

**Marilyn Moore Middle School**  
**2019-2020**  
**Student and Parent Handbook**  
**8700 Yankee Woods Dr.**  
**Lincoln, NE 68526**

**Intent of Handbook:**

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Lincoln Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract”. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Please refer to the “Important Information Booklet” posted on the LPS website for more detailed information.

## **A Message from the Principal:**

Welcome to the 2019-2020 school year at Marilyn Moore Middle School, home of the Mountain Lions! My name is Dr. Czapla, and I have the privilege of being the principal at Moore Middle School, named after Dr. Marilyn Moore the former Associate Superintendent of Curriculum and Instruction for Lincoln Public Schools. Dr. Moore represents the values of compassion, hard work, care for the community, fierce advocacy of all students, humility, creativity and a passion for learning. It is these values we strive to embrace and display in our actions for every student at Moore.

We enter our 3<sup>rd</sup> year at Moore and are looking forward to serving approximately 620 students for the 2019-2020 school year. Our student population continues to grow, and this year, 8<sup>th</sup> graders will occupy the 3<sup>rd</sup> floor. Due to our student growth, we are excited to welcome 12 new teachers. We will share their stories with you on our Facebook page, so you can learn a little more about the adults who bring a passion to teach our students at Moore and help every student tell their story. We have high expectations of ourselves as educators and high expectations of our students to work, communicate, create and collaborate in a manner that embraces the values of Dr. Moore.

You will find important information and dates in this packet to help prepare you for the exciting 2019-2020 school year. We would also encourage you to familiarize yourself with our website and Facebook page. We look forward to the start of the new school year and to working with each and every student and family at Moore Middle School. Please don't hesitate to contact us at 402-436-1225 if you have questions.

Sincerely,

Dr. Gary Czapla

Moore Mission Statement:

“Moore Middle School seeks to ignite a passion in learners to create their own stories and build relationships which empower them to be courageous, empathetic, resilient and creative.”

## **Moore's arrival and dismissal procedures**

### **Arrival procedures:**

- ~ The school day begins at 8:00 AM. Supervision for students does not start until 7:40 AM. Students will be admitted into the building beginning at 7:45 AM.
- ~ The first bell rings at 7:53 AM allowing 7 minutes prior to the tardy bell at 8:00 a.m.
- ~ Students must have a pass from a teacher to enter the classroom prior to the 7:45 AM entry time.
- ~ Students will enter through their assigned entrance; sixth grade students will use the Main Entrance (Door 1), seventh graders will enter through Door #27, and eighth graders through Door #30.

**STUDENTS WILL NOT BE DIRECTLY SUPERVISED UNTIL 7:40 AM**

**The cafeteria is open from 7:35 AM to 7:50 AM for breakfast. Students who are eating breakfast should enter through the Main Entrance, Door #1. In order to participate in the breakfast program, students must purchase food from the cafeteria.**

**PLC DAYS:** On the last Tuesday of each month, students will be dismissed at 1:40 PM to allow time for staff Professional Learning Community meetings for. The Star Tran buses will not pick up students until the normal dismissal time of 3:00 PM. Students who need to wait for the bus can do so in the Cafeteria.

### **PLC Class Schedule for 6<sup>th</sup> Grade:**

- Period 1 8:00-8:42
- Period 2 8:45-9:27
- Period 4 9:30-10:12
- Mashup 10:15-10:45
- Lunch: 10:50-11:20
- Period 5 11:23-12:14
- Period 6 12:18-12:57
- Period 7 1:01-1:40

### **PLC Class Schedule for 7th Grade:**

Period 1 8:00-8:39  
Period 2 8:43-9:22  
Period 3 9:26-10:05  
Period 4 10:09-10:48  
Period 5 10:52-12:14  
    Class: 10:52-11:43  
    Lunch: 11:44-12:14  
Period 6 12:18-12:57  
Period 7 1:01-1:40

### **PLC Class Schedule for 8<sup>th</sup> Grade:**

Period 1 8:00-8:39  
Period 2 8:43-9:22  
Period 3 9:26-10:05  
Period 4 10:09-10:48  
Period 5 10:52-11:31  
    Lunch: 10:52-11:22  
    Class: 11:23-12:14  
Period 6 12:18-12:57  
Period 7 1:01-1:40

There is a four minute passing period between classes. Students are expected to be in their classes on time. Tardies and absences may result in disciplinary action.

### **Dismissal procedures:**

Parents should make arrangements to have their student picked up NO LATER than 3:15 PM unless the student is involved in an after-school club or intramural practice. We understand there may be times when a ride is running late. In these cases, students will wait in the foyer area by the main doors (Door #1). **Parents must understand there will be no direct supervision after 3:15 PM.** Doors lock and the main office closes at 4:00 PM. The Copple YMCA offers a Teen Time program for students who need after school supervision after 3:15 PM.. Please contact the Copple YMCA at 402-327-0037 for information.

At the middle school level, we will assume that all students are responsible for following the agreed upon transportation arrangements made with their parents, whether walking or riding. If there are special circumstances regarding arrival and dismissal procedures for your student you feel we should be made aware of, please contact the school office at 402-436-1225.

**Student Conduct:** One must remember that the hallways and grade level commons are frequently crowded, and general courtesy is expected and necessary. Violation of common courtesy such as running, screaming, or use of profanity could result in disciplinary action. Students are to be in their places when the tardy bell rings and are not to leave the room until dismissed by the teacher.

Students will be respectful of ALL visitors to the building, they will conduct themselves in a safe, respectful manner.

**Regular Class Schedule for 6<sup>th</sup> Grade:**

Period 1 8:00-9:06

Period 2 9:10-10:16

Period 4 10:20-11:26

Lunch: 11:29-11:59

Period 5 12:04-1:10

Period 6 1:14-2:05

Period 7 2:09-3:00

**Regular Class Schedule for 7<sup>th</sup> Grade:**

Period 1 8:00-8:51

Period 2 8:55-9:46

Period 3 9:50-10:41

Period 4 10:45-11:36

Period 5 11:40-1:10

Lunch: 11:40-12:31

Class: 12:36-1:10

Period 6 1:14-2:05

Period 7 2:09-3:00

### **Regular Class Schedule for 8<sup>th</sup> Grade:**

Period 1 8:00-8:51

Period 2 8:55-9:46

Period 3 9:50-10:41

Period 4 10:45-11:36

Period 5 11:40-1:10

Lunch: 11:50-12:20

Class: 12:25-1:10

Period 6 1:14-2:05

Period 7 2:09-3:00

**Weather and School Closings:** The decision to close schools due to extreme weather is normally made before 6:00 AM. Parents will be notified through the LPS District phone system regarding emergency closings. Local radio and television stations are notified. Generally, school will not be dismissed once it is in session. Many working parents are not prepared to receive their children early and safety becomes a major concern. Parents who so desire may come to the school to pick up children in inclement weather at any time during the day. **The ultimate decision as to whether a child will attend school rests with the parent.**

Please know we will do our best to keep your child safe during severe weather. This means:

~ If sirens sound, students will be sent to safe shelters. This means most students will not stay in their regular classrooms but rather move to rooms without windows and outside walls.

~ **Students will be kept in shelters until the tornado warning expires – even if it is after dismissal time.**

~ According to the LPS Important Information Booklet, **parents should NOT attempt to come to school during a tornado warning.** School officials are **NOT** permitted to release students from the school building during a tornado warning.

**Absences:** Students are expected to attend school daily. If students will be absent or late to school, parents should call the office each day at 402-436-1225 to report the absence. All student absences need to be reported to the office. If no call is received, the school will call to confirm the absence. If no contact is made, students will be marked truant.

Students who accumulate five (5) absences in a quarter which are not School Excused shall be deemed to have “excessive absences.” Such absences shall be determined on a per-day (or hourly equivalent) basis for elementary students and on a per-class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences which are not School Excused, and the absences are of concern due to the effect on the student’s academics, the student’s attendance history, the time of the school year, the reasons for the absences or other circumstances, one or more meetings will be held between the school (a school attendance officer, a school social worker and/or a school administrator or his or her designee), the child’s parent or guardian and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. **After 20 days of absences the school may, at their discretion, refer a student to the County Attorney.**

**Absences and tardies may be reported 24 hours any day by calling 402-436-1225.**

**Tardy Policy:** Students are expected to be on time for all classes and school activities. If a student arrives at school after the 8:00 AM starting time, he/she needs to report to the office for a tardy admission.

**Homework Requests:** Parents are encouraged to ask for assignments for their children when they miss 3 or more days of school due to illness. Here are a few tips that will help us better serve your requests so students can receive their assignments and stay caught up in school:

1. If a student is absent less than 3 days, we usually do not take requests for assignments. We encourage families to check ParentVUE and StudentVUE or call classmates to get the day’s assignments.
2. If a student is out more than 3 days due to illness, parents can call the school before 9:00 AM to request assignments. If the call is received by 9:00 AM, we can usually have all assignments available in the office by 3:15 PM. We appreciate your efforts to help us and your student during absences.

**Passes:** Students need to have passes when they are out of class during class time. Passes to enter the classroom before 7:45 AM must be obtained from the teacher the day before so students may enter the classrooms the following morning. Should a

student "NEED" to see his/her teacher before school starts they will need to come to the office to see if the teacher is available..

**Messages and Items Dropped Off:** Phone messages are delivered twice a day-once in the morning and once in the afternoon. Please try to limit messages sent to students. **If students call home to have items brought in, it will be their responsibility to come to the office and pick them up.** They may check for items between class periods or stop by during their lunch period.

**Telephone/Cell Phones:** Individual room phones are not for student use unless the teacher has given permission. The office phones are for emergency use only but can be used after school to contact family members.

Cell phones are permitted but must be kept off and in the student's locker from 8:00 AM until 3:00 PM. If cell phones disrupt classroom activities or are used during the day, they will be taken and students would then need to pick them up in the office after school. If a phone causes a disruption a second time, parents will be required to pick up the cell phone. A third offense will result in the phone being held by office personnel from 8:00 AM to 3:00 PM. every day.

**Lost and Found:** The lost and found table is located by the stairs next to the Media Center. Please label articles, if possible, and encourage your child to check for lost items at the table. Unclaimed items are discarded or donated at the end of each quarter.

**Fines:** Students are responsible for any checked out material, lock, textbooks, and Chromebooks. Students are also responsible for any fines due to damage or misuse of lockers, books and computers. Report cards and yearbooks may be held until all book fines or charges are paid in full.

**Lockers and Locks:** Lockers will be assigned by the office. Students are expected to use the school assigned lock and locker and not share lockers with any other student for the entire school year. Students are responsible for the cost of locks if they are lost, stolen, or damaged. The replacement cost is \$4.00. Students are also responsible for any damage to the locker itself (for example, physical damage or use of tape, magic markers, etc.; on or inside the locker).

The locker and lock are the property of the school district. A locker may be opened for inspection at any time there is a question as to improper use of the locker. This will be done in the presence of two staff members, one of which will be an administrator. Any



inappropriate items found in a locker are considered to be in possession of the person assigned to that locker and disciplinary actions may occur. These guidelines also apply to lockers assigned in locker rooms. Lincoln Public Schools does not provide insurance for personal items. Please do not bring large amounts of money or other valuable items to school. **Lincoln Public Schools is not responsible for lost or stolen articles.**

This includes CD players, Game Boys, iPods, and cell phones.

**\*\*PLEASE NOTE:** Students may not use large bags to carry books and supplies to classes. Classrooms become overcrowded when large bags are brought to class making it difficult for teachers to assist individual students. Please encourage your student to leave ALL unnecessary items in lockers. Students are also reminded that nuisance items such as radios, iPods, etc., are not allowed during school hours and should be left at home. If a student brings a cell phone to school, it must be turned off and left in their locker during the school day.

**Locker Security:** Theft from lockers is always a possibility. Most thefts happen when lockers are left unlocked. Be sure to lock your locker - - you won't be sorry!

**School Cafeteria:** All middle level schools in Lincoln have a closed campus for lunch. Students have thirty minutes for lunch. They may bring their lunch from home, buy a regular school meal, or buy an "a la carte". Meal prices for middle school for the 2019-2020 school year are as follows: Full Price Lunch \$2.65 Reduced Price Lunch .40 Full Price Breakfast \$1.50 Reduced Breakfast .30.

After lunch, students are permitted to be outside in designated areas until the next class. Activity areas are supervised by the staff. Students choosing to stay inside must stay seated at their table. Students are not permitted to take food or beverage items either purchased from school or brought from home out of the cafeteria area.

We discourage students from leaving school for lunch. We do encourage parents to join us for lunch. **However, high school aged visitors not accompanied by an adult may not visit during lunch.** Parents or older siblings who have graduated from high school may take their student to lunch, but the office must be notified in advance by a written note or phone call from the parent. Friends of that student are not allowed to accompany the student regardless if permission has been given by their parents. If students return after their normal lunch period, they are still responsible for any missing work, and will be counted absent for that period. **Parents are allowed to provide lunch for their student ONLY. Lunch CANNOT be brought in for other students or groups. This is in violation of federal lunch guidelines.**

**Wellness guidelines:** As part of the LPS/Moore Middle School Wellness Plan, **parents cannot bring food or treats to school for students other than their own student unless connected to a class assignment.** We are trying to encourage healthy eating for all of our students including our healthy lunch choices in our cafeteria. Breakfast is also served daily from 7:35 AM-7:50 AM. Food items are purchased a la carte.

**Lunch/SNAP:** School Nutrition Accountability Program

Students may participate in the Lincoln Public Schools lunch program by using their SNAP I.D. Students will enter this number on a numeric key pad at the cash register. This number will identify the student on the cash register by their first name and access their account for payment.

Money can be placed in the student's account three ways, 1. For school lunch meals only 2. For school lunch meals and a la carte food items; 3. For cash only to be spent as the student wishes for lunch items. Any amount of money may be deposited to the student's account (from \$4.00-\$200.00). Parents can be assured that the money will be spent only on lunch food. It will NOT be necessary for money to be sent to school each day.

The cash register will show a zero amount due as long as there is money in the account when needed. This will apply to free lunches, reduced price lunches, or a paid meal. As the student's account is depleted, it will show on the cash register screen and the cashier will tell the student they will need to deposit more money. Please remember to write on the check or piece of paper how the money is to be deposited to the student's account. If it is not specified money will go for cash so the student can buy both a school lunch and a la carte foods (dessert, juice, etc.). If money is put in a student's account for school lunches only and they have a snack item, the cash register will show they owe \$.50 and the student would need to pay that amount. If the student brings cash daily to pay for his/her lunch, it will be accepted. Money may be paid into a student's account in the cafeteria before school and after the food serving line ends at lunch time.

Please feel free to call the cafeteria manager at 402-436-1225 or the Director of Nutrition Services at 402-436-1742 with questions or concerns about SNAP.

**PLEASE REMIND YOUR STUDENT THAT THE SCHOOL DOES NOT LOAN MONEY FOR LUNCH**

## **Student Health Policies**

Health Office: the health technician and/or nurse are available for accidents, illness, medical advice, health screening, referral, and classroom resource.

Lincoln Public Schools recognizes the importance of preventing food allergy exposures and the goal will be to follow the "Guidelines for Managing Students with Food Allergies and Other dietary Needs". The district does not have control over all food products that come into a building. Even manufacturers that have previously been allergen free may change the ingredients at any time and without notice.

These guidelines were adapted from information reviewed from the National Association of Secondary School Principals; the National Association of School Nurses; the Food Allergy and Anaphylaxis Network; The American Academy of Pediatrics; and the National School Boards Association.

Additionally, in order to ensure adequate communication between health services staff and food service/nutrition staff, please provide adequate information outlining your child's restrictions.

Hypersensitivities:

1. Food Allergy: Any allergy dietary restriction which would require a doctor's note to be treated at school.
2. Food Intolerance: Food restrictions based upon religious preferences, e.g. no pork, beef, etc.; Vegetarian; Other sensitivities; Lactose Intolerance that is for a beverage substitute only or texture modifications. The complete guidelines can be found on the LPS website.

**In case of emergency, can we reach you by telephone? Please be sure the school has your telephone number.**

**Student Medications:** All medications to be administered at school must have a signed parent consent form and a current prescription, if it must be given during school hours. Over the counter medications can only be given with a written physician's order and signed parent consent. Medications are stored in the health office. Parents are encouraged to adjust the time of medication administration so that a dose at school can be avoided, if possible. Please contact the school nurse if you have any questions or if your child has special needs.

## **Physical Education and Health Office Guidelines on Physical Participation**

1. All physical education excuses need to be in writing and brought to the Health Office before school starts in the morning.

2. A parent may excuse their child from physical education (in writing) for up to 3 days for an injury or illness. A physical education excuse longer than 3 days requires a note from a doctor.
3. If a student has been excused from physical education a total of 5 days during the semester, a doctor's note is advised.
4. All physical education students, even those excused from physical participation, are required to be under the supervision of the physical education teacher. The student(s) must remain with the class unless other arrangements have been made.

### **Immunizations and Physical Examinations**

Nebraska Law requires that students shall be protected against poliomyelitis, Diphtheria, Pertussis, Tetanus (DTP), Measles, Mumps, Rubella (MMR), Hepatitis B, and Varicella (chicken pox). Any student who does not comply with immunization requirements shall not be permitted to continue in school until he or she shall so comply. A student may be provisionally enrolled if he or she has begun the immunizations required under Nebraska Law. For more information, please contact the school nurse in your student's building of enrollment or call 402-436-1655 (Health Services).

All students enrolling at the beginner grade (Kindergarten or first grade) through twelfth grade, including out of state transfers to any grade, are required to show record of: Three doses of DtaP, DTP, DT, or Td vaccine with at least one dose given no earlier than (4) days before the fourth birthday; three doses of Polio vaccine; 2 doses of MMR vaccine with the first dose given no earlier than 4 days before the first birthday and each dose given at least 28 days apart OR provide a signed parent/guardian statement of past history of chicken pox disease, including year of illness; three doses of pediatric Hepatitis B vaccine, or if the alternate Hepatitis B schedule is used, two doses of adult Hepatitis B vaccine specified for adolescents 11-15 years of age. The alternate two-dose schedule must be administered with at least 112 days between #1 and #2, and must be completed before the 16<sup>th</sup> birthday.

Additional Note: One Tdap (Tetanus, diphtheria, acellular pertussis) is required for entry to 7<sup>th</sup> grade. The vaccination can be given after the seventh birthday depending on the brand of vaccine received and prior to entry to 7<sup>th</sup> grade.

### **Hepatitis B Minimum Intervals:**

- a) 28 days minimum between dose #1 and #2
- b) 112 days minimum between dose #1 and #3
- c) 56 days minimum between dose #2 and #3

d) The minimum age for dose #3 is 164 days of age  
Please submit a copy of your student's immunization record to the Health Office.  
For waiver information please call 402-436-1655 or contact the school nurse at the school of enrollment.

## **EXTRA/INTRAMURAL ATHLETICS**

LPS middle schools offer a full-year of after school extra/intramurals for 7th and 8th grade students.

Fall sports include: Cross Country, Soccer, Girls Volleyball; winter sports include: Girls/Boys Basketball and Wrestling; Track is held in the spring. All students are expected to follow assigned guidelines for conduct and academics for participation. Activity specific guidelines will be shared at the start of each season.

**Practices are for athletes only.** Friends and/or family members may not observe practices. People waiting to give students rides home from school should wait in their vehicles in the parking lot. Parents waiting to walk home with students after school should wait in the assigned area. Other LPS students cannot wait on campus for students while they are practicing.

## **MULTI-TIERED SYSTEMS OF SUPPORT FOR BEHAVIOR (MTSS-B) IN THE LINCOLN PUBLIC SCHOOLS**

Lincoln Public Schools uses a multi-tiered system of support for behavior (MTSS-B) for teaching procedures and techniques designed to help improve behavior. It involves procedures at the school-wide, classroom, and individual student levels.

The purpose of a district-wide MTSS-B is to establish a climate in which appropriate behavior is the norm. Introducing, modeling, and reinforcing positive social behavior is an important step of a student's educational experience. Teaching behavioral expectations and then recognizing students for following our expectations is a core component of MTSS-B.

## LPS Best Practices for Communicating Grades

In LPS, our goal is to effectively and consistently communicate academic progress with students and parents/guardians. In order to meet this goal, LPS developed these guidelines for calculating, entering, and communicating grades. These guidelines are meant to help students and parents/guardians interpret student grades in useful ways.

Teachers, school administrators, and district curriculum specialists work together to determine how to grade and communicate students' learning. This document describes grading practices that are common (standardized) across instruction in secondary schools. Curriculum specialists and others may provide more specific advice for teachers in other documents (i.e., curriculum specialists provide grading templates for teachers in each curriculum area via Synergy gradebook). Ultimately, teachers design classroom assessment systems to do two things:

- Emphasize the importance of practice and using feedback (formative assessment processes), and
- Provide grades that clearly communicate student achievement on LPS content/skill standards (summative assessment processes). Teachers work to ensure that grades clearly communicate academic achievement and minimize the impact of other factors, such as student behavior/compliance.

The goal of this document is to describe grading practices that are consistent across all classrooms. More detailed information about grading practices can be found on individual teacher's Class Websites (LMS Pages) in ParentVue.

### SUMMATIVE AND FORMATIVE ASSESSMENTS

- Summative assessments and assignments (calculated as 80% of the overall grade)
  - Summative assessments are used to evaluate student learning (assessments **OF** learning), skill acquisition, and academic achievement at the conclusion of a defined instructional period.
  - Typical examples of summative assessment processes are unit tests/exams, projects, papers, and other examples of student work showing the current level of knowledge/skills.
- Formative assessments and assignments (calculated as 20% of the overall grade)
  - Formative assessments provide ongoing and timely feedback that instructors can use to modify their teaching and students can use to improve their learning (assessments **FOR** learning). Typically, teachers use student responses on these practice opportunities to determine what needs to be clarified or re-taught and/or students use feedback from the practice opportunity to try again (student practice).

- Typical examples of formative assessment processes are entry/exit tickets, discussions, individual practice, drafts of papers, additional practice items done at home or in class, short quizzes, and other processes that help students show their learning in anticipation of summative assessment events.

**The grading scale is as follows: A= 90-100, B= 80-89, C=70-79, D=60-69, F=0- 59**

### **Report Cards**

Reports cards for first quarter, first semester, and third quarter will be sent home with students. Second semester report cards are mailed home.

### **Quarter Dates:**

End of First Quarter: October 16th  
Start of Second Quarter: October 21  
End of Second Quarter (First Semester): December 20th  
Start of Third Quarter: January 7th  
End of Third Quarter: March 6th  
Start of Fourth Quarter: March 16th  
End of Fourth Quarter (Second Semester): May 21st

### **Role of Counselors**

The Moore counseling program is facilitated by three counselors, one at each grade level. The counseling program has a defined curriculum with three methods of delivery. These are: 1) classroom guidance; 2) small group facilitation; and 3) individual guidance. Counselors depend on administrators, teachers, and parents to share with them student concerns. Counselors meet with all instructional teams involved with their students for the purpose of staying informed of students' strengths and needs.

### **SCHOOL COMMUNITY INTERVENTION PROGRAM (SCIP)**

SCIP is a student assistance program that works with families, schools and the community to support student behavioral, mental and emotional health. When schools, parents and the community build a collaborative relationship of support around students, they are more capable of reaching their full potential. SCIP can assist parents in identifying behaviors or concerns that may be interfering in a student's ability to learn, seek solutions, and explore options, which will increase student's opportunities

to be successful in school. In addition to in- school supports, SCIP collaborates with community behavioral health agencies to offer another layer of support to students and families. To refer your student to SCIP or to find out more about the program please contact your school's SCIP Team Leader or the Lincoln/Lancaster County SCIP Coordinator at 402-327-6841.

## **School Dress:**

### **DISTRICT DRESS CODE GUIDELINES**

Clothing must be appropriate for school settings in order to provide a safe and orderly environment for all students to learn. The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians.

### **Allowable Dress and Grooming**

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front, back, and on the sides. Fabric covering all private parts must not be see through.
- Clothing must cover undergarments and all private parts.
  - Shorts must have at least a 3-inch inseam.
  - All tops must have straps and straps must be at least 2 inches in width.
  - All tops must meet the top of the pants.
  - Wearing pants below the waistline is not allowed.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

### **Non-Allowable Dress and Grooming**

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Baseball hats, caps, visors, etc. are not allowed in and cannot be carried around the building. Students may wear hoodies, but must keep the hood off their heads. Considerations will be made for students who wear special clothing as required by religious beliefs, disability, or convey a particular message protected by law.
- Dressing, grooming, or engaging in speech that is lewd or indecent, vulgar, or plainly offensive.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.



- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.
- Clothing with words, pictures, or phrases that depicts violence or intimidation may not be worn.

**Students who are in violation of the school dress code will:**

1. Be educated on the reason this clothing is not allowed in a school setting, and when possible be given the opportunity to remove the item(s).
2. Be given the opportunity to change into school issued clothing in order to find items that are appropriate to wear.
3. When the first two are not viable options, the student's parent will be contacted to bring appropriate clothing for the student to change into.
4. Repeated violations could result in school consequences.
5. Students will not be allowed to return to classes until they are in compliance with the school dress code.

**School Visitation:** Parents are invited and urged to visit school and need not wait for a special invitation. However, please make arrangements with administrators prior to the visitation. In the interest of students and staff, it is asked that visits to the classroom not be made during the first two weeks or the last two weeks of school. ALL visitors should check in at the office at the beginning of their visit to receive a visitor's pass and directions to the classroom. In the interest of safety, after 8:00 AM, only Door #1 on the South side of the building will be open to enter the building.

**Fire, Tornado, and Building Safety Drills** The school has a plan to provide for the safety of each student in the event of a fire, tornado, or Code Red (intruder or bomb threat) situations. Drills are held periodically during the year to insure speed and efficiency in getting students to their assigned places of safety. Staff and students also review procedures for Evacuate, Shelter, Lock-Down, and Lock-Out situations annually.