

Las Flores Elementary School

Parent/Student Handbook

2020-2021



Sierra Sands Unified School District
Ridgecrest, California



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PRINCIPAL'S MESSAGE/WELCOME TO PARENTS

Welcome to Las Flores Elementary School! We are dedicated to providing the best possible education for your children. It is our desire that communication between home and school is open and effective. Please read this booklet carefully as it provides pertinent information.

Office Hours

7:00 a.m. to 4:00 p.m.
(760)499-1860

School/District Calendar is posted at www.ssusd.org.

Board of Trustees

Board President	William Farris	bfarris@ssusd.org
Board Vice President	Mike Scott	mscott@ssusd.org
Board Member	Kurt Rockwell	krockwell@ssusd.org
Board Member	Tim Johnson	tjohnson@ssusd.org

Sierra Sands Unified School District Administration

Superintendent	Dave Ostash	499-1600	dostash@ssusd.org
Assistant Superintendent Curriculum and Instruction	Michelle Savko	499-1640	msavko@ssusd.org
Assistant Superintendent Human Resources	Bryan Auld	499-1620	bauld@ssusd.org
Assistant Superintendent Business Services	Pamela Smith	499-1604	psmith@ssusd.org
Executive Director Special Education Services	Paul Delbick	499-1702	pdelbick@ssusd.org

LAS FLORES STAFF DIRECTORY

TEACHERS/OFFICE STAFF

Title/Grade Level	Name
Principal	Mrs. Sarah Tate
Office Manager	Ms. Kerri DeJong
Clerk	Ms. Clairese Hoskins
Counselor	Ms. Jessica Cox
Projects/Intervention Teacher	Mrs. Traci Freese
Speech Teacher	Mrs. Heather Cox
Resource Specialist Teacher	Ms. Caroline Dallachie
Transitional Kindergarten/ Kindergarten	Mrs. Patti Munson
Kindergarten	Mrs. Lisa John
Kindergarten	Ms. Vanessa Vaughn
Kindergarten	Ms. MaryBeth Boss
1 st Grade	Mrs. Melissa Yoshizu
1 st Grade	Mrs. Kay Adkission
1 st Grade	Ms. Stacey Crow
2 nd Grade	Mrs. Karla Christiansen
2 nd Grade	Mrs. Kathleen Konopak
2 nd Grade	Mr. James Ratzlaff
3 rd Grade	Ms. Brianna Cote
3 rd Grade	Mrs. Emily Lane
3 rd Grade	Mrs. Rachel Ghilard
4 th Grade	Ms. Kate Anderson
4 th Grade	Mr. Ben Roush
4 th Grade	Mrs. Jen Madsen
5 th Grade	Mrs. Mica Mawhirter
5 th Grade	Ms. Ellen Knehans
5 th Grade	Mrs. Kaitlin Maynard

SUPPORT STAFF

Computer Lab	Mrs. Gail Dehaan
Library	Mrs. Melissa Hawkins
Special Education Para	Mrs. Lisa Piepmeier
Cafeteria	Mrs. Trish Corlett Mrs. Kelley Cropley
Custodians	Mrs. Terrie Amidon Ms. Deborah Wilson
Noon Duties	Brian Quijada Zack Atencio Karen Schortzmann Fawn Newton Rene Ryan Marie Shaffer Ty Schmid Randy Schortzmann

ATTENDANCE INFORMATION

Excessive excused absences, unexcused absences, and/or tardies may result in a referral of the student and parent to the School Attendance Review Board (SARB).

Absences Due to Illness: Parents should phone the school or notify the office staff through ParentSquare on the day of the absence to report the illness. Parents may also provide a note of explanation with student(s) when they return to school. If a prolonged absence will be necessary, the school should be notified so that arrangements may be made for helping the student keep up with class work if he/she is able.

Absences For Other Than Illness: If it is absolutely necessary that a student miss school for a reason other than illness, send a note to the school in advance giving the reason and length of the absence. If the student will be leaving school during the school day and will be met by someone other than the parents, a note should state who that person will be.

Every effort should be made to confine doctor and dentist appointments to after-school hours. If family outings and vacations while school is in session are a necessity, prior arrangement should be made with the principal for independent contract study (if the absence is more than five days) or make-up work (if less than five days).

UNACCEPTABLE EXCUSES:

We cannot excuse absences or tardies for the following:

Illness or injury of a family member

Caring for siblings

Attending a family event (Unless it is for a parent in the Armed Forces)

Attending an appointment for a parent or sibling

Pet injuries or illnesses

Transportation difficulties (Including missing the school bus)

Family Emergency

Waiting for service or repair people at the home

Shopping

Attending Sporting Events/Concerts/Etc.

Going to work with a family member

Personal problems (unless documented by a physician's appointment note)

Tardies: Late students often miss the focus of the day or lesson and disrupt the flow of the lesson for other students. When students are late for school, please check into the office before going to class. Parents will be notified if a student has continual tardiness and will be asked to follow through with a program to increase punctuality. Repeated tardiness can be grounds for revocation of an inter district transfer requests.

Study Contracts: When a student knows he/she will be away from school **for at least 5 days**, the school can assign work through a Study Contract. If the work is completed and the Study Contract is fulfilled, the student will receive credit for being in school. Parents must inform the office at least one week in advance to receive their child's work unless it is an emergency.

Appointments: If your child needs to leave school for an appointment, please send a note with the student in the morning. Sign your child out at the school office before taking him/her out of class.

CLASSIFICATIONS of Attendance

TRUANT:

Third (3) - Unexcused Absence: Classified as a Truant (reported to attendance administrator) 1st Letter sent home.

Fifth (5) - Unexcused Absence: Second truancy (again reported to attendance administrator) 2nd Letter & School Attendance Review Team (SART) meeting or meeting with an administrator.

Sixth (6) - Unexcused Absence: Third truancy classified as a habitual truant and subject to a summons to appear at School Attendance Review Board (**SARB**).

Chronic Truant Any student absent from school without a valid excuse for more than 10 percent of the school days in one school year from the date of enrollment to the current date. **Ed. Code 48263.6**

EXCESSIVE ABSENCES:

Ten (10) excused absences are considered to be excessive. A doctor's note will be required for any absences beyond 10 for them to be excused.

CHRONIC ABSENTEE:

A "chronic absentee" has been defined in California *Education Code (EC)* Section 60901(c)(1) as "**a pupil who is absent on 10 percent or more** of the school days in the school year when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays."

PENALTIES

SARB Hearing ~

The School Attendance Review Board (SARB) will ask the parent and the student to sign an attendance contract. Failure to comply with the contract will result in the order of a citation.

Failure to attend the SARB hearing will result in the order of a citation.

Infraction: Fines range up to \$500

Misdemeanor: Fines up to \$2500 and / or a year in jail

CODES

Education Code Sec. 48260 - Any pupil subject to full-time education or to compulsory education who is absent from school without a valid excuse for more than three days or tardy or absent for more than any 30-minute period during the school day without a valid excuse or three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance administrator or superintendent of the school district.

Education Code Sec. 48200 ~ Parents are responsible for a child's attendance from the age of 6 until the age 18

Education Code Sec. 48293 (b) ~ Any parent, guardian, or other person having control or charge of any pupil who fails to comply with this chapter, unless excused or exempted therefrom, is guilty of an infraction and shall be punished

Education Code sections 48240–48244 - a tool for meeting local goals to reduce chronic absenteeism rates. These changes in attendance supervision practices help promote a culture of attendance and improve local systems to accurately track pupil attendance by grade level and pupil subgroup.

Education Code Section 48320 –48325 ~ addresses the establishment of local and country School Attendance Review Boards

California Penal Code 270.1, - (a) A parent or guardian of a pupil of six years of age or more who is in kindergarten or any of grades 1 to 8, inclusive, and who is subject to compulsory full-time education or compulsory continuing education, whose child is a chronic truant as defined in Section 48263.6 of the Education Code, who has failed to reasonably supervise and encourage the pupil's school attendance, and who has been offered language accessible support services to address the pupil's truancy, is guilty of a misdemeanor

Acceptable Reasons for EXCUSED Student Absences

(46010, 46010.3, 48205 Ed. Code)

Students must be given an opportunity to complete work which is reasonably close to, but not necessarily identical to, missed work.

1. Personal illness (school may require doctor's note verifying absence after 10 days).
2. Quarantine under the direction of a health officer.
3. Personal medical, dental, optometric, or chiropractic appointment.
4. Funeral services for a member of the immediate family (limited to one day in the state, and three days out of state).
5. Students serving on jury duty.
6. Exclusion for illness or medical appointment of a child of whom the pupil is the custodial parent.
7. Personal court appearance (requires verification).
8. Prior principal approval for employment conference.

9. Employment in the Entertainment Industry for a maximum of up to five absences per school year.

10. Observance of a religious holiday or ceremony (recommend three (3) days advance notice to school).

11. Religious retreat—limited to four (4) hours per semester.

12. Prior principal approval for reasons, which may not be included elsewhere, but are pursuant to uniform standards established by the governing board.

13. For the purpose of serving as a member of a precinct board for an election pursuant.

14. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the military service.

15. Other reasons that are within the discretion of school administrators and, based on the factors of the pupil's circumstances, are deemed to constitute a valid excuse.

16. Attending the pupil's naturalization ceremony to become a United States citizen.

PARENT COMMUNICATION / PARTICIPATION

Parent Square: At the beginning of the school week, you will receive a text message and/or email giving updates on school events. Please know that if you chose to “opt-out” of these messages, we will not be able to contact you using this system in the event of an emergency. If you have signed up and you are not receiving these messages please let the office know ASAP.

School Website: Please visit our website to learn about our school as well as our upcoming events www.lasflores.ssusd.org

SARC(School Accountability Report Card): Our school accountability report card is located on our school website. A hard copy of the SARC will be provided to any parent upon request in the front office.

School Visitations/Visitor Registration: The Board of Trustees encourages parents/guardians and interested members of the community to visit the schools and view the educational program. To ensure minimum interruption of the instructional program, visits during school hours should be first arranged with the teacher and principal or designee at least 24 hours in advance. If a conference is desired, an appointment should be arranged with the teacher during non-instructional time. No siblings of students will be allowed in the classroom during instructional time. Siblings may be in common areas of the school such as the cafeteria for awards assemblies and outside benches for birthday celebrations if that is where the teacher wishes to have the celebration.

To ensure the safety of the students and staff and avoid potential disruptions, all visitors must register in the school office immediately upon entering any school building or grounds.

For purposes of school safety and security, the school requires all visitors to display their identification badges while on the school premises.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal’s permission (Education Code 51512).

Parent/ Teacher Conferences: Parent/teacher conferences are scheduled twice during the year for students. In the fall, they are held at the end of the first trimester in November for all students. They are again held in the spring at the end of the second trimester in March on an “as needed or requested” basis. The School District schedules minimum days during the conference week so teachers may have sufficient time to meet with the parents. The average length of a conference is 20 minutes and involves reporting progress and creating goals for students. Parents and teachers are encouraged to set up additional conferences as the need arises during the year.

Complaint Procedures: The school follows the procedures outlined below to address parent concerns and complaints.

Please use the following steps if you have a concern:

1. Classroom concerns should first be brought to the attention of your child's teacher. Please call the teacher to explain your concern. Small concerns may be addressed by a phone call, email or parent square message. Larger concerns are better addressed in a conference.
2. If the classroom concern is not satisfactorily addressed with the teacher or the concern is a school level concern, please call the school administrator. (760)499-3825 or state@ssusd.org
3. If the concern is not satisfactorily addressed with the school administrator, the parent may schedule a meeting with a district representative.

The District assures that students, employees, parents or guardians of its students, school and district advisory committees will not be discriminated against. Unlawful discrimination complaints may be filed using the Uniform Complaint Procedure. A brief description is in the District's Rights and Responsibilities Handbook at www.ssusd.org. A copy of the procedure is also available at the District Office from the Human Resources Department.

Volunteers: We strongly encourage and wholeheartedly welcome parents at our school! Following is a list of various programs in which you can help:

Parent-Teacher Organization (PTO)
Classroom Volunteers
Positive Behavior Support Reward Fridays
Book Fair
Box Tops for Education
Teacher Appreciation Day
Spring Carnival

Parent-Teacher Organization (PTO):

President: Kelly Walden
Vice President: Alysa Baker
Secretary: Jennifer Rickets
Treasurer: Ashley Sparks

The PTO meets on the first Tuesday of each month at 5:30 at John's Pizza. Your participation is greatly encouraged.

SAFETY

Student Safety: The Board of Trustees places a high priority on safety and on the prevention of student injury. Principals and staff are responsible for the conduct and safety of students from the time they come under school supervision until they leave school supervision, whether on school premises or not.

Emergency Cards: Student emergency cards must be kept current. If a student becomes ill or is injured at school, we must have a phone number where we can reach the parent, guardian, or designated substitute. Your child will not be released to an adult unless the adult is on the emergency card.

Office Telephone: The office telephone is for **emergency** use only. Please make after school arrangements with your child in advance. The office staff is not permitted to interrupt classroom

instruction to relay messages to students. Emergency situations should be communicated to the principal and necessary actions will be taken to ensure appropriate communication occurs.

Safe Arrival and Departures: The Ridgecrest Police Department and our school officials work closely to plan for the safe arrival and departure of students. We are asking for your support and help in the safe loading and unloading of children. Assist us in teaching your child to use the crosswalks when coming to school and leaving school. Teach your child to walk, not run, in the crosswalk, and to only cross when the supervisor has indicated it is safe to cross.

Do not stop your vehicle in the **crosswalk, bus zone** (on Sierra View St.), or **carpool lane** (in front of the school) to deliver or pick up your child. California State law prohibits stopping in a designated crosswalk.

Do not leave your vehicle unattended in the loading and unloading zones.

The bus lane is for buses only. Do not use it for drop off or pick up.

The carpool lane is for drop off only in the morning and pick up in the afternoon. Do not park and leave your car or walk up to drop off or pick up your child.

PLEASE ADVISE ANY DRIVER WHO MAY TRANSPORT YOUR CHILD OF THESE REGULATIONS.

Accidents: If a serious injury occurs on the school grounds or on the bus, parents will be notified and asked to pick up the child for their own observation or examination by their family physician. Parents will be promptly notified of all injuries not considered minor. It is critical that parents/guardians keep the emergency card up to date. If the accident is serious the school will call 911 and notify the parents immediately.

Emergency Situations: The School District has plans and preparations for major emergency situations. Our staff has been trained and drills are held regularly to make certain that the students understand emergency procedures. Please inform your children that they are as safe at school as they are at home in a serious emergency. School buildings have been designed with safety in mind and inspections are made regularly to remove possible hazards.

Our primary concern in the event of an emergency is the safety and welfare of the students and other school employees. Please instruct your children to obey the directions of their teachers and other school employees and follow the directions of the bus driver if they are on the bus. If walking or riding a bicycle, your child should continue toward their destination when an emergency situation develops.

Your cooperation is asked in any emergency:

Please avoid calling the school. Telephone lines will be needed for emergency situations.

Please avoid driving to school. Streets should be as open as possible for emergency vehicles.

In the event of an emergency, the following communications will be used:

-announcements will be made on all local radio stations: KLOA 1240 AM and 104.9 FM, KZIQ 92.7 FM and 1360 AM, KSSI 102.7 FM, and KRAJ 100.9 FM

-Parent Square

-or refer to our web address, www.ssusd.org

-or refer to the SSUSD Facebook page

The school will utilize a mass calling system to update you with key information regarding the situation.

Animals on Campus: Due to health and safety reasons, animals are prohibited from being on the school campus during, before, or after school hours. The only exception is when a pet is part of an arranged presentation. In that situation, the pet must arrive shortly before the scheduled time and be removed immediately after the presentation ends.

CAFETERIA

Breakfast & Lunch/ National School Breakfast/Lunch Program: A quality, nutritionally balanced breakfast and lunch is available in the cafeteria daily. Menus are sent home with the student at the beginning of each month or can be viewed on the district website, www.ssusd.org.

Items and prices are subject to change.

Elementary students may buy breakfast for \$2.00 and lunch for \$3.00

All eligible students may receive meals free or at a reduced price of 30¢ for breakfast and 40¢ for lunch. PLEASE FILL OUT OR GO ONLINE AT [HTTPS://family.titank12.com](https://family.titank12.com) FOR PAPERWORK FOR FREE AND REDUCED MEALS.

Free/Reduced Program: Eligibility for free or reduced-price meals is based on income and family size. Applications will be sent home with each student. Children who receive free or reduced-price meals must be treated in the same manner as those children who pay full price for their meals. In Child Nutrition programs, no child will be discriminated against because of race, color, national origin, sex, age, or disability. If you believe that there has been discrimination against your child, write to the USDA, Director, Office of Civil Rights, Washington, DC 20250-9410. Until an approved Free or Reduced-Price Meal Application is on file, parents will be responsible for any meals charged to the student's account.

Substitutions/Modifications for Medical or Dietary Need: The Food Service Department provides substitutions or modifications in school meals for students with disabilities when that need is supported by a statement signed by a licensed physician. Food substitutions may be made for individual children who do not have a disability, but who are medically certified as having a special medical or dietary need. Such determinations are made on a case-by-case basis upon the submission of a signed medical statement. The school emergency card does not replace the signed medical statement form. The medical statement form is available at school offices and on the district website. If a medical statement is already in place for your child, please provide us with an updated document as soon as circumstances change.

Payments: Prepayment for more than one meal at a time is strongly encouraged and may be made in the early morning at the school cafeteria. This reduces the need for frequent deposits and daily cash handling, enabling the Food Service staff to provide faster and better service. Cash or checks will be accepted. Households with more than one child at the same school should designate the amount of money to be placed into each child's meal account, as account balances cannot be shared. When paying for meals, please make all checks payable to "Las Flores Cafeteria." Please put your child(ren)'s name on checks or envelope

with cash. Account balances may be carried over to the next school year or to another site if your child has moved. Refunds are available with a written request; however, requests for refunds over \$10 may take up to two weeks to process. During the last two weeks of the school year, charging of cafeteria meals will not be allowed and checks will not be accepted. Please contact the Food Service Department by telephone at 499-1880 or by email to kgroves@ssusd.org for any additional information.

Lunches from Home and Snacks: We strongly urge parents to incorporate healthy food choices in packed lunches from home. Please save any candy, sodas, energy drinks or caffeine drinks to be consumed after school at home. Outside lunches maybe are eaten in the cafeteria as long as they do not include a soda. The soda will be left in the office and can be picked up after school.

ILLNESS, INJURY, AND MEDICAL INFORMATION

Medication: Schools may not legally administer medication to pupils—whether it is a prescription medicine or simply aspirin—except upon written parental request. State law requires parents to notify the school when a pupil is taking any medicine on a long-term basis to help the school deal with a child should the medication affect behavior. The specific medicine is taken, the current dosage, and name of the supervising physician must be reported to the school office manager. The office manager should be notified of other chronic conditions that might affect a pupil's behavior or require special handlings such as diabetes or severe allergic reactions.

If a pupil is taking prescribed medicine that must be taken at school, the parent must submit two forms that will allow the school to assist the student. One form, signed by the physician, specifies the medication, dosage, and administration procedure. The other, signed by the parent, requests the school's assistance in the administration of the medication. Forms are available at each school. The parent must bring the medicine in its labeled container from the pharmacy to the school office where it will be kept for the child.

If a pupil has an occasional need for over-the-counter medication, the parent may take the child home or bring the medicine to school. If a child has a chronic symptom and needs medication on a more regular basis, parents may bring the medicine to school in its original container with an explanatory note so the pupil may take it as needed. All such medication must be left at the school office. Students may carry and use sunscreen without a doctor's note or prescription, and may also wear sun-protective clothing. [E.C. Section 35183.5]

Illness and Injury at School: Every school has a room where an ill or injured pupil can lie down. The school will contact the parent to have the child picked up. An ill pupil cannot be released without parent permission. Every pupil must have on file at the school an emergency information card listing the family's choice of doctor and noting where parents or another responsible adult can be reached in case of emergency. It is very important that this card is returned to the school promptly after the pupil brings it home for his/her parent to complete and sign.

Temporary Disabilities: Individualized home and/or hospital instruction for pupils with temporary disabilities that do not allow them to participate in their regular school program is available. The school district in which the home, hospital, or health facility is located has primary responsibility for instructing the pupil. The parent or guardian is responsible for notifying the district in which the health facility is located of the pupil with a temporary disability.

Las Flores Elementary School

Student Behavior Management Process/Flowchart

Goal: Students in Class Learning

All major behaviors require administrator consequence, parent contact, and signature.



Creating a Culture: Classroom Environment

- Build relationships with students
- Teach Behavioral Expectation
- Restorative Practices
- Problem solved with student(s)
- Elicit Parent/Guardian/Family Support

Observe and Identify Problem Behavior

How is Behavior Managed?

Minor (Staff Managed) VS. **Major** (Admin. Managed)

MINOR

- Inappropriate language/ Body language
- Horseplay
- Non-compliance
- Off task Behavior
- Side-Talking/Noise
- Lying/ False information
- Tardy
- Minor Destruction of Property
- Copying/cheating
- Running
- Tattling
- Verbal conflict/arguing
- Pretend weapons
- Rude Behavior
- Teasing
- Rumor/Gossip

MAJOR

- Bullying: Repeated, unwanted
- Harassment
 - Racial
 - Sexual
 - Physical
- Physical Fighting
- Major Destruction of Property
- Stealing
- Threats to Harm Self/Others
- Drugs/Alcohol use/Possession
- Weapons/Weapon-Like implement use/possession
- Serious Disruption of Class
- Repeated Minor Infraction

Verbal Warning/Social Conference:
Talk with the student about the choice, consequence,

Think Spot:
Student takes a break to reflect within the classroom

Buddy Classroom:
Students reflects outside of the classroom

Contact Parents:
How to work together

Refer to PBIS Team:
Problem Solving Process

Students NOT Sent To The Office

Referring Staff members complete and sends student to the office with a referral form. If student is a special education student contact case manager or school counselor

Administrator Follows up with Student and Staff Member

Administrator Determines Consequence and follows up as needed.

Data is entered into Aries

DRESS CODE: In accordance with District Policy, students shall wear clothing appropriate for the promotion of an effective educational program that provides for student safety and health and avoids distraction to the educational process. A student who goes to school without meeting minimum guidelines or without proper attention to personal cleanliness or neatness of dress may be sent home to be properly prepared for school.

- ❑ Designs, words, symbols, pictures must be appropriate for school (i.e. no profanity or sexual content, explicit or implied).
- ❑ No solicitation of drugs, alcohol, tobacco, gangs or potential safety hazards may be worn.
- ❑ No apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs which advocate drug use, violence, or disruptive behavior.
- ❑ Tops must cover the midriff of the body, even when the arms are raised. The entire upper body including the back must also be covered. A “see-through” top is not enough to cover a bare midriff. Undergarments must be covered.
- ❑ Necklines must be high enough to provide appropriate coverage. Staff will conservatively determine “appropriate coverage.”
- ❑ Dresses and tops must have a strap that is at least 1” wide. Straps must be solid, no lace or see through. Two smaller straps totaling 1” is not acceptable.
- ❑ No tank tops with large armholes allowed.
- ❑ Dresses, skirts, pants, and shorts must cover undergarments at all times including while bending over.
- ❑ Foot attire may not be backless and must be safe and course-appropriate.

Any dress that distracts from learning such as unnatural hair colors, facial makeup, and body jewelry other than earrings are discouraged. In addition, students **are not to wear hats inside buildings** (i.e., in classrooms or the cafeteria). Hats may be taken away for parents to pick up after a third warning.

CELL PHONE POLICY

All cell phones must be turned off when students arrive on campus and may be turned on at 2:15 after the final bell. If a student is using a cell phone (ANY OF ITS FUNCTIONS) for any reason during the restricted time the phone will be confiscated and the consequences listed below will be implemented. Cell phone security is the sole responsibility of the student. Las Flores School is not responsible for lost, stolen, or broken cell phones or electronic devices prior to or post confiscation. **No pictures or videos may be taken on campus without the permission of a staff member.** Tablets, MP3 players, games, cameras and other electronic devices are not allowed to be out on campus

Illegal Use of Electronic Devices:

1st offense: Confiscated, given a warning and returned to the student at the end of the school day.

2nd offense: Confiscated and the student will be assigned recess detention; device returned at the end of the day

3rd offense: Confiscated, lunch detention and the electronic device will be returned only to the parent/guardian

4th offense: Confiscated, returned only to the parent/guardian and cell phone must be checked into the office each morning and checked out at the end of the day.

I have received and read the School Handbook with my child

Students Name _____

Parent's Signature _____