

Updates to Parent/Student Handbook  
rev. 8.15.2023

**School Uniform Layering Options: P - 8**

- The following layering options must be purchased at a uniform store, School Belles or Educational Apparel.
  - Green crew neck sweatshirt with school crest
  - "V" neck vest with school crest
  - Cardigan letter sweater with school crest
  - Green ¼ zip fleece with school crest - **This will be discontinued in stores, however students who already have one will be permitted to wear them.**
  - Green ¼ zip nylon with school crest - **NEW for the 23-24 school year!**
  - Green ¼ zip sweatshirt with school crest - **NEW for the 23-24 school year!**
  - Black full zip PE jacket with school crest - **NEW for the 23-24 school year!**
- An approved uniform shirt must be worn under a layering option.

**PE Uniform (LOOKING AHEAD) - NEW for the 24-25 school year!**

- For your future planning, beginning the 2024-2025 school year, PE shirts, jackets, and pants will only be available for purchase through the uniform stores. No outside apparel will be accepted.

**PE Jacket: (optional):**

- PE jackets can be purchased through the uniform stores or online/in store at a local retailer (example: Amazon, Target, Old Navy, etc.) **for the 2023-2024 school year.**
- PE jackets with the school crest that are purchased through the uniform store are approved to be worn for PE AND as a layering option to the uniform. - **NEW for the 23-24 school year!**
- The jacket must be made of 100% polyester, a polyester-spandex blend with less than 10% spandex, or a poly/tricot blend.
- The jacket must be solid black with no other colors, stripes, or logos.
- The jacket may not have a hood and must be loose fitting.
- The jacket may have a ¼ zip, a ½ zip, or a full zipper. **(Only for 23-24; Full Zip required for 24-25)**
- No other kind of athletic jacket will be allowed.

**Dress Code / Girls Uniform**

- November 1 - March 1: Girls (grades K-8) **NEW!** are permitted to wear leggings under their jumpers. Leggings must be solid navy blue or black, no logos. Leggings must be worn with crew socks; ankles must be covered.

**Cell Phone Policy**

- Exceptions to this policy will be made for overnight field trips at the discretion of the Principal. - **NEW!**

## **Attendance**

The following circumstances are the only recognized excuses for school absence:

- Personal illness
- Family illness
- Death in the family
- Quarantine of the home
- Medical or dental appointment
- Religious holiday
- Emergencies

**Any absence due to illness or quarantine for more than three days will require a note from a physician.**

**Absences will be monitored, and excessive absences will be addressed by the teacher and the principal. If a student is absent from school for any reason for more than a total of 28 days, the student will not receive credit for that year at the discretion of the principal.**

**Vacations are not considered an excused absence.**

## **Excessive Tardiness**

Students who exceed the three emergency tardies in any given quarter will be considered to have an excessive tardiness problem. As these tardies accumulate during the quarter, the following penalties will be assessed, hopefully preventing and forestalling habitual tardy problems.

**Fifth tardy: Teacher contact**

**Sixth tardy: A meeting may be called for the student, parent, teacher, and/or principal to discuss the situation and devise an intervention plan.**

## **Sick Policy - UPDATED 2/28/2023**

Sick children often expose other students and school staff members to illnesses and germs. These illnesses are disruptive to the educational process and to other children and their families. Students who are ill should be kept home to help control the spread of germs.

Please follow the guidelines below to help keep our school safe and healthy.

**If your child shows these signs of illness, they must remain home (or will be sent home from school):**

- **Fever** - Fever is defined as having a temperature of 100.0 F or higher. A student needs to be fever free for a minimum of 24 hours without the help of fever reducing medication before returning to school.
- **Diarrhea, Stomach Ache and/or Vomiting** - Students must remain home for 24-48 hours after stomach ache, diarrhea, and/or vomiting has stopped. The student should be feeling better and food intake has returned to normal before returning to school.
- **Difficulty Breathing** - Students should stay home until he or she is feeling better and activity level has returned to normal.

- **Sore Throat** - Students should stay home if he or she complains of a sore throat or has a red throat, swollen glands, or difficulty swallowing.
- **Red Eyes and/or Eye Discharge** - Students should stay home until recovered or seek evaluation by a healthcare provider.
- **Loss of Taste and Smell** - Students should seek medical evaluation.
- **Uncontrolled cold symptoms that interfere with the student's ability to learn (e.g. persistent coughing and/or persistent/active runny nose)** - Students should stay home until symptoms are improving and can participate in class.
- **Undiagnosed Rash** - Students should seek evaluation by a healthcare provider.
- **Other Symptoms** - Students exhibiting symptoms such as extreme fatigue, body aches and/or headache and are not able to participate in class should stay home (or will be sent home) until recovered or seek evaluation by a healthcare provider. **\*If your child has suspected or confirmed COVID-19 infection, please follow up with your child's healthcare provider and follow recommendations regarding testing and/or masking. Students who test positive for COVID-19 may return to school when cleared by their healthcare provider.**

### **Communicable Diseases**

Please report to the school (nurse) if your child has a communicable disease, defined as a disease that can be passed from one person to another. Examples include but are not limited to upper respiratory tract infections including COVID-19, influenza, strep throat, pink eye, vomiting and/or diarrhea, and skin infections.

Children are expected to remain home during the communicable period of the disease as defined by a healthcare provider.

Before your child returns to school after an illness, please email the school office AND the school nurse with the following: your child's symptoms, the date symptoms started, and the best contact number for parent/guardian.

If your child sees a healthcare provider for any illness, please provide a note from the healthcare provider upon return that includes your child's diagnosis and the date when your child is able to return to school.

In the event a child becomes ill during the school day, the parent(s)/guardian(s) will be called. If the parent(s)/guardian(s) cannot be reached, the emergency contact will be called. Student(s) should be picked up within 30 minutes of notification.

\*\*\*THIS POLICY IS SUBJECT TO CHANGE\*\*\*  
(Revised 8/2022)

**With our nut and allergy free environment, we do not allow students/parents to bring in treats for any type of special occasion, such as a birthday, a holiday, or an end of the year festivity.**

## **Dress Code Violations**

### **Students Grades K-2**

1st Offense - Warning

2nd Offense – Warning

3rd Offense – Phone call home by teacher

4th Offense – Consequence

### **Students Grades 3-4**

1st Offense – Written Warning

2nd Offense – Phone call home by teacher

3rd Offense – Demerit

4th Offense – Automatic Detention

### **Students Grades 5-8**

1st Offense – Warning (first quarter only)

2nd Offense - Demerit

3rd Offense – Demerit

4th Offense - Detention

\*The above consequences are cumulative during each quarter.