

ORANGE PARK ELEMENTARY



HOME OF THE EAGLES!

**PARENT/STUDENT
HANDBOOK 2017-2018**

OPE PARENT/STUDENT HANDBOOK

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MESSAGE FROM THE PRINCIPAL



Orange Park Elementary is a “concept school” in Clay County designed to provide an additional choice to parents for their children’s education. We serve students in kindergarten through sixth grade who reside in Clay County. Written commitments from students, parents, teachers and the administration form the basis for an involved, positive learning environment for our students.

Academic needs are met through the use of the county adopted curriculum. Our focus on basic skills, such as math facts and phonics, while exposing children to literature through a balanced reading program, demonstrates our belief that traditional and new approaches can exist side by side successfully. OPE teachers consistently seek professional development opportunities. They incorporate these new ideas into meaningful learning experiences in their classrooms.

Since we know children learn best in different ways, we try to build on their strengths by using a variety of teaching techniques that give meaning to instruction for visual, auditory, and kinesthetic learners. Because our teachers see their roles as facilitators of knowledge, they strive to use a variety of teaching techniques within the classroom. Strategies such as cooperative learning, journal writing, and peer review help children learn. We know there are multiple ways to assess student learning as well. Our goal is to create a positive environment for students to develop into lifelong learners.

It is important to seek opportunities to provide successful experiences that enhance the individual social and emotional needs of students. We therefore provide opportunities for students to develop leadership skills and interact not only with their peers, but also students of differing ages. We know that high self-esteem breeds success and a desire for continual learning.

We know parent and community involvement serve the cornerstone to make school successful for our students. Consistent communication between home and school is vital to student success. We believe education is most successful when students, parents, and school staff work together, pro-actively, to take responsibility for the education of our children.



Our Mission Statement

Our mission is to always work collaboratively with all of our community resources and stakeholders. We will increase achievement among our students with opportunities surrounding learning that are relevant, rigorous, and will transcend beyond the boundaries of our school walls. Our working and learning environment will be built upon honesty, integrity and respect. With all of the above OPE will maximize student potential and also promote individual responsibility.

Our Vision Statement

Orange Park Elementary exists to prepare lifelong learners for success in a global and competitive workplace and in acquiring all applicable life skills. We will provide an experience that is motivating, challenging and rewarding for all children.

STUDENT RULES AND PROCEDURES

ENROLLMENT PROCEDURES AND REQUIREMENTS:

Orange Park Elementary has no assigned district based on residency; parents in Clay County must choose to have their child attend our school. Information and application packets can be obtained in Room 1 of the main building. Student and parent commitments (see pages 9 and 14) are part of the application and need to be completed for acceptance to the school. **Please note that transportation is not provided for students.**

Kindergarten

To be admitted to Kindergarten a child must be 5 years old by September 1st of the current school year.

First Grade

Any child who has attained the age of six years on or before September 1st (current year) will be admitted to first grade if kindergarten has been successfully completed. Successful completion of kindergarten will be defined as:

A. Enrollment in a public school

B. Satisfactory completion in a non public kindergarten program as evidenced by a report card or letter from the principal of the school.

State law requires that all pupils entering kindergarten or first grade in public schools shall present a birth certificate complete with a health physical and up-to-date immunization records (Florida HRS Form 680). All students entering any grade in a Florida school for the first time must present documentation of a health physical which is not older than one year from the first day of entering school complete with up-to-date immunization records (Florida HRS Form 680). Florida physical and immunization forms can be provided by your doctor or the Clay County Health Department. Although not required, we encourage you to also provide us with your child's social security number.

SCHOOL HOURS:

School begins at 7:45 A.M. Dismissal is at 1:57 P.M. Allowing a few extra minutes for poor weather or traffic congestion helps ensure your child's arrival and departure on time.

STUDENTS ON CAMPUS:

Students are not to arrive at school until 7:25 A.M. unless they eat breakfast here, are a safety patrol, or a W.O.P.E. News Team member. Students eating breakfast at school should plan to be on campus no earlier than 7:15am. All Safety Patrols and News Team participants should be in their assigned spots by 7:15 am each morning.

Students should go directly home after dismissal if walking or riding their bikes. If students are being transported home by car, we encourage you to pick up students promptly using the drive through pick-up procedure down Stiles Avenue.

School staff are not available prior to 7:20 am or after 2:20 pm to supervise and ensure students' safety. If you will be unexpectedly delayed in picking up your child, please notify the school. Any students not picked up by 2:15 pm are to wait in the front office where parents may pick them up. We rely on parents to arrange for prompt transportation for students.

ATTENDANCE:

Success in school is dependent on a complete night's rest and a nourishing breakfast. In addition, research shows that the single greatest factor contributing to student achievement is regular attendance. Although missed assignments can be made up, missed instruction cannot. Attendance is required between the ages of six and sixteen with certain exceptions as outlined under Florida Statute 1003.21

Students with **5 or more unexcused absences in a month or 10 unexcused absences in 90 calendar days must be referred to the school's Attendance Team**, and the school will attempt to set up a meeting with the parent/guardian to try to resolve the attendance problem. When a parent/guardian does not participate in activities requested by the school to improve school attendance, legal action may result in the filing of a Truancy Petition with the court or referral to the State Attorney's Office. (F.S. 1003.24)

If excused absences become excessive, medical documentation may be required by the principal to excuse further absences. If your child has a chronic medical condition that may lead to his/her absence from school on a regular basis, a doctor's statement is required.

The following policies regarding attendance are in effect **county wide**:

- Following an absence, a note must be received from the parent/guardian no later than the 3rd day following return to school. Notes will not be accepted after the 3rd day and an absence will be considered unexcused on the 4th day if no note has been received,
- It is at the discretion of the principal whether absences for family emergencies or extended absences are considered excused or unexcused.
- Based on Legislation passed and added to the State Attendance Statute in 2006, schools can now take into account school time missed due to unexcused tardies and early dismissals, when, and if, legal action is being pursued. Once it has been determined that an accumulation of tardy and/or early dismissal time equals a full school day, that period of time will count as an unexcused absence. This unexcused absence can then be added to the unexcused absences the student has already accrued.
- For each day that a student is absent, he/she will get one day to complete all makeup work.
- When an absence is unexcused, it is up to the teacher as to whether he/she counts the work. In all cases, the student should be provided the work, but the teacher can choose to not count the work.

We emphasize the importance of minimizing disruptions to the student's instructional day and ask that you plan for your child/children to arrive at school before classes begin and remain until completion of the school day.

Medical appointments should be scheduled after the school day whenever possible. Please remember that regular attendance is essential for successful performance. Except for illness and extreme emergency, students are expected to be at school each day.

PERFECT ATTENDANCE:

Perfect attendance is defined by the Clay County School Board in the following policies:

Accumulated unexcused tardy and early departure time equivalent to one full school day may be counted as one unexcused absence in the total number of unexcused absences required for possible legal action. If a child is checked out prior to 10:45 a.m. the child will be counted as absent for the day. Attendance at school is to be encouraged. **Perfect attendance means your child (ren) is neither absent nor tardy at all for the entire school year** (please note that excessive checkouts may affect/be factored in to perfect attendance). We realize the honor of achieving perfect attendance is an important goal. However, it is important to remember that for the wellbeing of all students, students should not be sent to school ill to achieve this goal.

ABSENCES:

When a child is absent from school, state law requires verification of absence. **A parent/guardian note must be sent explaining your child's absence within (3) days following the return of the student to school.** Florida law requires action be taken by the school's Attendance Team and/or the school social worker after five (5) unexcused absences in a month, ten (10) unexcused absences in ninety (90) calendar days, or a pattern of excessive excused absences is noted. If your child resists school attendance, help is available. Please do not hesitate to call our Guidance Counselor and she will assist you or direct you to the right resource. If you feel your child is going to be absent for more than one day and you would like to request his/her work, please call the school by 9:00 A.M. to do so.

PREARRANGED ABSENCES: (For more than 1 day)

We encourage you to arrange vacations or other absences not associated with illness or family death to correspond with student holidays. Also, please review state mandated testing dates that affect students in grades 3-6. However, if this is not possible, a **WRITTEN REQUEST** needs to be sent to the principal at least **FIVE SCHOOL DAYS** in advance. A determination will be made by the principal and teacher to recommend, recommend with reservations, or not recommend the absence. This determination is based on the student's academic performance and past attendance record. Work will be due, completed, the day of return to school or the teacher may allow the student to make up work when he/she returns. This will be the teacher's decision and will be predetermined before the absence takes place.

The principal will follow county guidelines in determining whether the absence is excused or unexcused.

EARLY CHECK-OUT:

In order to leave school during the school day, a student must bring a note requesting dismissal. Notes are to include the following information

1. Reason for dismissal
2. Approximate time of dismissal
3. Name of person authorized to sign student out (if other than parent)
4. Parent's phone number (home/work/cell)

Parents are encouraged to use this procedure only in cases of emergency. We want to hold classroom interruptions to a minimum. The parent or authorized person must come into the front office to sign the student out. Students WILL THEN be called to the front office. Adults checking students out will be asked to show identification. This procedure helps us to ensure the safety of our students. Please attempt to check out NO LATER than 1:30 pm each day

TARDY PROCEDURES:

Please note that tardies will be handled in a very strict manner (see commitment #12 for parents).

Prompt arrival at school is essential for your child to have a successful day. The staff has worked diligently to keep classroom interruptions to a minimum and to utilize the instructional day to its fullest. In order for us to maximize your child's learning experiences, we must rely on you, the parents, to have your child at school on time (in class when the bell rings at 7:45am). All students who are tardy must report to Room 1 in the main office building for an admit slip. Occasionally, extreme circumstances warrant our excusing a tardy. This decision will be made by the administration. Because of our concern for children arriving late, we have implemented the following procedure to be followed during each grading period (each 9 weeks):

Kindergarten through Second Grade:

3 unexcused tardies, a letter of concern will be sent home.

5 unexcused tardies, a parent will receive a telephone call from an administrator.

7 unexcused tardies, a conference will be held with an administrator to discuss the situation.

Third Grade through Sixth Grade:

3 unexcused tardies, a letter of concern will be sent home.

5 unexcused tardies, an administrator will contact the parent by telephone, and the student will stay after school for a twenty minute detention.

7 unexcused tardies, an administrator will contact the parent by telephone, and the student will stay after school for a thirty minute detention.

EXCESSIVE TARDIES COULD RESULT IN DISMISSAL FROM OPE

AFTER SCHOOL CARE:

Pryme Time Program is offered through the Clay County YMCA for after school child care. This program is maintained on our campus. Please call the Pryme Time office at 272-4304 for more information regarding this program. Several local daycare centers located within Orange Park provide transportation from our school to their facility.

WITHDRAWAL AND TRANSFER:

Upon parental request, a withdrawal form will be filled out by the teacher, and necessary records will be sent when the receiving school requests records from us.

MONEY PAYABLE TO SCHOOL:

All monies collected at Orange Park Elementary for any purpose must go through Internal Accounts and be paid out through these accounts. Collection of monies for all purposes should have prior approval by Principal and Bookkeeper. Any and all monies paid by check to the school for materials, lunches, fundraisers, etc., should be made payable to *Orange Park Elementary School (OPE is fine)* When paying by check, please put your child's and teacher's name on it for bookkeeping purposes.

CURRICULUM:

OPE uses the same state-mandated curriculum as all other public schools.

Concepts and practice for mastery are introduced in a progressive curriculum as individual children display a readiness for learning. Records of levels of achievement in the basic skills areas of reading and math are used as indicators of the next needed learning step. Open House is a wonderful opportunity to hear the specifics of how your child's classroom is organized and his/her teacher's expectations for this school year.

PROGRESSION THROUGH THE GRADES:

It is expected that, with appropriate motivation, the vast majority of Clay County Public School pupils can make satisfactory progress through the grades. It is expected that most will be able, each year, to achieve a level of academic proficiency and social and emotional development which will enable them to benefit from instruction in the next grade. However, for a variety of reasons, individuals may require more than the usual amount of time at school to develop their educational potential. It is intended that the grade placement of each student be made to serve the best interest of the student. Promotion, retention, or special assignment procedures contained in the Clay County District Schools Student Progression Plan are designed for this purpose. We want to ensure each student at Orange Park Elementary is placed in an instructional program in which the student can achieve academically and develop emotionally, socially, and physically.

The 1997 Florida Legislature enacted Senate Bill 1956. As of July 1, 1997, proficiency in Reading has been made the determining factor in the decision whether or not a student has earned promotion in some of the elementary grades. Clay County has operated under the Pupil Progression Plan K-12 for many years. School districts must now make it clear that any student who shows substantial deficiency in reading, math, or writing skills, based on locally determined assessment given before the end of Grades 1, 2, or 3, must be given intensive reading, math, or writing instruction. If the student's reading, math or writing deficiency is not corrected by the appropriate grade level, retention may result. Results of state mandated tests, at different grade levels, may dictate retention.

It is important to know that schools will do everything possible to assist students to be able to meet District requirements for promotion. Progress Monitoring Plans are required for identified students and intense remediation in reading and math must be given. A parent signature is required on this plan and parents, as well as teachers, have an important role in helping their child meet this standard.

ACADEMIC TUTORING:

Revisions in state funding give schools the flexibility to provide tutoring for qualifying students. Depending on money allotted, tutoring is provided in grades three through six during the year after regular school hours.

SUMMER READING CAMP:

Summer Reading Camp is reserved for exiting third graders who show a need for extra academic assistance in reading. State funds dictate the availability of Summer Reading Camp. In late spring, letters are sent to those students who we feel could benefit from this program.

HOMEWORK:

Students will be assigned homework nightly, Monday-Thursday only. Exceptions may be made for holidays.

Each student is given a homework folder or planner on the first day of school. If lost, homework folders can be purchased for \$1.00 and planners can be purchased for \$3.00 in the front office. Each grade level has developed an appropriate homework sheet to be used with the folder. Parents are to check and sign the homework folder/planner each night. We ask for your help to ensure that your child takes responsibility in completing all assignments.

Homework assigned should provide practice for learned concepts. If you feel your child is spending an excessive amount of time on homework, please contact his or her teacher to resolve the problem together. It is the student's responsibility to have assignments completed and with them when they arrive at school. If a student forgets homework, he/she needs to bring it the following school day. Any paperwork delivered by parents after the school day begins will be placed in teachers' mailboxes. Please do not deliver forgotten homework to a child's classroom.

Homework Guidelines:

1. Homework will be assigned Monday- Thursday only. Long-term assignments may require weekend work. Long-term assignments are several weeks in length, written guidelines will be provided by teachers.
2. Time required to complete homework will be appropriate for the students' grade levels (the average student in Kindergarten through Gr. 3 should take no longer than thirty (30) minutes and the average Gr. 4-6 student should take no longer than sixty (60) minutes as stated in Clay County guidelines).
3. Students are responsible for obtaining the daily homework assignments.
4. Teachers will post all daily homework assignments.
5. Teachers will contact parents if a problem with homework arises.
6. Parents should be available for assistance as needed.
7. Parents should check homework for completion and reasonable accuracy.
8. Parents should contact the teacher if a question or problem arises.
9. Students should have a quiet, comfortable place to do their homework.
10. Students are responsible for making sure a parent initials the homework assignment folder Monday-Friday.
11. Teachers will check homework folders daily for parent signatures.

SCHOOL INFORMATION:

Any important papers your child receives during the school day should be in his/her homework folder nightly. This folder serves as an excellent communication tool for both parents and teachers.

Calendars are also distributed to students at the beginning of each month. School activities and other important information are provided with this calendar. Encourage your child to take responsibility in getting this to you. Parents need to review this information as it comes home in order to remain fully informed of school activities and schedules. The school calendar can also be found on our website, ope.oneclay.net.

REQUESTING MAKE-UP WORK:

Students who have been absent **two or more days** may have make-up work prepared for them. Parents need to call the office and request the work by 9:00 A.M. We will make every effort to have it ready and in the office by 2:00 P.M.

MAKE-UP WORK:

1. Points may be deducted for out-of-school suspension at the teacher's discretion.
2. All students will be allowed two (2) days per day absent to make up work missed for excused absences. **It is to the student's advantage to catch up on his/her work as quickly as possible upon his/her return.**
3. For an unexcused absence, the student should make up work in order not to fall behind the class; however, credit may not be applied.
4. Tests, exams, or "major" projects assigned prior to unexcused absences shall be accepted for credit.

HONOR ROLL:

The "A" Honor Roll requires all A's in the academic areas of Reading, Language Arts, Math, Science, and Social Studies. The "A/B" Honor Roll requires A's and/or B's in the academic areas of Reading, Language Arts, Math, Science, and Social Studies. Conduct grades do not count toward Honor Roll.

CAFETERIA:

Breakfast - We provide an optional breakfast for students beginning at 7:15am

Lunch – Lunch is available daily in the school cafeteria. Students may buy a balanced meal (additional entree items may be purchased). Students may pay with cash or they may prepay. Checks for prepaid lunches need to be paid between 7:30am and 8:00 am in the cafeteria and made payable to Orange Park Elementary.

Parents may send one check for all children attending our school, but please note whether the money is for breakfast or lunch and add the names of the children for bookkeeping purposes. If your child brings lunch, we encourage you to provide well-balanced meals. **Soft drinks are not allowed.** Our cafeteria policy encourages all students to eat a good portion of their lunch before enjoying dessert. Students should bring only plastic containers. Glass containers are not permitted.

Free and reduced breakfast and lunch may be available for students who qualify. Information regarding this program is distributed to each student at the beginning of the school year and at any time upon request. If your child qualifies for the free and reduced lunch program, lunches **must** be prepaid in groups of five. The meal prices are as follows:

Breakfast	Cost-\$1.50	Reduced-\$0.30
Lunch	Cost-\$2.00	Reduced-\$0.40

(Lunch is not served on early dismissal days)

Please consider prepayment of lunches as this procedure successfully prevents any child from forgetting or losing lunch money. You may also add money to your child's account by going online at the Clay County School Board website oneclay.net and clicking on food and nutrition.

CONDUCT AND DISCIPLINE:

CLAY COUNTY POLICIES

- A. The Clay County School Board has adopted a Code of Student Conduct. All students, parents, and teachers can view the Code of Student Conduct online at oneclay.net.
- B. All students receive orientation covering the Code of Student Conduct and other school rules at the beginning of each year or new student orientation sessions.
- C. Special expulsion procedures regarding handicapped students are outlined in the Code of Student Conduct. (Florida Statutes 232.26(1)(b))
- D. Florida Statute 232.256 states that a principal, or school employee designated by the principal, may search a student's cubby, backpack or other storage area if he/she has reasonable suspicion that a prohibited or illegally possessed substance or object is contained within the area.
- E. Florida Statute 232.277 states that all school personnel shall report to the principal's designee any suspected unlawful use, possession or sale by a student of any controlled substance, counterfeit controlled substance or alcoholic beverage. All school personnel are exempt from civil liability when reporting in good faith to the proper school authority such suspected unlawful use, possession, or sale by a student. The principal, or his designee, shall contact the parent or legal guardian of a student regarding this situation.
- F. Clay County's Trespassing Policy states that the unauthorized presence (without a visitor's pass) on Clay County campuses during school hours is a breach of the Code of Student Conduct.
- G. Creating safe schools and classrooms within schools is one of the highest priorities of both the Florida Legislature and the Department of Education. The classroom teacher is the recognized authority within the classroom and is empowered with both the authority and responsibility for ensuring that their individual classrooms are safe. HB 1009 creates Section 232.271, Florida Statutes, which reiterates teachers' authority to remove students from their classrooms who (1) have repeatedly interfered with the teachers' ability to teach and for other students to learn, or (2) whose behavior is so seriously disruptive that the teachers cannot teach or the students learn. The legislative intent is to create a process through which these disruptive students may be removed from the classroom. HB 1009 also creates Section 232.272, Florida Statutes, which defines a process for placement of the student when the teacher refuses to readmit the student. With this authority comes a responsibility for teachers to develop criteria for such action prior to implementation. Teachers should inform students and parents, as well as other school and district personnel, of these criteria.

ORANGE PARK ELEMENTARY POLICIES

It is the hope and goal of school faculty and staff that each child will be successful. With the cooperation of parents and school staff, each child should show growth and maturity toward making good judgments concerning his/her self-discipline in the areas of behavior and academic achievements.

All children have the right to an education without interruption, distraction, fear, and/or disturbance from their peers. All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not infringe on the rights of others. Any student disrupting the educational process of another student or himself/herself should expect disciplinary consequences.

All disciplinary actions will be taken in the best interest of our children. Since the concept school promotes cooperation through our signed student and parent commitments, we feel we can provide an environment that promotes success for each child. With proper home/school cooperation and communication, serious discipline actions hopefully will be minimized.

STUDENT COMMITMENTS:

Students sign the following commitments annually:

- I will not fight or use unacceptable language. I will speak courteously to any adult or child, and I will display good manners and sportsmanship.
- I will be responsible for completing and handing in class work and homework assignments on time.
- I will remain quiet, on task, and orderly in the classroom. I will move from one area of the school to another in a quiet and orderly manner.
- I will be responsible for bringing any notice from my teacher, parents, or guardians to or from school.
- I will care for all school property such as books, furniture, and equipment and I will leave them in good condition.
- I will abide by the school dress code as it is explained in the school handbook.
- I will not bring candy, gum, or toys to school unless I am given permission to do so.
- I understand that I may be returned to my districted school if this contract is not fulfilled.
- As an Orange Park Elementary School student, my behavior will reflect my commitment in all locations (classrooms, child care, bathrooms, cafeteria, recess, field trips, and after school activities).

DISCIPLINE DISMISSAL PROCEDURES:

Adherence to the student commitments, form the basis of our expectations for your child's behavior and acceptance of age appropriate responsibilities. If teachers and staff observe a concern in any of these areas, we will work diligently with your child to improve them. Failure to see improvement will result in written notification to the parents so we can work together to resolve the concern.

Continued failure to meet student commitments will result in referral to school administration, referral to the guidance counselor, time-out, detention, in-school suspension, work/clean-up detail, or student written contract for improving behavior or work habits.

Persistent concerns will be submitted to the Committee Review Team. At this time, actions already tried will be reviewed. Additional recommendations may be suggested for improvement. Parents will be notified of Review Team recommendations. Failure on the part of the student to comply with the commitments may terminate eligibility for continuation in the Concept Program at OPE.

In accordance with the Clay County Code of Student Conduct, violations at Levels III and IV may result in the immediate dismissal from the concept school. These guidelines will be followed when tracking student misconduct.

In the event of severe disruption, the student will be immediately referred to the administration for appropriate disciplinary action.

DETENTION:

On occasion, students are detained after school as a disciplinary procedure for tardies and behavior or to complete overdue work. The parent will be notified by telephone or in writing prior to this detention. Transportation is the responsibility of the parent.

ISS - IN SCHOOL SUSPENSION:

Clay County provides In School Suspension Program for all elementary schools. This program is an approach used to aid students in improving their behavior when it becomes disruptive to the educational program. It is commonly used only after many other alternatives have been tried by the teacher or an administrator. It may also be used as a consequence for inappropriate student behavior. During ISS, students will complete assigned school work, or they may also be asked to work on campus. Students will be monitored. Parents may not interact with students in ISS. We anticipate this approach will be necessary for very few of our students.

HARASSMENT, BULLYING, THREATS, WEAPONS, CONTROLLED SUBSTANCES:

As our school environment often reflects concerns in our society, the Clay County School Board has adopted strict guidelines regarding harassment and weapons to ensure the safety of all our students. Be aware of the following information. More specific information is located in the Code of Student Conduct. Please refer to pertinent sections and be sure to discuss this information with your child.

Harassment/Bullying/Threats

Harassment and bullying are unwanted and unwelcome advances which interfere with your life, creating a feeling of being intimidated, angered, or offended in your school environment by the words or actions of another. Harassment and bullying are “zero tolerance” issues and will not be tolerated. At OPE, all threats will be taken seriously, from parents or children. Parents, please discuss with your child the importance of not making threats, even those made in jest.

Weapons

Having a gun or weapon on school grounds, and/or on a bus (i.e, on a field trip) **will cause a suspension or expulsion**. It will make no difference if the weapon is loaded or not, working or not working, or a toy weapon. The only exception will be special permission given to a student by an administrator for use in a class play, school production, or other unique situation.

Controlled Substances

State Law FL. 232.277 **requires** school personnel to report any suspected unlawful use, possession, or sale by a student of any controlled substance.

VIDEOTAPING/PHOTOGRAPHS/DISPLAY OF WORK/WEBSITE:

As the world of technology impacts schools in our society, we find student information is affected in various ways as well. Students often have opportunities to display work and projects. Various school activities may also be photographed or videotaped for our own WOPE daily broadcast or newspaper articles.

BICYCLES ON CAMPUS:

Racks are provided for students, and they are responsible for their own locks. We ask that students lock their bicycles in the marked area by the basketball court. Students are to **walk** with their bicycles on designated sidewalk areas while on school grounds in order to maintain safety for everyone.

SKATEBOARDS, SCOOTERS, AND ROLLER BLADES:

Students are not permitted to use skateboards, scooters, or rollerblades while on campus. **Shoes/heelies with retractable wheels are not allowed.**

CLINIC:

Students who are not feeling well or are hurt are sent to the clinic. Parents will be contacted to pick up students who should not return to class. We encourage parents to have preset arrangements for providing this transportation home if work prohibits your being able to do this.

INFECTIOUS DISEASE CONTROL PROCEDURES:

In order to safeguard the school community from the spread of certain communicable diseases, the Clay County School District follows the recommendations provided by the Florida Department of Health and the Clay County Health Department.

MEDICATION:

Students may not keep any medications with them. All medication (prescription or over the counter) must be distributed through the clinic. Medicine (prescription or over the counter) must be delivered by the parent/guardian to the clinic in the original container with directions clearly indicated by the pharmacy. A note should be attached by the parent with exact directions. No student will be allowed to carry prescription /non-prescription medications or herbal supplements on their person with the exception of emergency medications (i.e. epi-pen and asthma inhalers). A form, available in the clinic, must be completed and returned to the school before the student is allowed to carry his/her emergency medication. All medications, including emergency medications, must be registered with the school nurse. Parents will be responsible for delivery and retrieval of medications to the school nurse. The School District of Clay County has a policy and procedure to assess and treat wounds that are identified in the school setting. Including cleansing the site with soap and water, a routine standing order is in place for the application of an antiseptic type solution (i.e. Bactine) or a First Aid Cream to be used at the discretion of the school nurse following the manufacturer's directions. If your child is allergic to or if you are opposed to the use of either of these topical applications, you must submit a written statement indicating your opposition, which will be placed in your child's health record. If you have any questions, please contact the School Nurse, at 336-2288.

FIELD TRIPS:

Field trips which are considered to be of educational value to the students may be planned by the teacher, in cooperation with the principal, from time to time during the school year. County guidelines limit each grade level to two (2) field trips. Resource teachers (art, media center, technology, and physical education) may also schedule two (2) field trips. Detailed plans for the trips will be made and parents apprised well in advance. School buses or other Board approved bus carriers are used to transport students. Small groups may be transported by private vehicle upon administrator approval. Written parental permission and money, if there is a fee for the trip, must be turned in by the due date determined by the teacher. Carelessness or procrastination on the part of parents or students regarding this responsibility has been known to result in tearful disappointment for a student on departure day. If your child cannot attend the field trip due to a financial hardship, please do **not** hesitate to inform your child's teacher. A roster of students, attending field trip will be left in the front office. The permission slip will be retained by the teacher.

SCHOOL INSURANCE:

School Child Accident Insurance is an option available to students. At the beginning of each school year, a brochure is sent home explaining this coverage and the cost. This brochure will provide an opportunity to enroll your child under the insurance program of your choice. You are encouraged to read the program carefully since there are limitations. After the school year has started, the insurance information may be picked up from the front office or sent home with your child upon request.

MEDIA CENTER POLICIES AND PROCEDURES - STUDENTS:**Media Center Schedule**

All grades, K-6, have a scheduled time to visit the Media Center, at least once weekly. During this time, they will receive instruction and have an opportunity to check out books. The Accelerated Reader Program is used by all classroom teachers to enhance their reading program. Students may take AR quizzes in the classroom or in the Media Center.

The Media Center will be open every morning from 7:25 to 7:40 A.M. and every afternoon (except Wednesday) until 2:30 P.M.

Media Center Procedures

Students are responsible for taking good care of the books they check out from the Media Center. They will be instructed in techniques to care for their books and how to avoid common problems such as books being damaged when placed in backpacks with leaky water bottles.

It is Clay County procedure to charge students a fee for a lost or damaged book. The Media Specialist will follow these guidelines in assessing fees for these books. Money is refunded when a lost book is returned to the Media Center during the same school year.

Students in Kindergarten are allowed to check out one book at a time. Students in Grades 1-3 may check out two books. Students in grades 4-6 may check out three books. All students are encouraged to turn in books as soon as they finish them.

Books are checked out for a two week period and may be renewed for another two weeks. No fines are charged for overdue books, but students should return books as soon as they have finished with them so that they may be available to other readers. Overdue notices are sent out once a month, allowing parents to help their students to be responsible for returning overdue materials.

In order to fairly meet the demand for some popular books, the Media Center maintains a "Hold" list so that when these books are returned, they can be checked out immediately to the next student on the list.

PARENT INFORMATION

VOLUNTEER INFORMATION:

One of the supporting cornerstones for our concept school is parent involvement. Commitment of parents to education is a significant determinant in ensuring a child's success at school.

Due to the Jessica Lunsford Act, all schools in Clay County are required to have anyone over the age of 18 who is on school grounds fill out a Volunteer Registration form. This system has been put in place for the safety and security of our children. All information will be kept confidential. **This form must be updated every year and completed prior to volunteer activity.**

Our volunteer program is under the direction of OPE's Volunteer Coordinator. It is the parent's responsibility to contact the school for availability of programs to obtain the nine (9) hours per family to fulfill the parent involvement commitment. No more than four (4) of these hours can be earned from having lunch/skating with your child. The remaining five (5) hours must be obtained through other volunteer sources such as PFA Meetings, Open House, other activities, or volunteering at the school. We require that you complete at least five (5) hours prior to December 31st. Remember it is imperative you complete the necessary records to verify your time.

You, (parent/guardian, or grandparent) have made this commitment, and since our school is based on the "volunteer model", we know that you will take this minimum of 9 hours of volunteer time seriously. We require all hours to be completed by either the parent/guardian, or grandparent. No other family member or friend can complete your hours. Volunteer hours must be completed by the last student day of the current school year.

Failure to complete volunteer hours will result in dismissal from OPE.

Please be sure to do one of the following every time you put in volunteer time:

- Sign the volunteer sheet in the front office (Room 1)
- Sign the volunteer sheet at the activity you attend (evening or weekend)
- Complete the 'At Home' form provided by the school for activities done at home or items sent in, and return it to the Volunteer Coordinator.

We ask that you continue to record hours even after you have met your 9 hour commitment since these hours provide documentation for various recognition awards. Each volunteer should report to our Volunteer Coordinator, located in the front office, to ensure credit for your time.

We welcome your involvement at OPE with open arms. While you are on our campus, please remember you are not only a role model for your child, but also for the rest of our students. Your language, actions, and appearance make a profound impression on these factors when you are on campus. Please use the student dress code as a guideline for the clothing you wear while at OPE.

PARENT COMMITMENTS:**The following commitment is signed by each parent annually:**

- I will support the total Orange Park Elementary program, philosophy, staff, administration, and the P.F.A.
- I will show, by my example, support for the standards of student conduct.
- I will support the school's codes of behavior, dress, and discipline
- I will furnish a suitable study area for my child at home.
- I will ensure that my child comes to school clean and neat.
- I will provide my child with appropriate supplies throughout the school year.
- I will supervise my child during homework time, review each homework assignment with my child, and initial same before returning it to school or seek help from appropriate personnel.
- I will be available for conferences by request.
- I will make every effort to attend the regularly scheduled Parent Faculty Association General Assembly meetings.
- I will participate in school activities including some form of voluntary work suggested by the school during each school year, as agreed upon by the school and myself (a minimum of nine (9) hours per year). Five of these hours must be completed prior to December 31st of each school year.
- I will provide written explanation of my child's absence upon his/her return to school.
- **I will abide by the school's tardy and attendance policies.**
- I will abide by the school's drop off and pick up procedures daily.
- I will make arrangements to have my child taken home from school during the school day if I am asked to for illness or for disciplinary reasons. This includes making advance standing arrangements with a third party in the event I cannot provide immediate pick-up myself.
- I understand that my child may be returned to his/her districted school should this contract not be fulfilled.

FAILURE TO MEET PARENT COMMITMENTS:

The adherence to these commitments, form the basis of our expectations for parents. If teachers and staff observe a concern in any of these areas, we will work diligently with you to improve them.

Persistent concerns will be submitted to the Commitment Review Team. At this time, actions already tried will be reviewed and recommendations will be suggested.

Failure on the part of the parent to comply with the OPE commitments may terminate eligibility for continuation in the concept school program. **Therefore, failure to complete your nine (9) hours of volunteer time commitment will result in dismissal from OPE.**

The following lists indicate areas for parent involvement at OPE items are divided into groups that can be done at school, home, or on weekends or evenings.

PARENT INVOLVEMENT DURING SCHOOL HOURS

Run Copier	Teacher Requests
Office Relief	Health Screenings
Chaperones for Field Trips	Cafeteria Helpers
Book Fairs	Read to Children
Classroom Parties	Student Picture Days
Honor Roll Cook Out	Field Day (work a station)
Work in Classroom	Fundraiser Assistance
	Eating Lunch with Children/Skating (max of 4 hours)

PARENT INVOLVEMENT FROM HOME

Cut and Paste Projects	Collating Materials
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PARENT INVOLVEMENT WEEKENDS OR AFTER SCHOOL HOURS

Track Meet (help @ the meet)	Skating Parties
Fall Festival (work a booth)	PFA Meetings
Campus Beautification	Special Projects
School Advisory Council	Open House

At the beginning of the school year a workshop for all volunteers is held to refresh skills and update volunteers on new programs and resources. Volunteers are many things: an extra pair of hands, an extra measure of personal warmth, a valuable resource for classroom enrichment, another model to emulate, someone to stimulate language and someone who will listen and love. One thing is imminently clear: ***YOU are needed and wanted in our school.***

VISITING:

Parents visiting the campus must obtain a visitor's pass in the front office. **Clay County School District has implemented a new visitor management system (RAPTOR). All visitors MUST present a government issued picture ID (DL, Military ID, Passport ID) which will be scanned into the RAPTOR System. This system will check visitors against the National Database of Registered Sex Offenders. Once entry is approved, RAPTOR will issue a temporary visitor pass which must be returned when leaving campus.** School age friends are not permitted to attend classes of students enrolled at Orange Park Elementary.

CLASSROOM INTERRUPTIONS:

It is important to us that classroom interruptions be kept to a minimum so we can maximize our student learning time. You can assist us by ensuring your child has homework, projects, lunch or lunch money, and after school plans finalized before leaving for school each day. Taking care of these concerns ahead of time will help ensure a successful day for your child. The school administration values academic time and supports procedures to keep interruptions to a minimum.

PAGERS/CELL PHONES:

When visiting classrooms or during student performances, we ask that pagers and cell phones be turned off.

FIELD TRIP CHAPERONES:

To ensure students' safety and supervision, chaperones (**parent/legal guardian or grandparent only**) are often needed for field trips. Arrangements for parents to serve in this capacity are made with the teacher. Since chaperones are responsible for a number of students, parents are not allowed to bring other siblings with them on field trips. If you have made a commitment to chaperone and find you are unable to do so, please notify your child's teacher so other arrangements can be made. Please **do not** arrange for a substitute without prior teacher approval.

PARENTS EATING WITH STUDENTS:

You are welcome to come to school and eat lunch with your child. Send a note with your child or have them notify their teacher if you plan to purchase lunch; parent lunches should be ordered by 8:00am. We ask that you keep to your child's scheduled lunch period. All children eating with a parent become the responsibility of the parent during that allotted amount of time. **Children should never be unsupervised**. Students are expected to maintain good manners and talk quietly while eating in the picnic area. Playing and running are not allowed.

In grades K-2 your child may go out to eat with their parent/guardian or their grandparent...NOBODY else). We feel a need to change the rule that has been in place for many years due primarily for safety reasons. Even though you will not be taking three students out with your K-2 student you may still receive up to four (4) hours of volunteer time for coming and eating with your child. You must sign in at the front office and then sign your child out in the blue notebook housed in the cafeteria.

In grades 3-6 the lunch procedure is: your child plus one or two other students may be signed out to eat at the picnic area. Parents/guardians or grandparents along with their child plus 2 others must eat within the scheduled classroom lunch period. We ask that you include only those students in your child's class to eat with you. You must sign in at the front office and then sign your child plus 2 others out in the blue notebook housed in the cafeteria.

TEACHER PLANNING TIME:

Teachers have a vast array of responsibilities in addition to planning instructional lessons for your child. A short class period during the day as well as time before and after school is provided for this purpose. Therefore, teachers can best assist you and address your specific concerns through scheduled appointments.

MONITORING STUDENTS BEFORE AND AFTER SCHOOL HOURS:

Please be aware that the teacher and staff work day is 7:10 to 2:40. Should it be necessary that you are on campus and monitoring children during this time (such as sponsoring Girl Scouts, supervising a group of students while waiting on others to get out of tutoring or an activity, etc), students' activities should be closely monitored and should not be disruptive to the work environment. There are often parent conferences, administrative meetings and training taking place in the mornings and afternoons. Thank you for your help in this matter.

PARENT FACULTY ASSOCIATION:

Orange Park Elementary School is fortunate to have a very active and helpful P.F.A. This organization actively supports our school in a most commendable manner. This evidence of parental interest and cooperation is encouraging to our school personnel and provides opportunities for a voice in matters which concern our children. A membership drive is held each fall. All parents are invited to join and participate in P.F.A., the most important link between home and school.

SCHOOL ADVISORY COUNCIL:

A School Advisory Council (SAC), composed of elected staff, parents, community representatives, and the principal, has been established to provide input for the School Improvement Plan of Orange Park Elementary. The meetings are scheduled by the chairman as needed and all parents are welcome to attend.

HOMEROOM PARENTS:

Early in the school term each teacher chooses, from among those who volunteer, a homeroom parent. These parents are to be responsible for special events which have been approved by the teacher. They will also be called upon to cooperate in general P.F.A. projects such as planning for the annual Fall Festival. The HR Parent Coordinator will coordinate these activities.

PARTIES:

All parties need to be coordinated with the classroom teacher. Since our focus for students is on instructional education, we encourage parental support in keeping these events moderate in nature.

BIRTHDAYS/CELEBRATIONS/DELIVERIES:

Student birthdays are announced each day on WOPE. We ask that you keep the celebration of your child's birthday to simply bringing cookies or cupcakes to lunch.

Though we agree that receiving flowers, balloons, etc. is a lovely gesture, the delivery of these items to school is not allowed. These items, if sent, will not be delivered during the school day to students.

HANDLING OF INVITATIONS:

(K-3) Invitations should be given to the teacher who will place them in the homework folder.

(4-6) Invitations should be passed out before the first bell in the morning or after the dismissal bell in the afternoon. They should **not** be passed out during class time.

REPORT CARDS AND CONFERENCES:

Report cards can be downloaded from the FOCUS Parent Portal four times during the year. A student must be enrolled for at least ten days of the grading period to receive academic grades. If parents are concerned about their child, they are encouraged to call the school to arrange to talk with the teacher when he/she is free of student responsibility. Often misunderstandings can be avoided through such discussions. Parents are not to visit the teacher's classroom for conference purposes during instructional or planning periods. Please contact your child's teacher by calling the front office or sending a note in the homework folder/planner to schedule a conference. Early dismissal days may provide additional time for teachers to conference with parents. The students are released at 11:00 am on early dismissal days.

CLAY COUNTY GRADING SCALE**Primary Grading Scale (K-2): Standards Based Grading**

M = consistently masters the standard
P = progressing toward mastery of the standard
I = insufficient progress toward mastery of the standard

Intermediate Grading Scale (3-6):

A = 100-90
B = 89-80
C = 79-70
D = 69-60
F = 59-0

STUDENT DROP-OFF, STUDENT PICK-UP & PARKING:

MORNING PROCEDURES (Any of the following may be used. We encourage "Drop-Off", which is supervised by an administrator and/or teacher):

- 1). Drop off students on Stiles Avenue (going east) in a single file line, 7:25-7:45 am (unless they are going to breakfast, which is served between 7:15 and 7:35)
- 2). Park in Parent Lot (behind the 6th grade wing) one street past Stiles off of Plainfield, on Smith St., or in Smith/Hurley lot. **Then please walk your child to an on-campus sidewalk or to class.**
- 4). The front loop is **NOT** a drop-off area.
- 5). Please do **not drop off or pick up** your child(ren) on Plainfield Ave. (in front of the school) This is a busy thoroughfare which has been ruled unsafe for that purpose by police regulations.

AFTERNOON PICK-UP PROCEDURES (Any of the following may be used. Students are released at 1:57. We encourage car line which is 'valet' service.)

- Car line - Any vehicle coming through the parent pick-up car line will be required to have a placard in order to pick up an OPE student. Anyone picking up a student without the placard will be required to show their driver's license before a student is released into their custody. The placards are to be placed in the front windshield on the passenger side. Once you have your child(ren) we ask that you remove the placard from your windshield.
- Walk Up Locations - The walk up locations for anyone parking and walking up to pick up a student will be in two (2) locations:
 - Eagle's Nest - If you are parking on Smith Street, you will pick up your child from the walkthrough gate on Smith Street between the primary playground and the kickball field. (This is the same gate that is open in the mornings.) In the case of heavy rain, "Eagle's Nest" students will be dismissed behind the cafeteria bathrooms by the basketball court.
 - Old Glory - If you are parking in the lot off Plainfield Avenue behind 6th grade, you will pick up your child to the left of the breezeway, close to the rolling gate and the crosswalk. In the case of heavy rain, "Old Glory" students will be dismissed under the covered breezeway.

Both gates will be locked until dismissal when someone is on duty to unlock the gate and release the students to the parents. Any students not picked up at the walk up locations by 2:10 PM will be placed in the car line for pick up.

****Children Entering and Exiting Cars**** Children should enter and exit cars only from doors on the curbside of the car in order not to walk between cars or be exposed to roadway traffic. Using doors on the driver side of the car necessitates children stepping into the traffic lane which should be avoided at all costs.

Students are NOT allowed to get out of a car in the middle of a parking lot or to enter a parking lot area without an adult. Students are to cross Smith St., Plainfield Ave. or Stiles Ave. only where there is an adult on duty. These are safety issues that we continue to have at OPE and we are concerned only with the safety of your child and our staff when we are enforcing these rules. Please help us with these safety rules for the sake of your child and others. We want to keep everyone safe at OPE!

THERE WILL CONTINUE TO BE NO DROP-OFF OR PARENT PICK-UP IN THE PARKING LOT OFF OF SMITH STREET; THIS IS THE FACULTY PARKING LOT. IT WILL CONTINUE TO BE LOCKED EVERY DAY FROM 7:20 AM UNTIL 2:45 PM. THIS IS TOTALLY DUE TO THE SAFETY OF ALL OPE STUDENTS! THANK YOU FOR UNDERSTANDING.

PARKING:

Parking by the cafeteria is not permitted in the morning for drop-off or during the day, except for cafeteria staff, students handling large projects, or other specific needs. This assists us in maintaining traffic flow on Stiles Ave.

Stiles Avenue is completely closed to traffic between 7:45 A.M. to 1:30 P.M. and 2:20 P.M. to 3:30 P.M. A 15 minute visitors' parking area located at the west end of Stiles Ave. is open throughout the day for parents who wish to enter the school for a brief period of time. Any parents or visitors who need to park because they are spending a longer period of time on campus should park in one of the two other areas previously mentioned (the parent lot off of Plainfield or Smith St. grassy area). The loop out front should also be available if you need to pick-up a sick child or drop off something at the office. The front loop is not available for long term parking (for longer than **FIVE** minutes) because we need an area for emergency vehicles, deliveries, and daycare vans.

STUDENT INFORMATION

STUDENT ORGANIZATIONS/CLUBS:

SAFETY PATROLS

Fifth and sixth graders are selected on the basis of teacher scores on relevant desired characteristics such as recognized leadership ability, punctuality, responsibility, courteous manners, and dependability. Under the direction of a faculty coordinator, they assist all grade levels in a program of safety and orderly conduct before and after school.

STUDENT COUNCIL

Grades 3-6 elect participating class representatives with teacher sponsors for guidance. They are involved in school and community affairs to strengthen school pride and cohesion.

W.O.P.E.

Students in sixth grade may be selected to participate in W.O.P.E. This group of students works with the Media Specialist to produce the daily morning announcements over closed circuit television to campus classrooms. Students learn to use cameras, computers, and other equipment to produce the daily broadcast.

AFTER SCHOOL CLUBS

We presently offer a variety of after school clubs such as Tiny Tumblers, Chorus, Intramurals, Jogging Club, Sewing Club, Book Club, and so forth. Specifics regarding sponsor, grade levels, beginning date, and more will come home to you in flyer form approximately 2-3 weeks before clubs begin.

MISCELLANEOUS INFORMATION:

BACKPACKS

Rolling backpacks are encouraged for Grades 4-6 ONLY. Students in Grades K-3 are encouraged to use regular backpacks.

ARTICLES BROUGHT TO SCHOOL:

Animals

To ensure students' safety, we ask that pets not be brought to school without special permission.

Please do not bring your dog on campus when picking up your child as some children have severe allergies and animals (no matter how tame) have been known to nip at children.

Toys and Other Items

It is school policy that toys, trading cards, etc. are allowed at school, only as an asset to the curriculum and may be brought only with permission from the teachers. Otherwise, they are not allowed on campus and will be confiscated. Weapons may not be brought to school. This includes pen knives or toy weapons. Ipods and other electronic devices/games are not allowed.

Students may possess a wireless communication device while on school property but it **must be powered off and kept in their backpack** during the school day. If this is not done the consequence may be up to 3 days of Out of School Suspension (OSS) for the first offense. OPE is required to follow the School Board policy.

LOST AND FOUND:

A cabinet in the cafeteria is provided for placement of lost and found articles. Items deemed valuable such as eyeglasses, jewelry, etc. will be held in the Front Office. Parents are free to come and look for items that may have been lost by their child. Please label all your child's jackets, lunchboxes, etc. Unclaimed items are periodically given to organizations for the needy.

EMERGENCY DRILLS:

Fire drills or other emergency drills are held regularly as required under Florida Statutes. Parents must take part in drills when on campus. Please move with your child's class to the designated safe area. Safety is always our first priority.

DRESS CODE:

Dress and grooming guidelines are designed to promote student safety and help students develop standards for their own personal appearance. The school shares with parents a responsibility for teaching young people appropriateness of dress. Students are expected to dress appropriately and to be groomed in a manner that reflects pride in oneself and in one's school.

Research has found a high correlation between the way children dress and their behavior in school. In keeping with this philosophy, the following standards will be expected:

Students are expected to wear:

- Shirts of appropriate size and length.
- Shirts that cover the midriff
- All pants fitted at the waist or hips as appropriate for gender
- Skorts, shorts, skirts, or dresses that are an appropriate length (approximately fingertip length)
- Tennis shoes, OR closed-toe and closed-heel shoes.
- Students are required to wear a good quality lace-up or Velcro gym shoe on PE day.

Students may NOT wear:

- Form fitting pants or shirts
- Jeans, skirts, or shorts with holes or rips in them
- Dangling or large hoop earrings
- Flip-Flops
- Tank tops (unless covered with an appropriate shirt)
- Mesh or see-through garments
- Narrow strapped dresses or tops
- Tops with inappropriate messages or logos
- Frayed pants or shorts
- Hats, visors, head scarves (unless medically needed)
- Unnatural hair coloring
- Sunglasses in buildings
- Chains hanging out of pocket or from clothing
- **Anything deemed inappropriate by the teachers/administration**

When choosing school attire, the safety of our students is our major concern. Please use safety as an appropriate guide for the selection of clothing for school. THANK YOU so much!

