

## **School Schedule**

7:00 a.m. Main entrance opens for drop off / Office opens / Cafeteria begins serving breakfast

7:30 a.m. Classrooms open to students / Morning work begins

7:35 a.m. The cafeteria closes for breakfast.

7:45 a.m. Instructional day begins

1:45 p.m. No early dismissal past this time

2:15 p.m. Student dismissal

2:15 - 6:00 p.m. Extended Day Program

3:45 p.m. School Office Closes

## **School Uniform & Clothing Guidelines**

A.J. Whittenberg Elementary School of Engineering has school uniform guidelines for all students. The purpose of school uniforms is to instill school pride, provide for school safety, focus the environment on academics, and instill a work ethic by teaching children that professional dress in the engineering workplace is an expectation for success. All students are expected to wear appropriate and acceptable clothing at all times.

**If students arrive at school out of uniform**, parents will be called to bring an appropriate change of clothing.

**Shirts / Blouses:** Shirts must have collars, buttons, and sleeves. They are to be solid in a color: **navy blue, light blue (NOT teal- please see below), white or the house color of the student, listed below.**

- Shirts may have a small, appropriate logo over the pocket area only. Logos should be less than 1 inch.
- Students may wear their shirt outside their pants provided the shirt/blouse is no longer than their hips.

**House Colors-** Once students know the color of their house, they can wear that color collared polo shirt. They must be worn with khaki or navy blue bottoms.

**Altruism -Orange    Integrity - Green    Perseverance - Purple    Academia - Red    Excellence - Black**

### **Dresses, Pants, Skirts, Skorts, or Shorts:**

- Must be solid in color: **navy blue or khaki.**
- Corduroy pants may be worn.
- Shorts and skirts must be knee length at the top of the knee cap or at fingertip length.
- All pants, skorts, shorts and skirts must be worn with the waistline no lower than the top of the hips.

### **Additional Items:**

- Clothes are expected to fit appropriately, neither oversized nor tight.
- **Proper shoes** for school are required. Tennis shoes must be worn for PE. Flip flops and thong-type shoes are not permitted. Sandals and Crocs must have back straps.
- **Outerwear:** Sweaters, sweatshirts and vests worn in the classroom and hallways **must** be navy blue, light blue or white.(SOLID COLORS) and be worn with a shirt that meets dress code requirements. Dress code shirts must be visible under outer garments. Outdoor outerwear (pullover hoodies or coats) will NOT be allowed to be worn in the hallways and common areas- please send a light sweater or long sleeved shirt if your student is cold. Hoods may not be worn over the head in the building. Leggings must be worn underneath appropriate dress code clothing and must be a solid color.
- **Accessories:** Jewelry with spikes is prohibited. Students are not permitted to walk through the classroom or the building with cross body purses or bags for safety reasons.
- When a student enters the building, all bags, purses and book bags must be placed in the student's cubby. They are able to get materials or supplies from those bags as needed but they cannot carry bags through the building or classroom.
- When on field trips, students must always be in uniform unless otherwise noted by the teacher.

**Uniform Free Days** – The last Friday of every month will be uniform free, unless students have a field trip scheduled.

### **Examples of Acceptable Uniform Clothing:**



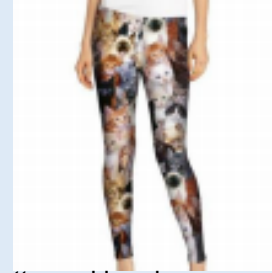
Clothing that **DOES NOT** meet dress code:



Large Logo



Gray and Royal Blue are not dress code colors



Patterned leggings

### **Personal Electronic Devices**

Cell phones, video games, personal tablets, smart watches (Apple watches) and other similar devices are not allowed at A.J. Whittenberg Elementary School. If brought to school, items must remain in students' backpacks and powered off the entire day. AJW is not responsible for theft or loss of these items if a child brings them to school.

### **Tardiness**

Parents should have students at school on time each day. Late arrival (tardiness) results in interruptions to learning. Tardy students miss important instruction. Please ensure that your child is in the classroom by 7:45 a.m. when the school day begins. Students arriving after 7:45 a.m. must sign in the main office by a parent/guardian before being admitted to class.

### **Early Dismissals**

Parents/Guardians should present proper identification at the front office. Early dismissals should not occur after 1:45 unless there is an emergency.

### **Visitors/Volunteers**

All visitors to our building, including parents and all school volunteers, must stop by the office first and sign in. Government-issued Picture ID is required before entering the building. All visitors must also sign out in the office when leaving the school building. Visitors and volunteers must wear a yellow Visitor/Volunteer badge. Any visitor without a visible badge will be immediately escorted back to the main office. Visitor access to the building will be limited to those areas necessary for the purpose of their visit. Arrangements must be made in advance with the principal and/or the teacher before visiting or observing in a classroom. Parents may not have unscheduled visits with teachers in the morning after 7:30 a.m. or on our playground during recess time.

### **Special Event Access**

For special events, such as Awards Days that occur in the school cafeteria or gym during the school day, parents and other visitors may be directed to enter the building directly into the event room (cafeteria or gym). A streamlined check-in process will allow large numbers of parents/visitors to check-in quickly for a specific event. In these instances, access will be limited to that specific room. Parents who need additional access to the building must enter through the main entrance and receive a yellow visitor's badge. All visitors must exit the same door through which they entered.

### **Health & Medical Guidelines**

#### **South Carolina Immunization Requirements**