



Student Handbook

Grades K through 8

119 West Bridge Road
Hamilton, Montana 59840

Phone: 406-375-0575 option 2

Faculty and Staff

Administration

Principal - Janet Riley
406-363-0575 option 2

Faculty

Janet Riley
Elke West

School Board Members

Chairman—Bonnie Greer
Treasurer - Richard Pedersen

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Mission Statement

Our mission at Blodgett View Christian School is to:

- Daily show the love of God in action.
- Accept and support each other unconditionally.
- Put our best effort into everything we do.
- Be a positive influence in our community.
- Educate each student to their highest level of academic achievement.

Philosophy

A true knowledge of God, fellowship and companionship with Him in study and service, and likeness to Him in character development are to be the source, the means, and the aim of Seventh-day Adventist education at Blodgett View Christian School.

Realizing that the time we have here on earth is a preparation for heaven, the constituents of BVCS have established this institution to prepare the young people to ***“understand the object of their creation, to honor God and to bless their fellowman . . . (and to) see the high destiny for which the discipline of this life is to prepare them.”*** (*Patriarchs and Prophets, 601*)

Goals and Objectives

I. Spiritual

- A. Educating for eternal salvation, stressing the vital importance of a personal relationship with Jesus.
- B. Developing the fruits of the Spirit, stressing love toward God and toward our fellowman.
- C. Learning and practicing faith sharing.
- D. Education for and understanding of the uniqueness of the Seventh-day Adventist message.

II. Mental

- A. Training for self-discipline and internalizing values.
- B. Encouraging students to think independently.
- C. Providing an education for a lifetime vocation.

III. Physical

- A. Learning how to keep our bodies in good health.
- B. Encouraging students to be examples of healthful living and physical fitness.

IV. Social

- A. Applying the Golden Rule to personal relationships.
- B. Developing respect for authority.

Admission Procedures

It is the earnest desire of the school that all students enrolled have the opportunity to succeed in their education. All student applications will be reviewed by the Admissions Committee after the following procedures have been completed.

REGISTRATION FORMS completed and submitted to the school office. **Students and parents** must have read the *Student Handbook*, and accepted responsibility for following the rules, regulations, and procedures of the school; and pledged to cooperate with the rules, regulations, and procedures established by the school.

ACHIEVEMENT OR READINESS TESTS taken if requested by the school.

BIRTH CERTIFICATE or evidence of date of birth, provided by parents for first time enrollees. *Parents are encouraged to wait to enroll their children in grade one until they are seven years of age. In harmony with Montana State law, children will not be admitted to the first grade unless they are six years old before September 10th.*

PHYSICAL EXAMINATION: Montana State Law requires a school physical examination by a physician for all students entering First Grade, or when a child enters formal school for the first time. A completed physician's physical examination form must be given to the school within 14 days after school begins. Blank forms may be obtained from the school office.

TRANSFER STUDENTS: Students transferring from another school will complete the above *Admission Procedures* and their application will be reviewed by the Admissions Committee prior to entering school.

Documentation of the transferring student's previous year's work may be required by the Admissions Committee. During the first four weeks of school, each student will be subject to a careful review to determine if the grade placement has been adequately assessed.

At the discretion of the administration and/or teacher, achievement tests and/or placement tests may be required before being accepted. Students transferring to Blodgett View Christian School must have their account from their previous school in good standing (if applicable).

Registration Procedures

Parents may pick up a *Registration Packet*, including the school's *Financial Policy*, at the office. Parents must fill out all of the necessary forms and make all financial arrangements before registration will be complete.

Returning Students should be registered for the next school year by July 10. Students who are registered for the next school year by July 10 will be eligible for a \$25 per student Entrance Fee discount (see *Financial Information* section).

New Students should be registered on or before the designated August registration date. New students who are registered for the next school year by July 10 will be eligible for a \$25 per student Entrance Fee discount (see *Financial Information* section).

Immunizations

Montana State Laws on immunization requires that on or before their first day of attendance at school, all students must present

- proof of full immunization*
- initiation of a schedule of immunization
- a certificate of exemption.

No student can be admitted without meeting one of these requirements and having completed a Certificate of Immunization Status Form (available at the school office).

*Full immunization means 4 DPT, 1 measles, mumps, rubella, Hepatitis B vaccination and 3 polio vaccinations

General Information

School Hours
Grades 1-8
Monday—Thursday
8:15 AM—3:15 PM

Friday
8:15 AM—12:15 PM

Kindergarten
Monday—Friday
8:15 AM—12:15 PM

Students should arrive at school no earlier than 7:45 AM, and are to leave the school grounds promptly after dismissal (no later than 3:30 PM Monday - Thursdays, 12:30 PM on Fridays.) If there needs to be any exceptions, the parents must make *prior* arrangements with the classroom teacher and with the school administration.

USE OF THE PLAYGROUND OUTSIDE OF SCHOOL HOURS IS AT YOUR OWN RISK AND MUST BE SUPERVISED BY AN ATTENDING ADULT.

Financial Information

All parents are expected to read the school's financial policy at the time of registration and agree to accept responsibility for meeting the obligations stipulated in the Financial Policy as a condition of acceptance of their child. This school is financially supported by three main sources of income: (1) tuition from parents, (2) a subsidy from the three constituent Seventh-day Adventist church and (3) a subsidy from the Montana Conference of Seventh-day Adventists.

ENTRANCE FEE

The entrance fee must be paid in full at the time of registration and is non-refundable (once the school year has begun). **Students who are registered by July 10 are eligible for a \$25 per student Entrance Fee discount.** There is no additional discount in Entrance Fees for families that have more than one child enrolled.

Entrance Fee Per Student:

Kindergarten \$100.00

<u>Grades 1-4</u>	<u>Grades 5-8 (9)</u>
\$250.00	\$250.00

TUITION

Stewardship is an essential Biblical concept for individual Christians and Christian organizations. Blodgett View Christian School strongly encourages families to budget for the prompt payment of their school account. The financial responsibility incurred by the school in the course of providing for students requires that tuition and fees be paid on time.

The tuition charge is a yearly amount that is spread over a 10-month payment period from August through May. Payment is due on the 10th of each month. The first of the 10 monthly payments is due on August 10. The first month's tuition for students that register on the designated August registration date must be paid in full at the time of registration. For students entering after the school year has begun, the charge for the school year will include a prorated portion of the Entrance Fee. **All patrons must keep their accounts current or the student(s) may be asked to withdraw from school.**

Standard		
1 child	\$200.00 /month	\$2000.00 / year
2 children	\$350.00 /month	\$3500.00 /year
Member		
1 child	\$175.00 /month	\$1750.00 /year
2 children	\$306.25 /month	\$3062.50 /year
3 children	\$393.75 / month	\$3937.50 /year

Tuition payments cover approximately fifty percent of the operating costs of BVCS. Members of the Seventh-day Adventist Church support Christian education with additional subsidies through their church. Therefore, a standard rate of tuition is charged for students of families who are not members of a Seventh-day Adventist Church.

OTHER CHARGES

Ski School (or alternate activities): Each year, the school sponsors a ski school program. All students who participate in this program are required to take lessons. *Ski school charges are not included in the tuition or the entrance fee.* Students not participating in the ski program will be involved in organized educational activities at the school.

OUTSTANDING ACCOUNTS

All outstanding accounts with BVCS must be paid in full, or satisfactory arrangements made with the Finance Committee of the School Board, before registration will be considered complete and acceptance can be approved. Final grade reports and transcripts of the student's work may not be released until all financial obligations are paid in full. Diplomas are awarded to eighth grade students only when their family's account is paid in full.

WORTHY STUDENT ASSISTANCE

Parents needing to apply for worthy student assistance should direct their requests to their church pastor or a member of their Church Board. Application forms may be obtained at the School. Application forms should be completed and turned in to the school administrator by the beginning of May in order for the requests to be considered for the following school year.

School Policies

All policies found in the school bulletin, or any additional regulations adopted by the school board or the faculty and announced during the school year, are to be considered binding on all students at this school with equal effect as the policies listed in this bulletin. Any policy changes will be printed and communicated to the patrons.

ADMINISTRATION OF MEDICATION

Montana State Law states that school personnel may not give any internal medications, including aspirin, except as indicated in the following statement:

1. Prescription Medication:

Any student who is required to take medication during the regular school day as prescribed by a physician may receive it from designated school personnel if the school has on file:

- A written statement from the physician detailing the time schedule, dosage amount, and method by which medications are to be taken, and
- A written statement from the parent or guardian of the student, requesting that the school assist the student as set forth in the physician's statement.

Such medication must be delivered to the teacher in the original container bearing the pharmacy label.

2. Non-prescription Medication:

Any non-prescription medications, such as cough drops, aspirin, cold tablets, etc., must be brought to the teacher by the parent in the original container, with the student's name on the label. The teacher will provide a form, which the parent must sign, giving designated school personnel permission to assist in the administering of such non-prescription medication.

School Policies continued

Parents may sign the Entrance Blank form at the time of registration giving designated school personnel permission to administer Tylenol to their child(ren) on an as-needed-basis. School personnel will contact the parent by phone for permission to administer Tylenol for students requesting Tylenol but not having written permission from their parents on file in the school office.

Students taking any medication, prescribed or not, without following the above will be subject to discipline.

Attendance Policy

Prompt and regular attendance at all appointments is essential to success in life.

Absence: It is the parent's responsibility to contact the teacher or School Office within the first hour of school. The only valid excuse for absence from public or private school, according to state law, is sickness or death in the family. An excused absence may be granted by a teacher if a parent notifies the teacher in advance of genuine medical appointments that can not be made outside of school hours. All other absences must be considered unexcused.

Students are to be in their seats ready for school to begin at 8:15 AM. Students not in their assigned seats at 8:15 AM will be marked as tardy. Tardies will only be excused for good cause *and* with written or verbal explanation from the parent.

NOTE: Three (3) unexcused tardies equals one (1) unexcused absence.

- a. After three tardies, a written warning will be sent to the parents.

School Policies continued

- b. A fourth tardy may require a conference with the student, a parent, the classroom teacher, and the principal. *The disciplinary action will take the form of a \$25.00 bond per student, which is required to insure compliance with the attendance requirements.* The bond will be returned at the end of the quarter if there are no further tardy infractions.
 - c. If a sixth tardy occurs within the quarter, the bond will be forfeited. With a 7th tardy a \$25.00 bond must be submitted before the student may return to class. This procedure will continue until the end of the quarter, when the student will be given a clean attendance record.
2. Extreme emergencies, sickness, or death in the immediate family are *legitimate* reasons for absences. Therefore, an absence will be excused for the following reasons:
 - a. The personal illness of the student.
 - b. A medical or dental appointment.
 - c. A death in the immediate family.
 - d. An unavoidable crisis.
3. Students whose absences are excused may make up the work missed with no loss of credit. There may be special cases where the student will miss school for personal or family reasons. In such cases, *the missed work must still be made up.*
4. Make-up work for either excused or unexcused absences will be due within a short time after the student's return. Check with the student's classroom teacher for their particular policy.
5. **Parents must provide a written or telephoned request for a *planned* absence at least one week in advance. If proper arrangements are not made in advance, the student may not receive credit for missed work.**
6. The attendance record will be kept on a quarterly basis. *Students will start each quarter with a clean record*

School Policies continued

Birthday Parties

Birthday parties planned by the parents need to be arranged ahead of time with the classroom Teacher.

Care of School Property

Any students involved directly or indirectly in damaging, destroying, or mutilating school property or the property of any individual make themselves liable for the cost of replacement, the cost of repairs required, and/or disciplinary action. This includes marking in or damaging textbooks and library books.

Cell Phones

Any cell phone in the possession of a student during school hours will remain off, except by permission from their classroom teacher. **Personal Listening Devices, CD Players, CDs, Radios, Tape Recorders, Computer Software, Computer Games, Electronic Games, And Related Items**

Since the unrestricted use of these items or equipment can be detrimental to study, students are not to have them in their possession, PLEASE LEAVE THEM AT HOME. The staff reserves the right to confiscate items deemed inappropriate in a Christian School. Confiscated items will not be returned to the students. Parents may request the return of all items. All audio-visual equipment belonging to the school, including the computer network, is to be used for the primary purpose of education. All school equipment is to be left at the school and may not be checked out.

Computer, E-Mail, and Internet Access

The school is pleased to offer its students access to a computer network, including the Internet and electronic mail (e-mail), provided students honor the *Acceptable Use Policy*.

School Policies continued

To gain access to the computer network, e-mail, and the Internet, all students must obtain a parental permission form at registration and must sign and return the *Computer Network User Agreement and Parent Permission Form* to the office.

Emergency School Closure/Delayed Start Information

In the event of extreme weather conditions or other emergencies, information concerning possible school closure or delayed start may be obtained by listening to radio. BVCS will follow the Hamilton Public Schools for weather related school closings. Parents will be notified by phone for all emergency early closing.

Field Trips

Many educational benefits are derived from the regular field trips scheduled throughout the school year. Your child will be well supervised and care will be taken for his/her safety. Permission slips for each field trip must be signed by a parent or guardian before a student can participate in a field trip. Anyone participating in a school field trip represents our school and therefore must abide by all school standards (including dress code) as outlined by this Manual. Anyone driving for field trips must have on file with the office a completed certificate of qualification to transport student by private vehicle form and must provide a photo copy of adequate insurance, valid drivers license, and must have seat belts for each child transported.

Grade Placement

Any student under consideration for acceleration will have his/her total academic program closely scrutinized by the staff, parents, and the conference curriculum supervisor.

School Policies continued

Gum Chewing Policy

Gum chewing is not allowed on the school premises.

Harassment

Because we treat others as we ourselves wish to be treated, any type of harassment, be it racial, ethnic, religious, age or sexual, will NOT be tolerated. Students are to report any infraction to their teacher or the principal.

Lunch Policy

Students provide their own sack lunches. Eating is allowed only at specified lunch periods. The school provides several microwave ovens that students may use for reheating food. Hot Lunch is available as scheduled.

P.E., Recesses, And Outside Activities

Students are required to participate in regular recess and/or P.E. activities each day, unless parents send a note explaining the reason why the student needs to be excused from the activity. If the cause for excuse from P.E. is a continuing condition a note from a physician is required. Gym shoes or approved footwear is required for P.E. or Recess.

Parent-Student-Teacher-Conferences

Parent-student-teacher conferences will be held at the end of the first quarter, and at the end of the third quarter by appointment as needed. Parents and students are *required* to attend the conference at the end of the first quarter. Teachers are also available by appointment for conferences with parents as the need arises throughout the school year. It would be appreciated and far more beneficial if conferences are arranged ahead of time.

School Policies continued

Peddling And/Or Solicitation

No peddling or solicitation will be allowed without permission.

Ski School Program

The school sponsors a ski school program each year for its students. BVCS's Ski School is an integral part of the curriculum for all students and is part of the overall P.E. program. All students who participate in this program are required to take lessons.

Families needing financial assistance for their children to be able to participate in the ski school program may apply for partial assistance through the Ski Scholarship Fund. Contact the School Office for details.

Student Accident Insurance

Student accident insurance is provided for all students. The coverage is limited to injuries sustained during participation in authorized school activities. (See the office for a brochure on inclusions and exclusions). *This is designed to be secondary coverage.* Benefits may be claimed only after the parent's primary medical coverage has paid its portion. Claim forms can be picked up at the office. Coverage includes the time period of up to one hour while traveling to and from school (directly or uninterrupted). It also covers the student for a maximum of 15 minutes after school is dismissed, while the student is on school property.

Social Behavior

The school recognizes the mutual benefit to be derived from the friendly relationship between students of the opposite sex. Exclusive friendships resulting in the formation of couples is not appropriate or acceptable at BVCS. Discussion of inappropriate movies, videos or television programs is forbidden at school.

School Policies continued

Telephone Use

A student must have the teacher's permission to call out on a school telephone. Teachers and students may be contacted after school hours. During school hours, a message will be taken and relayed to the recipient.

Transportation

Parents must furnish or arrange for transportation between school and home. A student will not be allowed to ride home with anyone other than a parent or guardian or someone designated by a parent or guardian of the child. If you want your child to ride home with someone else, you must in writing notify the teacher ahead of time or your child will not be permitted to leave school by unauthorized transportation.

If your child rides a bicycle to school, be sure he/she is instructed in bicycle safety. When students arrive at school, bicycles must be put in an assigned place and not removed until after school is dismissed. No one else is allowed to ride a student's bicycle on the school grounds. Non-adherence to these rules may forfeit the child's right to ride to school on his/her bicycle.

Visitors

Parents and other interested adults are welcome to visit our school. Prior arrangements with the teacher must be made for a visit lasting longer than one half (1/2) hour. Only those children who are officially registered for the current school year are allowed on campus during school hours without prior teacher approval. Any student wishing to visit our school more than one day per quarter must have board approval. All

School Policies continued

Weapons Policy

Any elementary or secondary school student who is determined to have carried or possessed a firearm or other dangerous weapon onto school premises, school-provided transportation, or to other places where school-sponsored activity is taking place, shall be subject to immediate expulsion; however, the school board may modify the expulsion of a student on a case-by-case basis if such a request is made by the parent or guardian.

Students in violation of this policy shall be promptly reported to their parents or guardians and, as required by law, *shall be reported to the local law enforcement agency.*

Dangerous weapons include any handmade or manufactured firearm and any device or weapon that could be used to inflict bodily harm to another person. This includes all knives.

Basic Standards

Seventh-day Adventists operate their schools in a distinctive manner. Cooperation between students, parents, teachers, and administration is expected. Some basic standards are essential in order to have an effective Christian educational program.

Students are expected to observe these regulations and standards at any time they are on the school premises or under school supervision

The operating principles of a Christian school require that students relate themselves respectfully to those in charge. It is understood that each member of the faculty has disciplinary rights on the school grounds and at school functions over ANY student.

Serious discipline, immediate suspension, or expulsion from school could result from even the first offense of any of the following points:

- a. Undermining the religious ideals of the school, or irreverence.
- b. Disrespect or uncooperative behavior toward adults or students (including bullying and harassment). Talking back to adults in a disrespectful manner is not acceptable behavior.
- c. The use of profane, cruel, or lewd language or possession of obscene literature or pictures will result in immediate one-day suspension.
- d. The use, possession, or distribution of any substance or material injurious to health or supplying to others tobacco, alcoholic beverages, drugs or drug paraphernalia; the excessive use of over-the-counter medications and other substances not intended for human consumption.

- e. Violation of the *Weapons Policy*.
- f. Willful or careless destruction or defacing of school or private property.
- g. Stealing, cheating, deceiving, or dishonesty.
- h. Entering any locked facility, picking or breaking locks, doors, or windows, duplicating school keys, or using unauthorized keys.
- i. Violation of the social conduct standards.
- j. Gambling or possession of playing cards or other gambling devices.
- k. Violation of the dress code.
- l. Tampering with school fire alarms or clocks.
- m. Violation of the school's *Computer Network Acceptable Use Policy*, including violation of the terms and conditions for using the school's computer network, e-mail, and Internet access.
- n. Fighting.

Other inappropriate activities, actions, objects, or behaviors, whether written in the *Student Handbook* or not, may be deemed cause for serious disciplinary action by a consensus of the faculty and staff.

Discipline Procedures

Disciplinary Consequences

Disciplinary consequences may involve, but are not limited to:

- Counseling
- Time out of class, or isolation from class
- Removal of privileges (e.g. recesses, special activities)
- Contracts for improved performance
- Special writing assignments
- Special work assignments
- In-school suspension (either in isolation or in another classroom)
- Out-of-school suspension (with possible loss of academic credit)
- Expulsion from school

Disciplinary Authority

All teachers, administrators, and adults acting in a supervisory capacity have authority over all students and must be obeyed. A teacher (or other supervisor) who notes a disciplinary violation by a student in his or her own class, or in another class, will intervene to stop the incorrect behavior.

When a teacher or supervisor sees a student violating the school rules, he or she may issue an infraction notice, which will go to the teacher of that student. A copy of the infraction slip will be kept as a permanent record of the teacher.

The classroom teacher will deal with the initial violations, administering an appropriate consequence to the student for each one.

If the behavior problems continue, involvement may include the parents, principal, and/or the Discipline Committee of the School Board.

Cases Of Expulsion

The School Board, in conjunction with the principal, the teacher, and the parents and/or guardians, will handle cases of expulsion.

Dress Code

Introduction

The paramount purpose of BVCS is to educate children, not just with knowledge and information, but also with concepts, ideas, habits, and a thirst for growth that will better prepare them to function in society. Even more important is to provide them with Christ-centered values and virtues that will help them in service to others. To this end, conduct and attitudes become important aspects of training. Dress and attire are one of the more visible aspects of conduct and even attitudes.

We have been endowed by our Creator with a wonderful variety of expressions of his love. He has created each of us with unique characteristics and personalities and an immense variety of talents and interests. The nurturing and growth of these, within the context of a Christ-centered system, is of great value to the individual and to society. Students should be encouraged in expression of their own unique personalities, but always within the framework of Christ-likeness.

The BVCS Dress Code provides some guidelines for parents and students. One of the goals of the Dress Code is to allow for this unique and personal expression. But there is always wide variety in what is considered "acceptable" attire. To one individual a particular expression will meet all of the guidelines while the same clothing may not be acceptable to another. Therefore a second goal of the BVCS Dress Code is to provide guidelines that will not be offensive to **most** individuals. By providing these guidelines it is the intention to free parents, students, teachers, and staff to expend all their energies on the more important aspects of education.

It is recognized that it is impossible to design a dress code that will be acceptable to everyone. A line must be drawn somewhere and it is likely that some will find that line drawn too far in one direction while others will find that line drawn too far in the opposite direction. Some individuals will want to "push the limits" of the

code. While it could be argued that it is somewhat arbitrary as to where the line is drawn it is expected that all students and parents will respect that line as an honest attempt to follow the principles involved. If the code is ignored to a small degree, if the line is crossed only a small amount, it will eventually be erased or moved. Once the code is erased or the line is moved, the same process of pushing the limits and erasing or moving the line will continue indefinitely. Therefore it becomes very important to respect and enforce the dress code as it is written.

It remains a major parental responsibility to train children in what is acceptable behavior, to help their child be sensitive to others, and to respect social guidelines that will foster meaningful relationships with others. The Dress Code does not supplant this parental responsibility.

The Dress Code is in two sections. The first section outlines the principles or foundation on which the actual guidelines for appropriateness are based. The second section seeks to apply these principles into actual daily practices. By nature, the principles are not likely to change over the years to any significant degree. However, the daily application or interpretation of those principles will change as society and cultures evolve. Therefore, the area that is most difficult to formulate, the area in which there is most likely to be differences of opinion, is the latter: the application and interpretation of the principles.

In summary, the Dress Code may seem arbitrary to some, will not please everyone, but is necessary to focus on more important subjects. It represents a sincere and honest attempt to set standards acceptable to most and, of necessity, must be enforced. The entire BVCS staff deeply appreciates the support of both parents and students in following these guidelines.

Principles of Appropriate Attire

Modesty

- o Clothing should not unduly call attention to the body or the individual
- o Clothing should not be excessively tight
- o Clothing should cover all appropriate body parts
- o Clothing should not be sexually suggestive

Tastefulness and Appropriateness

- o Clothing should reflect Christian philosophy and standards
- o Clothing should not suggest deviant or extreme life styles
- o Clothing should be appropriate for the activity
- o Clothing should be appropriate for age and gender

Neatness

- o Clothing should be clean
- o Clothing should be in good repair
- o Clothing should be appropriate in size

Health and Safety

- o Clothing should not jeopardize health or safety
- o Clothing should not cause damage to facilities

Current Applications of the Dress Code

Using the Principles of Appropriate Attire, the following are examples of applications for the current school year. It should be noted that these are only examples, and are not intended to be all inclusive. From these examples you will be able to understand additional applications.

Shirts and Tops

- No open midriiffs
- No tank tops
- No spaghetti straps
- No Sleeveless tops

Pants, Dresses, Skirts

- Skirts and dresses should be modest in style and length
- Pants should be at least mid-thigh in length

Shoes

- Flip-flops are not appropriate
- Appropriate shoes are required for P.E. and Recess

Hats and Head Coverings

- Hats or head coverings are not appropriate in the classroom

Make-up

- Make-up and nail polish should not be excessive, extreme, or un natural

Jewelry

- Jewelry is not permitted

Hair

- Color should be natural and not draw undo attention to student.
- Length should not cover the students face or eyes.

The Dress Code is in effect at all school functions whether they are on campus or off campus.