

# C.S. LEWIS ACADEMY

*Instilling responsibility, accountability, and respect*



Student Handbook  
2008-2009

## School Hours

The school day for first through sixth grade and all-day Kindergarten is 8:15 a.m. to 2:45 p.m. Morning Kindergarten hours are 8:15 a.m. to 11:15 a.m. Afternoon Kindergarten hours are 11:45 a.m. to 2:45 p.m., Monday – Thursday. On Fridays, first through sixth grade and all-day Kindergarten is 8:15 a.m. to 1:30 p.m. Morning Kindergarten hours are 8:15 a.m. to 10:45 a.m. Afternoon Kindergarten hours are 11:00 a.m. to 1:30 p.m., Students may not arrive prior to 7:55 a.m. and must be picked up by 3:05 p.m. Monday – Thursday and 1:50 p.m. on Fridays.

## Visitors

Entry into the school by volunteers and visitors will only be allowed through the front doors of the school. Visitors will be required to call the front office using an intercom system by the front doors to be buzzed through. They will then need to sign in at the front desk and wear a visitor's badge while at the school.

## Lunch

Students will need to bring lunch from home, as lunch service will not be available through the school. When the school building opens, refrigerators and microwaves will be available for the students to cool and warm items brought from home. If your child has forgotten his or her lunch and someone can not bring them one, we have Cup Of Noodles available. Please be aware that if your child is supplied with a soup, you must replace the soup or pay \$1.00 as soon as possible.

## Snacks

Students in AM kindergarten, first and second grades will have a snack time during the day. Students in Extended day Kindergarten will have two snack times. Please be aware that the children need to bring the snacks from home.

## Attendance, Illness, and Tardiness

**(An Absence needs to be reported by 2:00pm of the day the Child is absent due the State database requirements. Please call the office and leave a message or talk with the secretary or send a note on the morning of the absence with another child in the family.)**

Student attendance is governed by the rules and regulations of the

Utah State Education Code (Rule R277-607 Truancy Prevention), which states the following:

### R277-607-1 Definitions.

- A. "Absence" means a student's non-attendance at school for one school day or part of one school day.
- B. "Certified mail" means notification sent through the U.S. Post Office, that requires a signature of acceptance for the letter. A signed receipt notifies the sender that the letter was accepted.
- C. "Excused absence" means a student's absence from school for a reason identified by the school or district as reasonable such as:
  - 1) illness;
  - 2) medical appointments;
  - 3) family emergencies;
  - 4) death of family member or close friend;
  - 5) family activity or travel, consistent with district/school policy.
- D. "Habitual truant" means a school-aged minor who has received more than two truancy citations within one

school year from the school in which the minor is or should be enrolled and eight absences without a legitimate or valid excuse or who, in defiance of efforts on the part of school authorities to resolve a student's attendance problems as required under Section 53A-11-103, refuses to regularly attend school or any scheduled period of the school day.

E. "IEP team" means a local education agency representative, a parent, a regular and special education educator, and person qualified to interpret evaluation results, in accordance with the Individuals with Disabilities Education Act (IDEA).

F. "Truancy citation" is a ticket issued in the truant's name under R277-609 or Section 53A-11-105(1). A truancy citation is issued by school designated individuals and may provide for administrative penalties, strict attendance by the student and monitoring by the school, or may be payable to the school or school district. Penalties or requirements that may result from a truancy citation shall be clearly stated in the school or district truancy policy.

G. "Truancy fee schedule" means a uniform payment schedule set by a local school board consistent with R277-609-5.

H. "Unexcused absence" means a student's absence from school for reasons other than those authorized under the school or district policy.

I. "USOE" means the Utah State Office of Education.

### **R277-607-2. Authority and Purpose.**

A. This rule is authorized by Utah Constitution Article X, Section 3 which vests general control and supervision of public education in the Board, Section 53A-1-401(3) which permits the Board to adopt rules in accordance with its responsibilities, and Sections 53A-11-101 through 53A-11-105 which direct educational entities and designated agencies working on behalf of children to encourage compliance with the compulsory education law and regular school attendance for all students.

B. The purpose of this rule is to establish consistent procedures for school districts in informing parents about compulsory education laws, encouraging and monitoring school attendance consistent with the law, and providing firm consequences for noncompliance. This rule encourages meaningful incentives for parental responsibility and directs districts to establish ongoing truancy prevention procedures in schools especially for students in grades 1-8.

### **R277-607-3. General Provisions.**

A. Local school boards shall develop a truancy policy consistent with this rule and 53A-11-101 through 53A-11-105 and shall review-the-policy annually:

B. The local school board truancy policy shall be available for review by parents or interested parties upon request.

C. Truancy citation fees are not subject to fee waivers provisions because truancy citations are similar to repayment for destruction of school property. Also, schools or districts shall provide reasonable and specific options in lieu of payment for truancy citations at parent/school meetings.

D. If a student moves from one Utah school district to another Utah school district, truancy citations issued consistent with this rule may follow the student at the receiving school district's discretion.

E. A truancy citation issued by law enforcement under Section 53A-11-105(1) may be viewed as a truancy citation in designating a student a habitual truant. If a district does so, the parent shall be notified of receipt of the citation, including a copy of the citation, in a timely manner.

F. Districts shall prepare an annual fiscal year-end report to be submitted to the USOE that includes:

(1) copy of the district truancy policy required under Section 8277-607-3A;

(2) total number of students designated as habitual truants;

(3) total number of students tracked or disciplined under the district's attendance/truancy policy;

(4) total amount of funds collected, if any, by school from truancy citations; and

(5) summary of program effectiveness.

### **R277-607-4. Procedures Toward the Designation of Habitual Truant Status.**

A. Prior to or no later than school registration, the parent(s) of all students in grades 1-12 shall be provided written notice from the school or district informing parents of Compulsory Education attendance laws and encouraging parental cooperation.

(1) A student registering in the school district during the school year shall be provided written notice explaining the school and school district's compulsory education policy.

(2) A student moving from one school to another within the same district may be provided written notice explaining the school and school district's compulsory education policy.

B. Following two unexcused absences in a six week period, the individual designated by the school shall counsel the parent(s)/student as to the importance of school attendance and the legal implications of truancy.

C. Following four additional unexcused or six excused absences in a subsequent six week period, the individual designated by the school shall contact the parent(s) and arrange for a meeting at the school or elsewhere to discuss the student's attendance problem.

D. Following the seventh unexcused absence within a total 12 week period, a certified letter shall be sent requesting again the support of the parent(s) in resolving the attendance problems and outlining the requirements of Section 53A11-103.

E. The school shall continue to monitor school attendance following the first truancy citation. If appropriate, the student's curriculum or schedule may be adjusted.

F. If there is an eighth unexcused absence within a total 14 week period, a second truancy citation shall be issued.

Following the second truancy citation, prior to the referral to court, in a final attempt to prevent habitual truancy, the school shall schedule a pre-court hearing meeting with the second truancy citation for the parent and student. At the meeting, school personnel shall present final alternatives to court referral.

G. Following the ninth unexcused absence, a third truancy citation shall be issued and the parent/student shall be notified that the student is a habitual truant. Referral to the appropriate County or District Attorney or Juvenile Court consistent with Section 53A-i 1-104(6) shall be made by the individual designated by the school/district.

H. The school district may work with appropriate courts and personnel to develop procedures to track students and encourage school attendance.

I. If students with disabilities under the Individuals with Disabilities Education Act (IDEA) or students protected under Section 504/ADA of the Rehabilitation Act have excessive absences and fall within the criteria of this rule, the student's IEP team (IDEA) or school team (Section 504) shall ensure that the procedures of this rule apply consistent with state and federal law and regulations.

J. The parent shall have the right to appeal a truancy citation consistent with district administrative policy and time limits established by the district policy and legal due process

## **Discipline**

C.S. Lewis Academy is committed to providing an ordered and disciplined atmosphere through positive reinforcement. In order to accomplish this goal we have adopted a school wide discipline policy known as "Think Time."

"Think Time" is a three-strike system, which allows the child to know what to expect and to be in control of their own discipline. The first time a child is not focusing on the assigned task the teacher asks the student to "please" get the work done and not mess about. If the student persists in not doing the task then the teacher tells the student they "need" the student to focus and get the work done. If the student still does not get to work then the teacher simply hands the student a card with "Think Time" written on it. The student will then leave that classroom and go to a preassigned teacher's classroom. Once in the new classroom the student waits for the teacher to acknowledge him. The teacher has the student sit in a designated "Think Time" desk and fill out a debriefing form, i.e. What were you doing? What should you have been doing? The debriefing form is reviewed by the teacher and then the student is sent back to class. The student is out of their own classroom no more than 10 minutes.

This is a highly effective form of discipline. The key is consistency. The behavior expectations are the same in every classroom in the school. The students know in advance what they need to do in order to receive the reward and they know what the reward is.

If certain students do not respond positively to "Think Time" then the teacher and the administration may develop an alternate individual behavior plan (IBP) for that child. Major discipline infractions may result in suspension or expulsion i.e.: bullying, physical violence, threats, etc. A more specific discipline policy will be forthcoming.

### **Early Release of Students**

Students should not leave the school grounds from the time school begins in the morning until it ends in the afternoon. If your child needs to be released early during the school day, please follow these procedures and regulations:

- Please enter through the front doors and check in at the office. The office staff will call your child from class to leave with you.
- Your child can only be released to persons authorized by the parent or guardian on the registration card. Photo identification may be required.
- Students cannot walk home alone or meet you outside the school during school hours. Please arrange to pick up your child.

### **Accidents or Illness**

Students involved in minor accidents such as skinned knees will be cared for by the school personnel. The wound can be cleaned with Peroxide, but no medication can be placed on the wound. Wounds will be covered with a bandage. Please check the wound when your child arrives at home.

If it is necessary for a child to be sent home because of an accident or illness, the parent or emergency contact listed on the registration form (if the parent is unavailable) will be notified to pick up the child. If the parent or emergency contact cannot be reached, the principal or designee will decide what to do. The school will call 911 any time there is a major problem.

The school is required to have the following information on file:

- Names of parents or guardians
- Complete and up-to-date address
- Current home phone and work phone numbers
- Name and phone number of relative or friend (for emergencies)
- Physician's name and phone number
- MEDICAL ALERT information (Allergies, medications, health information that may affect the child's participation in any school activities.)

This information is critical, and parents **MUST** notify the school if this information changes. Also, State law requires students be current on immunizations before they can attend school, unless exempted by the county health department.

## **Drop off and Pick up Procedures**

The school day begins at 8:15AM and concludes at 2:45pm.

Between the hours of 7:55-8:15 AM and 2:30-3:05 PM vehicles dropping off/picking up students Parents dropping off students enter from SR 198 and pull forward having students exit from the passenger side of the vehicle. Students do not need to be in front of the doors they can be dropped of anywhere there is a sidewalk. Please do not drop your students off on SR 198 or Cherry Lane to walk onto the school grounds.

You may drop off your students between 7:55-8:15AM. The school bell will ring at 8:15 AM. You may not drop your students off prior to 7:55 AM as they will not be supervised until this time.

Please have your students ready to exit the vehicle as soon as you move into the drop off zone to help expedite a quick drop off period and to alleviate congestion. If your student is unprepared to exit the car please pull through to the parking lot.

If you arrive at the school after 8:15 AM you will need to be sure your students get into the building safely as there will be no supervision outside the school. If you arrive after 8:25 AM you will need to sign them in at the front office as roll may already have been taken in class and they will be marked TARDY.

Pick up will begin at 2:45 PM Monday – Thursdays and 1:30PM on Fridays when students are released from class however cars may begin lining up at 2:30 PM on Monday – Thursday and 1:15PM on Friday. You must arrive at the school to pick up your students no later than 3:05 PM. Monday – Thursday and on Friday by 1:50PM.

Never pick up children in the outside lane. This forces children the walk or run in between cars. Please use extreme caution during pick up.

Students who have not been picked up are considered "late pickup" and will wait in the front office of the school. If you have an emergency and will be late in picking up your students you must call the main office to notify the administrators.

Teachers and school administrators will oversee the pick up each day.

We want to be courteous to our new neighbors. When visiting the school please do NOT park on the street in the neighborhood to the east of the school. We do not want to infringe on the privacy or quality of life of our neighbors.

## **Safe Walking Policy**

For those students who would like to walk or ride bikes to school, the following are things they should be aware of. Please review them with your children.

**C. S. Lewis Academy cannot assume liability for students unless they are on school grounds.**

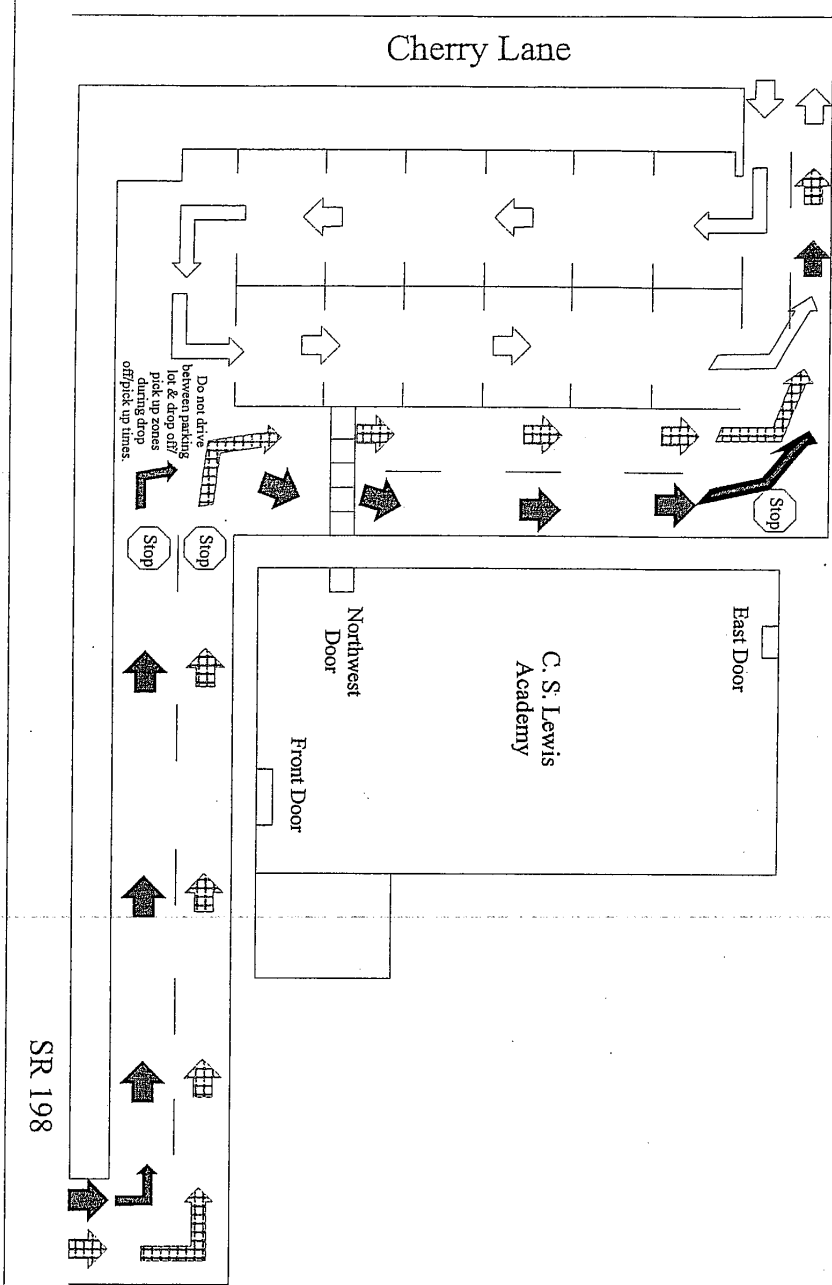
Parents, please review your children's walking/biking route with them and teach them to be safe!




Your route to school may have stretches with no sidewalk, and/or intersections with no crossing guard. Please use caution, stay well off the street, and cross only after looking both ways. Bikers, remember to wear a helmet and stay to the far right side of the street.

Please do not walk/bike alone if possible. Avoid talking to strangers, and never approach their cars. Scream and run away if you feel you are in danger, and tell a safety officer, another mother with kids, or your teacher at school what happened.

Once on school grounds please walk your bike, staying on sidewalks. C. S. Lewis Academy does not have a bike rack. (This would be a good (Eagle Scout?) project to pitch in on.) **Please lock your bike to the inside of the chain link fence North of the School.**

Thank you for your cooperation! Let's have a safe year!



-  Black arrows indicate traffic flow for single student drop off/pick up.
-  Checked arrows indicate traffic flow for multiple student drop off/pick up.
-  Blank arrows indicate parking lot traffic flow.

Not to scale. Drop off/pick up zones enlarged to show traffic flow.

SR 198

## **Dress Code**

The CSLA Board has determined by vote that there will be a dress code at C.S. Lewis Academy (CSLA).

### **Purpose**

C.S. Lewis Academy has adopted a policy of uniform dress with which all students are expected to comply.

C.S. Lewis Academy's school uniform and dress standards play an important role in the educational mission of the school by:

1. Helping create an atmosphere conducive to serious academic study and educational partnership.
2. Minimizing the distractions and disruptions often caused in schools by clothing fads and fashions (including gang wear), and the social divisions resulting therefrom.
3. Aiding members of the school community in identifying intruders who might pose a threat to school safety.
4. Unifying students of different ages who may be grouped together in ability-level classes.

Students may also benefit from the school spirit engendered by uniform dress standards and the self-respect inherent in responsibly maintaining one's appearance and properly caring for one's wardrobe. In addition, students and parents benefit from potentially reduced costs for school clothes; from day to day and from year to year, students will likely require fewer changes of clothing with a uniform than without. A uniform dress code is also likely to save time, as students and parents spend less time deciding daily attire.

In accordance with the letter and spirit of the laws regarding public school uniforms, the C.S. Lewis uniform is intended to be strict enough to effect the educational goals sought by the policy, yet not so prescriptive that families will find it difficult to abide by. Students and families may choose from a variety of styles and are not required to purchase any specific item.

### **Provisions**

Regulations including provisions for the CSLA Dress code and Dress and Grooming Standards shall be promulgated via the implementation process. The Dress Code Committee shall monitor dress code implementation and recommend any needed changes to the policy or regulations based on developing circumstances.

## **Enforcement**

C.S. Lewis is a school of choice. Students and parents have chosen to enroll in the charter school instead of in their district public schools which do not require uniforms. It is therefore expected that all students and their families have embraced C.S. Lewis's dress code policy and will comply therewith. The policy will be monitored and enforced by the school administrator, teachers and staff. Obvious infractions (whether intended or not), and those which cause disruption, will surely be addressed. All decisions regarding items or issues not addressed or clarified in this policy will be left to the judgement of the principal (Utah Code Section 53A-15-602(8), 1953, as amended in 2003).

When students choose not to comply with the dress code standards, the school staff will communicate the concerns to the student. When a dress code problem arises, the student will be verbally reminded and a written reminder of the dress code standards will be sent home to the parents. The student should attempt to rectify the problem by going to the school office and phone a parent/guardian to bring the appropriate clothing to school. If the parent/guardian is able to bring appropriate clothing to school no "Dress Code Violation" will be issued. However, if the parent/guardian is unable to come to the school with the appropriate clothing, then the student will receive a "Dress Code Violation" and the parent/guardian contacted.

Once the student has four "Dress Code Violation" a parent and student conference with the Director will be required to discuss how to resolve dress code violations. If the parent and/or student fail to attend the conference the student may receive a suspension of up to three days.

The process then begins anew. Nevertheless, if the student receives four more dress code violations, then a parent and student conference with the CSLA Board will be required to discuss how to resolve dress code violations. If the parent and/or student fail to attend this conference the student may receive a suspension of up to ten days or face possible expulsion.

## **Implementation process**

Implementation of the student dress code policy shall be overseen by the Dress Code Committee. The Dress Code Committee shall consist of **at least** one (1) CSLA board member, one (1) CSLA grade teacher and one (1) Parent Council member. The Parent Council Member will have a one year term, being selected at the November Parent Council board meeting and beginning their term the following January. The dress code committee will investigate and recommend changes to the dress code but changes to the dress code shall require the vote of the CSLA board.

In order to consider major changes to the dress code policy or regulations which do not arise because of circumstances beyond the control of CSLA, the dress code committee must receive either a petition signed by twenty percent (1/5) of the parents of the students attending CSLA or a written request from the CSLA Board which includes a description of and the nature of the issue or change to be investigated. Upon such petition or request, the dress code committee shall investigate, address and promulgate a recommendation for vote by the appropriate bodies.

Circumstances beyond the control of CSLA would include events such as unavailability of dress code items or a change in state or federal law, etc. It does not necessarily include events caused by CSLA or any of its parents.

The dress code committee, in considering any changes to the uniform, shall consider at least the following elements: quality, cost, availability for purchase, and style of the uniform.

### **Grandfather Clause**

Dress code clothing will be appropriate for use after they have been purchased under a current dress code guideline for three years or until they no longer meet the standard of appearance, whichever occurs first.

### **Dress Code Exemptions /Modifications**

Pursuant to Utah Code Annotated, section 53A-15-602(8), 1953, as amended in 2003, the school director is allowed, at any time during the school year, to grant an exemption from wearing the required dress under the dress code to a student because of extenuating circumstances. The school will work with families who have extenuating circumstances. This provision is subject to state and federal law.

### **Assistance - Low Income Students**

Clothing under this policy may be available for students whose parents need help obtaining them. Decisions regarding assistance shall be made by the school director.

### **Purchasing Dress Code Clothing**

Students should have a sufficient number of uniform items to provide for their needs, but are not required to purchase every item on the uniform list or any single item. As long as they meet the general provisions given below and the specific guidelines for girls and boys, dress code items may be purchased from any vendor. Some examples of vendors that offer appropriate items are:

Academy Attire  
Xpressions  
French Toast  
Old Navy  
JC Penney  
Target  
Walmart  
Kids "R" Us  
Gap/GapKids

We have an account set up at [frenchtoast.com](http://frenchtoast.com) where you can see the approved clothing and use for a guideline. The source code for C.S. Lewis Academy is QS5VCQV. French Toast catalogues are also available at the front desk. Academy Attire will be at the school during every S.E.P, twice during the summer months and during "Meet the Teacher Night" where you can purchase approved dress code apparel.

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## DRESS CODE REGULATIONS

### Section One: General Provision

The student dress code at C.S. Lewis Academy is mandatory. Dress and grooming standards are part of the dress code regulations.

Implementation of the Student Dress Code Policy is as follows:

1. *Dress Code.* Dress Code items must be worn during school hours, except under special circumstances, such as Dress of Choice Days and other special occasions as announced in the school newsletter. Dress Code items must also be worn for all before and after school programs, as well as all tutoring and enrichment sessions, except on occasions when costumes may be required for dress rehearsals or performances. Gym clothes may be used for athletic activities.
2. *Appearance.* Students must present a modest, clean, and neat appearance at all times, including Dress of Choice Days. All clothing must be clean, appropriately sized, not be excessively worn or have holes. Pants/shorts/skirts must be worn at the waist; shirts must be buttoned to within one button from the top. Shoes must be tied or fastened, clothing must be worn right-side-out, appropriate underwear must be worn, etc.
3. *Shoes.* Shoes, boots, and sandals for boys and girls should be basic non-distracting subdued colors (e.g. white, brown, navy blue, black, etc.) Shoes, boots, and sandals should be conservative in style. Closed-toe and closed-heeled shoes and sandals only. Heels or soles may not be higher than one (1") inch. Socks are considered optional when wearing sandals. Flip-flops, shoes with wheels, characters and lights, as well as slippers are prohibited.
4. *Socks.* Socks for boys and girls must be matching, non-distracting and solid white, navy blue, black, or neutral earth tones in color. Socks may be ankle or knee length. Girls may also wear, non-distracting solid white, navy blue, or neutral earth tone tights. Socks or tights must always be worn unless the student is wearing sandals.
5. *Undergarments.* Proper underclothing should be worn at all times. No underwear should be visible at any time. A plain white shirt/undershirt (no lace), may be worn under *any* dress code top (if desired). Private parts of the body should NOT be visible at any time, including the midriff. Girls may wear solid matching cotton or spandex shorts or tights under skirts, jumpers, and pants that may not extend below the hemline. Long-sleeved solid white or navy blue undershirts may be worn under an approved long or short-sleeved collared top.
6. *Jewelry.* Jewelry should be kept to a minimum and should be conservative in style so as to not distract from the learning environment. Girls may wear one pair of small, non-dangling earrings. Boys may not wear earrings. Pierced jewelry in other body parts must not be visible. Other jewelry may include a watch, medical alert jewelry, and up to three other non-distracting items.
7. *Hair/Hats.* Hair must be kept neat and have a combed appearance and appropriate for school. Bangs for boys should not extend below the eyebrows; boys' hair should not extend below the bottom of the collar. Unnatural hair colors or outlandish hair styles are inappropriate. Girls may wear hair accessories that are appropriate for school and non-distracting. Hats/hoods may not be worn inside the school unless for religious or medical reasons, or for required costuming during school-sponsored activities.
8. *Cosmetics/Tattoos.* No make-up of any kind is allowed (unless so required for a play or other school-sponsored activity). Starting in 6<sup>th</sup> grade, girls may use cosmetics/make-up that is natural and conservative in nature and appropriate for school, and should not draw attention to itself or its wearer. No permanent or temporary tattoos allowed.
9. *Outerwear.* Outer wear that is worn for warmth to and from school and at outside recess is not

considered a uniform item (e.g. snow pants, coats, snow bibs, ear muffs, scarves, gloves, etc.). Any solid colored sweater or jacket worn inside the classroom must be consistent with the dress code.

10. *Logos.* Board approved merchandise with the approved “school logos” are the only acceptable type of logo. No clothing items will have logos, graphics, stripes, or symbols of any sort. Also, no skulls, gang symbols, inappropriate graphics, or phrases are allowed on non-clothing items (i.e. backpacks, lunch bags, and coats).
11. *Dress of Choice Days.* Dress of Choice Days will be announced at the discretion of the School Administrator. Students must refrain from the following
  - a. Halter tops, tank tops and spaghetti straps may not be worn unless another shirt is worn under or over it.
  - b. Midriff shirts are never acceptable.
  - c. Pants, shorts, skirts and skorts should fit properly and be worn at the waist.
  - d. Underwear may not be visible.
  - e. Skirts and shorts must be no shorter than 2” above the knee.
  - f. For safety reasons, flip-flops and slippers may not be worn and sandals must have a heel strap. Shoes may not have heels and/or platforms higher than 1-inch.
  - g. Students may not wear mutilated, torn or cut off clothing on the top or bottom.
  - h. Students may not wear clothing which bears vulgar, crude or offensive language, logos or graphics.
  - i. Students may not wear clothing which bears the likeness of tobacco, alcohol or drugs.
  - j. Gang related clothing, colors and paraphernalia will not be allowed on school grounds.
  - k. Clothes should be well maintained – no holes, rips or stains.
12. *General:* Dress items not specifically covered above but considered inappropriate or contrary to the purpose statement in the Dress Code Policy are subject to review and interpretation by the director.

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## **Section Two: Approved Dress Code Policy Summary:**

The items listed below constitute the Dress Code at CSLA. Examples of the dress items can be seen at several websites listed below. Updated April 8th 2009.

### **Tops:**

- Tops must be solid-colored white or navy blue shirts (no unapproved logos).
- Tops must have a collar with either long or short sleeves,
- Long-sleeved solid white or navy blue turtleneck shirts may be worn under an approved collared top.
- Long-sleeved solid white or navy blue undershirts may be worn under an approved collared top.
- Long-sleeved solid white or navy blue sweatshirts may be worn over an approved collared top.
- Sweaters, cardigans (round or v-neck), sweater vests or jackets must be solid khaki, navy or white, and be worn over a collared top.

### **Bottoms:**

- Bottoms must not have cargo pockets, decorative jewelry/stones or embroidery, etc.
- Stitching on bottoms must be the same in color as bottom material.
- Students may not wear the same color top and bottom (i.e. no navy with navy).
- Boys must wear solid-colored navy or khaki pants or shorts, either with a pleated or plain front, but NOT cargo pants, denim, nylon, sweats, leather or vinyl.
- Girls must wear navy, or khaki pants, shorts, skirts, skorts, or capris, either with a pleated or plain front, but NOT cargo pants, denim, nylon, sweats, leather or vinyl.
- Bottoms must be no shorter than 2” above the knee when standing.
- Belts are optional, but must be basic, neutral and non-distracting with a simple buckle.

### **Shoes and Socks:**

- No flip flops, slippers or shoes with characters, lights, or wheels may be worn at any time, including alternate dress days.
- Students may wear any closed-toed and closed-heeled shoe, sandal, or boot in basic non-distracting subdued colors (e.g. white, brown, navy blue, black, etc.).
- Socks and tights should be solid white, navy blue, black, or neutral earth tones.

### **Hair and Accessories:**

- Girls may wear hair accessories that are appropriate for school, and non-distracting.
- Hair must be kept neat, have a combed appearance, and be natural in color.
- Hair length for boys must not exceed the bottom of the collar and bangs must not extend below the eyebrows.
- Jewelry may include up to three items. Girls may wear one pair of small, non-dangling earrings. Boys may not wear jewelry. Pierced jewelry in other body parts must not be visible.
- No make-up of any kind is allowed, however, beginning in 6<sup>th</sup> grade girls may wear cosmetics that are appropriate for school, and should not draw attention to itself or its wearer.