



STUDENT & PARENT/GUARDIAN HANDBOOK

2019-2020

Principal: Bryan K. Relich

Address: 1023 N. 31st Street

School Main Phone & Attendance Line: (719) 328-4200

Fax Line: 719-630-0187

Website: <http://www.d11.org/howbert>

Find & Like Howbert Elementary School on Facebook

Twitter Account: @howberthornet

Please review and retain this handbook as a reference point for the 2019-2020 school year.

If you would like a “hard” copy of the this document, please contact the main office and we will be glad to make you a copy.

WELCOME TO IRVING HOWBERT ELEMENTARY SCHOOL

Dear Howbert Students and Families,

The Howbert professional team welcomes you all to the 2019-2020 school year, which we know will be another great academic year, filled with excitement and well-rounded learning opportunities for our students in a safe and challenging learning environment.

Thanks to the collective work of our families, staff and community, we have collectively updated our Howbert Elevator Speech. Our Howbert Marketing Team along with the support of our District Communication Team synthesized and worked and then reworked the amazing input of our families, staff and community. Our “Why” statement: We’re better together and “How” we do our why through: Individualized Learning, Family School, and Team of Experts. We can’t thank you all enough for your input and expertise on helping defining How Howbert supports our students and families! Please keep an eye out for our new logo to enhance and market our educational experiences for our students on the West-Side of Colorado Springs. Be assured our Hornet isn’t going anywhere.

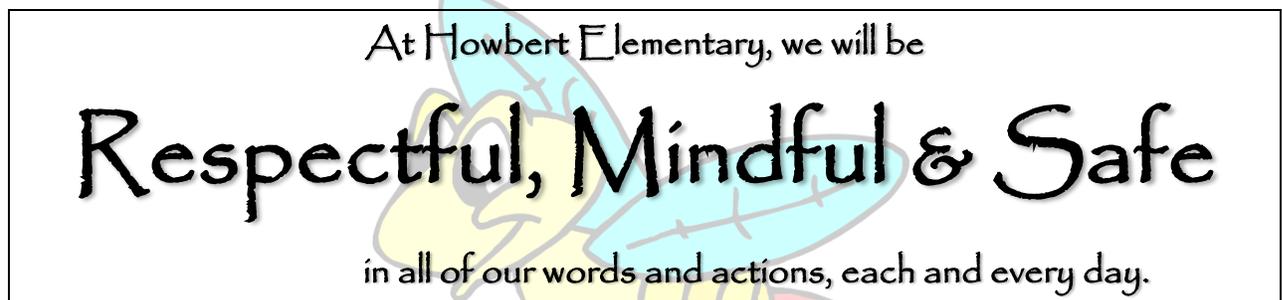
Our Positive Behavior Intervention Support team, working with our professional team, came up with a more simplified and focused character education goals for our students: Be Respectful, Be Mindful and Be Safe. Our team will be working with our students to teach, model and reinforce these new character skills here at Howbert. Please look for more information from Howbert on how we will teach, reinforce and communicate these new skills with our students and Howbert families.

We encourage each one of you to become involved in your school through the many volunteer opportunities here at Howbert. From the School Accountability Committee, PTA/PTO, Watch D.O.G.S. programming, Catamount Institute outdoor education programming field trips to the many needs of the teachers and staff, please feel free to contact us to find out the many ways you can continue to be an active participant in your child(ren’s) learning experiences here at Howbert.

We welcome your involvement and hope that you will contact your child’s teachers or the office staff should you have any **questions**, concerns or compliments at 328-4200.

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 children have a successful and enjoyable school year!



At Howbert Elementary, we will be
Respectful, Mindful & Safe
in all of our words and actions, each and every day.

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GENERAL INFORMATION

SCHOOL HOURS: Student Hours 8:00-2:30

Office Hours 7:30-3:30

Playground supervision for students begins each day at 7:50 a.m. Students must leave the playground promptly upon dismissal each afternoon. No students should wait for parent pick up on the big playground after school. No students should be on the Kindergarten playground without a parent at any time. On mornings with extremely cold (Below 18 degrees above zero, including wind chill) or very wet days, **the rainbow colored flagstick will be at the end of the sidewalk near the Kiss and Go lane.** This means the students go directly into gym. Students arriving after the 8:05 bell rings must have a parent sign them into the office upon arrival. **Parents/Guardians must check students in or out through the office when leaving early, arriving late, or returning from appointments.**

ABSENCE AND TARDINESS: School hours are 8:00 a.m. to 2:30 p.m. The first bell rings at 7:58 a.m. and the announcements begin promptly at 8:05 am after the second bell rings. By the time the 8:05 bell rings, students should be in their seats, ready to begin the day. 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. Tardiness is a chronic problem for some of our students. Tardiness and absences means a loss of instruction time. When a child arrives at school at any point after 8:05 a.m., he/she is missing instruction and disrupting the whole 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 colored card to class with them 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, that excessive 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, exclusion from school should be considered. If the student: *requires more care than the school can provide *has a high fever, difficulty breathing, uncontrolled coughing, or other signs suggesting a severe illness *vomiting *swollen glands accompanied by a difficulty swallowing, fever, or difficulty breathing.

VISITORS/VOLUNTEERS: Parents/Guardians are encouraged to visit Howbert 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, however, 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. Visitors/volunteers that will be assisting with students, must fill out a Volunteer Form prior to working with students each school year. Once this form is completed, signed and verified with a valid ID, the volunteer will be entered in the Volunteer Data base. Each time a visitor comes to Howbert to volunteer, they will register through the Volunteer Kiosk and receive a badge with your name. Please let the front office team know if you have any questions.

SCHOOL ENTRY PROCEDURE: The doors at Howbert are locked at all times. To gain admittance, please press the buzzer and stand where the camera can see you. 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. with them if they would like information about a student, to visit with a student and/or to 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 all.



KISS AND GO LANE/DISMISSAL: This drive-through lane is coned off right 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. Also, **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! Also, 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 no-parking at any time and are painted red. 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 520-2940. Bus students will not be detained after school without prior approval of the parent.

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.

BICYCLES AND SCOOTERS: If your student 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 and 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 bicycles or skateboards.

COMMUNICATION BETWEEN SCHOOL AND FAMILIES: It is important to keep the lines of communication open at all times between families and the school. Parents/Guardians are encouraged to visit the school and to contact teachers, and are always welcome. Appointments are always appreciated. Mid-Quarter Progress Reports are sent home each quarter and report cards are sent home quarterly. 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. Teachers at Howbert also keep parents informed about school progress through phone calls to parents and notes in the Howbert Student Planner. Also, please read and review our monthly Howbert newsletters, weekly Howbert D11 Loop messages and weekly/as needed Howbert phone out-call messages for vital and pertinent information about current or up-coming school events.

ADDRESS, PHONE, AND OTHER EMERGENCY INFORMATION: It is vital that every child has on file, current emergency phone numbers where parents/guardians can be reached. Please use the d11.org/enrollment to up-date your address or home or work phone number 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: District 11 and Howbert are once again working with our families to help provide the school supplies for the up-coming school year. Please check our Howbert Webpage for the specific supply request by grade level. If you need financial support with these items, please call the office.

WEATHER: Please make sure that your child is dressed for our 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 15 degrees or if it is wet with rain or snow. We usually go by 17 degrees, including wind chill, to make our decision. On extremely cold or wet days, the Rainbow Flag Stick will be placed outside the school. This means the students will follow our indoor procedures and go to the gym, rather than the playground. 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!



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 are responsible for ensuring that their children know the plan for pick up after the activity ends each time. Parents/families must pick their child up within 5 minutes of the activity's 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 new 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. However, chronic late pick-ups could also result in a reduction in the number of people willing to offer afterschool opportunities as well!



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.

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 programs, 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.

FIELD TRIPS: **Written permission from the parent is required in order for a child to be allowed to go on school-sponsored field trips.** Please have your child return permission slips promptly to the teacher. A phone call from a parent 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 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.**

CELL PHONES: If you decide to send a cell phone to school with your child for emergency purposes, the phone must be turned off during the school day and kept in their backpack or turned in to the classroom teacher or the office. **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 above). Toys and/or electronic items brought to school will be taken and held for parent pickup. Also, please ensure that children do not wear valuable jewelry, bring large amounts of cash, or other costly items to school. **The school cannot assume responsibility for lost or stolen toys, personal or electronic items.**

LIBRARY BOOKS: At Howbert, 1st & 2nd grade students may check out 2 books for a period of one week. Our 3rd, 4th & 5th grade students can check out 2 books at a time, for a period of two weeks. Kindergarten students can check out one book per week and it has to be turned back in before another book can be checked out. If your child would like to keep their books past the due date, they must bring the book in and renew it. We do not charge for overdue books until such time as they are obviously lost. 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. It will help if you can help them determine a special place to store their book during the time that they are responsible for it. 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 your child's name. The lost and found is located down the hall near the computer lab. 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: Applications for Free or Reduced price meals are available in the office. Payment may be made online at (<https://www.myschoolbucks.com/>) or sent into the school in a sealed envelope with the student's name and teacher's name written on the front. You can also apply on-line for free or reduced meals at [myschoolbucks.com](https://www.myschoolbucks.com) or on their mobile app. Children are also allowed to bring a sack lunch. Milk/Water are available for purchase. **NO LUNCH CHARGES WILL BE ALLOWED.**

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 must also sign this form, giving permission for the medicine to be administered at school. Medication must be in the original pharmacy bottle and will be kept in a locked cabinet at the school. Parents 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.**

NEWSLETTERS AND OTHER NOTICES: Our newsletter is sent home via email with all children the first Thursday of every month. Other special notices will be sent home as needed by the office, usually in the student's Thursday Folder. Please stress the importance of getting these items home to you, 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): 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.

Howbert Elementary has developed a school wide positive behavior support program.

Be Respectful* *Be Mindful* *Be Safe

It is helpful when you also reinforce these traits with your children outside of school.

GOLDEN TICKETS/CATCHING KIDS DOING WELL: Throughout the school year, on occasion, there may be a daily, weekly, monthly opportunity for your student(s) to be recognized for choosing to do the right thing by making the right choice to be Respectful, Mindful and/or Safe. Recognition may come from the classroom teacher, specials teachers, counselor, or any of our Howbert staff members via a verbal strategy such as a high-five, verbal praise, the daily announcements, or a phone call home or face-face recognition with the student and his or her family. The positive recognition may also come through an email, certificate, award, or Howbert Golden Ticket.

DISCIPLINE: It is the policy at Howbert Elementary School that all students are to be responsible and to respect the rights and property of others, whether 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 review in detail the **STUDENT CONDUCT AND DISCIPLINE CODE**, which is available on the D11 website at <http://www.d11.org/boe/policies/dctoc.htm>. 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**. “In School District 11, any student with a weapon in school, on or off school property and at all school-sponsored and related activities, whether or not the student uses or intends to use the weapon to cause bodily harm, will be immediately suspended and referred to the Office of Student Discipline for consideration of expulsion.” This includes lighters, mace, pepper spray, and other dangerous chemicals or substances. Students will also be referred to the Office of Student Discipline Services for consideration of expulsion for having in their possession objects that substantially mimic real weapons, including such objects as pocketknives, toy guns, and water pistols. Please review with your children the consequences of bringing such objects to school. Times have changed, and we must do everything possible to protect our children. If a child should accidentally bring such items to school (including a kitchen butter knife), they should, upon noticing that they have the item, immediately turn it in to the nearest teacher. If they do not, and they show it to other students who then turn the student in, the consequences can be severe.

SEXUAL & RACIAL HARASSMENT/DISCRIMINATION: The following district policy, as well as all other policies related to this topic may be reviewed in the **STUDENT CONDUCT AND DISCIPLINE CODE HANDBOOK**

<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 students & staff. 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 reinforced along with teaching 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.

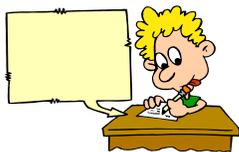
DISRUPTIVE BEHAVIOR: The staff at Howbert Elementary is dedicated to positive, firm, and consistent discipline that provides the students with clear behavioral expectations, rewards/consequences, and a learning experience so the students continue to become more responsible for their own behavioral choices.

Behavior problems are 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 suddenly 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). Love and Logic strategies are consistently used to help students take ownership for and learn from their poor choices. Empathy and natural consequences are used with the intention of helping students make a better choice the next time.

STUDENT WORK REQUESTED DUE TO ABSENCES: 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 negatively influencing the instructional time for the rest of the class. Also, if you request this work, please make sure to pick it up! You would be surprised at how often this happens; the teacher goes to the extra effort to prepare the work and then it sits in the office until the sick student picks it up when they return to school!

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

Parents 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.
7. 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.
8. 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/children in the event of a crisis and to see that he/she gets home safely. Our Standard Response Protocols include Lockdown, Lockout, Evacuate and Shelter. 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. 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/children 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 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/children.
5. It is our procedure to lock all of the doors of Howbert. In the event of a lock-down, 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

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 [D11 BOE Student Handbook](#).

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
- 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 to their appearance and in violation of this policy may be disciplined, or 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, parent and staff safety. Parents must decide whether to send students to school on threatening, stormy days. Parents 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.



IN THE EVENT SCHOOL IS CLOSED FOR THE DAY: D11 will collect data at the earliest appropriate time, check in with Springs Transit, the National Weather Service, the Colorado Springs Police Department and three geographically located staff members.

- Make the decision as to whether schools will be closed and attempt to alert media by 5:30am
- Make information available through alerts: <http://cssd.ezcommunicator.net/edu/cssd/default.aspx?app+0>

IN THE EVENT A DELAYEDED START OCCURS:

- D11 will make the decision to delay school by 2 hours and announce that decision no later than 5:30 a.m., unless there are extenuating circumstances. They will also make decisions about whether or not to cancel community education classes, rental activities and co-curriculum activities by 1:00 p.m., unless there are extenuating circumstances. School will begin for all K-12 students 2 hours later than each school's normal arrival time. All a.m. pre-school activities will be cancelled.
- Parents will inform themselves through alerts and newscasts, decide whether to send their children to school that day, be responsible for custody of their children until school begins, and then have their children at school at the delayed start time rather than the normal time

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

D11 will inform the media no later than 11 a.m. 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 would be canceled.

- Parents/Guardians would listen for an early dismissal announcement no later than 11 a.m. They would also make sure their children know what to do and where to go if dismissed early. This should be done proactively. We can't rely on the telephone to make last-minute arrangements for their children. (Lines tend to malfunction during storms.)

PARENT TEACHER Organization: Howbert has an active parent group called the Howbert PTA. This group supports the school with our main fundraiser, the Walk-A-Thon, which is held every October, as well as recruiting volunteers to help in the school. Look for more information in the monthly Howbert newsletter. Please join them as often as you can. We hope you will be a part of this ALL-IMPORTANT group! PTA meets the 2nd Thursday of the month at 4 pm in the Hornet's Nest unless otherwise communicated via our newsletter. The 1st general meeting is in September.

SCHOOL ACCOUNTABILITY COMMITTEE: Howbert has an active parent/staff/community group called the School Accountability Committee (SAC). 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. The SAC committee meets quarterly throughout the school year on the 2nd Thursday of month at 5 pm in the Hornet's Nest. The meetings start in September, at which time, a schedule will be presented for the rest of the meetings for the school year.

Colorado Springs School District 11 seeks to comply with applicable laws prohibiting discrimination in relation to disability, race, creed, color, sex, sexual orientation (as defined by state law, national origin, religion, age, and protected activity in its program and activities. D11 also provides equal access to the Boy Scouts and other designated youth groups. Any harassment/discrimination of students and/or staff, based on the aforementioned protected areas, is prohibited and must be brought to the immediate attention of the school principal, the D11 administrator/supervision, or the D11 nondiscrimination compliance/grievance coordinator. The following person has been designated to handle inquiries regarding D11's non-discrimination policies: The District 11 Non-Discrimination Compliance Coordinator, Alvin Brown, Jr., JD, 711 Ease San Rafael St., Colorado Springs, CO. 80903. browna@d11.org, phone: (719) 520-2271, fax: (719) 520-242