

**Cesar Chavez Elementary
2021-2022 Parent & Student Handbook**

2000 Kammerer Ave

San Jose, CA 95116

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Principal: Julio Villalobos, Ed. D

Mission Statement

At Cesar Chavez, we are committed to provide quality education utilizing 21st century technology and strategies to promote life-long learners with a partnership between educators, community, parents, families and students. We are committed to work collectively every day to provide opportunities to inspire young minds to reach new heights. We hold high expectations not only for our students, but for all who touch the lives of the community.

Vision Statement

At Cesar Chavez we inspire tomorrow's leaders while fostering a lifelong love of learning with high academic and social expectations for ourselves and our community.

Parents

Through ongoing communications parents and teachers will work together to provide an environment where students can thrive. Parents will instill the importance of a sound body and mind. Parents will encourage daily school attendance, healthy eating habits, proper study habits and productive extra-curricular activities.

Educators

Educators will live by the values of leadership, collaboration, integrity, accountability, passion and professional development. They will provide a rigorous environment for all students while integrating technology to prepare them for the future.

Community

Through partnerships within and outside our community we will constantly strive to get the best materials and partners to help our students. Community partners will help bridge the economic gap and provide our students with the materials and opportunities to take their love of learning to a higher level.

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Before School

**No students should be on campus
before 7:45 AM.**

Students will sit down or stand up next to their classroom door and read **until** the teacher opens the classroom door at or before 8:23 AM.

After School

Teachers will walk students to the school gate.

Parents will wait for students outside the gate area.

Students who are part of the After School Program with City Year will go to the assigned classroom.

Attendance Regulations

The California Education code requires student attendance as follows: Ages 6-18, must attend school fulltime. If your child is absent excessively or truant from school, you will receive truancy letters. Verification of student absences is accepted from parents/guardians, either by note or phone. The principal or designee will require a note from a physician for excessive absences.

- Parents/Guardians are expected to call the attendance office before 9:00 am. **THE ATTENDANCE PHONE NUMBER IS 408.928.7304**

- Upon the return to school the student must bring a note from the parents/guardians and/or doctor explaining the absence. Failure to do so will result in detention, Saturday school, and/or attendance meeting with an administrator.
- Student will receive an admittance slip from attendance clerk
- Phone calls will be made daily to parents of students whose names appear on the absentee list.
- It is the student's/parents responsibility to arrange with individual teacher for make-up work. According to ARUSD policy, students shall be given an opportunity to make up work missed and shall receive full credit if the work is turned in according to reasonable make up schedule and the absence is an excused absence.
- Family vacations must be planned to coincide with school vacations. A student taking a vacation on a school day will receive an unexcused absence, if a student is absent more than 10 days, the student will be dropped and re-enrolled upon return. Lengthy absences will affect the student's grades and could affect promotion.

Tardy Policy

Warning bell rings at 8:23 am. All students must be in class at 8:25 am. Once student is at school, they

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are expected to be in class on time. When student is at school and late getting to class, they are considered tardy. When students are tardy to class the following process will be followed:

- Students will go to the main office to get a late tardy slip from attendance office
- If Tardies become an issue consequence may follow which *may* include: refer to peace builders during recess, in house suspension, home visit, attendance meeting with principal, tardy contract and/or school related activities may be taken away, refer to students' services department for School Attendance Review Board hearing.

Cesar Chavez Elementary is a closed campus

(In accordance with Ca. Admin Code, Title V, and Section 303).

Pupils, upon entering the school campus, must remain on campus until the end of the day. Exceptions may be made with the approval of the principal or designee. Deviation of this policy may result in disciplinary action.

All visitors must report to the office to sign in and get a visitor's badge. All visitors must identify themselves, and state the nature of

their business upon request. Identification may be required.

Appearance/Dress Code (see pg.18/19)

Students shall dress appropriately for daily attendance at school. The school shall be concerned only when appearances are extreme and may cause school distraction, disruption, or safety concerns.

Shoes must be worn at all times for safety reasons and hats shall not be worn at school, except during participation in approved activities or for documented religious or medical reasons.

Inappropriate clothing may consist of:

- Buttons, or backpacks which show obscene words or pictures, slurs, sexually suggestive statements, or promote illegal tagging or gang-related activities including the use of alcohol, marijuana, tobacco, and drugs.
- Tube tops, strapless attire, and tank tops; all tops for all students should cover the chest, the midriff and back areas.
- Baggy, saggy pants that slide past the hips and/or expose one's undergarments. No Sweatpants!
- Hats, beanies and/or religious headwear is permitted. Sun-protective hats may be worn for outdoor use only. A hat for sun-protection has a brim large enough to protect the face, back of neck, and ears.

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- Pajamas or other sleep related attire.
- Paraphernalia related to juvenile or adult gang related activities worn during any school activity is forbidden (i.e. bandanas, belts, hair accessories).
- **Colors: No item of clothing with shades of red or blue may be worn.**
- Any accessories that might be harmful to other students, such as but not limited to, spiked bracelets, dog collars, chains attached to wallets (i.e. used to secure wallets).

All Alum Rock Union Elementary School District schools have chosen to have all their students wear approved uniforms. Concerns regarding uniforms may be addressed in writing to the school principal.

School Wide Uniform Enforcement Plan

Any student who is out of uniform will immediately be sent to the office and assisted with uniform compliance as follows:

1st violation- loaner uniform provided. Student loses the free dress day privilege for the month.

2nd violation- loaner uniform provided. Recess peace builders will be assigned and parent notified.

3rd violation- parent must bring uniform to the student. Documented defiance in student record and parent meeting scheduled.

We will make every effort to correct the uniform with loaned articles. In the event that a student is loaned articles of clothing, the following expectations must be met;

- The student will complete a dated “Borrower Contract” which states that the student will return the article(s) at day’s end or within five school days thereafter and in clean condition
- If, for whatever the reason, the student’s uniform is not able to be corrected with loaned articles, the student will be issued a pass and will not be permitted to socialize at brunch or lunch on that day. (In addition to other consequences as stated above).

Guardians will be billed for borrowed articles of clothing that have not been returned. Until the bill is paid students will not be loaned additional articles for any reason. Instead parent/guardian will be required to bring the student’s appropriate uniform to the school. The replacement cost for any item is \$5.00.

Every month students will start with a clean slate however each time a student reaches his/her 3rd violation for the month, it will be noted on their school discipline record and it may contribute to excessive violations and warrant loss of school

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related privileges. (Ex., fieldtrips, dances, participation in sports, etc.)

**Scheduled Free Dress Days:
Associated Rules and Restrictions**

On the indicated date or holiday listed for the month, there will be a free dress day for those students whom have earned the privilege. If for any reason, a student on the “no free dress” list comes out of uniform, the uniform will be corrected before that student attends any classes and the child will be placed on the next no free dress list. A list of non-participants will post the day before the free dress day.

*All theme days have the following restrictions; (Additional exceptions & rules may be listed above for that particular day)

- No shades of red or blue of any kind on any article of clothing or accessories,
- NO HATS, NO oversized tops or bottoms.
- All bottoms must be as long as fingertips at sides.
- No tank tops (sleeveless nor spaghetti straps) of any sort.
- No inappropriate images such as guns, nudity, vulgarity, drugs, smoking, etc.
- No apparel that “represents” any area code or city, region, side of town, etc.

- No San Jose Sharks, raiders, 49ers apparel.
- No open toe shoes/flip flops/sandals

Scheduled Theme Dress Days...You earned it!

Students may opt for free dress and do not have to dress in theme

Month	Date	Theme/ Details
Themes TBD by student Leadership		Be Creative☺
September	9/24	TBA
October	10/29	Halloween! <u>Appropriate</u> costumes may be any color. No masks or replica weapons.
November	11/19	TBA
December	12/17	Holiday Theme Day
January	1/28	TBA
February	2/25	TBA

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March	3/25	TBA
April	4/29	TBA
May	5/27	TBA
June	6/6- 6/10	Free Dress

working together with effective academic instruction in a positive and safe school climate to maximize success for all students

All student behavior will be managed with progressive discipline policies and procedures outline as follows.

Behavior Expectations

Positive Behavior Interventions and Supports (PBIS)

PBIS is a framework for Cesar Chavez Elementary personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students.

PBIS IS a prevention-oriented way for Chavez personnel to (a) organize evidence-based practices, (b) improve their implementation of those practices, and (c) maximize academic and social behavior outcomes for students. PBIS supports the success of ALL students.

Effective classroom management and preventive school discipline are essential for supporting teaching and learning. PBIS goes further by emphasizing that classroom management and preventive school discipline must be integrated and

CHAVEZ STUDENTS WILL:

Respect Yourself, Respect Others, and Respect Property

Be Respectful, Be Responsible, Be Safe

Respect Relationships and Respect Responsibilities

CHAVEZ STAFF WILL SUPPORT AS FOLLOWS:

While **classroom rules** and consequences may vary from class to class, some consistencies include the following;

- Teachers will teach expected behaviors and manage their classrooms with a clearly defined, progressive discipline plan (PDP)
- The plan will include a parent contact regarding student behavior **prior** to intervening

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with a behavior referral to the office.

- The plan will include a teacher “buddy system” so that should the student need a time out to refocus, s/he will have a prearranged destination.
- In the event that a student is sent out of class, the teacher will provide appropriate work for the student to be completed at that time.
- In the event that a student is suspended from class, the teacher will provide appropriate work for the student to be completed during the class suspension and will arrange to meet with the student’s parent.

**PBIS in the Classroom-
rewards/incentives vary from
teacher to teacher**

- Homework pass
- Extra credit
- Games
- Educational videos
- Popcorn
- Extra points towards group rewards
- Positive phone call home
- Front of the line pass
- Raffle tickets for school supplies
- Classroom auction
- Fun Friday activities

- Ice cream party
- Free computer time
- Pizza party
- Stickers
- Lab leader
- Bring home science kit
- Time in the garden
- Work outside on the picnic table
- Small prizes
- Outdoor activities
- And much more to come...

Electronic Devices

Education Code section 51512 provides: “[U]se by any person . . . of any electronic listening or recording device in any classroom . . . without the prior consent of the teacher and the principal . . . is prohibited.”

Cellular phones must be turned off during class (prohibition on ringing or vibrating) and must be kept in the student's purse or backpack at all times during school hours, or while under the supervision of school district employees. If the device is visible to school personnel, it may be confiscated.

The sole exception of having the cellular phone turned on is when a licensed physician or surgeon has determined it is essential for the pupil's health to have immediate use of the cellular phone for a medical emergency.

Electronic devices which are prohibited are portable music devices

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(i.e. iPod, MP3, CD, tape players, and external speakers), and laser pointers or other electronic gaming devices.

If a disruption occurs, the school district employee shall direct the student to turn off the device and/or confiscate it.

A student who violates this policy may be prohibited from possessing any personal electronic device at school or school-related events.

Regarding confiscation of inappropriate, unnecessary items (Phones, toys, etc.):

- Each teacher will manage confiscated items according to their classroom management plans.
- All gang and/or drug affiliated articles will be confiscated, turned over to the SJPD; not returned to the student.

The administration plans to manage *confiscated items* as follows;

- 1st time-store for parent pick up
- 2nd time- parent meeting necessary and/or mandated before item being returned.
- 3rd time- parent meeting held and a phone contract put in place.

It is the responsibility of the student to notify his/ her parent of any confiscated items. Confiscated items may be searched to assure student safety and academic integrity.

**Cesar Chavez Elementary -
Administrative Discipline Plan**

In the office: after a teacher has fully implemented his/her Progressive Discipline Plan

- Students will be seen in a timely manner, missing as little instruction as possible.
- If an office referral is in accordance with the teacher's classroom discipline plan, administration will provide appropriate consequences in accordance with the Administrative Discipline Plan (ADP)
- A quiet place to complete work will be provided for all class suspensions.
- Passes will be provided for student returning to class.
- Teachers will receive a returned copy of the referral usually within 1 school day and the outcomes of the referral will be outlined on the returned copy. When behavior persists, other interventions may be necessary.
- THE ADMINISTRATION MAY DEVIATE FROM THE PLAN, AS NECESSARY, TO

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MEET THE GREATER NEEDS
OF THE STUDENT BODY.

Administration Discipline Plan Outlined:

	Disciplinary Actions	Parent Notification
1	-Incident documented in student records. -Thorough discussion of expectations.	-referral sent home with student -Administration calls home to report incident
2	-Student completes behavioral reflections. -incident documented in student records. -Assign school beautification or detention.	-referral mailed home -teachers calls home & discusses classroom behavior expectations, discipline plan, and specific incident
3	-Student circulates progress report and submits to Principal within two days of school. -Incident documented in student records. -student excluded from extracurricular activities for 10 days	-Teacher contacts parents -Administration contacts parent upon receipt of progress report -Administration notifies parents of exclusion of extracurricular activities
4	-Assign school beautification, detention. -Social privileges at brunch and/or lunch will be taken away for 5 days.	-Referral mailed home

5	-Student will be suspended for the remainder of the day and the following school day. -student begins to lose year end privileges	-Parent/Guardian must pick up student. If they are not available, the suspension will be for the following day.
6+	On an individual basis and shall include one or more of the following: suspension, parent accompaniment for one school day, parent & administration meeting, behavior contract, loss of extracurricular activities and/or year end privileges, recommendation for expulsion.	

The following acts may warrant **immediate suspension**;

- Property damage of any kind including graffiti.
- Harassment in the form of bullying or sexual harassment.
- Theft and or receipt of stolen property.
- Willful violence, including mutual combat & hate violence.
- Gang affiliation including, display of gang colors, graffiti, and or statements that affiliate the student with a gang.

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- Possession of dangerous objects.
- Possession, use of, or sales of any and all drugs and/or alcohol.

**PROMOTION/ACCELERATION/
RETENTION**

The Governing Board expects students to progress through each grade level within one school year. To accomplish this, instruction should accommodate the variety of ways that children learn and include strategies for addressing academic deficiencies when needed.

Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement.

When high academic achievement is evident, the Superintendent or designee may recommend a student for acceleration into a higher grade level. The student's maturity level shall be taken into consideration in making a determination to accelerate a student. (Education Code 48070)

**GRADES/EVALUATION OF
STUDENT ACHIEVEMENT**

Grades for achievement shall be reported each marking period as follows:

4 - Outstanding Achievement

3 - Above Average Achievement

2 - Average Achievement

1 - Below Average Achievement

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. (Education Code 49067)

Criteria to determine grades for achievement may include but are not limited to:

1. Preparation of assignments: accuracy, legibility and promptness.
2. Contribution to classroom discussions.
3. Demonstration of understanding CA State Standards via assignments, projects and or assessments.
4. Organization and presentation of written and oral reports.
5. Application of acquired skills, originality, and critical thinking to new material and in problem solving.

Criteria for determining grades for citizenship may include but are not limited to:

1. Maintaining courteous,

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- | | | |
|---|--|--|
| <ul style="list-style-type: none"> cooperative relations with staff & peers. 2. Demonstrating interest and initiative in learning. 3. Respecting public and personal property. | <ul style="list-style-type: none"> Recess Lunch Lunch | <ul style="list-style-type: none"> 10:00 am (1-3rd Grade) 10:25 am (4/5th grade) 11:30 am (1st grade) 11:55 am (2nd grade) |
|---|--|--|

**Cesar Chavez Elementary Bell
Schedule
2021-2022**

Regular Schedule

Monday – Friday (except Thursday)

Warning Bell 8:23 am

Start Time 8:25 am

Recess 10:00 am (1-3rd Grade)

10:25 am (4/5th grade)

Lunch 11:30 am (1st grade)

Lunch 11:55 am (2nd grade)

12:10 pm (3rd grade)

12:25 pm (4th grade)

12:40 pm (5th grade)

Dismissal 2:30 pm (1-3rd grade)

2:50 pm (4/5th grade)

Dismissal 1:15 pm (1-3rd grade)

1:35 pm (4/5th grade)

Minimum Days

Warning Bell 8:23 am

Start Time 8:25 am

Recess 10:00 am (1-3rd Grade)

10:25 am (4/5th grade)

Lunch 11:30 am (1st grade)

Lunch 11:55 am (2nd grade)

12:10 pm (3rd grade)

12:25 pm (4th grade)

12:40 pm (5th grade)

Dismissal 1:10 pm (1-3rd grade)

1:30 pm (4/5th grade)

Thursday' Schedule

Warning Bell 8:23 am

Start Time 8:25 am

**Course & Teacher Change Request
Procedure**

1. Class changes will only be considered for the following reasons*:
 - a. To meet promotion requirements.
 - b. Scheduling error.
 - c. Student was unsuccessful with current teacher during previous school year after pursuing site interventions
 - * Within 15 days of the start of the school year, pending space in other classrooms and impact on overall schedule.
 - ** Sibling's experience with teacher does not qualify student for class change
2. Teacher change request process:
 - a. Student or parent attempt to resolve difference with teacher first.
 - b. Administrator facilitates parent teacher conference to resolve the matter by developing an action plan.
 - c. If action plan is not successful, teacher, student or parent may request that administrator reconsider the class change request.
 - d. Administrator will review request and make the final decision.

Homework Policy

Homework shall be part of all students' daily learning. The purpose of homework is to reinforce and extend the concepts taught in the classroom. Homework is assigned to meet students' needs appropriate to grade level, subject area and ability. Class time shall be used for learning activities which emphasize pupil-teacher interaction. Homework shall be an activity which students can do independently.

Teacher responsibilities:

1. To reinforce and extend class work.
2. To assign homework students can complete successfully.
3. To extend reading, writing, and thinking experiences in English/Language Arts, social science, science, and mathematics through homework.
4. To review homework with students, and to provide prompt and informative feedback on completed assignments, including re-teaching as needed.
5. To include the opportunity for students to explore selected topics in-depth as long-range projects. Assignments shall increase in sophistication, length, and degree of difficulty from lower to upper grade levels, and shall include periodic progress checks.

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Parent responsibilities:

1. To provide a space at home for student to complete his/her homework.
2. To help the student do his/her homework.
3. To assure student has completed all his/her homework.
4. To ensure student has all school materials and homework for school.
5. To follow-up with teachers if student is having difficulty completing homework

Homework Makeup

A student has the right to make-up work for an excused or warranted absence. Work must be completed within a reasonable time frame as allotted by the individual teacher. If a student is suspended, work may be made up at the teacher's discretion. Education Code 48205 (b), 48913

**Alum Rock Union Elementary
School District (ARUSD) Internet
Usage Rules and Regulations**

It is important for parents/students to know that students do not have a right to privacy on the district's network. Alum Rock Union Elementary School District declares unethical and unacceptable behavior to be just cause for taking disciplinary action, revoking internet privileges, and/or initiating legal action for any activity through which an individual:

- Uses ARUSD Internet for illegal, or obscene purposes, or in support of such activities. Illegal activities shall be defined as violation of local, state and/or federal laws. Inappropriate use shall be defined as violation of the intended use of the network, and/or its purpose and goals. Obscene activities shall be defined as a violation of generally accepted communication standards.
- Uses ARUSD Internet for any illegal activity. In addition to the obvious (extortion, drug dealing, pornography, etc.), this also includes violation of copyrights, violation of other contracts, violating such matters as institutional or third party copyright, license agreements, plagiarism, or other contracts.
- Uses ARUSD Internet for any activity that incites or encourages violence, the use of drugs, alcohol, or tobacco.
- Intentionally disrupts internet traffic or crashes the network and connected systems.
- Degrades or disrupts equipment or system performance.
- Uses ARUSD Internet computing resources for any commercial transaction or financial gain or fraud.
- Steals data, equipment, or intellectual property.
- Gains unauthorized access to his/her files, or vandalizes the data of another user.
- Attempts to interfere with another user's ability to send or receive electronic mail messages, or posts anonymous messages.

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ARUSD Internet Usage Rules and Regulation Consequences

Consequences of violations include, but are not limited to any of the following:

- Revocation of Internet access.
- Revocation of ARUSD network privileges.
- Revocation of computer access.
- School suspension and/or recommendation for expulsion.
- Legal action and/or lawsuit under civil law.
- Legal action and/or prosecution under criminal law.

Bicycle/Skateboard Policy

Bicycles must be:

- Ridden outside of campus.
- Walked on campus.
- Parked in designated bicycle parking area only.
- Students who ride bicycles to and from school will consistently wear helmets, observe safety laws and rules, and display courtesy toward other riders and pedestrians.
- Schools are not responsible for lost or stolen bicycles.
- State law requires that all students wear bike helmets to and from school when riding their bicycles. Skateboards, in-line skates, or roller skates may not be ridden on campus.

Toys, Money and Gum

We encourage children to use equipment and supplies available at school. Toys and money should not be brought to school, except for specific occasions when they might be requested. Personal sports equipment, cards or electronic

devices should not be brought to school. Refrain from bringing or chewing gum on campus.

**Parent Teacher Organization
(PTO)**

PTO enjoys a large membership of parents and teachers who are concerned about improving the education of children. PTO facilitates parent/community involvement in cooperative volunteer/staff programs for school enrichment such as the Library, classroom volunteers, noontime activities, field trips, etc. It raises funds for specific school needs. Monthly meetings are open and interested parents are encouraged to attend.

School Site Council (SSC)

The Cesar Chavez Elementary School Site Council consists of an equal number of parents and staff and also includes community representation. It is responsible for writing, reviewing and implementing the Single Plan for Student Achievement (SPSA). Although the number of parents on the council itself is limited, all meetings are open to the public.

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Cesar Chavez Elementary Phone Directory

Main Office		928-7300
Fax		928-7301
Principal	Dr. Julio Villalobos	928- 7306
Attendance Clerks	Rosa Ali	928-7304
Administrative Assistant	Krystal Esquivez	928-7303
Health Office	To be Hired	928-7305
Psychologist	David Alarcon	928-8618
Speech Therapist	Pei-Nei Lee	928-7927
RSP Teacher	Ramona Ledesma	928-5263
Community Liaison	Rosario Amezcua	928-5265
Band		928-7300
Music		928-7300
City Year		928-5251
Reading Partners		928-5290
YMCA		928-5291
District Offices		928-6800
Transportation Department		928-6977

School Uniform for 2021-2022

CLOTHING MUST FIT RIGHT!

Get it right from head to toe!

YES!

Chavez School T-Shirts and Sweatshirts
Solid Collared with sleeves **White, Black or Gray ONLY!** Head attire (hats/beanies) must be weather appropriate.

Khaki or Black bottoms ONLY!

Pants, long shorts, and long skirts

Tights/leggings must be solid White, Black or Gray ONLY, underneath skirts.

Names may be written on the inside of clothing and on the inside of the backpack.

Black or White solid shoes are PREFERRED

SHIRTS



BOTTOMS



SHOES



NO!

Hair accessories must be white or gray only!

NO RED or BLUE Shirts!
No RED or BLUE hats and/or Beanies!

NO writing on outside of backpacks
NO Lettered belts/buckles
NO Gang affiliated items

NO T-shirts unless school sponsored
NO long sleeves beyond fingertips
NO Exposed undershirts
NO Sagging
NO Short skirts/shorts
NO Red or Blue accents of any size or kind!

NO Nike Cortez Shoes
NO Sandals, heels or Mary Jane's

ABSOLUTELY NO SHADES OF RED OR BLUE ON CLOTHING OR BACKPACKS AT ANY TIME!

Red or Blue items will be confiscated and will not be returned to the student, the parent must come and request items. All outerwear must be plain white or gray. In the event of extreme weather conditions, in which thick heavy outerwear or headwear (hats/beanies) is necessary, other colored coats or headwear will be permitted (except red or blue).