

# Coretta Scott King Magnet School

## Addendum to the 201-U Elementary Student Handbook

2017-2018



## HOME OF THE EAGLES

1009 Blackhawk Drive  
University Park, IL 60484  
Telephone: (708) 367-4700  
Fax: (708) 672-2621  
Web site: [www.cm201u.org](http://www.cm201u.org)

September 2017

Dear Parents/Guardians:

Thank you for taking the time to read Coretta Scott King Magnet School’s Addendum to the Crete-Monee School District 201-U Elementary Student Handbook. As a part of the 201-U family, Coretta Scott King Magnet School adheres to all of the policies in the Elementary Handbook and uses the Elementary Handbook as our resource for all policies.

Our addendum is meant only to supplement the 201-U Elementary Student Handbook. It is not a replacement for the handbook. Rather, it is meant to be a companion piece that explains expectations and procedures that are unique to CSK.

Please take some time and read our Addendum to the Elementary Student Handbook with your child(ren). It is very important to our staff that every member of CSK, including our students, understand the expectations. Keep this handbook and the 201U Elementary Student Handbook in a safe place in case you ever need to use it as a reference.

We look forward to a great year full of success in all areas. Thank you for being a part of the Coretta Scott King Magnet School family.

In order to ensure that all of our families have received and read the Addendum to the Elementary Student Handbook AND give our school permission to submit student work to IB for assessment or publicity purposes, please read the statement below. Please sign and return this page to school by Friday, September 15<sup>th</sup>.

Thank you for your ongoing support.

=====

I have received, read and understand the responsibilities, expectations, and consequences related to procedures and student discipline/behavior contained in the Coretta Scott King Magnet School Student Handbook Addendum and those established by my child’s teachers.

I will support the Coretta Scott King Magnet School Elementary Student Handbook Addendum including the Parent-Student-Staff Compact, Uniform Policy, and General Discipline Plan. I understand that by so doing, I am helping to ensure and protect the rights of all students to a positive educational experience. I am also making the home/school relationship stronger and more positive. I also give permission for my student’s work samples to be submitted to IB for assessment or publicity purposes if needed.

Student’s Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

## SCHOOL HOURS

Office Hours 8:00 a.m. – 4:30 p.m.

School Day 9:00 a.m. – 3:35 p.m.

Student Drop-off: 8:45 a.m.

(Students may **not** arrive prior to 8:45a.m. and students **must** be picked up by 3:55p.m.)

## Coretta Scott King Magnet School Mission Statement

It is the job of everyone in our school to be world learners, creative thinkers and to strive to do our best. We will learn about and help people all over the world. We will show our IB Attitudes through our actions 24-7.

## ACADEMIC GRADE GUIDELINES

GRADE CODE		PERCENTAGES	
A	EXCELLENT	A	90-100
B	VERY GOOD	B	80-89
C	SATISFACTORY	C	70-79
D	UNSATISFACTORY	D	60-69
F	FAILURE	F	0-59

### **GUIDELINES FOR HONOR ROLL**

Students in grades 3-5 will have the opportunity to earn the award of Honor Roll. The qualifications are as follows:

#### **THIRD THROUGH FIFTH GRADE:**

*Honors – All A's and B's in every subject area AND Meet/Exceed in all specials*

*High Honors – All A's in every subject area AND Meet/Exceed in all specials*

## ARRIVAL/DISMISSAL PROCEDURES

*For Arrival in the Morning:* Please pull into the One Way ENTRANCE and pull all the way up to the next car or bus. There is only ONE lane of traffic in the morning so please stay in the lane nearest the building. Your child(ren) should exit your vehicle curbside. Once you have dropped your child(ren), please pull forward. If you need to park your car, please go to the far parking lot and park in a marked spot. **All students and parents must use the crosswalk.** After the first week of school, parents will not be permitted in the school unless they have gone through the proper visitor procedure with the Front Office.

*For Dismissal in the PM: Wave 1 @ 3:35 p.m. — BUS RIDERS ONLY & Wave 2 @ 3:43 p.m. — Walkers/Car riders only*  
Due to the waves, please do not arrive earlier than 3:42 p.m. since cars WILL NOT be allowed in the school lot until buses have left the premises. In order to ensure a safe student dismissal, **PLEASE DO NOT PARK YOUR CAR IN THE BUS LANE.**

**For safety and security purposes, parents/guardians WILL NOT be allowed inside the school during dismissal.**

**\*\*\*\* Please ensure that your child understands how they will be getting home BEFORE going to school each day. Your student's dismissal procedure should be consistent every day throughout the school year; however it is understandable that emergency situations do arise occasionally. If there is a change to your student's normal dismissal procedure, please ensure you're your student knows how they will be getting home that day prior to leaving home in the morning. Phone calls to school to make changes (unless due to emergency situations) are disruptive to the learning environment. If you must call to change your child's dismissal procedure, please make every effort to do so by 3:00 p.m. \*\*\*\***

## **BALLOONS AND FLOWERS**

Due to student allergies, neither balloons nor flowers may be brought into the school building at any time.

## **"BEFORE SCHOOL" VISITORS**

Visitors, including parents, will not be permitted beyond the CSK main office before 9:05 a.m., unless a prearranged appointment has been made with a CSK faculty or staff member.

## **BEHAVIOR INFORMATION**

CSK is a strong supporter of PBIS, Positive Behavioral Incentives and Supports. This means that our students will be working on meeting expectations on an individual basis and as a team. Throughout the school year, students will be expected to live by the IB Attitudes and SOAR (Safety, Ownership, Achievement, Respect). These expectations will be reinforced in the classroom, hallways, bathrooms, lunchroom, recess, and gym. Students will be able to earn special incentives within the classroom but also during their lunch/recess time. The school will also have behavior incentives each trimester that will range from individual goals to grade level goals. PBIS also works to help our students who are struggling with behavior. This may include individual behavior plans. Communication is a key component of PBIS. There will be updates on how our students are doing behaviorally in our monthly newsletter.

## **BREAKFAST**

CSK will be serving hot breakfast during the 2017-2018 school year. Breakfast will be available in the CSK Café starting at 8:45 a.m. on every FULL DAY of school. Breakfast is NOT served on early dismissal days. Students who wish to purchase a breakfast should proceed directly to the café upon arrival. Once getting a breakfast, students should be seated in the café to eat. Students may eat in the café from 8:45 a.m. until 9:00 a.m. At 9:00 a.m., students will be directed to their classrooms. Hot breakfast service ends at 9:00 a.m. Students arriving at or after 9:00 a.m. will be given a cold breakfast option. Students arriving after 9:00 a.m. must take their breakfast to their classrooms in order to maximize the amount of student learning time.

## **BUSING**

Students will not be allowed to take the bus home with friends who ride a different bus route.

## **BIRTHDAY TREATS**

In the interests of health and wellness, we strongly encourage that birthday treats consist of healthy snacks, or of non-edible treats, such as stickers, pencils, books, or puzzles. **All edible treats should be individually wrapped and store bought. Please do not send a cake or cupcakes to school.**

## **Electronic Signaling and Cellular Communication Devices**

In accordance with District 201-U policy, students are permitted to possess cellular radio-communications devices and/or any other electronic device capable of receiving or sending telephonic messages, electronic messages or text messages while on school property and during school-sponsored functions. Students are not permitted to use any devices defined in this paragraph during student attendance days during those periods of time when classes are in session unless there is a crisis situation within the school which requires communication to obtain emergency services. Under no circumstances shall a student use or permit a device defined in this paragraph to be operated in a manner which disrupts the educational process or causes disruption on school grounds or during any school-sponsored functions. This includes, but is not limited to, the ringing of a telephone or any other audible alerts emitted from the device.

Students who violate the policy stated above regarding the use of cellular radio communication devices and/or any other electronic device capable of receiving or sending telephonic messages, electronic messages or text messages will be subject to discipline. The administration will determine appropriate discipline on a case-by-case basis and may take into account the conduct of the student, the purpose of the use of the device, the nature of the disruption, any prior violations of this policy and any other relevant considerations. Discipline measures may include the following:

Warning/written notification to parent/guardian.

After-school detention with parent/guardian notification.

In-school suspension with notification to parent/guardian

Out-of-school suspension 1-3 days with notification to parent/guardian

**Note: All documented infractions will be documented in the student data base.**

### **CHANGE OF NORMAL DISMISSAL PROCEDURE**

If your student has a change in his/her normal dismissal procedure, please contact the office **on the day of the dismissal change by 3:00 p.m.** Please do not inform the office of multiple dismissal changes that will take place over the week or month, unless this change stretches over multiple, consecutive days. **A phone call is preferable for notification.** If you correspond via email, please do so by noon on the day of the dismissal change. Email office staff ([katzd@cm201u.org](mailto:katzd@cm201u.org) and [paytonn@cm201u.org](mailto:paytonn@cm201u.org)) as well as the classroom teacher.

### **DELIVERIES**

Deliveries of flowers, balloons, or other packages to CSK students are strictly prohibited. Items sent to the school in a student's name will not be accepted.



### **IB INFORMATION**

- CSK students, grades K-5, participate in the International Baccalaureate's Primary Years Program (PYP).
- At each grade level, students will participate in six units of inquiry.
- Each unit of inquiry includes opportunities for student questioning, research, and reflection.
- Each unit of inquiry has a culminating event or project. These projects may require work to be done at home with parental assistance.
- All students at Coretta Scott King are familiar with the Learner Profile. This profile describes an internationally minded learner: thinker, communicator, inquirer, risk-taker, balanced, principled, knowledgeable, caring, open minded, and reflective. At CSK, we highlight one learner profile every month.
- All students at CSK are also familiar with the IB Attitudes. These attitudes describe what traits you must exhibit in order to become an internationally minded learner: commitment, empathy, curiosity, creativity, appreciation, tolerance, respect, independence, integrity, confidence, cooperation, and enthusiasm.
- All K-5 students also utilize the action cycle as a decision making tool. The action cycle has three components: choose, act, and reflect.

- All K-5 students use CSK's Cycle of Inquiry as a process for learning. The steps in this process are: question, investigate, create, communicate, and reflect & act.
- As the culmination of the Primary Years Program, all fifth graders will participate in PYP Exhibition.

## **MESSAGES**

Messages to students will be handled by school officials, for **emergency situations only**. If you need to change your child's usual routine for either walking, getting picked up, or taking the bus, **please notify the office by 3:00 p.m.** This ensures the office time to process this message. If it should become necessary for a parent to contact a student, a call should be made to the Front Office at 367-4700.

## **PARENT-STUDENT-STAFF COMPACT**

### ***As a Parent/Guardian, I agree to carry out these responsibilities:***

- Make sure that my child attends school every day, on time and with homework completed.
- Call the school or send a note when my child is absent.
- Support the school's discipline policy.
- See that my child is dressed in accordance with the school uniform policy.
- Provide a quiet time and location each day for my child to do homework.
- Ensure my student reads daily for at least 20 minutes.
- Read school notices and check student work daily.
- Participate in a minimum of 3 activities per school year. Including but not limited to:
  1. Field Trip
  2. Parent Teacher Organization (PTO)
  3. Parent Night
  4. Classroom Presentation
- Attend Parent/Teacher Conferences.
- Know how my child is doing in school by communicating with teachers.
- Ask my child about school each day.
- Praise my child every day.
- Respect the school, staff, students and families.
- Return progress reports, weekly folder, or any parent communication in a timely manner.

### ***As a Student, I realize my education is important. I agree to carry out these responsibilities:***

- Come to school on time, ready to learn, and with the necessary supplies each day.
- Complete quality class work and homework daily.
- Participate in classroom activities.
- Share all school communication with my parents/guardians.
- Wear my school uniform in accordance with school uniform policy.
- Adhere to the school discipline policy.
- Read daily for at least 20 minutes
- Regularly talk to my parents/guardians and my teachers about my progress in school.
- Respect myself and take pride in my school.
- Respect and cooperate with staff, students, and parents and ask for help when I need it.

### ***As a School Staff, we agree to carry out the following responsibilities:***

- Provide a safe, caring and positive learning environment for all students.
- Provide high-quality curriculum and instruction.
- Provide clear expectations and procedures.

- Meet the individual academic needs of our students.
  - Promote student decision making, self-confidence, and responsibility.
  - Seek cooperation from parents/guardians to work as partners in the school.
  - Communicate regularly with parents/guardians regarding student progress and achievement of expectations.
  - Assign consistent and meaningful assignments.
  - Provide parents/guardians with opportunities to volunteer and participate in their child's education.
- Respect our students, staff and families.

This written compact outlines how parents, school staff, and students will share the responsibility for improving student academic achievement and how our school can best partner with parents/guardians to help students achieve. The compact describes our school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the State's academic achievement standards. The Parent-Student-Staff Compact also describes the ways in which each parent/guardian will be responsible for supporting their child(ren)'s learning and participating in decisions relating to the education of their child(ren). The Parent-Student-Staff Compact addresses the importance of communication between teachers and parents/guardians on an ongoing basis, through parent-teacher conferences and regular progress reports.

Please share with your child(ren) the responsibilities outlined in this Parent-Student-Staff Compact and our expectations for them to strictly adhere to these conditions. Our school gives parents reasonable opportunities to volunteer, participate, observe in their child's class and be involved in their child's education. Please be aware that your signature indicates your understanding and acceptance of this agreement. Failure to comply with the responsibilities outlined in this agreement will result in your child(ren) being reassigned to your home school. We value your involvement and look forward to a successful school year!

---

#### **PROCEDURES FOR REMOVAL FROM CSK**

---

The following procedure will only be enacted if there is total disregard from the parents who attend Coretta Scott King Magnet School to communicate, support, respond to reasonable requests, and be present in essential and fundamental meetings that are deemed necessary if the child is to be academically successful in the school.

***The procedures are:***

- An official letter should be sent to the parent/guardian regarding the matter of the parents' disregard to fundamental parent obligations as outlined in the School--Family compact. Reference to the incidents of concern should be made and documentation attached. The letter should refer to the new Board policy and a copy of the policy should be enclosed for the parents' review. The letter should conclude by requesting a meeting.
- The letter should be sent to the parent electronically [if the parent has e-mail] **and** by certified mail. A phone call should be made to the parent informing them of the letter and the request for a meeting.
- If the parent responds positively and attends the meeting the administration will explore with the parent the concerns of the school regarding the child's academic performance and the concerns that the school has in terms of the lack in essential parental involvement in assisting the school in their mission to effectively educate all students. A letter will be written and presented at the end of the meeting outlining a plan to improve communication and cooperation between the family and the school. The letter will state that the meeting took place and outline the plan that was agreed upon in which the desired cooperation of the parent will significantly improve. The letter will also state that the parent's involvement will be monitored for a period of 8 weeks and if the level of involvement does not improve a recommendation to remove the children from the school will be made to the superintendent at the end of that 8-week period. The parent should sign the letter and a copy of the signed letter should be made available for both the parent and the school.

- If the level of parent involvement does not improve over the next 8 weeks, a letter will be written by the principal to the superintendent requesting that the family be removed from the school. A copy of that letter will be mailed to the parent/guardian for their records. The superintendent will respond to this letter from the principal by calling for a meeting with the parent and the principal of the school. If the parent responds positively and attends the meeting, the academic concerns of the child in question will be reviewed again as well as the concerns and documentation that the school has about the lack of parental involvement in assisting the school in their mission to effectively educate all students. At this meeting the parent will be issued a final warning by the superintendent. Another letter will be prepared at the end of this meeting stating that if the parent's involvement and communication with the school does not improve as it relates to the educational assistance needed by the child, a recommendation to the Board of Education will be made by the superintendent to remove the family from the school. The letter will state that the meeting took place and a plan was agreed upon in which the desired cooperation by the parent will significantly improve--the plan will be outlined in the letter. The parent will sign the letter and copies will be given to the school and the parent. The parent will be monitored be given to the school and the parent. The parent will be monitored for another 8 week period.
- If parental involvement does not improve after the final 8 week period, the superintendent will request a hearing to be conducted for the removal of the child from the school. That hearing will be conducted by the Assistant Superintendent of Student Affairs. A certified letter will be sent to the parent inviting them to the hearing and advising them of their rights for representation and for bringing documentation to support any claims of misrepresentation of the district's assertion that the family has not met the requirements of family and school compact of Coretta King Magnet School. Whether the parent attends the meeting or not, the hearing will be conducted with the attendees who are present and a summary of the hearing will be made and presented to the Board of Education at their next regular board meeting. The summary will be presented in closed session of the Board of Education by the Assistant Superintendent of Student Affairs and a recommendation for removal from the school will be made to the Board of Education.
- If the parent does not show up to any of these mandatory meetings outlined in this procedure, the parent will be called and told that arrangements have to be made to attend the meeting within 10 business days or the children will not be allowed to attend school until there is a parent conference. This 10 day period will be called a grace period. One copy of the letter requesting a second meeting will be sealed and hand delivered by the children, and another copy of the letter should be mailed home. A phone call will be made to the parent informing them of the letter and of the mandatory meeting. If the parent does not attend the mandatory meeting within the 10 day grace period, the students will not be allowed to attend school until the parent comes to the mandatory meeting. If the parent allows the students to remain out of school for a period of 10 days, the superintendent will remove the students from the school immediately and place them in their home school.

### **PURSES**

Students may bring/wear purses to school. However, all purses must be stowed in the student's backpack or locker during instructional time. **Purses may not be worn in the classroom, as they present a disruption to the learning environment.** Students may wear purses to the restroom or at lunch/recess time. All purses, and their contents, are brought to school at the student's own risk.

### **RECESS**

Students will be going outside for recess on a daily basis. It is an expectation that students dress appropriately. Students will be going outside until the temperature drops below 20 degrees with wind chill. Please help us ensure that students have hats, gloves, scarves, boots (when needed), and heavy coats. All students participate in recess unless a doctor's note is provided to the Health Clerk.



## **RECOGNITION**

Each month, Coretta Scott King recognizes a variety of kindergarten through 5<sup>th</sup> grade students for the following accomplishments.

**IB Learner Profile Students of the Month** – This award is given to students who are nominated by their classroom teacher for exemplifying the previous month’s IB Learner Profile Attribute.

**Student Readers of the Month** – This award is given to students who are nominated by their classroom teacher for excelling in reading both inside and outside of the classroom.

At the end of each trimester, Coretta Scott King recognizes a variety of 3<sup>rd</sup> through 5<sup>th</sup> grade students for the following accomplishments.

**High Honor Roll Award** – This award is given to any 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> grade student who attains straight A’s in every subject area AND attains Meets/Exceeds in all specials classes (Art, Music, P.E., and Spanish).

**Honor Roll Award** - This award is given to any 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> grade student who attains all A’s and B’s in every subject area AND attains Meets/Exceeds in all specials classes (Art, Music, P.E., and Spanish).

At the end of each school year, Coretta Scott King formally recognizes a variety of 3<sup>rd</sup> through 5<sup>th</sup> grade students for the following accomplishments.

**Golden Eagle High Honor Roll Award** – This award is given to any 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> grade student who attains straight A’s in every subject area AND attains Meets/Exceeds in all specials classes (Art, Music, P.E., and Spanish) for all three trimesters of the school year.

**Eagle Honor Roll Award** - This award is given to any 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> grade student who attains all A’s and B’s in every subject area AND attains Meets/Exceeds in all specials classes (Art, Music, P.E., and Spanish) for all three trimesters of the school year. Additionally, students who receive any combination of High Honor Roll and Honor Roll throughout the school year will be the recipient of the Eagle Honor Roll Award (example: 2 trimesters of High Honor Roll and 1 trimester of Honor Roll).

**Perfect Attendance Award** - This award is given to any 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> grade student who is present EVERY school day AND has never been tardy or left school early.

**Phoenix Award** – This award is given to one 5<sup>th</sup> grade female student and one 5<sup>th</sup> grade male student. The building principal works with a team of CSK staff members to identify students who have transcended over the course of their educational career at CSK in their academic performance and behavior. The recipients are individuals who have demonstrated remarkable growth both academically and behaviorally, and have become model students who exemplify CSKs IB Learner Profile and IB Attitudes.

**Principal’s Award** - This award is given to one 5<sup>th</sup> grade female student and one 5<sup>th</sup> grade male student. The building principal works with a team of CSK staff members to identify students who have demonstrated a commitment to themselves, their families, CSK, and their community. The recipients are model students who exemplify CSKs IB Learner Profile and IB Attitudes, have excelled academically and behaviorally, have participated in a variety of clubs/activities at CSK and in their community, have given back to their community, and have left a positive lasting impression on CSK.

## CSK UNIFORM POLICY 2017-2018

Uniform Colors are as follows:

SHIRTS – Black, White, Red (NOT Maroon), Light Blue or dark Navy Blue (NOT Turquoise/NOT Royal Blue)

PANTS – Solid dark Navy Blue, Black or Khaki

FOOTWEAR – Solid Black, Solid White, or Black and White (NO patterns, NO other colors may be displayed)

### **A. *Pants/Slacks/Capris***

- a. **Solid** dark Navy Blue, Black, or Khaki. There can be NO colorful stitching/detailing.
- b. Corduroy pants in uniform colors are acceptable.
- c. No more than one size larger than the waist.
- d. Worn **at** the waist.
- e. No bagging, sagging, or dragging.
- f. Belts should be worn if needed.
- g. **No denim jeans** or knit/velour/sweat pants (including gauchos, leggings, yoga pants, or sweatpants) of any kind.
- h. Pants are not to be rolled up or rubber banded.

### **B. *Walking Shorts/Skorts/ Skirts/ Jumpers***

- a. Solid dark Navy Blue, Black, or Khaki. There can be NO colorful stitching/detailing
- b. No more than one size larger than the waist.
- c. Worn at the waist.
- d. Belts should be worn if needed.
- e. **Must be fingertip length.**
- f. No halter dresses.
- g. No boxers, running shorts, and/or denim.
- h. Students are only permitted to wear tights or leggings underneath skirts/dresses. Tights/leggings must be solid dark Navy Blue, Black, Red, or White and may never be worn without a skirt or dress.

### **C. *Shirt Styles***

- a. **Collared**, solid sleeveless, short or long sleeve polo style shirts in Red (NOT Maroon), Black, White, dark Navy Blue, or Light Blue (NOT Turquoise/NOT Royal Blue).
- b. No logos, designs, or pictures on shirts unless it is the Coretta Scott King Magnet School logo.
- c. Uniform colored button down blouses/shirts with collars are acceptable but must be buttoned up.
- d. Must fit well and not be over or undersized. This means that the bottom of the top should cover the top of the bottoms.
- e. No bare waists, midriffs, bare backs, and/or low necklines permitted. There is to be no cleavage showing. There is no tying, pinning, or rolling of shirts.
- f. **Undershirts must be solid, uniform color.**
- g. Solid turtlenecks in Red, Light Blue, Black, dark Navy Blue or White are permitted.
- h. Foundational garments or undershirts should not be visible.
- i. Spirit Wear: Only collared shirts with school logo are permitted unless it is Spirit Day.

#### ***D. Sweaters/ Sweater Vests/ Fleece/ Sweatshirts***

- a. Solid colored sweaters, cardigans, sweater vests, crewneck sweatshirts, and polar fleece pullovers in Red (NOT Maroon), Black, White, Light Blue or dark Navy Blue (NOT Turquoise/NOT Royal Blue). Coretta Scott King crewneck sweatshirts, zippered sweatshirts and pullover sweatshirts may be worn anytime.
- b. No logos, designs, or pictures unless it is the Coretta Scott King Magnet School logo.
- c. Must have collared uniform shirt on underneath.
- d. Must fit well and not be over or undersized.
- e. Outerwear, including but not limited to denim or leather, are not permitted to be worn inside of the building.

#### ***E. Footwear***

- a. Athletic shoes or leather shoes **must be Solid Black, Solid White, or a combination of Black and White. Shoes may not be patterned. No other colors are permitted. Shoes should not display any color except black and white. This includes laces, logos, stitching, soles, springs, and eyelets.**
- b. Sandals are permitted in warmer weather but must be Black or White.
- c. NO flip flops permitted at anytime, including athletic flip flops.
- d. Boots may be worn but must be Black, White, or Black and White.
- e. Athletic shoes **must** be worn for P.E.
- f. Students should change out of their snow boots during the winter months.
- g. Solid colored socks must be worn with athletic or leather shoes and can only be uniform color - White, Black, dark Navy Blue, Light Blue, or Red.

#### ***F. Accessories (Belts, Purses, Headwear)***

- a. Solid Black, Navy, or Brown. Patterns, studs and sparkles are not permitted.
- b. Purses may be worn to school, but may not be worn in the classroom.
- c. Hats, coats, bandanas, sweatbands and sunglasses may not be worn in the building during the school day (unless the student presents a special PBIS Incentive Pass).

#### **General Policies**

1. School uniforms are expected to fit the student appropriately, be cleaned on a regular basis, and cannot deviate from the style and color choices.
2. Belts should be worn as necessary.
3. The school may designate special non-uniform days. Dress requirements for these days will be sent to parents in advance.
4. Scouts may wear their scout uniforms on the days they have a meeting immediately after school.
5. Uniforms may be purchased from the uniform company, French Toast. The website has our school choices pre-set and makes it very easy to order. We also get 5% back on all purchases made through French Toast. The website is [www.FrenchToast.com](http://www.FrenchToast.com) or you can call, 1- 800-373-6248. When ordering, please present our **School Source Code: QS5ESMC**. This brand is also available at local retailers such as Target, Kmart, Meijer, Sears, and Kids for Less.

6. It is not mandatory that you purchase the school uniforms from French Toast, but the clothing cannot deviate from the style and color choices listed in the Dress Code.

**\*\*\*Students are expected to comply with the Uniform Policy.\*\*\***

**Uniform Policy violations may result in, but not be limited to, the following:**

**First/Second Violations:** A uniform violation notice will be sent home with the student. Parent/guardian must sign and return this notice to school.

**Third Violation:** A uniform violation notice will be sent home with the student. Parent/guardian must sign and return this notice to school. Student will also serve a lunch detention.

**Further disciplinary action may be taken for any subsequent violations.**

Violations accumulate over the course of each individual trimester. Violations will be reset at zero for all students at the beginning of each trimester.

If a student arrives at school completely out of uniform on a uniform day, parents/guardians will be contacted to provide a uniform for the student to wear. If it is not possible for parents/guardians to deliver a uniform to school, the student will be written a uniform violation notice and will not be allowed to participate in the next Non-Uniform or Spirit Day.