. Please remember, classroom teachers are unable to discuss your child's progress during instructional time. If you'd like to meet with the teacher, please make an appointment during non-instructional time. Children not enrolled at Howbert may not visit the school unless accompanied by an adult. If the visitor will be assisting with students, they **must fill out a Volunteer Form** prior to working with students. A Volunteer Form can be picked up at our front office or be done online at:
https://www.d11.org/departments/engagement/partnerships/volunteers/volunteer-registration/registration-forms

SCHOOL ENTRY PROCEDURE

The doors at Howbert are locked at all times. To gain admittance, please press the buzzer and stand in front of the camera on the buzzer. You will be asked the purpose of your visit and once you state that purpose, the door will click unlocked for a couple of seconds. Visitors and guests are expected to have a picture I.D. card with them if they would like information about a student, to visit with a student, and/or check a student in or out of school. All visitors must sign in and wear a Guest Badge while they are in the building. The students are taught not to open the outer doors to anyone, even if they know the person. Please do not ask students to let you in, but do enter through the front door when visiting Howbert. Again, this is for the safety of us all.

KISS AND GO LANE/DISMISSAL

The kiss and go land is a drive-through lane that is coned off in front of the school for the am drop offs. Please do not use this lane if you are going to need to get out of your car to assist your child. This lane is intended to ensure the safe and efficient drop off of a large number of students in a short amount of time. If you need to park, you will need to find a legal spot somewhere in the school's vicinity and then have your child move to the crosswalk to safely get to school. You must NOT ever allow your child(ren) to get out of your vehicle on the street unless you are parked in a legal spot. You would be amazed at the number of people who attempt to let their children get out on 31st if they happen to get stopped prior to the Kiss and Go Lane by the crossing guards! This is incredibly unsafe for our children, families, and staff. Never double-park in the bike lane behind the cars parked in front of the school at dismissal. Waving your child into the street to your car is frighteningly dangerous and MUST NOT HAPPEN, EVER! Safety is our top priority! Please keep it your top priority, too! The fire lanes are painted red and are no-parking at any time. The blue zones are for Handicapped Parking only. You must have visible evidence of your right to park in these designated spots. Yellow means no parking during the school day.

BUS RULES AND REGULATIONS

Bus Rules and Regulations are sent home each year by the Transportation Department. Parents are required to read and sign off on this each year. If you have any concerns throughout the year, please contact Transportation at 520-2010. Bus students will **not** be detained after school without prior approval of the parent. If your child is joining a friend on the bus, please notify the office to let them know. If we do not notify the bus driver they will not be allowed on the bus.

WALKING TO AND FROM SCHOOL

Parents/Guardians should teach their children an agreed upon, safe route. Children are encouraged to respect other peoples' property, and should be warned about accepting rides from or talking to strangers. Howbert behavior expectations carry through going to and from school as well as during school.

Here are some very important safety practices that families can talk to their students about what to do if a stranger approaches them. Here are some points to help guide your discussion:

- Don't speak with strangers or take anything from strangers
- Don't get into a vehicle with a stranger
- Don't walk near unknown or suspicious vehicles
- Do walk to and from school in pairs or groups whenever possible
- Do **immediately** report any suspicious incident to an adult (teacher, police officer, friend's parent) as soon as possible.
- Do be aware of the wildlife. We are in an area with deer, bobcats, bears and other wildlife present. If you happen to see a bear or bobcat near the school before pickup, please alert our school office.

BICYCLES AND SCOOTERS

If your child rides a bicycle to school, it should be parked immediately upon arrival at the bike rack. For safety, all bikes, scooters, etc. must be walked while on school grounds, including the cross-walk bridge. If a student rides in an unsafe manner, it will be held for parent pick-up. **Helmets should be brought into the school and placed near the coat racks instead of left by the bikes outside. Bike Locks are encouraged.** We cannot assume responsibility for damaged or stolen equipment.

COMMUNICATION BETWEEN SCHOOL AND PARENTS

It is important to keep the lines of communication open at all times between parents and the school. Parents/guardians are encouraged to visit the school and to contact teachers, and are always welcome. Appointments are always appreciated. Parent-teacher conferences are also scheduled during the year in October and as needed for the success of our students. If you have questions about your child's progress at any time, please contact your child's teacher. Our teachers at Howbert may also keep parents informed about school progress through phone calls to parents, emails, Thursday folders, or with notes in the Howbert Student Planner. Please read and review our weekly Howbert Happenings email for what's happening in our school.

ADDRESS, PHONE, AND OTHER EMERGENCY INFORMATION

It is vital that every child has current emergency phone numbers and emails where parents/guardians can be reached as well as an updated address. Please contact the school office if your address or phone number(s) changes. Also keep us informed if the name or phone number of the person you want contacted in an emergency changes during the school year. In case of flood conditions, the expectation is that each family provide names and contact information for family members that will be east of 30th street to adhere with our Flood Evacuation Procedures.

SCHOOL SUPPLIES

A list of recommended school supplies for students is available in the school office and on our Howbert website. They are listed by grade level. If you need help obtaining school supplies, please call the office.

WEATHER

Please make sure that your child is dressed for our ever-changing Colorado weather. A warm morning does not necessarily mean a warm afternoon. By School Board policy, students will not be outside for recess if the temperature/wind chill factor is below 17 degrees or if it is wet from rain or snow. We usually go by 17 degrees, including wind chill, to make our decision. A parent note is required to have a student remain indoors when we are having outdoor recess. We believe that all students need some fresh air and movement to be most ready to learn!

FIELD TRIPS

Written permission from the parent/guardian is required in order for a child to be allowed to go on all school-sponsored field trips. Please have your child return permission slips promptly to the teacher. A phone call from a parent/guardian granting permission cannot be accepted. If parent transportation is needed, parent drivers should come to the office prior to the day of the field trip to sign the necessary forms and to supply the office with a copy of a valid driver's license and proof of liability insurance. Every student in a private vehicle must use a seat belt. If a parent/guardian would like to chaperone, they will assume responsibility for a group of students chosen by the teacher. **These parents must all have filled out a Volunteer Form with our office staff prior to the Field Trip.**

AFTER SCHOOL CLUBS/ACTIVITIES

Howbert students have several afterschool enrichment opportunities to choose from. Students must return signed permission slips by the deadline given, in order to participate in these activities. Parents/Guardians are responsible for ensuring that their child knows the plan for pick up after the activity ends each time. Parent/guardian must pick their child up within 5 minutes of the activities end time. Staff members who give their time to offer afterschool clubs must have all students picked up promptly at the end of the activity. Due to the number of chronic late pick-ups in the past, we have instituted a policy regarding this. If a student has one late pickup for a particular activity, the second late pick up could result in them not being able to continue to participate, which is very unfortunate for the student and certainly not what we want to see happen. Clubs can be cancelled for many reasons. It is necessary to have updated contact information on file in case this does occur.

SCHOOL FEES

Every effort is made to keep fees to a minimum. However, fees may be charged for instrumental music, before or after school sports or clubs, art, or other special programs held before or after school. Small fees are also requested for many field trips. If you need assistance with this, please contact the office.

TELEPHONE USE

Students may use school telephones to contact parents/guardians **in case of emergency only**. Please help by seeing that your child has homework, books, supplies, and has made after school plans before leaving for school. Arrangements for visits to friends, announcing club activities, or asking for rides home are not considered to be emergencies. All families should have a set plan for afterschool pickup or afterschool activity pickups.

CELL PHONES

In order to create the best learning environment for all students at Howbert Elementary, a personal cell phone may not be used at school between the start of school (7:50 a.m.) and the end of school (2:30 p.m.).

We understand that many parents/guardians choose to have their students carry a cell phone for communication purposes in the event of emergencies or changes in plans. However, in order to not disrupt the learning environment, any student bringing a cell phone to school must keep it turned off in his/her backpack during school hours. If a student is seen with a cell phone during school hours, he/she will be given a reminder of the school policy, and/or it may be taken away and kept in the office until the end of the day or until a parent/guardian of the student comes to school to pick it up.

During school hours, if a parent/guardian needs to get a message to their student, they are welcome to call the office at 719.328.4200 and the message will be delivered to the student as soon as possible and in a way that will not interrupt learning. Students are allowed to use their cell phones after dismissal (2:30 p.m.). **The school cannot assume responsibility for lost or stolen phones.**

TOYS AND ELECTRONIC ITEMS

Students are not to bring toys and/or stuffed animals to school, except for special days determined by the school. Electronic items are not allowed at school, except for cell phones (see cell phones). Toys and/or electronic items brought to school may be taken and held for parent/guardian pickup. Also, please ensure that children do not wear valuable jewelry, bring large amounts of cash, or other costly items to school. **The school will not assume responsibility for lost or stolen items.**

LIBRARY BOOKS

At Howbert we schedule our students' weekly visits to our school library. Primary students (grades K-2) may check out 2 books for a period of one week. Intermediate students (grades 3-5) can check out 2 books at a time, for a period of two weeks. If your child would like to keep their books past the due date, they must bring the book in and renew it. If an item is lost or damaged, we will request payment be made to the school. If the item is found by the end of the year, the payment will be refunded or the student may choose to keep the book. It is important that your child learns to be responsible for returning their library books on time. Having a special place to store their book during the time that they are responsible for it is helpful. Additional books may be checked out to support a school project, if needed.

LOST AND FOUND

Please mark all of your child's belongings with his/her name. The lost and found is located down the 3-5 grade hall near the gym. Small items such as glasses, keys, jewelry, etc. are kept in the office. **Unclaimed items are donated to a charitable organization at the end of each semester.**

LUNCH PROGRAM

Howbert and all D11 schools participate in the Healthy School Meals for All program for lunch. All students enrolled at Colorado Springs School District 11 may participate in lunch at sites at no cost.
It is important for households to still provide their household income information when requested via an application. While meals will be provided at no cost to all students in participating schools, it's important for District 11 Food and Nutrition Services to continue gathering this information at the funding at free and reduced price eligible schools in order to receive full access to state and federal funding.
Paper Free and Reduced-Price Meal applications will be available at the school or online at https://d11.rocketscanapps.com/.

SNACKS/DRINKS

Each classroom will establish one time during the day that students may choose to eat a small snack. Healthy snacks are highly suggested. Students may also choose to drink water in the classroom. They may bring a refillable water bottle to have with them in the classroom throughout the day. Only water will be allowed in the classrooms.
If a student has a specific food or drink need related to a health requirement, please let the classroom teacher and school nurse or health tech know so that we can support those dietary accommodations.

NEWSLETTERS AND OTHER NOTICES

We send out an electronic weekly newsletter, Howbert Happenings. Please be sure to update your email address and read the newsletter to know what is going on at Howbert. Additional paperwork and flyers may be sent home in Thursday Folders. Please stress the importance of getting these items home, and try to check the Thursday Folder in a timely manner and return any permission slips or other requests for information as soon as possible.

POSITIVE BEHAVIOR INTERVENTION SYSTEM (PBIS)

Howbert Elementary has developed a school wide positive behavior support program. Schoolwide we focus on six core kindness concepts, **Respect – Caring – Inclusiveness – Integrity – Responsibility - Courage.** It is helpful when you also reinforce these concepts with your children outside of school. Our goal at Howbert is to help our parents and guardians build students and young adults who are lifelong learners and who are responsible for their own learning and behavioral choices.

GOLDEN TICKETS

There are daily opportunities for your student(s) to be recognized for choosing to do the right thing by making the right choice to be Respectful, Caring, Inclusive, Responsible, Courageous, and show integrity. Recognition may come from the classroom teacher, specials teachers, counselor, or any of our Howbert staff members via a golden ticket. Verbal strategies such as a high-five, verbal praise, the daily announcements, an email/phone call home, or face-face recognition with the student and his or her family are other positive recognitions.

DISCIPLINE

It is the policy at Howbert School that all students are to be responsible and respect the rights and property of others, whether they are on school grounds or engaged in a school-sponsored activity where they are acting as Ambassadors of Howbert. Students are to conduct themselves at all times in an appropriate manner. All schools in District 11 enforce the **STUDENT CONDUCT AND DISCIPLINE CODE** designed to meet the needs of our students. We ask that every parent/guardian review in detail the **STUDENT CONDUCT AND DISCIPLINE CODE**, which is available on the D11 website at
https://www.d11.org/cms/lib/CO02201641/Centricity/Domain/69/StudentHandbook.pdf**.**
The objectives are as follows:

1. To ensure that every student in the district follows accepted rules of conduct and shows respect for and obeys persons in authority;
2. To foster sound educational practice and productive learning;
3. To develop in every student in the district a positive attitude toward self-discipline and socially acceptable behavior;

4. To help every school in the district maintain a learning atmosphere which is safe, conducive to the learning process, and free from unnecessary disruption;
5. To communicate to parents and the community that unacceptable behavior by students will not be tolerated; and
6. To allow for reasonable and appropriate physical intervention or force in dealing with disruptive students.

WEAPONS AND WEAPON LOOK-ALIKES AT SCHOOL

Our school district is dedicated to providing a safe learning environment for all children. In District 11 we have a **zero tolerance for weapons and items that mimic weapons in all our schools.** We need your assistance in helping every child understand our expectations and consequences for bringing weapons or objects that mimic real weapons to school. The following policy is from the **STUDENT CONDUCT AND DISCIPLINE CODE HANDBOOK**.

Policy JICI

Colorado Springs School District 11 prohibits weapons of any kind on school property, at school events, or off school property where the carrying, bringing, using, or possession of a weapon creates, in the determination of district personnel, a threat to other students or school district personnel. Any student who brings a weapon onto school property is subject to disciplinary action, including possible suspension and expulsion from school. School administrators will contact law enforcement in cases where there is an illegal or dangerous weapon on school grounds, or if there is use of any object in a threatening manner. Law enforcement authorities have the right to make an arrest for any weapons infraction on school grounds that violates Colorado state statutes. Knives, brass knuckles, chemical sprays, slingshots, and firearms are among the weapons prohibited on School District 11 property. Additionally, items that shoot projectiles by compressed air or spring, like airsoft and paintball guns, are dangerous weapons under district policy.

NON-DISCRIMINATION DECLARATION

School District 11 is committed to a policy of nondiscrimination in relation to race, creed, color, sex (gender), ancestry, sexual orientation, religion, national origin, age and/or disability. Discrimination and/or harassment based on the aforementioned areas will not be tolerated and must be brought to the immediate attention of the school principal or D11 nondiscrimination compliance coordinator: Office of Equal Opportunity Programs and Ombudservices, 1115 N. El Paso Street, Colorado Springs, CO 80903, Phone: 520-2354, (https://www.d11.org/domain/543)

The following district policy may be reviewed in the STUDENT CONDUCT AND DISCIPLINE CODE HANDBOOK at https://www.d11.org/cms/lib/CO02201641/Centricity/Domain/69/StudentHandbook.pdf

BULLYING

Howbert has a strong focus on providing a bully-free environment for all staff and students. Proactive and on-going instruction around this issue is provided by the counselor, principal and all Howbert staff. The distinction between bullying behavior and someone just being mean is taught along with strategies for students to use when dealing with bullying behaviors. This includes knowing when and how to get an adult's support as needed and how to help when bullying behavior is witnessed. Bullying behavior is unacceptable at Howbert and is taken very seriously. Please help to encourage your student(s) to come talk to an adult if they are having issues at the school.

DISRUPTIVE BEHAVIOR

The staff at Howbert Elementary is dedicated to positive, firm, and consistent discipline that provides the students with clear behavioral expectations, rewards/consequences, and a learning experience so the students continue to become more responsible for their own behavioral choices.

Behavior that negatively effects learning is handled individually with dignity and tact and in a manner which does not create problems for others in the school. Most behavioral issues that occur are minor and can be dealt with by the classroom teacher. Students will be referred to the office if a pattern of misbehavior or classroom disruption is demonstrated despite the best ongoing effort of the teacher. Students will also be referred to the office if a serious action occurs. Processing of the situation and better ways to handle the situation are an integral part of the discussion between the principal and the student(s). Empathy and natural consequences are used with the intention of helping students make a better choice the next time.

MAKE UP WORK RELATED TO ABSCENCES

At times, students are sick enough that they are out of school for several days. If you call to request that the teacher prepare missing work for you to pick up, a minimum of 24 hours is required so that the teacher has time to do this without it affecting instructional time for the rest of the class. Students will have the opportunity to make-up missed work.
Teachers may require absent students complete alternative assignments to maintain the integrity of an original assignment. These alternative assignments may not be used as a consequence and should be of equal challenge, score, and weight in the overall academic assessment.

HOMEWORK GUIDELINES

The staff at Howbert School recognizes the importance of studying at home as part of the learning process and helpful in the development of good study habits.

Parents/Guardians are encouraged to help students study at home by:

1. Cooperating with the school in encouraging a positive attitude toward home study and academic achievement.
2. Providing your children with suitable study conditions and supervision.
3. Consistently reserving time for home study by not allowing telephone calls, television or visitors during study time.
4. Showing interest in what your children are doing, without doing the work for them.
5. Developing an understanding of what your child's teachers expect home study to accomplish.
6. Checking your child's planner every day and understanding your child's classroom teacher's expectations for its use. Checking your child's backpack every day.
7. Reading through the information sent home in the Thursday Folder in a timely manner.

EMERGENCY / EVACUATION PROCEDURES

It is necessary that parents/guardians are informed of the procedures developed to minimize danger to students and staff should an emergency occur at school. Our main objective is to attend to the health and welfare of your child(ren) in the event of a crisis and to see that he/she/they gets home safely. This is one reason it is critical that we have up-to-date emergency information on file in our office. We regularly practice our emergency and evacuation drills at Howbert. This provides all staff and students with some familiarity with the procedures to follow in the unlikely event of an actual emergency situation. We practice weather emergency drills, flood drills, event in the school's immediate proximity drills, event within the building drills, and monthly fire drills.

In most emergencies your child(ren) will remain and be cared for at Howbert. In the rare event of an emergency affecting Howbert that prohibits re-entry to the building (such as a broken gas or water main, a fire, or a sudden loss of utilities in bad weather) students and staff will be removed immediately to our alternate site, First Evangelical Free Church on Fontanero and 30th, at 820 N. 30th. Parents/Guardians may check out and pick up students at either location. Our superintendent will monitor the situation and keep schools informed of actions to take, and inform the radio and television stations.

We ask you to follow these procedures if you hear rumors of any school emergency.

1. TURN ON YOUR RADIO OR TELEVISION. We will keep the media accurately informed of any emergency.
2. PLEASE DO NOT CALL THE SCHOOL. We have limited telephone lines. These must be used to respond to the emergency.
3. In the event of an attack or crisis event at a distant location, or in the event of military action, a sense of normalcy will be attempted at school. This is in the best interests of the children and the learning environment. If parents/guardians choose to pick up their child/children at school, they must sign them out at the office. Please have your ID ready.
4. In the event of a local emergency, students will be sheltered at school whenever possible until parents/guardians can safely arrive to pick up their child(ren).
5. In the event of a lock-out, the front doors will be monitored and no one will be granted entrance.
6. In the event of a security or emergency situation, students may have outdoor activities cancelled, be restricted to classroom areas, or moved to a shelter location in building.

Howbert Evacuation Site: First Evangelical Free Church on Fontanero and 30th, at 820 N. 30th St.

DRESS CODE

All district policies related to student dress may be reviewed in their entirety in the **STUDENT CONDUCT AND DISCIPLINE CODE HANDBOOK,** which can be found at https://www.d11.org/cms/lib/CO02201641/Centricity/Domain/69/StudentHandbook.pdf

Items that are not acceptable for school or school-related activities include the following:

- Skirts, shorts and dresses shorter than mid-thigh
- Sunglasses (inside the building)
- Hats (inside the building), except on spirit days or classroom incentives
- Inappropriately sheer, tight or short clothing
- Garments (e.g. "Midriffs"; halter tops; backless clothing; "tube" tops; spaghetti straps; garments made of fishnet, mesh, or similar materials; tank tops; "muscle" tops; etc.) that inappropriately bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.
- Sagging clothing
- Any clothing, paraphernalia, grooming, jewelry, accessories or body adornments that contain advertisement, symbols, words, slogans, patches, or pictures that are sexually suggestive; that are drug, tobacco, or alcohol related; or that are obscene, vulgar, lewd, indecent or plainly offensive
- Any clothing, paraphernalia, grooming, jewelry, accessories or body adornments that are disruptive or potentially disruptive to the learning environment; that pose a threat or potential threat to the safety or welfare of the student or any other person; or that are or could be considered to be symbols of gang involvement or activity
- Any other similarly inappropriate clothing, accessory, body adornment, etc., or inappropriate grooming or hygiene.

Coaches and sponsors of extracurricular activities and teachers in specialized classes such as P.E. are granted authority to establish more restrictive rules regarding students' appearance for students enrolled in such classes and/or participating in such activities. Such rules shall be consistent with the requirements of the activity and shall require the approval of the principal/designee. **All Howbert students need to wear actual shoes for gym class, for safety. That means no flip flops or heeled sandals for gym.**

Any student who comes to school without proper attention having been given to their appearance in violation of this policy may be disciplined, sent home to be properly prepared for school, and required to prepare him or herself for the classroom before re-entering school. Students who violate this policy in a continuing or flagrant manner may also be recommended for suspension and/or expulsion. (See File: JK and JK-R)

The administration of each school reserves the right to pass judgment on the interpretation of this policy and is granted the authority to establish a higher standard of dress than is required by this policy that is commensurate with the values and expectations of their community. This includes the option of designing and implementing a more uniform dress code with the approval of the Superintendent/Designee.

INCLEMENT WEATHER PROCEDURE

All inclement weather decisions are based on concerns for student, families, and staff safety. Parents/Guardians must decide whether to send students to school on threatening, stormy days and call in to the office if they chose not to bring their child(ren). Parents/Guardians are expected to **provide the school office updated information about emergency telephone numbers** and alternative arrangements for the safe custody of students during inclement weather. Another good reason to make sure your emergency contact information is current.

ALERT SYSTEM

District 11 uses a mass communication system to notify the community of any remote learning days, delays, or closures. In addition to receiving notifications via email, text message (if you opted in for texting), and mobile app notifications, an alert window will pop up on any page on the District 11 website you visit. This will ensure you receive the notification in a timely manner. The notification box can be acknowledged and closed.

TYPES OF INCLEMENT WEATHER DECISIONS

Depending on weather severity and how many remote learning days have been used during a school year, one of three decisions will be made:

1. Full closure—all District 11 schools and offices will be closed and there is no expectation of remote working/learning
2. Remote Learning Day (see "What are the expectations of remote learning days?")
3. Two-hour delay—School will start in-person exactly two hours later than normally scheduled. There will be no a.m. preschool and buses will pick up exactly two hours later than normal.

IN THE EVENT A DECISION HAS BEEN MADE TO HAVE AN EARLY DISMISSAL

D11 will inform the that schools will dismiss students early. We will then dismiss students 2 hours earlier than normal, unless otherwise directed by the Superintendent or designee. School will make every effort to complete lunch service before dismissal. We will, of course, keep buildings open as long as necessary to evacuate all students safely. PM Preschool will be canceled.

Parents should make sure their children know what to do and where to go if dismissed early. This should be done proactively. We cannot rely on the telephone to make last-minute arrangements for their children. (Lines tend to malfunction during storms.)

PARENT TEACHER ORGANIZATION (PTO)

Howbert has an active parent group called the Howbert PTO. This group supports the school with fundraiser activities, as well as recruiting volunteers to help in the school. Please join them as often as you can. We hope you will be a part of this ALL-IMPORTANT group! You can reach them at HowbertPTO@gmail.com with any questions.

HOWBERT GUIDING COALITION **(School Accountability Committee)**

Howbert has an active parent/staff/community group called the Howbert Guiding Coalition. This group advises the principal on school improvement issues. Look for information in the newsletter regarding meeting dates and times. We hope you will be a part of this committee.