

ELMWOOD PLACE ELEMENTARY

ST. BERNARD-ELMWOOD PLACE SCHOOLS
2017-2018



PARENT/STUDENT
HANDBOOK

School Contact Information

Elmwood Place Elementary School

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School Calendar 2017-2018

August 14	Teacher Inservice No School
August 15	First Day of School Grades 1-6
August 18	First Day of School Kindergarten
August 28	First Day of School Preschool
September 4	Labor Day Holiday
September 15	Teacher Inservice No School
October 16	Conference Release Day No School
October 19, 26	Parent/Teacher Conferences
November 10	Veterans Day Holiday
November 22, 23, 24	Thanksgiving Recess
December 21	Teacher Inservice No School
December 22	Winter Recess Begins
January 3	School Reconvenes
January 15	Martin Luther King Holiday
February 16	Teacher Inservice No School
February 19	Presidents Day Holiday
March 8	Parent/Teacher Conferences
March 12	Teacher Inservice No School
March 15	Parent/Teacher Conferences
March 26-30	Spring Holiday No School
April 2	Conference Release Day No School
April 3	School Reconvenes
May 24	Last Day of school for students
May 25	Teacher work day
May 28	Memorial Day Holiday

Grading Periods:

End 1st Quarter - October 13, 2017

End 2nd Quarter - December 20, 2017

End 3rd Quarter - March 9, 2018

End 4th Quarter - May 24, 2018

School Day Hours

7:55 a.m.	Breakfast Service begins
8:15 a.m.	Student arrival and may enter homeroom
8:20 a.m.	Tardy bell (your child is tardy if he/she is not in homeroom by 8:20 a.m.)
3:05 p.m.	Kindergarten – Sixth Grade dismissal

Grading System

District Grading Scale used by Grades 3 - 6

A – Excellent	90–100
B – Above Average	80-89
C – Average	70-79
D – Poor	60-69
U – Unsatisfactory	Below 60

Grades K-2

Student progress is assessed and reported to parents on grade reports quarterly. Each level in grades K-2 use a grade specific evaluation key to communicate the level of progress students are making on content area standards. The Evaluation Key is found on the top of each grade level report card.

Honor Roll Requirements Grades 3 – 6

First Honors

Student must have a grade of *A* in a minimum of four (4) core subjects, with no core subject grade below *B*; no more than three (3) unexcused absences or tardies in the quarter; and no grade below *C* in any special subject.

Second Honors

Student must have a grade of *B* or better in all core subjects; no more than three (3) unexcused absences or tardies in the quarter; and no grade below *C* in any special subject.

Core subjects include: reading, language arts, math, science, and social studies.

Special subjects include: art, music, and physical education.

Excellent Attendance - Quarterly and Annual Requirements Kindergarten – Grade 6

To earn excellent attendance recognition for a grading quarter, a student must have no *unexcused* absences or tardies and not more than one (1) excused absence or one (1) excused tardy during that quarter. **To qualify for annual excellent attendance recognition, a student must have no unexcused absences or tardies and not more than one (1) excused absence or one (1) excused tardy for the entire year.**

Pupil Progress Reports to Parents/Guardians

Students will receive a report of academic progress at the end of each quarter. (See school calendar.) Report cards may be withheld for failure to pay fees, fines, or lunch charges.

Interim reports will be issued on or about the fifth week of each quarter. Parents/guardians are encouraged to request additional progress reports at any time.

Reports of misconduct or unsatisfactory progress may be sent home by your child's teacher as necessary. If you receive one of these reports, please contact the teacher.

Promotion and Retention of Students

The decision to promote or to retain a student will be made solely to insure that the student is placed in the best learning environment for him/her. The student, parents, teachers, and principal will review what the student has accomplished during the year, what interventions are required, and what he/she will be expected to accomplish in the coming year. If it is determined to be in the best interest of the student, he/she will be recommended for retention.

- a. Age, maturity, grades, and achievement level are the factors governing promotion or retention.
- b. Any student who has been truant (absent without an excuse) for more than 10% of the required attendance days of the current school year and has earned a failing grade in two (2) or more of the core subject areas at the current grade level shall be retained unless the principal determines that the student is capable of progressing successfully at the next grade level.
- c. The State of Ohio's Third Grade Guarantee states that a third-grade student must obtain a minimum promotion score in reading on the Ohio's state test in grade English language arts to move to fourth grade. More information on this requirement is available from the Ohio Department of Education at <http://education.ohio.gov>.

Responsibilities of Students

Quality of work – Students are expected to do their best each day in the classroom and to complete all assignments, including homework and lessons missed due to absence.

School rules – Each student must abide by school rules and regulations and accept the directions of teachers, school officials, and other adults in the building. Students also must abide by school rules on the way to and from school. This includes respecting school property and the property of others at all times.

Personal standards – Pupils must dress appropriately for the task of learning, meet standards of health and cleanliness, be honest, be courteous, and refrain from using profanity, obscenities, tobacco products, and drugs.

Responsibilities of Parents/Guardians

The ultimate responsibility for student behavior rests with parents/guardians. Please send your children to school prepared to learn. The following are specific responsibilities:

- a. Maintain an active interest in your children's daily work.
- b. Support the school in requiring each student to observe all school rules and regulations and accept responsibility for any willful misbehavior on his/her part.
- c. Read all communications, and sign/return items promptly, as requested.
- d. Cooperate with the school and show your children how important their education is by attending conferences on conference day. Parent-Teacher conference days are scheduled to accommodate working parents.
- e. Insist that your children attend school everyday, even in inclement weather, when they are healthy. When the school is open, students are expected to be there.
- f. Make sure that students get enough sleep, eat the right foods, and get to school on time.

Telephone Calls

From parents to students: Messages from parents/guardians to students may be given to the secretary or a staff member for delivery at a convenient time. However, please refrain from making these calls routinely. Students will not be called to the telephone during the school day unless there is an emergency.

From students to parents: Students will be permitted to use the phone in the office area only in the case of an emergency. No student is permitted to use the phone without permission from a staff member.

Cell phones: Cell phones may not be used during the school day and must remain in the off mode during school hours.

STUDENT CODE OF CONDUCT

Students are expected to conduct themselves in conformity with all school regulations and to accept direction and instruction from authorized school personnel. A student who fails to follow the established rules and regulations of the school (as set forth in the Student Code of Conduct) or to comply with any reasonable request made by authorized school personnel shall be subject to discipline measures deemed appropriate by administration and staff.

In addition to the aforementioned requirements, the Board of Education has a policy of zero tolerance for violent, disruptive, or inappropriate behavior from any student. Any student who engages in violent, disruptive or inappropriate behavior shall be subject to disciplinary procedures.

Violent behavior shall be defined as any behavior or act by a student which causes, or has the potential to cause, physical injury to any other person. Disruptive behavior shall be defined as any behavior by a student which causes a disruption in the good working order and educational mission of the school or any school activity. Inappropriate behavior shall be defined as any behavior by a student which, at the sole discretion of the appropriate school official, is not conducive to the creation, maintenance, or fostering of an academic atmosphere.

The superintendent or his/her designee shall formulate and establish strategies to prevent the violent, disruptive, or inappropriate behavior by students. In addition, a program of intervention shall be implemented to prevent repetition of prohibited acts on the part of any student.

This Student Code of Conduct applies to any student who is in the custody or control of the school, on school grounds or closely proximate thereto, at a school-sponsored function or activity (i.e., school dances, athletic events, etc.) or on a school-owned or school-provided transportation vehicle. In addition, the policy of student conduct governs student activity, on or off school property, when such student conduct is related to the health, safety, and

welfare of other students, or when such conduct would disrupt the educational processes of the St. Bernard-Elmwood Place City Schools.

At the beginning of each school year, or upon entry during the year, students shall receive a copy of the Student Code of Conduct, setting forth the rules and regulations to which they are subject while enrolled in school or while taking part in a school-sponsored activity or function. The administration shall make all students aware of the Student Code of Conduct and will hold all students accountable to the disciplinary procedures set forth in it.

Prohibited conduct includes, **but is not limited to**, the following:

1. damage or destruction of school property;
2. damage or destruction of private property;
3. assault of any person;
4. possession or use of dangerous weapons;
5. fighting;
6. contributing to a fight or an assault;
7. chronic misbehavior which disrupts or interferes with the educational process;
8. failure to obey a reasonable request by school personnel;
9. leaving school during school hours without permission of a proper school official;
10. presence in areas during school hours or outside school hours without permission of school authorities;
11. disruption of class or school activities;
12. distribution of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authorities;
13. placing of signs and slogans on school property without the permission of the proper school authorities;
14. disrespect directed at school personnel;
15. threats made to administration, teachers, students, or any other school personnel
16. refusal to accept properly administered discipline;
17. refusal to serve detention or alternative school assignment;
18. falsification of information to school authorities;
19. forgery or alteration of school-related documents;
20. no student shall sell, distribute, possess or be under the influence of narcotics, alcoholic beverages, dangerous drugs, look-alike drugs or drug paraphernalia;
21. no student shall smoke, use, or possess electronic cigarettes or any substance containing tobacco, including, but not limited to cigarettes, cigars, pipes, clove cigarettes, chewing tobacco, or tobacco in any form;
22. activating false fire, tornado, bomb or disaster alarms;
23. extortion of a student or school personnel;
24. truancy;
25. cheating or plagiarizing;

26. harassment, bullying or intimidation of students or school personnel;
27. gambling;
28. habitual tardiness;
29. violation of the dress code;
30. engaging in sexual acts;
31. publication of obscene, pornographic, or libelous materials;
32. gesturing obscenely, cursing, or using indecent or obscene language in oral or written form;
33. verbal abuse of student, teacher, administrator or school employee;
34. indecent exposure;
35. arson;
36. failure to abide by rules and regulations set forth by administration for student parking;
37. failure to obey driving regulations;
38. presence on school property with a communicable disease;
39. willfully aiding another person to violate school regulations;
40. engaging in any prohibited activity listed herein on a school bus could result in removal from the school bus, suspension, or expulsion;
41. commission of any crime in violation of Ohio Criminal Code, Ohio Traffic Code, or the Ohio Juvenile Code;
42. use of electronic devices such as televisions, radios, tape recorders, tape players, headphones, pagers, cell phones and cameras unless written permission is granted by a teacher and/or administrator;
43. engaging in any activity of which a pupil has reasonable knowledge could disrupt the academic process or a curricular or extracurricular activity;
44. sexual harassment of students or school personnel;
45. unauthorized action which changes or disrupts a computing system;
46. theft or possession of stolen goods.
47. failure to report the actions or plans of another person where these actions or plans could result in harm to a persons or persons or damage of property, where the student has information about such actions or plans
48. any other action which the pupil knows or should know will cause a disruption to the academic process or a curricular or extracurricular activity

Violation of one or more of these prohibitions may result in penalties which include parent/guardian conference, detention, Wednesday School, emergency removal, suspension, or expulsion.

Suspensions:

1. The superintendent or principal may suspend a student for up to ten school days.
2. Written notice of suspensions, indicating reasons for the suspension, will be sent home with the student and will be mailed to the parent/guardian.

3. The student and parent/guardian will be informed of the student's opportunity to appear before the principal or superintendent to challenge the reasons for the suspensions or to explain his/her actions.

Expulsions:

1. The superintendent may expel a student.
2. Written notice of the intention to expel will be given to both the student and the parent or guardian. This notice will include the reasons for the intended expulsion.
3. The notice will state the time and place to appear for a hearing that further explains the action to expel. This hearing will occur within a period of three (3) to five (5) days after the notice of expulsion is given. Neither the student nor the parent/guardian is required to appear but has the right to do so.
4. If the pupil is expelled following the hearing, the administration will notify the pupil, parent, guardian or custodian, and the treasurer of the Board of Education, within twenty-four (24) hours of such action. This notice shall include:
 - a. The reasons for expulsion.
 - b. The rights of the pupil, parent/guardian, or custodian to appeal the expulsion to the Board of Education or its designee.
 - c. The right to have legal representation at the appeal before the Board of Education or its designee.
 - d. The right to request that the hearing before the Board of Education or its designee be in executive session.

Emergency Removal:

1. The superintendent, principal, or designee may remove a student from curricular activities, extracurricular activities, and/or the school premises.
 - a. Teachers may remove a student from curricular or extracurricular activities under his/her supervision, but not from the school premises altogether.
 - b. A student may be removed without hearing if the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, either within a classroom or elsewhere on the school premises.
2. Notice and hearing procedures can be waived.
3. An informal hearing must be held within seventy-two hours after the initial removal is ordered. This hearing will be before the superintendent, principal, or designee, and will be in the presence of the person who ordered the removal.
4. Within twenty-four hours after the informal hearing, the decision of the person hearing the case will be forwarded to the parents or guardian of the student. This decision will indicate the action taken as a result of the hearing.
5. When a student is removed from curricular or extracurricular programs, he/she will be kept out of the activity until the matter of his/her misconduct has been disposed.
6. Removal – None of the notice of hearing requirements set forth in Sections 3 and 4 above shall be necessary when a pupil is removed from activities for a period of less than twenty-four (24) hours and is not subject to suspension and/or expulsion.

Student Conduct on School Buses

The St. Bernard-Elmwood Place Board of Education is committed to ensuring the safe and efficient operation of its school buses. Pursuant to Ohio Revised Code 3327.014 students riding district school buses may have bus riding privileges suspended by the superintendent or other district administrators for a period of time not to exceed eighty (80) days for any violation of the Student Code of Conduct or for a violation of the reasonable rules and regulations established by individual school bus drivers. The student is subject to the Student Code of Conduct and bus riding regulations while he or she is physically riding the bus and when the student is at or near a school bus stop.

Students riding district buses are under authority of, and directly responsible to, the bus driver. The driver has authority to enforce established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation services or suspending transportation services to any student.

Before a suspension from bus riding privileges is imposed under this policy, the superintendent or administrator shall provide notice of intent to suspend these privileges to the student and shall provide the student the opportunity to appear before the superintendent or administrator regarding the reasons for suspending the student's bus privileges. The parent/guardian of the student shall be notified of the suspension and reasons therefore within one (1) school day of suspension. Students are subject to emergency removal from a school bus in accordance with the provisions of RC 3313.66(C).

This policy will be posted in a centralized location in each school building and will be provided to students and parents upon request.

Attendance Policy

All students are expected to attend school regularly. They are expected to be at school on time for classes in order to obtain maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility that will be necessary for future success. Students who have good attendance generally achieve higher grades, enjoy school more, and eventually have greater employability. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates.

Ohio law places upon the parent/guardian or other person having charge of any child, the responsibility for assuring the attendance at school of children between five and eighteen years of age: "Every parent, guardian or other person having charge of any child of compulsory school age who is not employed under an age and school certificate must send such child to a school, which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session, which shall not be less than thirty-two weeks per school year. Such attendance must begin within the first week of the school term or within one week of the date at which the child begins to reside in the district or within one week after his/her withdrawal from employment." (RC 3321.04)

The parent/guardian is required to telephone the school by 9:00 a.m. each day a student is absent. A note should be sent with the child to school upon the child's return. The note must state exact date(s) of absence and an accurate description of the reason for the absence, including nature of illness, if the child was ill.

If a student is absent and no telephone call has been received from the parent/guardian, the building principal or designee shall attempt to contact the parent/custodian to report the student's absence and to inquire as to why the student is absent. Emergency or work telephone numbers will be called if the parent/guardian cannot be reached at the home telephone. Date and time of parent/guardian contact, or attempts to contact the parent/guardian, will be documented for future reference.

Excused Absence

Absences will be excused for:

- A. Personal illness;
- B. Unavoidable medical/dental appointment;
- C. Death in the family;
- D. Illness in the family;
- E. Unavoidable business appointment;
- F. Religious obligations, if permission is granted in advance of the absence.

Absence for any other reason would require prior approval by the principal to be deemed excused.

Most absences are considered excused if the parent/guardian has explained the absence to the satisfaction of the administration. Any absence, excused or unexcused, costs students valuable learning time.

Excessive Absence (with or without a legitimate excuse) and Truancy

New Legislation was passed in December of 2016 (House Bill 410) which outlined Excessive Absences and defined what is meant by Habitual Truancy. The definition of 'habitual truant' and the calculation of 'excessive absences' has changed from days to hours.

The definition of 'habitual truant' is:

- a. Absent 30 or more consecutive hours without a legitimate excuse; (5 days of unexcused absences in a row)
- b. Absent 42 or more hours in one month without a legitimate excuse; (7 days of unexcused absences in a month) or
- c. Absent 72 or more hours in one year without a legitimate excuse (11 days of unexcused absences in a year)

The definition of 'excessive absences' is:

- a. Absent 38 or more hours in one school month with or without a legitimate excuse; (6 days total of excused and/or unexcused absences in a month) or
- b. Absent 65 or more hours in one school year with or without a legitimate excuse (10 days total of excused and/or unexcused absences in a school year)

Students with excessive absences may be subject to specialized interventions, disciplinary actions and may be placed on an absence intervention plan.

Students who are habitually truant may be subject to specialized interventions, disciplinary actions i.e., referral to Hamilton County Juvenile Court and will be placed on an absence intervention plan that focuses on parent engagement and accountability.

Tardiness to School

Students will be considered tardy to school when arriving after 8:20 a.m. but prior to 10:00 a.m.

The following will be considered a half-day absence:

1. Arrival after 10:00 a.m.
2. Dismissal prior to 1:30 p.m.
3. Missing two or more hours due to leave of absence within a school day.

Student's late arrival to school and/or early dismissal from school may be calculated and included in the calculation of excessive absences and truancy.

Tardiness due to non-school provided transportation will be considered unexcused.

Health and Safety

If a major injury occurs involving a student, parents/guardian will be notified immediately. If parents/guardian are/is unavailable, the alternate name on the emergency form will be contacted. If neither can be reached, the nurse or school administrator will assume the responsibility, which has been authorized by parents/guardian, to seek professional help. In all emergencies, every effort will be made to notify the parents/guardian. **Parents/guardian are/is responsible for providing phone numbers which will allow the school to reach them in time of crisis. These numbers must be updated as necessary during the school year.**

Minor injuries are treated by the nurse, teacher or school secretary.

Dispensing Medication

Medication (prescription and over-the-counter) will be administered by designated school personnel, provided the necessary documents are submitted. Before your child can receive medication from school personnel, a permission form from the parent/guardian and a physician's request form must be completed and returned to the office. All medication must be brought to school in the original container in which it was dispensed by the prescribing physician, licensed pharmacist, or other dispensary.

Visitors

Visitors are welcome at our school. All visitors are required to report to the office and sign-in. During the instructional day visitors are not permitted to be in the academic hallways or classrooms without a visitor pass. Classroom visits/observations will need to be scheduled with the teacher and approved by the Principal.

Visitors (persons other than school employees or pupils) entering St. Bernard-Elmwood Place Schools for any purpose must report directly to the principal's office. Student visitors will not be permitted to attend classes during school hours unless previously scheduled with a teacher. Loitering on school grounds is prohibited, in accordance with Ohio Revised Code 2911.21.

Volunteers

If you would like to volunteer in the school, contact your child's teacher, or the school office. The Titan Fan Club is interested in seeking volunteers for events such as the Titan Trek, Book Fairs and Holiday Shop. Please sign up at our Open House.

Parental Access to Student Records

School records contain personal information about the student, including name, birthday, address, phone, as well as standardized test scores, grades and progress reports, health and emergency information, and parent contact information.

The Federal Education Rights and Privacy Act (FERPA) protects the privacy of this information and gives parents the right to request access to their children's school records and assistance in interpreting those records. Parents may request copies of the records of their minor children, and they have the right to request a hearing to challenge the contents of those records. School officials must provide copies of records within 45 days of the request. A fair charge may be imposed for the cost of the copies requested.

A divorce or change in custody does not change the right of a natural parent to have access to a minor child's records. A non-custodial parent may request and receive a copy of those records; however, step-parents have no right to records, reports or conferences, unless access is granted to them by the custodial parent.

Cafeteria - Breakfast and Lunch

Eating lunch is a special time of day for children. This is when many socialization skills are developed and practiced. Students are expected to behave appropriately in the cafeteria, with courtesy and good table manners. In addition, students are expected to clear the tables of their trays and wrappers before leaving the area.

Breakfast will be served from 7:55 a.m. to 8:10 a.m. Free and reduced-price breakfast and lunch are available to qualifying students. Applications are sent home during the first week of school, and parents may request an application at any time.

The cafeteria utilizes a computerized cash register system. This system allows quick, secure access to any pertinent student information (i.e., free meal eligibility, allergies).

Upon students checking out, regardless of method of payment, students will be required to enter their student ID number. As the ID is entered, the student's name, picture and other detailed information will appear. We appreciate your assistance in helping your child to memorize this number.

Parents may pay ahead for breakfast and/or lunch. Please put money or checks in separate envelopes for each child.

Pupil Personnel Services

In addition to classroom and special area teachers, St. Bernard-Elmwood Place Schools have certified personnel available to provide other pupil services, including psychological testing, speech and hearing therapy, and emergency first aid.

Lost Books or Materials

Students are required to maintain their assigned materials. Fines may be assessed for lost or damaged textbooks, library books, handouts, worksheets, packets, workbooks, and other classroom materials.

Make-Up Work

Students are expected to make up all work missed due to absence from school. A period of time equal to the number of days missed is allowed for submitting make-up work. Penalties may be assessed when the absence is unexcused. Special consideration will be given to students who experience extended illnesses, pending proper medical documentation. Parents are encouraged to request assignments when students are absent for an extended period.

Student Vacation During School Year

Family vacations should be arranged around the school calendar; however, if you find it absolutely necessary to take your family vacation during the school year, please notify the school office and the classroom teachers as soon as possible so proper preparation time can be given to assigning work for your child to complete while you are away. *Work assigned must be submitted immediately upon the student's return to school.* The make-up period to submit work, equal to the number of days absent, does not apply in the case of vacations.

Change of Address or Phone Number

It is imperative that parents keep the school informed of any change in address or telephone number to insure that communications reach them. Changes should be reported to the school secretary.

Withdrawal from School

Parents who wish to withdraw their child from school must accompany the student to school and sign the proper "Consent for Record Release" form in person. New school name and address, along with new student mailing address and telephone number, should be provided at that time. All fees and fines must be paid before the school can release copies of records.

School Closings and Delays

In the event that inclement weather or another emergency would require the cancellation or a delay of the school day, the official announcement of school closing or delay will be reported by local radio,

television stations and their websites. We ask that you NOT call the school line in order to keep it open for emergencies.

Gym Shoes

Primary and intermediate students will be required to have gym shoes for physical education classes.

Dangerous Games and Toys

Elementary school rules do not allow students to play hardball or tackle football on school grounds for safety reasons. Throwing rocks, snowballs, or other dangerous projectiles is strictly prohibited on school grounds or on the way to or from school. Skateboards, radios, walkie-talkies, or other disruptive items will be confiscated at school, and a parent/guardian will be called to retrieve the item(s). If a student brings an item to school that could be conceived to be a weapon, he/she could face disciplinary action that includes suspension or expulsion. Toys should remain at home.

Travel to and from School

The school is directly responsible for supervision of students only while they are on school property. Once the student leaves the school grounds, he/she becomes the responsibility of the parents. The school will cooperate with parents in addressing the rules of safety on the way to and from school and at bus stops. While the school will assist with alleviating problems that occur between home and school, fighting or vandalism that occurs off school property is a police matter.

STUDENT UNIFORM POLICY

All St. Bernard-Elmwood Place students must dress in compliance with the St. Bernard-Elmwood Place Student Uniform Policy.

Students shall dress in such a manner that clothing or appearance is not a source of distraction and does not endanger their safety, health, or physical well-being, or that of others. The student should be well-groomed, clean and neat, and dressed in a manner conducive to learning. Final interpretations of appropriate dress and grooming will reside with the building administrator.

Shorts are permitted FOR ELEMENTARY STUDENTS ONLY from the first day of school through October 31st and from April 1st through the last day of school. SHORTS ARE NOT PERMITTED BETWEEN November 1st AND March 30th.

The school uniform policy prescribes the following:

1. Slacks, Shorts/Skorts, Skirts

- These items must be solid standard dress colors: black, tan, navy, gray, or brown only.
- Skirts must be of reasonable length so as not to be considered a distraction.
- Jeans are not permitted, except on out-of-uniform days
- Sweat pants/yoga pants are not permitted.

2. Shirts, Sweatshirts, Sweater Vests, and Sweaters
 - Shirts must be solid color with a collar.
 - Any artwork (logo, insignia, emblem, etc.) must not be larger than three inches by five inches and must not include inappropriate content as described below.
 - Titan sweatshirts/hoodies with collared shirts underneath are acceptable any day of the week.
3. St. Bernard-Elmwood Place Titan Spirit Wear is appropriate only on designated days.
4. No clothing or tattoos may bear insignia that are:
 - Indecent or obscene
 - Suggestive of violence, including gang identification
 - Threatening or demeaning
 - Promote alcohol, tobacco or drugs
 - Likely to interfere with the educational process
5. No visible body jewelry will be permitted, with the exception of earrings; earrings that pose a risk to the student or others, during certain activities, must be removed for those activities.
6. Extreme make-up and/or hair color will not be permitted. Make-up and hair color must be of a natural color or tone.
7. Articles of clothing meant to be worn outdoors rather than indoors, with the exception of Titan sweatshirts/hoodies, may not be worn during the school day and should be kept in the students' lockers or assigned areas.
8. Hats, head coverings, headgear, scarves, headbands, bandanas, pins, gloves, mittens, and/or sunglasses (unless directed by a doctor) are not to be worn. Heavy chains, studded bracelets, dog collars, and other articles, which may be judged to be potentially dangerous to the students and/or could be used as weapons, will not be permitted.
9. Bookbags, backpacks, and large utility bags will not be allowed in classrooms and must be kept in school-provided lockers or in areas designated by the principal or other staff members.
10. Open-toed shoes, including flip-flops, are not permitted.
11. The final interpretation of appropriate dress, grooming, and uniform standards rests with the building administrator.

Note to Parents

The St. Bernard-Elmwood Place Board of Education has approved two policies that will be of interest to parents. The first policy, the ***School Wellness Plan***, establishes goals to promote student wellness in the areas of nutrition education, physical activity/physical education, and other school-based activities.

The second policy, titled ***Academic Acceleration***, addresses the subject of moving highly-capable students ahead faster than with age-based standards. The policy covers referring and evaluating students for potential grade-level acceleration as well as subject-area acceleration.

If you are interested in receiving a copy of either of these policies, please call Donna Barnett at 482-7123 and request your copy. Copies of both policies also are available in each of the three school offices.