

- Students will not carry, bring, use, or possess instruments where the actual or intended use of the object may be detrimental to the welfare or safety of students or school personnel. This includes knives of any kind (including pocket knives or razors): possession of firearms/guns, certain kinds of knives, and other weapons will result in automatic expulsion. (See the section under *JIES-HC Conduct and Discipline Code: Specific Rules - Welfare and Safety (p.20)* for more details and consequences that are attached to this behavior.)

PLAYGROUND RULES [Revised March 2020]

- All games should be played with a concern for others using the playground.
- The playground equipment is to be used properly. If there are questions, consult with a teacher or playground supervisor.
- Students will not play roughly, nor be involved in such activities as tackling or wrestling.
- Shoes must be worn at all times.
- Students will show respect for others and follow instructions given by staff.
- Students must stay within the playground area.
- Students may not climb the fence or any playground equipment not specifically designed for climbing.
- Students must keep all balls and equipment inside of the fence.
- Students may not go out of the fenced area (without permission) into parking lot area for any reason.
- The whistle means to freeze! (No moving or talking.)
- Grass areas are for soccer, football, and other field games.
- All equipment taken outside should be collected after every recess.
- Students will settle differences peacefully with the support of JIES-HC staff, if needed.

2024-2025 Uniform Policy

The uniform policy for James Irwin Elementary School-Howard (JIES-HC) has been established as a result of our parents' and administration's wishes. It is one piece of the JIES-HC overall mission to set a high standard of excellence not only in dress, but also in conduct, safety, and achievement. This policy is in force to facilitate the education of the JIES-HC students, to ensure their safety, and to allow our teachers to focus on the education of our students. It is our desire that students will be recognized and acknowledged for their effort, work ethic, and positive character choices. A uniform reduces distractions and helps staff to keep the focus on learning and character building. This policy will be reviewed and updated as necessary by the JIES-HC administration and the JICS Board of Directors.

**Uniforms for all James Irwin Elementary School-Howard students are mandatory.
Cleanliness and good hygiene are necessary every day for students and their uniforms.**

Shirts (Updated February 2021)

- Girls:** **Polos** (long/short sleeve): Collars must be the same color as the shirt.
Approved colors only: light blue, navy blue, white, or red
Peter Pan collar blouse or Oxford shirts (long/short sleeve) can be worn instead of polo shirts.
Approved colors only: light blue, navy blue, white or red
- Boys:** **Polos** (long/short sleeve): Collars must be the same color as the shirt.
Approved colors only: light blue, navy blue, white, or red
Oxford shirts (long/short sleeve) can be worn instead of polo shirts.
Approved colors only: light blue, navy blue, white or red

Shirt Guidelines

1. All shirts must be in the above approved solid colors. (Not Approved: stripes, accent stitching, or visible logos.)
2. Shirts must be an appropriate length: when hands are raised above the head, no part of the abdomen or the back may show at any time.
3. Cotton undershirts (long/short sleeve) can be worn only in solid white, under a uniform shirt. Athletic wear and long underwear **are not** considered undershirts and should not be worn.

4. Turtleneck shirts may be worn under a polo shirt. A turtleneck may NOT be worn by itself as a uniform shirt.
Approved colors only: light blue, navy blue, white, or red
5. Uniform shirts must be tucked in at all times in the building. Only during P.E. and recess can they be untucked.

Ties (Optional):

Girls: Solid Navy Blue, Solid Red, or Navy and Red Plaid (NARP) cross tie or long tie (NARP purchased through French Toast only).

Boys: Solid Navy Blue, Solid Red, or Navy and Red Plaid (NARP) long tie. (NARP purchased through French Toast only). Bow ties may be worn if solid Navy Blue or Red.

Pants/Shorts:

Girls and Boys

- Flat or pleated front, “Dockers” style, with no embellishments of any kind and no external pockets.
Approved colors only: Navy Blue, Gray (Gray can be purchased through French Toast only).

Pants/Shorts Guidelines (Updated October 2020)

1. Pants and shorts must be in good condition.
2. Pants must be hemmed and the hem cannot drag on the ground.
3. Pants must have belt loops for all students 2nd-5th grade due to belt requirements.
4. Shorts must be hemmed and the length must be NO shorter than **three (3) inches** above the knee (measured while kneeling on the floor.)
5. NOT ALLOWED: Holes or frayed seams or hems; capris; “skinny” and jean style pants; sagging waistlines, drawstring/elastic waistband.
6. NOT ALLOWED: Pants with embroidery, beads, external pockets, or zip-off pant legs.
7. NOT ALLOWED: Stretchy cotton/jersey types of material.
Uniform companies are making pants using these materials so please check before purchasing.

Belt Guidelines for Pants/Shorts

1. Plain Black or brown belts must be worn with a plain belt buckle.
2. Embellishments are not allowed on belts.
3. Belts are required for grades 2-5. Kindergarten and 1st-grade students are not required to wear a belt.

Skirts/Jumpers

- Girls are permitted to wear uniform skirts or jumpers.
- Approved colors only: Navy Blue, Gray or Navy Blue and Red Plaid (Gray and NARP purchased through French Toast only).

Skirts/Jumpers Guidelines

1. The hemline for skirts and jumpers must be at the top of the kneecap.
2. Girls are encouraged to wear inconspicuous shorts under skirts and jumpers. (Shorts under jumpers and skirts are required for P.E.)
3. An approved uniform shirt must be worn under the jumper.
4. Polo dresses, sweater dresses, or one-piece dresses are **NOT** permitted.
5. Stretchy cotton/jersey types of material are not permitted.

Sweaters

- Solid color crew neck/V-neck pullover sweaters or sweater vests – Navy Blue only.
- Solid color sweaters with NO hoods or logos – Navy Blue only.

Socks/Tights (tights for girls only)

Approved solid colors: Navy Blue, White, Red, Black, or Gray

Socks/Tights/Leggings Guidelines (Updated February 2024)

1. Socks/tights must be worn with shoes. Socks must be visible above the shoe line.
2. Girls: Tights or leggings may be worn with jumpers and skirts.
3. Socks and tights must be one (1) solid color as stated above.
4. Leggings must be navy blue and come down to the ankle.
5. Leggings cannot be worn as pants without a uniform jumper or skirt.

Shoes Guidelines (Updated February 2021)

1. Shoes must be worn at all times. All shoes must have an enclosed toe and heel.
2. Girls may wear shoes with a heel that is less than one (1) inch.
3. Tennis shoes can be worn as long as they do not light up, or have characters, or wheels. **Tennis shoes are required for P.E.**
4. For safety, shoes must be the appropriate size and fit securely.
5. NOT ALLOWED:
 - Skele-Toes shoes, barefoot-style shoes, or any shoes with the separate toe style.
 - Clogs, crocs, mules, etc.
6. Note: Rain or snow boots may be worn for weather purposes; be sure to bring regular shoes to wear upon arrival.

Coats and Jackets

1. Coats, jackets, sweatshirts, and hoodies may NOT be worn in the classrooms.
2. Hats must be removed once students enter the building.

Make Up and Nail Polish

1. Make up of any kind is NOT allowed.
2. Only clear nail polish can be worn. Fake nails are NOT permitted.
3. Body glitter, stickers, temporary tattoos, or face paint is NOT allowed.

Jewelry (Updated February 2021)

1. Modest jewelry is allowed. Only one (1) necklace can be worn at a time. Only one (1) bracelet per wrist.
2. Earrings must be smaller than the size of a dime. Only one (1) earring per ear.

Hairstyles (Updated February 2021)

1. Hair must be clean, neat, and well-groomed. Any styles that are distracting and/or impair vision are not allowed.
2. Extreme hairstyles or extreme patterned cuts or shaves are NOT allowed (elaborate patterns, letters, logos, etc.). Please check with administration to confirm that a haircut is permissible.
3. Only natural hair colors are allowed.
4. Spiked haircuts may not be higher than one (1) inch.
5. Costume accessories (i.e. unicorn horns, animal ears on a headband/clip, etc.) are not allowed.
6. **Note: The Crown Act has been addressed in this policy.**

Spirit Shirts (Updated February 2024)

1. Every Friday (or the last school day of the week), students are permitted to wear a James Irwin Spirit Shirt in place of their uniform shirt.
2. Spirit Shirts are t-shirts, either long-sleeved or short-sleeved, that are official James Irwin spirit wear from any of the James Irwin schools (JIES, JICMS, JICHs, PTEC.) No homemade or altered t-shirts.
3. Hoodies, crew neck sweatshirts, jackets, etc. are not t-shirts and therefore cannot be worn all day as a James Irwin Spirit Shirt. They can be worn at recess.
4. Uniform bottoms and footwear guidelines on spirit days are the same as a regular school day.

Miscellaneous

1. Any items not covered above are subject to review by the administration.
2. Administration will make final decisions regarding uniform issues.
3. Cheerful and respectful compliance is expected.

Uniforms for all James Irwin Elementary School-Howard students are mandatory.

Uniforms must be worn when on campus, and for field trips unless otherwise stated. Uniforms must also be worn for all before and after-school programs, as well as after-school tutoring and enrichment sessions, except on occasions specified by the instructor. Uniforms are not required for any evening or weekend activities unless specified. Administrators will make final decisions regarding uniform issues.



“When you're not defined by what you wear.”

James Irwin Elementary School-Howard – Allowed Uniform Items

School Code: QS5GLRX



Allowed Uniform Items



↓↓↓ **NOT ALLOWED:** Out of uniform dress code. ↓↓↓



No one-piece

No ruffles

No khaki



No sweatshirts

↓↓↓ **NOT ALLOWED:** Out of uniform dress code. ↓↓↓



UNIFORM POLICY INFRACTIONS [Revised July 2016]

*Uniforms support our focus on character and increasing student learning. This standardized approach in appearance eliminates needless comparisons and unnecessary distractions. Students are free to concentrate on their **effort and attitude toward successful learning**. Thank you for supporting the JIES-HC uniform policy.*

Note: More uniform options are given when students progress into the James Irwin Charter Middle School. Please remember: Not all items that are in the Middle School Uniform Code are allowed in the Elementary School.

Cooperation and compliance with the JIES-HC uniform policy are expected. Students who come to school out of uniform for the first time will receive a reminder “**Oops!**” slip from the homeroom teacher (see attached). The next time this happens, students will receive an “**Oops!**” slip that will count as a uniform infraction. Slips must be signed by the parent/guardian and returned to the homeroom teacher within two (2) days. A student’s failure to comply with the uniform policy will result in the following consequences:

- i. 1 Infraction per Quarter:**
The student will miss one-half of a recess, and the parent/guardian will be notified by the homeroom teacher.
- ii. 2-3 Infractions per Quarter:**
The student will not be allowed to participate in **one** (1) recess and the parent/guardian will be notified by the homeroom teacher.
- iii. 4+ Infractions per Quarter:**
The student will receive **In-School Suspension** (ISS) and the parent/guardian will meet with the Dean of Students.

JIES-HC Uniform Infraction

“Oops! Slip”

Date: _____ Student Name: _____ Teacher: _____

Today your child did not meet our JIES-HC uniform requirements. Please make note of the following uniform infraction and make the appropriate changes. We thank you in advance for your efforts to comply with our uniform policy in a timely manner.

Infraction: _____

Parent Signature: _____ Date: _____

HOMework RULES & CONSEQUENCES

Homework is a key to success for all James Irwin students. It is an important part of core subjects and is a daily requirement for each grade level. Below is a list of the recommended time for students to spend on daily homework for each grade level. These are just guidelines to use; each student may or may not take longer than this time to complete his/her homework, depending on the group level and/or a need to close any achievement gaps.

Kindergarten – 30 min.

1st grade – 30 min.

2nd grade – 30 min.

3rd grade – 40 min.

4th grade – 50 min.

5th grade – 1 hour

Consequences: Students will have appropriate consequences for missing or incomplete homework.

- If a student is missing homework, a phone call will be made to inform parents.
- If this behavior continues over several weeks with no improvement, the Dean of Students will be notified and a meeting will be set up to discuss academic success for the student. At this meeting, an administrator may put a Homework Contract into place for the family.

GRIEVANCE PROCESS

From time to time disagreements can arise between a parent and a staff member concerning school matters (e.g., enforcement of discipline procedures, staff interactions with a student, decisions about consequences, etc.). The Grievance Process is designed to give an avenue for resolution.

- **The parent should contact the staff member, asking for a convenient time to meet and discuss the concern.**
 - It is important when planning a meeting time to be sensitive to the teacher’s duties and preparation/planning time: spontaneous meetings right before or after school may not be convenient or possible.
 - Contacting the teacher via the daily Learning Plan, e-mail, or by school phone (leaving a message with the office) are all acceptable ways to reach a teacher.