

West/Magee Policies and Procedures 2020 - 2021

VISITORS TO THE SCHOOL

Due to COVID-19 visitors are not allowed inside the main school building without prior approval. If you have approval to enter the main building, you will be required to fill out CISD's COVID-19 Attestation Form and consent to a temperature check.

Visitors are allowed inside the foyer and will be assisted through the welcome window.

DROP OFF / TARDY PROCEDURE

West Intermediate front doors open at 7:25 a.m. If your child is dropped off before 7:25 a.m. they will be required to wait outside the building while practicing social distancing by standing on the white paw prints that are painted on the sidewalks. We do not have staff available for supervision until our doors open.

West Intermediate tardy bell rings at 7:40 a.m. Students who are dropped off AFTER 7:45 a.m. must be signed in at the office by a parent or guardian. **The parent or guardian will be required to fill out a tardy excuse.**

As per student handbook, students who receive six tardy slips or early outs may lose his/her recess privileges for that day and for every successive tardy or early out which occurs during the nine weeks. Just a reminder, early-outs are also considered a tardy.

PICK UP PROCEDURE

Students will be allowed 3 ways to leave at the end of the day (bus, walker, car pick up line). Only students who choose bus transportation on the Fall 2020 Commitment Survey are bus eligible. The bus drivers will have the list of eligible students for their bus. Due to COVID and exposure, families should NOT walk up to get their child. If your child is not going on the bus, you must drive through the car line and STAY in your car or have your child be a walker and either walk home or walk to meet you somewhere off campus.

If you need to pick up your child early, you will enter the foyer, present your ID and sign your child out with one of our staff members through the welcome window. After signing the early dismissal slip you will wait either outside the building or in/near your car. Parents/guardians are not allowed to wait inside the foyer. When your child arrives in the office we will send your child out to meet you.

APPROVED VOLUNTEERS

Until further notice, ALL volunteer trainings have been suspended. If/when they are rescheduled, notices will be sent out with dates, times and location of trainings.

LUNCH AND SUPPLIES DROP OFF

ALL students will be provided a free breakfast in the classroom daily. Lunch counts will be taken in the morning. Students may bring a lunch from home, but we **DO NOT** have microwaves available for use. **We will NOT have lunch visitors or lunch drop off this year. If your child forgets their lunch, they will be given a lunch from the cafeteria.** All school provided student lunches are FREE through December 2020. Due to CISD's new policy not allowing lunch visitors or lunch drop off for students - birthdays treats/cupcakes are not allowed either

Water Fountains- fountains will not be operational. Students may bring a water bottle or refillable water bottle. Touchless water refill stations will be installed in the next couple of weeks. Wide mouth refillable water bottles that will not spill are highly encouraged.

STUDENT MESSAGES AND CHANGES TO DISMISSAL

Student messages and changes to dismissal must be received in writing, preferably by email. We understand emergencies occur therefore we have a security PIN system in place. Security PIN forms have been sent home with students and can also be downloaded from our webpage.

DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following.

Standardized Dress Attire is required for all Calallen Elementary School students. Students will have a choice of four solid colored (no logo) style polo shirts or a spirit shirt in short or long sleeve. The four color choices are White, Navy Blue, Gray, and Maroon. There will be four choices of slacks: Navy Blue, Khaki, Gray and Blue Jeans. Our goal at all of the elementary campuses is not to inconvenience parents/guardians at home or at work during the school day, therefore parents/guardians may assist the school by making sure that their child is wearing the required clothing before he/she leaves home every day. When the child arrives at school and the dress code violation requires a change of clothing to be corrected, the following procedures will be followed:

1. Students who are not in dress code will have an opportunity to correct the violation before going to class.
2. If the dress code violation cannot be corrected or if the student refuses, the student may be placed in ISS.
3. Persistent dress code violations may lead to severe disciplinary consequences.

PANTS:

Standardized Dress, navy blue slacks, khaki slacks, gray slacks or 5-pocket style jeans must be worn. Pants with extra-large pockets on the legs are not allowed. Slacks and jeans need to be size appropriate and fit at the waist and the crotch. Overly tight or overly loose pants or shorts are not allowed. Slacks and jeans must be hemmed (not frayed, slit at the seams, have holes or tears). Girls may wear Capri pants as long as they fit the standardized dress policy. Rhinestones, embroidery, or any other form of embellishment must be limited to the pockets.

SHORTS:

Standardized Dress, navy blue shorts, khaki shorts, gray shorts, and 5-pocket style jean shorts that are no shorter than a dollar bill width from the top of the kneecap may be worn. Shorts with extra-large pockets on the legs are not allowed. Shorts which are too tight or which allow underclothing to show are not permitted. Rhinestones, embroidery, or any other form of embellishment must be limited to the pockets.

NOT PERMITTED:

Slits/tears on legs of pants lace up/button flies frayed pant legs
Bell bottoms, tight fitting, stretch, corduroy,
Bagging, sagging, oversized hip huggers pants/shorts
Oversized pockets

BELTS:

Belts are optional. If students choose to wear a belt, the belt must be black or brown and free from logos or decorations on the belt and buckle.

SHIRTS:

Short or long sleeve knit, button down, "polo" style shirts w/ a collar, logo free and must be solid white, navy blue, gray, or maroon. **Shirttails must be no longer than hip-length.**

TURTLENECKS and LONG SLEEVE under SHIRTS:

May be worn under the required uniform shirt only if it is:

1. Solid white, navy blue, gray, or maroon.
2. Logo free.

SPIRIT SHIRTS:

Must be Calallen or campus spirit shirts that promote Calallen pride. Spirit shirts may be worn any day of the week. Shirttails must be no longer than hip-length and of the appropriate size, not oversized or baggy.

SKIRTS / JUMPERS:

Must be navy blue, khaki, gray, or denim and free of logos or embellishment. Skirts must be no shorter than the width of a dollar bill from the top of the kneecap. STRETCH material or tight fitting skirts that allow undergarments to show are NOT allowed. Shorts must be worn under all skirts or jumpers to cover undergarments. Tights/leggings may be worn under skirts or jumpers, but the length of the skirt must comply with dress code and the tights must be navy blue, maroon, white, or gray.

SWEATERS / COATS / WINDBREAKERS / SWEATSHIRTS:

Elementary students will be given the option to wear sweaters or coats of their choice as long as the sweaters or coats are within the Student Code of Conduct guidelines. Sweaters, windbreakers, or sweatshirts must be solid color to be worn in the school building. Logos are permitted, but must be school appropriate.

- Outerwear must be of appropriate size, not oversized or baggy.
- Outerwear may not be worn around the waist or hanging off the shoulders.
- Sweatshirts with zippers and buttons are allowed, but must be kept unzipped and unbuttoned at all times. No pullovers or hoodies are allowed.
- Coats worn outside may be any color.

SHOES:

Tennis Shoes must be worn **at all times** because students participate in P.E. or recess every day, including free dress days. (May not have lights or wheels.)

HAIR FOR GIRLS:

- Hair must be neat, clean, and well-groomed at all times.
- **Streaked hair, dyed hair, painted/ unnatural hair color** that is distracting to others, is not allowed.
- Hair may not cover the eyes or hang in front of the face.
- Dreadlocks, distracting braids, feathers, or distracting hair accessories are not permitted.

HAIR FOR BOYS:

- Hair must be neat, clean, and well-groomed at all times.
- Completely shaved, partially shaved heads, dreadlocks, braids, mohawks or fauxhawks are not allowed.
- Hair must be above the eyebrow in front, above mid-ear on the sides, and above a collared shirt in back.
- No facial hair is allowed.
- **Streaked hair, dyed hair, painted/ unnatural hair color, designs or insignias are not permitted.**
- Hair coloring that is distracting to others, e.g. unnatural hair color, is not allowed.

EARRINGS / MAKE-UP/ BODY ART:

- A maximum of 1 pair of earrings may be worn only by female students and only on the ear lobe itself. **For safety concerns, earrings may not hang lower than 1 inch below the lobe.**
- No make-up is permitted.
- Body/face glitter is not permitted.

- Stickers or tattoos on the face or body are not permitted.
- Cosmetic contact lenses are not allowed.
- Writing on the skin is not permitted.
- Coloring in fingernails using markers or any other writing utensil is not permitted.
- Body or face piercings are not permitted.
- Notching of the eyebrows is not permitted.
- Artificial fingernails are not permitted.

UNDERGARMENTS:

- Appropriate undergarments will be worn. Colored or patterned bras may not be worn underneath white uniform shirts.
- Only white, gray, navy blue, or maroon t-shirts may be worn underneath the uniform shirt.

ACCESSORIES:

- Accessories may not display drugs, drug paraphernalia and/or alcohol, sexual or foul language.
- Hats/hoods/caps/bandannas/sunglasses may not be worn in the building.
- Chains on wallets are not allowed.
- Bracelets are limited to 2 per wrist area.
- No studded or spiked wrist bracelets, necklaces, or accessories.
- Accessories that distract from the learning environment will be taken away by the teacher and given to an administrator.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.