

Oakview Primary School Employee Handbook 2015-2016



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New Boston, TX 75570
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Important Dates . . .

Labor Day – September 7
Staff Development/Student Holiday – October 12
Thanksgiving Break -- November 23 -27
Christmas Break – December 21 – January 1
Staff Development/Student Holiday – January 4
MLK Day Holiday – January 18
Professional Development/Student Holiday – February 15
Spring Break – March 7 – 11
March 25 & June 3 – Bad Weather Days
May 30 -- Memorial Day Holiday
June 2 – Last Day with Students
Professional Development Days -- June 4

Early Release Days

December 18

June 2

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INFORMATION CONCERNING EMPLOYMENT

Computers

Please shut down your computer at the end of the day. This gives the computer the opportunity to apply anti-virus software when you start up the next day.

Duty

Duties have been assigned by the year and will be re-assigned as needed. For morning duty, **please arrive at school by 7:25 a.m. Duty begins at 7:30** and ends between 7:55 and 8:00. For other duties assigned during the school day, **please be on time**. Students seem to get in trouble or have accidents whenever a teacher or instructional aide is not there to prevent it. We are protecting ourselves by **being on time! To be early is to be on time. To be on time is to be late!**

All staff members are responsible for the supervision of students during the school day. Students must be monitored closely during restroom breaks, recess, transition from place to place, and the cafeteria. We are responsible for enforcing the rules, modeling good behavior, and implementing consistent standards for all of our students.

Employee Absences

Each semester, an employee is allowed two administrative leaves for the sole purpose of doctor or lawyer appointments only. An administrative leave is considered a maximum of two hour leave. To ask for an administrative leave, submit the Administrative Leave Form via Google Forms located in the IMPORTANT OAKVIEW INFORMATION folder that has been shared with you on your Google Drive. This needs to be completed 2 days in advance, if at all possible. You will be notified through an e-mail if the request has been approved. If administrative leave is denied, contact Mrs. Green for a time to discuss the reason.

For school leave and personal leave, Aesop is the name of the web-based system for scheduling absences and securing substitutes. See Regina Strain if you have questions about the use of Aesop.

For both school leave and personal leave follow these procedures:

1. Submit your request for leave on the appropriate leave form to the principal at least 2 days in advance, excluding sickness (**including workshops**) using the applicable Google Form located in IMPORTANT OAKVIEW INFORMATION folder in your Google drive. Due to the difficulty of obtaining substitutes the day before and the day after

Wild about Learning!

holidays, you are strongly discouraged from requesting those days off. In addition and for the same reason, no more than three employees will be approved for personal leave at any time on the same day.

2. For half or full day absence, as soon as you receive confirmation by email from the principal, or Ms. Regina, you should use the Aesop system to schedule a substitute for your class (Aesop is not applicable to Admin Leave). The Aesop system can be accessed by computer or telephone. Lesson plans and special instructions for the day should be left on the desk when a teacher is absent.

Keep a current substitute teacher folder on your desk or counter-top that includes a class list (including ID numbers), seating arrangements, the daily schedule, pull-out programs, and **car rider/bus information**. Include an emergency lesson in the event you are out without preparation time. Update your emergency lesson plan and the seating charts throughout the school year as new students enroll or other changes are made.

For leave due to unexpected illness, follow these procedures:

1. Immediately put the absence into AESOP. The sooner you are able to put the absence into AESOP the better chances a substitute will be secured. Absences due to illness must be put into AESOP before 6:45 a.m. If at all possible, please do not wait until 6:30 to put the absence into AESOP. If you get sick after 6:45, you will need to contact Regina Strain at 903-667-3219 (first) or 903-278-5580 (second).

Employee Dress Code

See Appendix A (pp. 16-20)

Employee Hours

The normal operating hours for Oakview Primary School are 7:30 a.m. – 3:45 p.m. All employees must be at their assigned duty stations at 7:30 (on the dot!). On Friday afternoons, we may leave as soon as the last bus departs. **Each Wednesday we will have a faculty meeting. This is mandatory for all certified staff. Do not plan any appointments on these meeting days.** These meetings will start as soon as the buses leave and will conclude by 5:00. If an additional faculty meeting is required after school, it will start as soon as the last bus leaves and will conclude as soon as possible. Each grade-level will select a day that administrators may meet with them to plan and align curriculum during conference time.

Instructional aides, secretaries and substitute teachers must personally sign in and out each day on designated school check-in computers.

If any employee needs to leave school for any reason during school hours other than lunch time, **the principal must be notified.**

Conference periods allow time for parent conferences, meetings with the principal, and ARD meetings. Make the most of your daily conference periods.

Keys

Keys to the building are checked out by Rachel Wyatt, Assistant Principal. You will be issued an electronic key card to the outside doors and traditional keys for your classroom, desk drawer and filing cabinets. There will be a fee charged for replacement keys.

Starting Your Day

Check your mailbox in the workroom every morning. Then log in to your computer at the beginning of each day. Check your email for messages from the counselor and office/administrative staff.

Greet each student as he or she enters the room. Let them know you are glad to see them. Students should learn the classroom routines and settle in quietly. Get the lunch selection settled as part of the early morning routine. This is also the perfect time to check folders and initial attendance chart.

The first bell will ring at 7:50. This is your cue to begin the read-aloud time. The tardy bell will then ring at 8:00 ending our read-aloud time and the start of instruction. Students who are tardy need to check-in on the Raptor system in the office. **Do not mark students tardy in Skyward.** If a student is consistently tardy, please call their parent to get this corrected. Contact the principals for help with this matter if the situation doesn't improve and you have documented your contact with parents on the phone log.

Your class should rise and recite the US and Texas pledges immediately after the 8:00 a.m. bell. Following the pledges, please observe a long moment of silence.

Personal Visitors

Personal visitors may visit briefly during your conference time, only if you do not have a scheduled meeting or conference. While on campus, you, personally, will be responsible to escort them to and from your classroom. At no time should personal visitors be unescorted.

INFORMATION CONCERNING STUDENTS

Good Attendance Rewards

Teachers will initial a child's attendance chart each morning with a pen while checking folders and backpacks. Students will receive a lion stamp on their attendance chart when they have 5 days present (one full row). The principals will only stamp on Fridays. Once a student has 4 rows full (20 days present), the student will receive a charm to hang on

their backpack charm ring and a certificate to take home. The student will then begin a new attendance chart. The charms will vary in shape and color through the year.

Grade Books (electronic/paper copy)

Teacher grade books should accurately reflect each student's performance in every subject. Also, an accurate account of student absences and withdrawals should be recorded. Grade books are turned in electronically to the principal the last day you work.

Assignments should be graded and returned to the students within three days. Grades should be posted to the electronic grade book by Friday of each week. In-depth projects or essays will be the exception to the rule. All exceptions must be approved by the principal. Parents may request a password from the district technology department to be able to view their child's grades online. Most parents are set-up when they enroll their student into Oakview and encouraged to use this tool. It is vital you keep grades up-to-date.

Grading System

Use number grades where appropriate on report cards and permanent records.

A	100-90	D	70-74
B	89-80	F	69 and below (Failing)
C	79-75		

No grade below 50 should be recorded on the permanent record or report card. All grades will be rounded to the nearest whole number.

Parent Conferences

Parent conferences should be scheduled for the conference room. If the conference room is not available and you feel comfortable with the parent, you may hold the meeting in your classroom. Do not hesitate to ask an administrator to attend a parent conference. Our message to the parent should be that "WE NEED YOUR HELP!" Remember, making positive contacts with parents as much as possible will help build working relationships with them.

Progress Reports/Discipline Reports

Keep parents informed about the progress of their child. At the end of the fourth week of each nine weeks or sometimes prior when it is a shorter grading period, a progress report should be sent home with any student demonstrating difficulty. If the four weeks grade is below 75, or an important skill is still developing or unsatisfactory, a progress report must be sent home with the student. You should also send a notice for any student who has more than a 10-point drop from the last grading period. This report is to be signed by the parent/guardian and returned. If this form is not returned, contact the parent by phone. Document your contact with parents on your phone log.

Please call parents for help with your students!! Parents cannot help you if they are not aware of the problem. If the student does not make academic or behavior progress, please call the parents again. Do not get discouraged by the number of times you need to call a parent. Always approach the parents from the angle that you need their help. Ninety-nine percent of parents will react positively to your request for help.

Reporting suspected child abuse

Board Policies DG, DH, FFG, GRA (SEE APPENDIX B)

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g.: state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution for the commission of a Class B misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Code of Ethics and Standard Practices for Texas Educators.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Re-teaching/Re-grading Policy

Mastery of a skill comes after differentiated teaching and repeated practice.

****In first and second grade** if a student makes below 75 on an assessment, the teacher will re-teach (during tutorials) and give the student more practice time. After varied instruction and additional practice of the non-mastered skill, the student will be given a second opportunity to show mastery. The teacher will record no higher than a 75 in the grade book. If the student does not master (make at least 75) on the second assessment, the failing grade will be recorded. Teachers will document re-teaching, practice, and

assessment grades on individual RTI forms. If the teacher determines that the class was really not ready for the assessment, the teacher may record the second assessment grade for all students.

Students' Attendance

All absences should be submitted on your computer at **9:30 a.m.** If you do not receive a message from the office that the parents called in for a student absence, you should call the parents, to check on the child and share that you missed them, during your conference time (make sure to log this phone call each time). After three absences, Mrs. Wyatt will also call the parents, after school hours, to see if there is anything the school can do to help the student. It will be imperative that, when she calls to offer assistance, the teacher has already made the home calls showing concern. If a student leaves before 9:30 a.m., he will be counted absent. If a mistake is made in submission, notify the office immediately by email or calling extension 8903 or 8904. Be prompt and accurate in submitting student attendance. We get our funding, and it is a significant amount, from average daily attendance. In addition, an absent student results in additional teacher effort and a loss of learning time for the child.

If a student is absent, remind him/her daily to bring a note from home signed by the parent/guardian explaining why he/she was absent. Teachers should initial the absentee notes. An instructional aide will stop by your room around 8:05 to pick up the absentee notes, the lunch count slip, and the lunch money. Get all of these items organized between 7:30 and 8:00. Please be prompt about getting these items done and clipped on the outside of your door. Instructional aides have intervention at 8:15 and do not need to wait on you. It is very important to turn the notes in daily! These records are required for reporting non-attendance to law officials.

If parents need to pick up their child during the school day, they must report to the office and sign students out using our computer check in/out system. **Parents should never report directly to the classroom to pick up their child or for any other reason. If parents appear at your room unannounced, please ask them to report to the office.** Explain to the parents that you are following safety and security policies of the campus.

Student Records

Board Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records.

The following are the only people who have general access to a student's records:

- Parents of a minor or of a student who is a dependent for tax purposes
- The student (if 18 or older or attending an institution of post secondary education)
- School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

Tutoring

Tutorials, for skill development, re-teaching needs, and additional skill practice time, will be mandatory for any student with a grade of unsatisfactory, still developing, or below 75 at the end of the 4-week or 9-week grading period. Tutoring may be conducted before school (7:30 – 8:00) and in 20- minute increments up to 3 times a week during the teacher’s conference period. Keep a tutoring log folder or notebook that can be available on request at any time. This information is valuable and will be sought for RTI purposes. (Response to Intervention)

INFORMATION CONCERNING OAKVIEW’S DISCIPLINE

Detention, ISS, and OSS

Detention halls, ISS and OSS may **ONLY** be assigned by the principals.

Oakview Expectations/Discipline

Greet Students at the door each morning--our faces should light up when they enter!

Campus Wide - Lion Position

Use the verbal cue “Lion Position”

Hallway - Lion Position

PK - hands behind back and bubbles in the mouth

Kinder - hands behind back and bubbles in the mouth

1st - hands behind back and no talking

2nd - hands behind back or down by their side and no talking

Classroom - Lion Position

Students are ready to learn

No talking

Listening

Hands in lap (if on floor) or on desk (if sitting)

Social Contracts – Build contract by the end of the 2nd week of school; post these in the classroom. Take a picture of your contract after it is complete and e-mail it to Mrs. Green by September 11, 2015.

Attention Getter – Campus Wide

Time-Out sign - Capturing Kids Hearts

Classroom Discipline

“Golden Tickets” - Refer to Mrs. Wyatt’s PowerPoint.

Rewards

“Fun Friday”- The Student with the most golden tickets will choose center first. The next highest should be allowed to choose second etc....

Oakview expectations should be taught and re-taught before “golden tickets” are removed.

Students should have at least 2-3 weeks to learn the expectations.

Office Referrals

Before making an office referral, you should:

- Conference with the student; teach him the appropriate behavior
- Contact the parent
- Refer the student for counseling.... if behavior warrants counseling.
- Document in Skyward.

Contact the office before sending a student to see the principals.

PK, Kinder, and 1st grade students should travel in pairs when it is necessary to send a student to the library or to the office on official school business. Students must carry a hall pass from the classroom. Second graders may have a partner or be sent on errands outside the classroom without a partner. Just be sure the student has a hall pass.

INFORMATION CONCERNING OAKVIEW'S PROCEDURES AND PRACTICES

Character Celebrations

Each teacher may establish a system for rewarding the entire class for good choices for behavior. The teacher will notify the principal when the class has earned the reward and schedule the time for the celebration.

Individual students with a truly outstanding action may be sent to the office for praise. One or two students per week is optimal for this reward.

Character Education

It is our responsibility to model good character, provide guidance, and promote positive character attributes in our students. In addition, students will attend character classes during the fine arts rotation.

Donations

Charitable activity involving students should have the permission of the principal or her designee.

Emergency Drills

Take your **demographic folder** and the grade-level radio with you during all emergency drills. When you are outside, keep your class together at all times and be in control. Cover the drill procedure information during the first week of school and conduct reminder sessions throughout the year as you deem appropriate for your class.

Fire exit routes must be posted near the door.

Field Trips

Teachers are responsible for having a copy of the field trip permission form for each child with them on all field trips. Always prepare at least a day ahead to check for newly enrolled students. A bus seating chart must be filled out prior to the trip, too.

Gifted and Talented Projects

Projects for the identified gifted and talented students should be done primarily at school. Minimum amounts of work should be assigned for outside the school day. Each grade level will decide on the strategies and time frame for delivering whole group gifted and talented services. Small group and individual GT services will be under the direction of Amy Bobbitt. Rachel Wyatt, Assistant Principal, schedules and coordinates the GT screening process. The principal will have final approval of the grade-level gifted and talented plans.

Homework Policy

Research indicates that homework (school assignments which are required outside the school hours) can increase students' learning and retention. The New Boston Independent School District recommends and supports a **reasonable amount** of homework. Homework must be an extension of the class work/time and teachers are encouraged to give meaningful homework. Parents should be aware of the homework being done, but the homework should reflect the work of the student and not the parent.

Homework is one aspect of the total school program; but, teachers need to be aware of the activities which involve students in after-school hours. Students need a wide variety of opportunities for complete growth and development. Worthwhile activities such as

play, social organizations, family activities, church activities, entertainment, cultural activities, individual interest and hobbies, home responsibilities, and, of course, free time are very necessary for the growing child to achieve balance in his or her personality and an understanding of the environment. Homework should not play such an overwhelming role that it hinders or eliminates participation in other worthwhile activities.

HOMEWORK should . . .

- EXTEND the learning begun at school,
- PROMOTE independent study,
- ENCOURAGE individual initiative,
- PROVIDE for the extra practice needed to perfect fundamental skills,
- MAKE USE of resources outside the school,
- RECOGNIZE individual differences, and
- ENRICH learning.

Accommodations or allowances should be made when assigning homework to students with dyslexia or other learning disabilities. Remember to recognize individual differences.

Lesson Plans

Each teacher is responsible for detailed lesson plans. Daily lesson plans for each subject are turned into Google Classroom on the Friday prior to the teaching week. State the objectives for each subject. Again . . . lesson plans must be individualized. Show details specific to your class. Do not turn in lesson plans for the grade level.

All videos must be approved by the principal or assistant principal prior to students viewing the video. Videos must come from our school library and have a TEKS correlation or a safety or character lesson application. (Not all videos from the library will be approved for viewing.) Any exceptions will be approved by the principal or assistant principal. Video streaming from the internet also needs to be approved before including the clip into the lesson. 99% of all videos are approved. If the entire grade level will be showing the same video, only one teacher needs to get the approval for the grade level.

Playground Supervision

Teachers and instructional aides should closely supervise the children playing. **You should spread out among the children.** (Don't stand by another adult.) Your presence will deter many accidents and bullying.

Please be consistent with the following rules:

- No standing in the swings
- Go one way only on the slides (down)
- No dual swinging in the swings
- Limit the number of students on the merry-go-round

Each grade level has a two-way radio for communication between the playground and the office. Make sure the radio is always with a staff member on duty when the classes are away from the classroom. Also, keep the radio charged.

A recess that exceeds the scheduled time or is not on the regular schedule should be approved by the principal. Please enforce appropriate hall behavior when the students return from recess.

Report Cards

Report cards go out on the Friday after the end of each nine week period. Ask the office for report card envelopes. If a student fails to return a properly signed report card by Wednesday following the issuance of report cards, the teacher will contact the parent. Praise students who return report cards on time.

PROFESSIONALISM . . .

Confidentiality. Maintain the confidentiality of all student records.

Cell phones. Keep your cell phone on silent or turned off during instruction time. Do not accept a phone call or make a phone call from your cell phone until you are on your conference period or at lunch. Cell phones cannot be used while you are supervising children on the playground. The only exception to this is when there is no electricity. At that point, please have your phone accessible for calls from the office.

Texting. No texting while performing professional duties.

Dress the part. Follow the district dress code (Appendix A). Students look up to you, so represent the profession in a proper manner with your appearance and the attire you wear.

Supervision of children. Never leave your class unattended. It's not appropriate to ask the teacher next door. Please contact the office when you need someone to watch your class for a short period of time.

Promote good news. Let the principals know about achievements from your classes. Tell the community about our success stories. We measure our success by progress and achievements both great and small.

Grammar makes a difference. Use correct and proper grammar in both verbal and written communication. Children learn from your example.

Enjoy your profession! You are special. You make a big difference everyday.

We are ambassadors of New Boston ISD and Oakview Primary School.

We Are Lions!

Appendix A:

Employee Dress Code

New Boston ISD recognizes that professional attire helps set the tone of an educational system. Our professional appearance helps reflect the finest traditions of the teaching profession by establishing a sense of trust and confidence within our community. Our professional appearance should be one that enhances our primary goal of student learning and achievement. Employees' attire should at all times be distinguishable from students' attire. Staff should at all times be aware of the example being set for students, parents, and the public in general with particular emphasis on modesty, appropriateness, and neatness of dress. Employees are expected to adhere to the dress code outlined in the Student Handbook and Code of Conduct, as well as the following guidelines.

A. General Expectations:

Employees of the District shall:

1. Maintain a level of personal hygiene necessary to:
 - Ensure an appropriate educational environment and to refrain from any mode of dress which is not exemplary for students.
 - Ensure a healthy school or work environment
2. Adhere to administrative regulations related to appropriate dress/equipment for safety purposes.
3. Observe a standard of grooming and appearance consistent with the level of formality of the school or work situation.

B. Minimum Standards:

The minimum standards of professional appearance for employees shall be as follows:

1. During the work day and anytime employees attend work-related activities, employees shall exhibit a professional appearance. Examples of clothing fostering a professional appearance include: collared shirts, dress slacks, dress coordinates, suits, dresses, ties, sports coats and no rubber or beach style flip flops. Exceptions would include those positions which have specified separate dress expectations, such as Food Service, Transportation, and Maintenance.
 - Body alteration or modification is prohibited if it is intentional and results in a visible physical effect that detracts from a professional image. Tattoos and brands anywhere on the body that are obscene, advocate sexual, racial, ethnic or religious discrimination or that are of a nature that tends to bring discredit to the District are prohibited. Prohibited alterations, modifications,

tattoos or brands must be covered with articles of clothing, or other appropriate material if the tattoo is small, so they are not visible to students or other employees.

- Employees are prohibited from attaching, affixing or displaying objects, articles, jewelry or ornamentation to or through any exposed body part except earrings worn only on the ear(s).
2. Some work sites and schools have certain designated days throughout the year commonly referred to as “Casual Friday” or “Spirit Day”. Clothing considered acceptable for these designated days includes the following: jeans, wind suits, non-collared shirts with the district/school logo or school colors, high school or college spirit wear, athletic shoes, other items deemed appropriate by the local school administrations.
 3. Some school-sponsored activities, such as laboratory experiences and field trips, necessitate dress other than that appropriate for a normal workday. Employees who have questions regarding acceptable dress for these activities should consult their supervisor.
 4. Some job assignments, such as working with students who have disabilities in the severe and profound range who lack the ability to care for themselves, require interactions with students that warrant dress different than that appropriate for a normal work assignment. Employees who have questions regarding acceptable dress resulting from their job assignment should consult their supervisor.
 5. The minimum standards of employees regarding dress and grooming will exceed those standards required of students in the Student Code of Conduct.

C. Enforcement of the Standards of Professional Appearance:

1. Schools: The Principal or designee shall be responsible for enforcing the standards of professional appearance based on his/her evaluation of the impact an individual’s appearance has upon the school climate, educational process, or the school’s image in the community. The Principal or designee shall be the final judge as to the appropriateness of wearing apparel.
2. Work Sites Other Than Schools: The work site supervisor shall be responsible for enforcing the standards of professional appearance based on his/her evaluation of the impact an individual’s appearance has upon the site’s climate, work process, or the site’s image in the District and/or community. The supervisor shall be the final judge as to the appropriateness of wearing apparel.

D. Culturally or Ethnically-Based Attire:

The District values the racial, ethnic, and cultural diversity of its employee base.

1. Supervisors and Principals are authorized to approve, on a case-by-case basis, exceptions to the code for employees who want to occasionally wear culturally or ethnically-based clothing. Exceptions must be requested and granted prior to the

employee's wearing the clothing to their work site. If a Supervisor or Principal is approached by an employee requesting permission to wear cultural or ethnic-based clothing, he/she should observe the following guidelines:

- a. Ask the employee to put his/her request in writing to you, specifying what he/she wants to wear, why and when he/she wants to wear it.
- b. If the request is appropriate, will not present a health or safety hazard and will maintain the professional image of the school or work site, it should be approved.
- c. If the Supervisor or Principal believes the request should be denied, the request and the Supervisor/Principal's rationale for the denial should be forwarded to the Superintendent for final decision.

E. Uncertainty:

Employees, who have specific question about a garment's acceptability, should consult their Supervisor or Principal.

A copy of the Student Dress Code is below.

Student Dress Code:

The dress and grooming standards of the New Boston Independent School District are meant to promote a positive, professional learning environment where the focus is on instruction and not on clothing. Clothing, hairstyles, and accessories should not be disruptive, immodest or compromise student safety.

Cleanliness, neatness, appropriateness, modesty, and effect on the learning environment are the criteria that should dictate the student's choice of school dress and grooming on any given day. The district prohibits pictures, emblems, or writings on materials or clothing that are lewd, offensive, vulgar, immodest, or promote or refer to alcoholic beverages, drugs, or any other substance prohibited. The district also prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal operations. Shirts or other clothing items depicting or promoting acts of violence, guns, weapons, death, dismemberment, disfigurement, gang activity or affiliation or other offensive items or wording are specifically prohibited.

Examples of **unsuitable** school dress and grooming include but are not limited to the following:

Dresses/Skirts

Grades 6th -12th: Dresses and skirts more than 4" above the knee (includes slits in skirts)

Grades PK – 5th: Dresses and skirts shorter than fingertip length

Hairstyles

Any hairstyle that is not neat, clean, and well-groomed

Any hairstyle or hair color that is distracting

Any hair color that is not a natural color

Hats

Headgear of any kind at any time in the building or hallways, including bandannas, head rags, or towels of any type

Shirts

Spaghetti straps, tank/tube tops, halters, and midriff tops

Girls: Sleeveless tops that have less than a 3" wide strap

6th-12th Boys: Sleeveless shirts

PK -5th Boys: Sleeveless tops that have less than a 3" wide strap

Cleavage showing or low cut clothing

Girls: Sheer tops (except if a shirt or tank underneath covers the undergarments and midriff area)

Boys: Shirts that exceed the bottom of the pocket on pants should be tucked in

Shoes

Lack of shoes

House slippers

Shoe skates

*Athletic shoes should be worn in Physical Education Classes

Shorts/Pants

Sagging pants of any kind (jeans, slacks, shorts, and all other pants must be worn at or above the hips at all times. Even if a shirt is extremely long, the pants must be worn at the waist.

Undergarments should not be visible at any time. Belts should be worn.)

Pants or shorts more than two sizes above the normal body size

Pajama pants

Spandex, body fitting, or tight fitting shorts or pants, including yoga pants, fitness pants

Pants with holes

Grades 6th -12th (Shorts that are more than 4" above the knee)

Grades PK – 5th (Shorts that are shorter than fingertip length)

Leggings (unless the shirt that is worn is longer than fingertip length all the way around and the shirt is not tight fitting)

6th – 12th (Jeans/pants that have holes above fingertip length)

PK – 5th (Jeans/pants that have holes above the 4" above knee)

Tattoos and Piercings

Jewelry requiring body piercing except in the ears

Exposed obscene tattoos or body drawings

Other Items that are unsuitable

Sunglasses

Bandannas (May not be worn, displayed, or carried)

Clothing with slits, tears, or holes

Tight or revealing clothing (no cleavage should show)

Visible undergarments

Dressing without appropriate undergarments

Dance clothes or tights

Any clothing that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance that students are prohibited from having or using as school

Any clothing that is lewd, offensive, vulgar, or obscene

Any clothing or grooming that depicts crime, violence, or gang association

Any clothing that inappropriately exposes the body

Wearing of "X" apparel or the rebel flag or displaying such items on books or vehicles is prohibited

Pajamas or sleep clothes

Wearing of grills on teeth

Appendix B:

[Board Policy DG](#)

[Board Policy DH \(LEGAL\)](#)

[Board Policy DH\(LOCAL\)](#)

[Board Policy FFG \(LEGAL\)](#)

[Board Policy FFG \(LOCAL\)](#)

[Board Policy FFG \(EXHIBIT\)](#)

[Board Policy GRA \(LEGAL\)](#)

[Board Policy GRA \(LOCAL\)](#)