

**West Park Elementary
School
2016-2017**



**Parent/Student Handbook
Principal: Gabriela Hess**

**Lake County School District R-1
Address: 130 West 12th Street
Leadville, CO 80461
Phone: 719-486-6890**

SUPERINTENDENT OF SCHOOLS

Dr. Wendy Wyman

BOARD OF EDUCATION

Katie Baldassar, President
Megan Coffin, Vice - President
Allen Burch, Secretary
Harmony Jump, Treasurer
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LAKE COUNTY SCHOOL DISTRICT R-1

District Office

107 Spruce Street
Leadville, CO 80461 719-486-6800 FAX: 719-486-2048

Lake County High School
Christina Gosselin, Principal

1000 West 4th Street
Leadville, CO 80461 719-486-6950 FAX: 719-486-3767

Lake County Intermediate School
Stephanie Gallegos, Principal

1000 West 6th Street
Leadville, CO 80461 719-486-6830 FAX: 719-486-6880

West Park Elementary
Gabriela Hess, Principal

130 West 12th Street
Leadville, CO 80461 719-486-6890 FAX: 719-486-3421

Transportation Department
Joyce Lacombe

106 Spruce Street
Leadville, CO 80461 719-486-6802 FAX: 719-486-2048

West Park Elementary
Staff Roster

Gabriela Hess

Principal

Lynette Fresquez
Annette Johnson

Secretary/SAM
Secretary/Para

Kelly Ridgway
Derek Lindquist
Lisa Cohen

Kindergarten Teacher
Kindergarten Teacher
Kindergarten Teacher

Ally Duncan
Sara Allen
Taylor Trelka
Clare Mulcey

First Grade CO-Teacher
First Grade CO-Teacher
First Grade Teacher
First Grade Teacher

Mark Stenzel
Ginny Smith
Andi Weigel

Second Grade Teacher
Second Grade Teacher
Second Grade Teacher

Christy Trujillo
Allison Reigel
Marcia Harrington
Kelly Horning
Celesta Cairns
Lindsay Rapke
Cindy MacIsaac
Kim Chavez
Bonnie Moffett
Katie Anderson
Rachael Ayers
Jeanne Trujillo

Counselor
Instructional Coach
Support Para Professional
Special Education Teacher
ESL CO-Teacher
Speech Pathologist
Occupational Therapist
Behavior Coach
Music Teacher
Art Teacher
Physical Education/Library/Tech Teacher
Support Para Professional

Heidi Donoher
Linda Luna Leal

Cook
Cook

Don Cisneros
Mickie Pacheco

Custodian
Custodian

LAKE COUNTY SCHOOL DISTRICT MISSION STATEMENT

The mission of the Lake County School District R-1 is to MOTIVATE, EDUCATE, and GRADUATE ALL students.

THE MISSION OF WEST PARK ELEMENTARY IS TO...
facilitate the development of knowledge, skills, and self-esteem necessary for children and families to live as contributing members of our society.

West Park Elementary School is a part of a professional learning community committed to doing whatever it takes to help students succeed. Our commitment is to partner with parents and the community to improve academic performance and social competence of students in Kindergarten through second grades.



GENERAL INFORMATION

SCHOOL HOURS

Regular Session: Monday- Friday

7:50a.m. - 8:10am -- Breakfast in classrooms

8:10a.m. - 3:25 p.m. -- School in session

Office Hours: 7:30a.m. to 4:00p.m.

Students may not be dropped off at school prior to 7:40 a.m. on any regular school day. If your child is being picked up at dismissal, you must arrange to arrive at 3:25 p.m. or prior to 3:40 p.m. There is no supervision provided neither before 7:40 a.m. nor after 3:40 p.m. We do not interrupt instruction in order to page children for changes in pickup. We send notes to each teacher at 2:45 p.m. giving students changes in transportation information. Therefore, if you have a change in transportation as to whether your child should walk home or be picked up, instead of going on the bus, we must have this information prior to 2:30 p.m. These requests should only be in cases of emergency. We do not allow students to go to one address one day and another address on other days, as it is impossible for our transportation department to keep track of these sudden changes.

EMERGENCY NOTIFICATION

It is sometimes necessary for the school office to contact a parent immediately concerning a child's well being. Please inform the school office as to how you can be contacted in case of an emergency at school. **IT IS VITAL TO YOUR CHILD'S WELL-BEING THAT THE SCHOOL HAVE ACCURATE, UPDATED EMERGENCY CONTACT INFORMATION!**

EMERGENCY CLOSINGS

Closing of school due to weather or other emergencies will be announced over local radio and TV stations. In emergencies, teachers and office staff will attempt to call you at the phone numbers listed in the office.

Channel 9 News – Denver Television

KOA Radio 85.0 – Denver Radio

Channel 7 News – Denver Television

KSKE Radio 104.7 – FM Vail Radio

Channel 4 News – Denver Television

KZYR 96.7 FM – Vail Radio

Channel 11 News – WB2 News

KVRH 92.3 FM – Salida Radio

ACCOUNTABILITY COMMITTEE

The West Park Accountability Committee partners with Lake County Intermediate School. The Accountability Committee was established by the Board of Education to help monitor our building improvement plan and initiatives. The committee will consist of, but is not limited to, one parent, one teacher, the building principal, and a community member. We encourage your involvement and input.

ATTENDANCE

Consistent school attendance is an integral part of the educational process and is directly aligned to successful school performance. When a student is absent, he or she misses the important interaction that occurs in the classroom. According to Colorado State Statutes, Section 22, students must attend school as a part of the compulsory school law. Students are expected to maintain daily attendance at a level of 90% or higher throughout their enrollment. It is the responsibility of the parents or guardians to ensure that their child attends school on a regular basis. Our school calendar includes 170 days of instructional time, as well as adequate vacation periods and teacher professional days. Therefore, families should schedule vacations when school is not in session, except in cases of emergencies. If a student has excessive absences, letters will be mailed to parents, as well as the possibility of summer school attendance, retention or truancy proceedings.

If students are absent for a vacation for more than ten (10) school days, the student will be withdrawn from school and will have to re-enroll in school once the student returns to school.

Announcements are made each afternoon at approximately 3:25 p.m. Students are not dismissed until after announcements have been made. Students are then dismissed by the classroom teacher.

CAFETERIA

Breakfast is served in the classrooms daily from 7:50-8:10 a.m. and is free for all students.

Cost of lunch including milk is \$2.75 for students on full pay and free for students on reduced pay.

Parents may send in money or a check to be placed in each student's lunch account. There will be no charges allowed. If a student does not bring his/her lunch money, or when a student lunch account reaches a 0 balance, a notice will be sent home informing the parent/guardian of the need for lunch money.

Menus are sent home monthly.

CAFETERIA BEHAVIOR

We know that children have been taught proper table manners by the time they arrive at school in the second grade; however, in a large group sometimes manners are forgotten. We want your child to have a pleasurable experience during the lunch period and observe the following guidelines. Toys will not be permitted in the cafeteria.

Students are to:

- Use polite table manners.
- Sit at your assigned table.
- Remain seated until you are given permission to line up.
- Speak in a normal tone of voice.
- Be silent when an adult asks for silence.
- Clean your table area and throw litter away when table is called.
- Walk and never run.
- Wash hands after recess – before lunch.

Consequences may include the following:

- Student may be asked to eat at a table alone.
- Student may be asked to take lunch tray and eat in the office.
- Student may lose the privilege of recess.
- Parents may be contacted.
- Student may be referred to principal.

EMERGENCY INFORMATION

EMERGENCY INFORMATION SHEET: Emergency information sheets are to be completed prior to a child being registered for classes and receiving a teacher. The purpose of the emergency card is to provide care for your child if you are unavailable or cannot be reached. Please complete and return the cards immediately with all information. It is extremely important that we receive this information and that it is kept current throughout the year. Please consider the following when you are completing the card:

1. Carefully consider who your emergency contact people will be.
2. Ask the people you choose if they are willing to assume responsibility for your child in an emergency situation or should your child become ill at school and need to go home.
3. Choose people who will be able to take care of your child.
4. Choose people who live locally or close to the area.
5. Choose people who either do not work outside of the county or are able to leave work, if necessary.
6. Make sure that all emergency numbers are kept current during the school year.
7. Inform the school where you might be reached if all emergency numbers are unavailable.
8. Recognize that the first consideration in all situations must be the child's welfare.

If your child becomes ill at school and has an elevated temperature, you can meet your child in the Health Office at West Park Elementary.

CHANGE OF ADDRESS – Periodically we may need to send information home. **Please make sure your address is valid.** Please notify the school office of changes in address, telephone number, and/or emergency contact information. If you are moving to another city, please call the school office at least three days prior to your child's last attendance day. This will allow time for teachers and office personnel to prepare transfer sheets, progress reports, and any additional forms.

FIELD TRIPS

FIELD TRIPS – Field trips are a part of the planned curriculum. Permission slips for field trips will be sent home by your child's teacher. Written permission must be provided by a parent or guardian. Verbal permission is not allowed. Please honor the deadlines stated on permission slips so that your child can participate in these valuable educational experiences.

HEALTH POLICIES

Student Absence – If your child is absent from school due to illness or other reason, please call the school at 719-486-6890. If a parent/guardian has not called the school to report a student's absence, the school will make daily calls to the homes of those students who are absent in order to confirm that the student is absent and that the parents are aware that the child is not in school. Please advise us of phone number changes to assist us with these phone calls.

VACCINATION REQUIREMENTS – Immunization requirements have been approved by the school district and State of Colorado. These requirements must be documented through proof of immunization on an immunization record.

Letters will be sent home regarding missing immunizations. Parents must ensure that all missing immunizations are received as soon as possible, in order to comply with State regulations.

The student's immunization record must include the following types of vaccines:

DTP or DtaP	- 5 doses	Polio	- 4 doses
MMr	- 2 doses	Hepatitis	- 3 doses
Varicella	- 2 doses, unless the child has had chickenpox		

COMMUNICABLE DISEASES - If you suspect that your child has a communicable disease, please do not bring him or her to school. Please keep your child home in order that other children will not contract the disease. These include: strep throat, chicken pox, mumps, etc.

MEDICATIONS – IT IS STRONGLY ADVISED THAT THE SCHOOL NURSE BE MADE AWARE OF ANY MEDICATION A STUDENT IS TAKING. If a student must be given medication in school a meeting with the school nurse is required, along with a physician's written prescription including directions for administration before any medication may be sent to school. The medication will be locked in the office area and an individual who has been certified to administer medicine will dispense the medication according to the doctor's orders. Students are not permitted to keep any medications with them in school. The medication must be in its original bottle and must be labeled with the student's name, physician's name, name of medication, date ordered, and directions for administration. No medications can be administered without proper authorization.

Tylenol, Advil, cough medicine and ANY over-the-counter (non-prescription) medication WILL NOT be given without a written order from a physician. Please do not send this medicine to school with your child asking the office personnel to dispense medicine without a written order from the doctor.

ACCIDENTS/ILLNESS – The school will administer first aid if a child is ill or injured at school. The parent will be contacted by the office or school nurse, when necessary. If your child tells you that he or she was injured at school and did not report it to the office, please inform the office staff immediately. Accident forms are normally sent home with any students who received medical attention in the office, including bandages, or cleaning of a scrape or cut. The school cannot be held responsible for injuries which occurred outside the school. Our school nurse is Cheryl Wells.

HOMEWORK

Homework plays an important role in the instructional program at West Park Elementary. The purpose of homework is to reinforce skills introduced during classroom instruction. In order to be most effective, parents should ask their children if they have homework and look in the school planner to see homework assignments.

It is expected that homework be completed by the due date. Teachers will notify parents if homework is consistently late or incomplete. To assist in the development of good work habits, parents are encouraged to provide a quiet area that is free from distractions as well as a regular homework time. If a child is absent for more than two (2) days, parents should make arrangements to collect homework and class work missed. Please allow teachers time to prepare the assignments. Assignments can be picked up in the office at the end of the day.

LOST AND FOUND

THE SCHOOL IS NOT RESPONSIBLE FOR ANY LOST OR DAMAGED ITEMS. A *LOST AND FOUND* area is located in the hallway outside of the front office.

OUTSTANDING BILLS POLICY

Students are responsible for replacing all lost books and damaged items. It is expected that students return textbooks to the school in good condition with the exception of ordinary wear. Students will be assessed fines for lost, damaged or defaced books (including those checked out from the library), materials or equipment. Please make sure all outstanding bills have been paid prior to the end of each school year.

PARENT INVOLVEMENT

Parents play a very important role in the education of their children. We encourage parents to participate in our programs and become involved in school activities and events.

VOLUNTEERS – Parents are encouraged to volunteer at school whenever possible. Classroom teachers will contact parents regarding their assistance with special projects; however, parents are always encouraged to volunteer. For your child’s safety, volunteers are required to sign in at the office and to wear a volunteer badge while in the building.

VISITOR POLICY – For the safety of our students, we require all visitors who enter the building to enter through the main front entrance on West 12th Street and report to the office upon arrival. All other doors to the building should remain locked during school hours. Only the front door closest to the office will be open. You will be asked to sign in and will be given a visitor’s badge to wear during your stay. We require that you sign out in the office as you leave, as well. Teachers are not permitted to interrupt instruction if parents arrive at a classroom without a scheduled appointment. Appointments are necessary at all times. If there is an emergency or information that must be relayed to the classroom teacher, please call the office and leave the message. The message will be delivered to the teacher. Teachers make phone calls before school, during their planning times, and after school to the extent possible. Visitors are not allowed on the playground.

If a parent or guardian picks up a student at any time, including dismissal, the student **MUST** be signed out in the office. The student will be called to the office. Please do not go to your child’s classroom as teachers are instructed not to release students to anyone who appears at the classroom door. Again, this is for your child’s safety and we appreciate your cooperation in our enforcement of this policy.

PTN – The Parent Teacher Network of West Park Elementary meets monthly. This parent network contributes to the success of our school through providing, and assisting with, cultural programs, activities, events, and special items for the classrooms.

PETS

PETS – No dogs or cats or other animals are allowed in school due to allergies. Please notify the office immediately if your child has allergies to pets.

PLAYGROUND BEHAVIOR

It is expected that all students play safely and respect the rights of others on the playground.

In particular, the following rules apply:

- Avoid collisions; no pushing or contact sports.
- Throwing snow, rocks, pebbles, or other objects is prohibited.
- Playing with electronic games, or other electronics such as compact disc players, is prohibited.
- Rubber playground balls, nerf balls and other soft equipment may be used on the playground; however, hard balls and bats are prohibited.
- Tag may be played on the field, but only when students are not pushing or shoving.
- Only one person at a time may be on specific pieces of playground equipment.
- Students should not jump off any equipment at any time.
- The overhead ladder, rings, etc. are for underneath use only – do not climb on top of them.
- Sledding rules include sledding one at a time, on the bottom (not knees), and on the approved sledding hill only.
- Swing forward and backward only and remain seated at all times.

Consequences for breaking playground rules may include reduced recess/time-out on the wall, loss of recess for a specific number of days, or referral to the office for behavior that is dangerous to others.

REPORTING STUDENT PROGRESS

Student assessment is an ongoing process at West Park Elementary. Emphasis is placed on each child's progress in each academic area. Progress is monitored on a regular basis.

Report cards are distributed four times a year, at the end of each quarter. The contents should be shared between you and your child and comparisons with other children should be avoided. Since the report cards are based on state standards and benchmarks at each grade level, the teachers sit down with parents at the first parent-teacher conference to discuss the report card in detail.

Student assessment progress will also be distributed on a regular basis to parents, regarding DIBELS, NWEA, and other assessments.

Communication of student progress occurs through a variety of methods: parent-teacher conferences, daily work samples, informal and formal notes, telephone calls, report cards, and both formal and informal assessment. Conferences are held twice a year, in the fall and spring. Parents are encouraged to contact

teachers at any time regarding their child's progress. Ongoing communication between the home and school is important to maintain throughout the academic year.

Grades, informational updates, lunch menus, lunch balances, bulletins with upcoming events, and other information are available to parents on Power School. Internet access is required in order to sign onto Power School on the web. Parents may stop by the West Park office or call the office to obtain Power School passwords.

SCHOOL SAFETY

Our school safety plan is to ensure a safe and secure environment for our children.

The school plans monthly fire drills in order to help students prepare for an unexpected emergency. We have prepared our staff and students with the knowledge of how to act and what to do when an unexpected emergency occurs. In case of fire:

- 1) the alarm will sound
- 2) teachers and children will evacuate classrooms
- 3) a class list accompanies the teacher and all children will be accounted for
- 4) fire and school officials will check the school
- 5) the principal will be notified regarding any additional safety actions as necessary

If an evacuation of the building and grounds is necessary, the staff and students will evacuate to the Mining Museum or other building close in proximity to the school with the assistance of the Lake County Sheriff's Department. Parents will be called and students will be sent home.

REMEMBER, THIS WILL ONLY HAPPEN IF IT IS UNSAFE FOR CHILDREN TO RETURN TO THE SCHOOL BUILDING.

TRANSPORTATION PROCEDURES

Lake County School District provides bus transportation to and from school. Students are expected to ride their assigned buses. Students are not allowed to ride a different bus after school, unless the office has been notified in writing. It is very busy at the end of the day and we cannot take last-minute changes on a daily basis.

Proper student behavior on the bus will help ensure the safety of everyone. Students who violate the rules are reported by the driver to the principal. The first referral results in a verbal warning. The second results in three days suspension from the bus. The third referral results in five days of suspension from the bus, in addition to consequences at school. The next referral may result in a 10-day suspension or eventually the loss of the privilege of riding the bus for the remainder of the school year. Serious offenses endangering the safety of the driver, passengers, or others may result in immediate bus suspension, following parent notification.

Parents are urged to impress upon their children the necessity of strict compliance with the following:

- Remain seated at all times while the bus is in motion
- Get on and off the bus in an orderly manner
- Be courteous and respectful
- Cooperate with the bus driver
- Keep hands and feet inside the bus
- Do not eat food or drink on the bus
- Do not throw objects inside or outside the bus
- Do not fight or use profanity
- Do not damage bus property
- Follow the instructions of the bus driver at all times.

Bus Riders:

Morning Buses will arrive and take the lane in the back of the school loop and discharge students so they may walk into the building and enter through the back entrance and line up by their classroom to await teacher invitation to the classroom.

Afternoon Buses will line up in the back school loop and pick up the children for the afternoon run home. Children will be escorted and dismissed to the buses in order of their arrival (and departure).

Car Riders:

Below is our safe drop off and pick up procedures for our **West Park Elementary School children** and parents. We have a protocol in place to keep all of our children safe and to keep traffic flowing as best we can both before and after school.

General Precautions: (front of the building)

- Be your child's best example. Please be courteous and follow all safety guidelines at all times.
- No arrivals prior to 7:40 am. No supervision is provided.
- Use crosswalks to cross streets and loading zone lanes.
- Follow all directions from school safety supervisors. They can see potential problems you may not.
- Students are to be picked-up promptly at dismissal.
- There is no supervision in the playground or on school grounds after school hours.

A few things to note that must be followed to ensure that all runs smoothly:

When you enter the drop off/pick up area, please move your car as far forward as possible to ensure traffic flow and create space for all parents.

Do not drop off children across the street from the school to avoid children running across a congested road full of cars.

Please be aware of driveway access for our neighbors around our school – quite often driveways are blocked

by resting and parked cars.

We encourage you to have your child ride the bus or walk to school with a group of other children. You can also carpool with neighbors. Traffic around West Park Elementary School is very congested during drop-off and pick-up times. Fewer vehicles make the transition easier for everyone.

If you need to drive to school to drop off or pick up your child(ren), please follow these guidelines and the above map:

- **Use the front drop-off/pick-up area** when dropping off/picking up children curbside.
- When using the drop-off/pick-up area in the front of the school:
- **Pull as far forward as possible** in the drop-off/pick-up lane. Drop off or pick up your child(ren) and then pull ahead to the exit.
- **Remain in your car at all times**, and stay off of your cell phone.
- **Supervisors will call children** from the dismissal waiting area in school.
- Once your child has **entered your car on passenger side** of vehicle, please exit
- **Keep the line moving**. If you need to talk with another parent or teacher, please park your vehicle in a parking space.
- If you choose to park your car, park only in designated parking spaces. **Do not park in or block the fire lane.**
- **Have patience!** Plan for a few extra minutes in your morning or afternoon routine if you drop off or pick up your child(ren).
- **Please respect the driveways and parking spaces of our private area residences**, and refrain from blocking their entrance and exit areas.

If you wish to park and visit the school, please park at the curb on 12th Street. Please do not stop in the street in order to pick up students. Remember, Mount Massive Apartments is private property and if you park on the other side of the street, your vehicle may be towed. Therefore, please avoid parking on the opposite side of the street directly across from the school. You may park on the opposite side of the street at the ballpark, if you wish.

These drop off and pickup guidelines will help all students be safe and will help keep congestion in front of the school to a minimum.

SPECIAL PROGRAMS

All students participate in regularly scheduled computer lab, music, art and physical education classes at West Park Elementary.

LIBRARY/MEDIA CENTER – All classes visit the Library-Media Center at least once weekly on a regular schedule. Students become familiar with the library facilities, develop an appreciation for literature and are taught library skills. Children are expected to take good care of their books and return them on their regular library day. It is the responsibility of the students to reimburse the school for lost books. The library is open most mornings before school for students.

PUBLIC LIBRARY – The Lake County Public Library offers many collaborative opportunities with West Park Elementary and provides not only activities during the school year, but a summer program each year.

SPECIAL EDUCATION – A full range of special services is available to children with diagnosed needs. Programs include speech therapy, language instruction, physical therapy, occupational therapy, special support for hearing or visually impaired students and special support for students with learning disabilities, emotional needs, or other identified needs. Identification of a disability is the responsibility of the Response to Intervention Team, consisting of school personnel and parents. This team oversees the evaluation of the student's academic achievement and aptitude and determines appropriate educational services.

STUDENT BEHAVIOR

It is the mission of West Park Elementary to promote exemplary character in all life-long learners. We expect all students to follow school rules. We also expect all staff and families to model appropriate behavior for students. We need the support of parents in our enforcement of school rules in order to provide a safe and productive learning environment for all students. The Code of Conduct specifies rules of conduct and consequences. Please carefully review this document.

General Expected Behavior

- Be punctual.
- Accept responsibility for your actions.
- Take proper care of all school property.
- Keep a safe body and use respectful, kind words; refrain from physical or verbal abuse.
- Walk quietly and safely while in the building.
- Exhibit proper behavior in all areas of the building and when on field trips to other locations.
- Observe the guidelines for the cafeteria, gym, halls, and playground.
- Use the rest rooms appropriately and help to keep them clean.
- Observe bus safety rules.
- Dress in a safe and appropriate manner.
- Refrain from chewing gum.
- Cell phones, radios, cassette players, compact disc players, electronic games, toys, and candy are not allowed in school. They will be taken from students. Parents/guardians may pick up any of these items in the front office.

When students do not follow the school/district rules, consequences may include any of the following, depending on the severity of the infraction:

- Verbal warning
- Loss of recess
- Loss of classroom privilege

- Reassignment to another room for a period of time
- Removal from an activity
- Parental contact and involvement
- Parent/teacher or parent/teacher/administrator conference
- Replacement/reimbursement for damaged property
- Expressing verbally and/or in written form the effects of the misbehavior and the creation of a Plan of Action
- In-school suspension
- Out-of-school suspension
- In cases where the state mandates or the severity of the infraction demands it, expulsion from school.

Weapons or harmful materials will not be tolerated in school. Weapons or harmful materials include knives of all lengths and sizes. Any student found with such items will be subject to consequences, which could range from suspension to expulsion.

STUDENT DRESS

Students should come to school dressed appropriately (according to the district Dress Code) and for outside recess and physical education classes. Being excused from recess is only done for a bona fide medical reason with a parent's note.

Student dress is fully described in the Student Code of Conduct. Those unacceptable items are:

- shorts dresses, skirts or other similar clothing shorter than mid-thigh length
- sunglasses and/or hats worn inside the building
- inappropriately sheer, tight or low-cut clothing (midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.), that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts
- Tank tops or other similar clothing with straps narrower than 1.5 inches in width
- Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - refer to drugs, tobacco, alcohol, or weapons
 - are of a sexual nature
 - by virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
 - are obscene, profane, vulgar, lewd, or legally libelous
 - threaten the safety or welfare of any person
 - promote any activity prohibited by the student code of conduct
 - otherwise disrupt the teaching-learning process

Final decisions regarding appropriate dress will be determined by the administration.

TARDINESS

Tardiness to school is discouraged. It is disruptive to the other students and the teacher and interferes with student learning. Parents whose children are consistently tardy, absent unexcused or dismissed early will be contacted by the principal to resolve the situation.

If a student arrives at the building after 8:10 each day, he/she is required to check in at the school office for a pass to class. The number of minutes that the child is late to class will be noted on the hall pass as well as on the office records. Exceptions will be made to this policy on days of inclement weather and with late buses.