

Columbia Elementary School

Student/Parent Handbook

2011 - 2012



Ian Yale, Principal
Karen Roberts, Office Manager



Welcome to your School!

The following information will answer many questions you might have about your child's elementary school. Please keep this for future reference and read over the parts that should be shared and discussed with your child. Columbia School District's Board of Directors adopted the following Core Business Statement to guide our efforts in providing your child with an excellent education. It reads as follows:

In partnership with our community, our core business is to provide relevant and challenging work that engages students so that they persist when experiencing difficulties and feel a sense of accomplishment when they succeed.

We face challenges in education, but with the support of our School Board and community, the Core Business will continue to focus our efforts to help our students be successful now, and in the future!

Student School Hours

7:55 am to 2:25 pm

The school doors open at 7:30 am for the breakfast program. Children who walk or are brought to school by parents should not arrive before 7:45 am unless they are coming for the breakfast program.

Non Discrimination Statement

Columbia School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all employment, activities, and/or extracurricular activities. Inquiries regarding compliance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer, and/or 504/ADA Coordinator. For further information, or to file a complaint contact Title IX compliance officer Margo Roberts in the Columbia School District, Administration Office, Maple Street, Burbank WA 99323. (509) 547-2136 or Section 504/ADA Coordinator Dr. Lou Gates at Columbia School District, Maple Street, Burbank WA 99323. (509) 547-2136.

If you are aware of any students that are homeless, near homeless or are about to move out of their current living situation, please contact any school official to make the children receive the educational services they need.

CES Handbook 2011—2012

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Special points of interest:

- *Lunch price is \$2.35*
- *Breakfast price is \$1.50*
- *Milk price is \$.35*
- *We wear purple and gold every Friday to show our spirit.*
- *Our mascot is the Coyote and we take "Pride in the Paw!"*



“Please do not hesitate to drop in or call me at anytime! My job is about your child and his or her success in our school.”
 ian.yale@csd400.org

A message from Mr. Yale...

Another year is beginning and this morning many students were at the front window looking to see who their teacher is for the next year. This is always an exciting time for kids (ok, and parents, boy do I know!)

As enrollment continues to decline at the elementary school, we face the challenge of having to reconfigure our staff and schedules. This year we have teachers in new positions and we welcome a teacher from the Middle School.

As you work through this handbook, I realize it is pretty dry material. Believe me, I wrote it all up! But it is important information. Most of it has to do with school board policies and state/federal laws and guidelines.

Please glance it over and let me know if there is anything you have concerns about. Also, if there are things you believe should be added please don't hesitate to tell Karen or I. You can always call us at 547-9393 or e-mail us.

E-MAILS:

ian.yale@csd400.org
 karen.roberts@csd400.org

For any staff member, you can type their first and last name with a period between them, and then add @csd400.org.

Karen and I look forward to working with you in the office again this year!

Have a wonderful year!

Attendance

Regular and prompt attendance is the key factor to success in school. When students are tardy or absent, the law requires a phone call or a note stating the reason for the absence. (Columbia School Board Procedure No. 3122 p) We encourage families to set non-emergency doctor and dentist's visits during after school hours so as not to

disrupt your child's learning time. We are required to report all unexcused absences to the state and will contact you to inform you of the number of unexcused or excessive excused absences your child is acquiring.

For safety, if your child is going to be absent, we ask that you please call the school by 8:30 a.m. to

let us know so that we may account for them. As the teachers turn in their classroom attendance each morning we will call the parents of the absent students we did not hear from. This will give you some security in knowing that you will receive a call in the morning if your child, for some reason, did not arrive at school.



When students leave early...

In the event that you need to have your child released during the school day, such as for a doctor's appointment, it is necessary that you come into the school office and sign a release slip. For the safety of our students,

teachers are instructed not to release students at their classroom doors. We ask that you not request for a child to be released by phone.



If there are any legal restrictions about the custody of children, we must have a copy of the court order in the office.

Visiting the school...what you need to know!

You are welcome and invited to visit school at any time. Here are some thoughts for you when you visit us:

Always sign in at the office before entering the halls or classrooms! You will need a visitors badge to move around the school!

This may not seem important, but it is VERY important for safety reasons.

Please set a prearranged time with the teacher before you visit the classroom. "Pop in visits" tend to be disruptive to the classroom, unless it cannot be helped.

Come regularly and on time if you are helping in the classroom. If you are unable to make your appointment, please call so we can let the teacher know!

If you are helping in the classroom, make sure you are attending to all the children that the teacher has assigned to you. It is sometimes easy to get distracted with helping only your child. Other children will love to meet and interact with you!

Confidentiality is important when you are working with different children in the classroom. Your observations must remain with you and the teacher. **All** children are unique and special. If your purpose is to observe teaching and learning activities, please confer with the teacher first and set up a scheduled time. (please see Procedure 4200P and Policy 4200).

Medication at School

Most medication can be given at home. However, if your child needs medicine during school hours, please have the appropriate forms filled out. *Law only allows oral medication and inhalers to be given at school.* School personnel are not authorized to give eye and/or ear drops or ointments. (Policy #3416)

Prescribed antibiotics that need to be taken three times a day do not need to be taken at school. The medication can be given before school, after school and at bedtime (with a snack, if necessary). If the medication needs to be taken at school, it must be in the original, labeled bottle; envelopes and plastic bags are

unacceptable. The pharmacy will provide you with an extra bottle. The school can not dispense **any** medication without an authorization form filled out by the Physician.



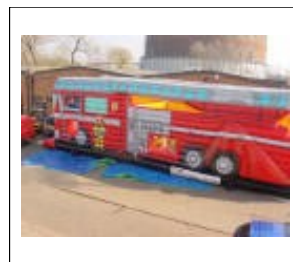
*"We love our parents!
Please drop by and have lunch with your children now and then. They love to show you off!"*

*Medications that need to be taken three times a day **do not need to be taken at school.** The medication can be given before school, after school and at bedtime!*

Fire Safety and Exit Drills

On a monthly basis, we practice evacuating the school so that all students are aware of the fastest and most efficient way to do this if necessary. Exit drills are also practiced on

our school buses. Keeping children safe and calm during drills is vital. Please discuss with your child how to behave during a drill or emergency.



We practice fire and evacuation drills once each month!



BUS RULES



Student safety walking or riding on the bus.

We stress safety to and from school and the need for students to go directly home after school. The playground facilities are a nice place for families to come together. Children should not be unsupervised on school grounds after school hours. *Children are not to leave the school grounds during the school day unless checked out by a parent or guardian.*

Children who walk should stay well over on the left side of the road and not walk more than two abreast.

The children are taught three simple rules at the elementary level for riding the bus.

1. stay seated
2. face forward
3. talk quietly

If the children follow these rules then it will prevent

any inappropriate behavior from occurring. Throwing objects, use of profanity or moving around in the bus are typical inappropriate behaviors that will result in consequences.

The bus drivers implement a progressive bus discipline system. Continued misbehavior will result in suspension from bus riding privileges.

Please contact school district personnel immediately if you are concerned about your or another child's safety.

Harassment, Intimidation and Bullying

Columbia Elementary and the Columbia School District have policies and procedures adopted toward students who are in any way exhibiting behaviors that fall under the definition of harassment, intimidation or bullying. The state law defines bullying as "any intentional written, verbal, or physical act, including but not limited to one

shown to be motivated by any characteristic in RCW 9A.36.080(3). "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). (Policy #3207) The definition of bullying is that it is *unfair and one-sided*. It happens when someone (or group) hurts, frightens, threatens, humiliates or

leaves someone out on purpose. Students, staff and parents have an option of reporting informally or formally any act of harassment, intimidation or bullying. Consequences include, but are not limited to, warnings, detention, removal from the situation or environment, suspension or expulsion.



Check out our website www.esd400.org for updated school closure information!



School closure due to poor weather.

In cases of very severe weather, school closures or late starts *will be announced over the local radio stations between 6:00 am and 8:00 am.* We ask that you listen to the radio stations and do not call the schools. We might not be at the school or we possibly may be

attending to emergency issues. If a late start is announced, keep listening. At times a late start has not been possible and closure will be announced. If the radio stations are not announcing delays then *school is on time.*



FOOD! The breakfast and Lunch Program

A school breakfast is available for your child at Columbia Elementary School. The breakfast is available in the multi-purpose room from 7:30 to 7:55 a.m.

Monthly menus will be sent home. Breakfast for students will be \$1.50 and the reduced price meal is free. If your student is eligible for a free lunch, he or she can also receive a free breakfast. Lunch for students will be \$2.35, (reduced \$.40) this includes milk. Milk purchased alone will be \$.35. Breakfast and

lunches may be paid for daily, weekly or monthly.

If you wish to pay weekly or monthly, please send a check or money in an envelope marked with your child's name and account number. (Your child may put this in a box in the office or hand it to Ms. Roberts).

Students who "invite" parents and siblings not enrolled in school may also purchase lunch for \$3.50 (\$2.35 for a student). Please notify us by 8:30 a.m. if you plan to join us for lunch.

You have the opportunity to apply for free and reduced lunch. If you think you may qualify, fill out the form and return it to school. Forms will be available in the school office throughout the year.

Our school district receives extra federal funding based on the number of individuals who qualify for this program.

****A new form must be filled out each year.****



Grade Level	Lunch serving begins at
Kindergarten	10:55 a.m.
1 st grade	11:00 a.m.
2 nd grade	11:08 a.m.
3rd grade	11:18 a.m.
4th grade	11:28 a.m.
5 th grade	11:39 a.m.

Parent Teacher Organization (PTO)

The Columbia Parent/Teacher Organization (P.T.O.) is an *active and valued* part of our school. We love our supportive and outstanding group of parents. The PTO sells popcorn on Thursdays for \$.25 a bag. These dedicated parents are instrumental in organizing

seasonal activities for our students and families in which to participate. There is always something for everyone. Meetings are the second Tuesday of each month. It is a great way to become active in your child's school! Join today!



Our PTO is wonderful and does a great deal for our school. Please look for the PTO's fliers for opportunities to help!



Toys at School and Student Dress Code

Students should wear clothing (including shoes) to school that keeps them comfortable, healthy and safe. Clothing should be appropriate and not disruptive in all educational settings, including P.E. The following clothes are not allowed at Columbia Elementary School (including, but not limited to): flip flop shoes, tube tops, spaghetti straps, low cut tank tops or shorts that do not go halfway down the thigh.

Students will not wear clothing that exposes their midriffs; either bare midriff shirts or low waisted pants where shirts cannot be tucked in. Clothing must not advertise or encourage use of tobacco, alcohol, drugs or promote any illegal or illicit activity.

A student who brings his or her toy(s) to school assumes all risk of having the toy lost, stolen or broken. All show and tell items need to be brought in a sack or backpack. Any trading cards, such as Pokemon or sports cards are not allowed at school.

Students will not wear hats in the classroom unless they are allowed for an organized classroom or school event involving headwear. All baseball caps and visors will be removed by the student as soon as he or she enters the school building.



We all love toys. The problem with growing up is that the toys get so much more expensive!

Drugs and Alcohol

The possession, use, delivery, transfer, or sale of alcoholic beverages or illegal drugs by students while in school or at school-sponsored activities is expressly forbidden. Parents and law enforcement personnel shall be contacted immediately upon verification of a student violation of district policies regarding alcohol and drug use. Penalties for the possession or use of illegal drugs and alcohol include:

First offense: The student is expelled from school pending completion of a drug or alcohol assessment and urinalysis, and enrollment in an appropriate program derived from the assessment results. Failure to maintain enrollment and progress in the prescribed treatment plan will result in expulsion.

Second offense: The student is expelled from school.

Homework

Homework assignments will be given for incomplete work, work not finished during class time, work missed as a result of absences, or as a reinforcement in work in which more practice is needed.

1. All students will be responsible for any homework assignments and will complete these assignments to the best of their ability and make sure they get turned in.

2. Generally, students who are performing up to their grade level abilities will have no more than the following amount of homework on any given day. *Adjustments may be made with respect to individual abilities and classes.*
Grades K-1
15 - 30 minutes
Grades 2-3
15 - 45 minutes
Grades 4-5
30 - 45 minutes

3. Teachers have established an "at home" reading expectation. Your child's teacher will be sending information about this to you early in the school year. Reading at home has a great impact on your child's reading progress. We have a school wide reading incentive program that is wonderful and very

Make Your Day and Expectations

BEHAVIOR

We believe that in school and at all Columbia School District events we represent ourselves, our family and the school in which we attend. Therefore, appropriate behavior is expected of our students at school events and activities that may take place inside and outside of school.

The Make Your Day Citizenship Program is designed to allow students to learn in a place where everyone has the right to learn free from interference. Our school provides all students with:

- The opportunity of learning in a positive and caring atmosphere.
- The opportunity to evaluate and learn how to self-correct their own behavior
- The opportunity to Make Their Day

The students and staff developed the following rule for Columbia Elementary School:

No one has the right to interfere with the learning, safety, or well-being of others.

Make Your Day provides our school with a citizenship program where everyone is responsible for their own actions. Additionally, it provides all students and staff with a common equitable program throughout the building.

Our Make Your Day Citizenship Program is based on two parts: Steps and Points. Steps provide a student with a safe place to reflect on his or her behavior that interfered with the learning, safety, or well-being of others. Points allow students to positively assess their citizenship and take responsibility.

Points and Concerns

Each and every day students and staff are expected to “do what is expected and do it the best you can.” At the end of each teaching period, the teacher and the students are asked to review their performance during that learning time and report their Make Your Day points. These points are based on whether they met expectations to the best of their ability. The teacher and the students record their points.

After everyone has self-reported their own points, the other students and staff have the opportunity to give feedback to each other. This is a teacher directed, positive process called “Concerns.” This process is designed to allow students to help other students to succeed and honestly self-evaluate their own behaviors. *Concerns are always managed by the teacher and are not designed to allow other students to blame, retaliate, or be hurtful.*



Recess is a vital part of the elementary day. It enables the students to play, get fresh air and work with one another. The children also get to see all their friends!

Concerns are always managed by the teacher and are not designed to allow other students to blame, retaliate, or be hurtful.



Make Your Day—STEPS

Staff Vision

At Columbia Elementary School, we are building an educational community where citizenship counts by implementing Make Your Day school wide.

We believe that every student has the right to learn in a safe environment.

Students will accept responsibility or affirmation for their choices and redirect their behavior appropriately.

Goals

- build student responsibility
- reduce conflict
- build citizenship and character
- reduce classroom distractions
- increase academic success

Evidence of Success

- fewer students choosing steps
- more students who make their day
- fewer stop passes
- improved assessment outcomes



Students are allowed to choose steps by a staff member when they display behavior that interferes with the learning, safety, or well-being of others. Choosing steps is a predictable consequence of not meeting expectations, *not a punishment*.

When a student chooses steps they temporarily face away from the learning area. Moving through steps is completely the student's choice.

Step 1: The student quietly sits facing away from the learning environment for 1 to 3 minutes. The student is **not** asked to sit in a corner or sent into the hallway; the student simply faces away. The staff member then will ask the student how they chose Step 1 and if they are

ready to return to the learning. *The student may always request more time and will always have a chance to talk to the teacher or staff member in the Steps process.*

Step 2: If the student fails to appropriately do Step 1, or continues to interfere with the learning, safety or well-being of others, they will choose Step 2. Step 2 is standing quietly facing away from the learning environment for 1 to 3 minutes. Like Step 1, a teacher or staff member will talk with the student before they choose to return to Step 1 and eventually the learning environment.

Step 3: If a student fails to appropriately do Step 2, they will be given a choice to move to the next step. In Step 3, the

student focuses on our school rule or they may choose to go to Step 4. *Note: Steps 1-3 allow the student to **remain** in the learning environment as they attempt to correct their behavior.*

Step 4: Inappropriate behavior on Step 3 demonstrates the student has chosen a Step 4 conference. In this situation students will be sent to the office to contact a parent/guardian to request a time to conference with the teacher or staff member.

The Step 4 Conference

The Step 4 Conference:

If your child chooses Step 4, he or she will contact you to come to the school to have an immediate conference with the teacher or staff member. The student will remain out of the learning environment and school activities until the student-parent-teacher conference can be held. A Step 4 conference can occur at any time during the school day. The Step 4 Conference allows the parent/guardian to determine if his or her child is ready to return to the class for the purpose of learning. *After all, no one knows your child better than you!*

Parents/Guardians are requested to come to our school as soon as possible for the Step 4 Conference so that your child can return to the learning environment.

The successful Step 4 Conference will: enable you to talk with your child and the staff member in a positive and caring way, let your child express responsibility for his or her choice, let you, your child and his or her teacher offer alternative positive behaviors, and let your child express a desire to return to the learning environment.

The parent/guardian will decide if the outcome of the conference is acceptable and will make the determination if a student is ready to return to class and work back through the Steps to rejoin the class.

An automatic Step 4: There are some behaviors that will automatically place a student on Step 4. An example of such a behavior is a severe disruption to the learning, safety or well-being of others that requires an immediate conference with the student, parent and teacher/ staff member.

PARENTS ALWAYS HAVE THE RIGHT TO APPEAL ANY SUSPENSION TO THE PRINCIPAL AND/OR SUPERINTENDENT.

Make Your Day—Frequently Asked Questions!

Is there a huge behavior issue at Columbia Elementary School that I didn't know about?

Not at all, we have great kids here in Burbank! In the Columbia School District, we are always trying to improve our ability to effectively educate the students.

Ok, then why Make Your Day?

Columbia Middle School implemented the program five years ago with tremendous success. As a staff, we felt using another citizenship program would not effectively prepare our students for their middle school experience. Not to mention the program has demonstrated remarkable success at our middle school. Quite a few of our staff members experienced MYD as parents and felt the program was effective, so we went with it!

I have heard that kids are humiliated and face the wall?

That is something we had also heard, then we realized this was a negative and incorrect rumor about the program. Students on Steps simply turn and face away from the learning environment. They can still hear the instruction and always have a chance to talk to the staff member when they are on Steps. We are here to help kids!

Will my son or daughter be sent into the hallway as a punishment?

Having a student sit in a hallway is not part of this citizenship program.

If my child chooses step 4, do I have to come to the school for a conference?

Yes, you do. If your child is having an experience that has moved them to Step 4, we need to talk to you...and more importantly, you need to talk to your child! After all, you know your child better than anyone. The conference is designed to be quick and helpful to you and your son or daughter. You will make the decision if you think your child is ready to return to the learning environment.

What exactly are Points?

Well...the best way to explain points is from the Make Your Day parent website:

“Points are accrued throughout the day based on two criteria: Doing what’s expected and doing the best you can. Students assess themselves based on their individual abilities. Students have the ability to earn points from the time they leave home in the morning until they return home after school. Each student has several opportunities throughout the day to reflect on their behavior and their efforts in class. They take credit for achievements and responsibility for those choices that may have kept them from optimum learning. The only reward in Make Your Day is intrinsic – a student leaving school with pride in themselves for putting forth their best effort.”

So...our kids are not being punished by using the Make Your Day program?

No, this program is designed to provide consequences that are reasonable and fair. When students choose consequences they need to be logical and predictable. Each student knows the expectations and if they choose Steps, the consequence will be the same anywhere in our building with any one of our staff members.

One last thing, I have heard of Stop Passes? What is a Stop Pass?

Sometimes a staff member needs to communicate with a classroom teacher. For example, if a student keeps running to the busses after school day after day, I would give the student a Stop Pass so that the teacher could assist the student in changing their behavior. Communication is the key ingredient of this program.



Welcome to Columbia
Elementary School!



This is a safe and wonderful place!

Safe Schools Weapons Policy & Internet Use Policy

Please refer to Columbia School District Policy

Columbia Elementary is a safe and nurturing school. The Columbia School District Board of Directors recognizes the expectation of students, staff, parent(s) and/or guardians and patrons to be safe on school district premises and at school district functions and activities. Accordingly, it is a violation of district policy for any person to carry onto school premises, school provided transportation, or other facilities being used for school activities:

- Any firearm
- Any dangerous instrument or weapon of any kind such as, but not limited to: sling shot, sand club, blackjack, billy club, metal knuckles or any knife
- Any item such as “throwing stars” or “nunchaku sticks”
- Any air gun, air pistol, rifle, or any gun designed to propel a BB or pellet, or any other projectile by the discharge of compressed air, carbon dioxide or other gas
- Any disabling or incapacitating items such as, but not limited to: electronic stun devices and/or any object used in a threatening manner that under the circumstances could be reasonably perceived as having the ability to cause bodily harm even though it is not commonly thought of as dangerous. These items could include, but are not limited to: laser pointer, starter pistol, flare gun, cayenne pepper, mace, pepper spray, ice pick, scissors, straight razor or another other disabling agents.
- Any object which looks like a weapon, such as a toy or “dummy” gun, knife or grenade.

POSSESSION OF A FIREARM ON SCHOOL PROPERTY WILL RESULT IN A ONE-YEAR MANDATORY EXPULSION, SUBJECT TO APPEAL WITH NOTIFICATION TO PARENTS AND LAW ENFORCEMENT.

The principal/designee must promptly notify law enforcement and the student’s parent(s) and/or guardians regarding any allegation or indication of such violation.

In cases involving weapons other than firearms, the principal/designee shall place the student on the designated disciplinary steps as defined in District Policy 3241. All students have the right to appeal an expulsion to the Superintendent of Columbia School District.

ELECTRONIC INFORMATION SYSTEM (K-20 NETWORK)

The Board of Directors recognizes that the district is connected to a statewide communications system (the K-20 Network) which provides Internet access and interactive video conferencing. This network allows unprecedented opportunities for students, staff and the educational community to communicate, learn, access and publish information. The Board believes that the resources available through this network and the skills that students will develop in using it are of significant value in the learning process and student success in the future. These new opportunities also pose many new challenges including, but not limited to, access for all students, age-level appropriateness of material, conservation of resources, security/privacy/confidentiality, and cost of maintaining the system. The district will endeavor to ensure that these concerns are appropriately addressed, but cannot insure that problems will not arise.

By connecting to this network, the Board intends only to provide a means for educational activities and does not intend to create a first amendment forum for free expression purposes. The district dedicates the property comprising the network, and grants access to it by users, only for the educational activities authorized under this policy and procedures and under the specific limitations contained therein.

The Board directs the Superintendent to provide training and procedures that encourage the widest possible access to the K-20 network by students, staff and the educational community, while establishing reasonable controls for the lawful, efficient and appropriate use and management of the system.

Columbia School District K-12 Student Dress Code

Socially appropriate dress is fundamental to a student’s success in school and for future employment success. In support of the transition from child to young adult, the following K-12 attire-related guidelines have been adopted by our district.

A = Allowed

N = Not Allowed

Grade Levels	Grade Level/Age Appropriate												
	K	1	2	3	4	5	6	7	8	9	10	11	12
Shorts or skirts that extend at least to the fingertip when the arm is straight down	A	A	A	A	A	A	A	A	A	A	A	A	A
Tank tops with shoulder straps a <i>minimum</i> width of 2 inches	A	A	A	A	A	A	A	A	A	A	A	A	A
Sleeveless shirts with arm holes falling below the armpit	N	N	N	N	N	N	N	N	N	N	N	N	N
Shirt necklines falling below a straight line between underarms	N	N	N	N	N	N	N	N	N	N	N	N	N
Clothing that reveals the back, midriff and/or visibly displays undergarments or parts of them	N	N	N	N	N	N	N	N	N	N	N	N	N
Mesh/sheer or clothing with large holes unless approved clothing underneath; undergarments showing	N	N	N	N	N	N	N	N	N	N	N	N	N
Pants worn below the top of the buttocks Note: tops and bottoms must at least meet	N	N	N	N	N	N	N	N	N	N	N	N	N
Sleepwear and underwear worn in place of, or on-top of regular clothing	N	N	N	N	N	N	N	N	N	N	N	N	N
Alcohol, tobacco, drug, or weapon-related words, art, or symbols	N	N	N	N	N	N	N	N	N	N	N	N	N
As recognized by law enforcement, any gang-affiliated clothing (Rule of 3 applies), piercing, tattoos, jewelry, or hair styles (**Rule of 3 described below)	N	N	N	N	N	N	N	N	N	N	N	N	N
Violent, lewd, hate, or harassing related words, art, or symbols	N	N	N	N	N	N	N	N	N	N	N	N	N
Long duster/trench style coats	N	N	N	N	N	N	N	N	N	N	N	N	N
Flip Flop Footwear Note: All students must always wear footwear	N	N	N	N	N	N	A	A	A	A	A	A	A
Nonathletic shoes in PE	A	A	A	A	N	N	N	N	N	N	N	N	N
Indoors: hats, sunglasses, hoods; On campus: bandanas worn or displayed (other than with an order from a medical doctor)	N	N	N	N	N	N	N	N	N	N	N	N	N
Any article of clothing posing a material or substantial disruption of the education process	N	N	N	N	N	N	N	N	N	N	N	N	N

The dress code procedure will be reviewed with building staff on a yearly basis. If the student’s dress or grooming is objectionable under these provisions, the staff shall request the student to make appropriate corrections. If the student refuses, the staff shall take appropriate corrective action including disciplinary action for a dress code violation. Staff may grant exceptions for occasional special events and activities. Students who violate provisions of the dress code relating to extracurricular activities may be excluded from the extracurricular activity until proper attire is worn.
 **Rule of 3 – a student who has 3 or more instances of potential gang attire (i.e.—blue checkered sweatshirt, long blue t-shirt, blue shoelaces) is subject to a dress code violation.