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**MISSION STATEMENT OF**  
**THE STRYKER LOCAL SCHOOL DISTRICT**

At Stryker Local School, we believe that all students are unique individuals, yet they are also members of a larger community. Therefore, it is our mission to

- develop responsible productive citizens;
- recognize that people learn in different ways, so we must create educational
- experiences that will be accessible and meaningful to all kinds of learners;
- offer students the opportunity to develop their knowledge, skills and character to
- become lifelong learners and to develop their natural gifts;
- use a teamwork approach with students, parents, staff members, and community
- members to create an atmosphere that encourages positive self-esteem.

**VISION STATEMENT OF**  
**THE STRYKER LOCAL SCHOOL DISTRICT**

The parents, community members, teachers, and administrators of the Stryker Local School District will emphasize learning and strive to improve instruction in pleasant conditions and a safe environment. This environment will be characterized by high expectations for quality instruction and student learning in conjunction with firm and consistent discipline.

**FACULTY COMMITMENTS**

1. We will maintain a safe and orderly environment.
2. We will emphasize learning, model high expectations for students as we consistently prepare and improve instruction to the best of our ability while using a variety of teaching method.
3. We will adapt to the needs and learning styles of each student as we implement a curriculum-based course of study.

**ARRIVAL AND DISMISSAL TIME**

Students may enter the building at 8:25 a.m., unless prior authorization has been received or supervision is provided to enter earlier. Elementary students being bussed should not be unloaded from the bus until the 8:25 a.m. bell has sounded. There will be no supervision on the playground before 8:30 a.m. Parents will be notified if their child continues to arrive early. Students should leave promptly after school. The regular arrival and dismissal times are:

Grades K through 6..... 8:30 a.m.-3:05 p.m.

**EARLY DISMISSAL**

If a child becomes ill during a school day and must go home, arrangements must be made with the office.

Students who wish to leave school for any reason other than illness must make arrangements with the office. Requests from the parent should be sent to the office.

Please make arrangements for your child to have somewhere to go in case school should be dismissed early. We will try diligently to avoid unscheduled dismissals.

Students leaving or arriving other than the designated time will sign in or out at the office.

**DELAY SCHEDULES**

**One Hour Delay**

<b>Begins</b>	<b>Dismissal</b>
Grades K-6 9:30 AM	3:05 PM
Grades 7-12 9:30 AM	3:10 PM

**Two Hour Delay**

<b>Begins</b>	<b>Dismissal</b>
Grades K-6 10:30AM	3:05 PM
Grades 7-12 10:30 AM	3:10 PM

**CLOSING & DELAY ANNOUNCEMENTS**

Should it become necessary to close or delay the starting time because of inclement weather or other emergencies, the following radio stations will broadcast this information - WBNO - Bryan; WONW- Defiance; WDFM - Defiance; WMTR - Archbold; & WBCL - Fort Wayne/Archbold.

----- **OFFICE INFORMATION** -----

**BOARD OF EDUCATION POLICY BOOK**

The Board of Education Policy books are available for public viewing and are located in the principal's office as well as the Superintendent's office.

**EMERGENCY AUTHORIZATION FORMS**

Emergency authorization forms will be sent home with each student to be filled out by the parents/guardians and returned to school. These forms are for the protection of the student. The forms give the school and doctor permission to perform emergency procedures in case the parent cannot be reached. The school will make every effort to contact the parents/guardians in the event of an emergency. Each student must have this form on file in the elementary office prior to attending a class field trip.

**FIELD TRIPS**

Field trips related to some phase of the student's instructional program may be taken during the school year. A Field Trip Permit, signed by the parent/guardian, is required before the child may go on a field trip. Each student must have an emergency authorization form on file in the elementary office prior to attending a class field trip.

**LOST AND FOUND**

When a student finds an article, which has been lost, it should be brought to the principal's office, unless the owner can be readily found. Prompt return of all lost articles can do much to build and maintain good will in the school. All "found" articles will be kept in the elementary office, accessible to all students.

When a student loses an article, he should report the loss promptly to his teacher. Every effort will be made to return lost items to their rightful owner.

To help with the lost and found situation, it is recommended that, whenever possible, the child's name should be placed on the various articles he brings to school. Students are also reminded that they should not leave money or other items of value, unattended, at school. The school is not responsible for lost or misplaced items.

**INTERVENTION ASSISTANCE TEAMS (IAT)**

In order to further address the instructional, social, emotional, behavioral, or physical needs of elementary students the concept of intervention assistance teams (IAT) will be utilized. The primary focus of the IAT is the improvement of individual students achievement within the classroom. The IAT's purpose is to assist the referring teacher in meeting the instructional needs of an individual student. The team may consist of teachers, education specialists, and parents. The team will focus on a primary concern of the teacher or parent and identify specific intervention strategies.

### **MEDICATION**

Since medication for students sometimes cannot be scheduled for other than school hours, and since the administration of said medication must be supervised by medically untrained personnel, the administration of prescribed drugs must meet the following requirements:

A. The Board's designees: administrators, secretarial staff, guidance counselor, school nurse, or teachers must receive a written request signed by the parent or guardian that the drug be administered to the student.

B. The Board or its designee will receive a signed statement by the physician who prescribed the drug. the statement will include the following information:

1. Name and address of the student
2. The name of the drug and dosage to be administered
3. The times at which the drug is to be administered
4. The date the administration of the drug is to begin
5. The date the administration of the drug is to end
6. Any adverse reaction that should be reported to the physician
7. Special instructions for the administration of the drug, including sterile conditions and storage

C. There must be a notification to school employees if any information provided by the physician changes.

D. The person authorized by the Board to administer the drug must receive a copy of the statement described above.

E. The drug must be delivered to the school in the container in which it was dispensed by the prescribing physician or licensed pharmacist.

F. Security precautions must be taken.

No person, who has been authorized by the board to administer a prescribed drug, after all of the provisions of the policy have been followed, would be held liable in civil damages for administering or failing to administer the drug unless the person acted in a wanton and reckless manner.

### **VISITORS**

All visitors must report to the office before visiting any classroom or other areas of the building or grounds. Parents are asked to make arrangements in advance when a visitation is to occur.

## SEARCH AND SEIZURE

The following rules apply to the search of school property assigned to a specific student, the search of a student's person, and the seizure of items in his/her possession.

1. There should be a reasonable cause for school authorities to believe that articles kept in a student's locker, desk, or other storage space, or person constitutes a crime or violation of school regulations.
2. A minimum of two staff members must be present during any search on a student's person and/or school property assigned to a student. In the event of a search of a student's person, school personnel present are to be of the same sex as that student. Parents are to be informed of the search as soon as possible by school personnel.
3. Illegal items or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

## ----- ATTENDANCE -----

### STUDENT ATTENDANCE ACCOUNTING

#### ATTENDANCE POLICY

Absences from school may be excused for any one of the following reasons:

1. Personal illness
2. Illness in the family
3. Death in the family
4. Quarantine of home
5. Observing a religious holiday
6. Working at home
7. Special permission of the superintendent or principal

Any absences other than those listed above will be considered unexcused. Upon a student's return to school written notification should be presented in the office.

#### MISSING CHILDREN

The Board of Education believes in the importance of trying to decrease the number of missing children. Efforts will be made to identify possible missing children and notify the proper adults or agencies. The superintendent is required to develop informational programs for students, parents, and community members relative to missing children issues and matters.

A pupil, at the time of his/her initial entry to school, shall present to the principal or his designee a copy of his/her certificate of birth and copies of those records pertaining to him/her maintained by the school that he/she most recently attended. If the student does not present copies of the required documents, the principal shall notify the police department having jurisdiction in the area where the student resides of this fact and of the possibility that the student may be a missing child.

### **TARDINESS**

It is very important that children form, at an early age, the habit of always being on time. When a child is tardy, it requires the teachers' valuable time to change the attendance records, luncheon reports, and often to repeat instructions for the day. Help your child learn this valuable lesson by seeing that they arrive at school promptly. Students who are tardy may be required to make up time after school.

### **ABSENCE FOR VACATION OR TRAVEL**

It is recognized that circumstances will arise where a family has an opportunity to vacation or travel during the regular school year. It is also recognized that traveling is a form of education. Vacations could cause a renewed interest in education and function to motivate a student to increased effort in the classroom.

The reasons below, as well as others, are sufficient to excuse students from Stryker Schools for the purpose of travel and/or vacation.

The Stryker Schools will follow the following procedures when students are withdrawn to travel and/or vacation:

1. A request from the parent / guardian must be filed with the principal prior to the absence.
2. The student will be permitted to acquire advance assignments.
3. Encourage students to read and attempt assignments while absent.
4. The students will be given information pertaining to examinations taken during the absence.
5. The student will be required to complete the missed examinations.
6. The student will be required to submit any homework that was required of the class during the absence.
7. The student should meet with his/her teacher(s) to determine what additional work is needed to satisfy the needs of both the student and the teacher(s).
8. The student will be allowed three more than the number of days taken for travel or vacation to make-up any work.

----- DISCIPLINE -----  
**Disciplinary Code**

The following are school rules. Students should be aware of each of these rules and make every effort to follow them. In order to have a good education it is necessary for each of us to respect rules and each other. Use your best judgment at all times.

1. Damage or destruction of school property and/or personal property whether on or off of school premises.
2. Tardiness, truancy or leaving school during school hours without permission of proper school authority.
3. Assault, physical abuse/fighting or harassment of a school employee, student or other person on school premises, or in the course of a school related activity.
4. Skipping or refusal to take detention or other properly administered discipline.
5. Possession or use of dangerous weapons.
6. No person shall knowingly possess an object on school premises, in a school building, or at a school activity, or on a school bus if both the following apply: (1) the object is indistinguishable from a firearm, whether or not the object is capable of being fired. (2) The person indicated that the person possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object that indicates it is a firearm. Examples include squirt guns, cap guns, etc.
7. Chronic misbehavior which disrupts or interferes with any school activity.
8. Disregard of reasonable directions or commands by school authorities including school administrators and teachers.
9. Any disruption or interference with school activities.
10. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of school administration or teacher.
11. Distribution of pamphlets, leaflets, buttons, insignia, etc. without the permission of the proper school authorities.
12. Demonstrations by individuals or groups causing disruption to the school program.
13. Disrespect to a teacher or other school authority.
14. Falsifying of information given to school authorities in legitimate pursuit of their jobs.
15. Possession or use of narcotics, alcoholic beverages or other dangerous drugs on school premises or school controlled premises.
16. Smoking is prohibited.
17. No student shall possess, use, transmit, or be under the influence of any narcotic drug, alcoholic beverage, or intoxicant of any kind. The term "drugs" as used in these rules also include: look-alikes, substitutes, and/or placebos, carrying an explicit or an implied representation as a drug.
18. Turning in false fire, tornado, bomb, or disaster alarms.
19. Placing of signs and slogans on school property without the permission of the proper authorities.
20. Extortion of a pupil or school personnel.
21. Forgery of school related documents.
22. Cursing.
23. Cheating or plagiarizing.
24. Hazing.
25. Gambling.
26. Engaging in sexual acts on school premises.
27. Publication or possession of obscene, pornographic or libelous material.
28. Use of indecent or obscene language in oral or written form.
29. Indecent exposure.

30. Arson.
31. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration of the Board of Education.
32. Failure to abide by rules and regulations while on school premises.
33. Disobedience of driving regulations while on school premises.
34. Presence on school property with a communicable disease.
35. Willfully aiding another person violates school regulations.
36. Any type of prohibited activity listed herein taking place on a school bus shall be reason for expulsion, suspension or removal.
37. Commission of any act on school premises or at a school activity in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.
38. Any other activity which a pupil knows or should know will disrupt the academic process or a curricular or extra-curricular activity either on the school premises or on premises where a school-related activity is taking place.

A fundamental requirement of an orderly school is that student respect for the faculty and administration will be accompanied by an equal respect for the students on the part of the faculty and administration. The greater this respect, the less the need for rules and disciplinary procedures.

### **STUDENT SEXUAL HARASSMENT**

Students who engage in sexual harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact.

### **STUDENT DUE PROCESS**

The constitutional rights of individuals assure the protection of due process of laws; therefore; a student must be given an opportunity for a suspension or expulsion appeal, if either the student or the parent/ guardians indicate the desire for one. An appeal shall be held to allow the student and the parents/guardians to contest the facts which may lead to disciplinary action, or if the student and the parents/guardians allege prejudice or unfairness on the part of the school district official responsible for the discipline.

### **STUDENT IMAGES**

The Stryker Local School may include your child's image in an area newspaper or area television station. Such releases would only be a part of school sponsored activities. Broadcasts or newspaper coverage may include but is not limited to plays, presentations, a demonstration on learning, and informational services such as awards, building tours, P.T.O. events, etc. If the authorization is not turned in by October 1, student images may be released as deemed necessary by the school.

----- **TRANSPORTATION** -----

**BUS PASSES**

Students must have all notes signed by the building principal prior to the end of the school day in which the change in transportation will occur.

**BICYCLES**

If a student rides a bicycle to school, it is to be placed in or near the bicycle rack northwest of the playground near the water tower. Bicycles, roller blades, etc. are not allowed in the school building.

**BUS TRANSPORTATION - RULES**

The transportation of pupils in the Stryker School District is a major operation. It is the intent of the Board of Education, the administration, the staff and the bus drivers that pupils be transported as efficiently and safely as possible. In order that this intent be fulfilled, it is necessary that pupils riding the buses help in carrying out the objectives of the program. The following rules and regulations are established for this purpose:

1. Pupil behavior is a concern of the school while en route to and from school as well as during school hours. While riding the school bus, pupils are directly responsible to the driver and shall adhere to the requests of the driver.
2. Pupils shall meet the bus promptly at the assigned stop. Drivers shall not wait while pupils straggle from the house, one by one. Only delay incident due to weather or mechanical trouble shall cause deviation from the time schedule.
3. Normal discussion is permitted and expected by pupils while riding. However, pupils are not permitted to pinch, jostle, trip or punch others; they are not to throw articles, have arms out of window, or yell at persons outside the bus; they are not to take belongings of others and/or cause annoyance or discomfort to other pupil passengers.
4. Eating of food is not permitted while riding the bus, and pupils shall refrain from littering the floor with paper or other items or from causing damage to the bus by writing on or tearing of seats or other surfaces.
5. While riding the bus, pupils with musical instruments, gym bags, or other large articles shall store these items immediately beneath the seat occupied by the student. Only in cases where items are very large will permission be given to store in any other place.
6. No pupil shall be permitted to disembark from the bus at a place other than the normal stop for the particular pupil, except where written permission is furnished the driver by the parent.
7. Pupils who must cross a highway in either getting on or off the bus shall cross the highway approximately 10 ft. in front of the bus while the bus and other traffic is completely stopped.
8. The buses will load in the parking lot on the west side of the building.
9. In the afternoon, pupils will board their assigned bus promptly at dismissal time. No bus pupil will be allowed to leave the school grounds without permission.

10. A bus pupil may or may not ride the bus on a particular day due to a number of reasons. However, the decision to use the transportation facilities will be a matter between the child and the parent. School personnel will not check to see why certain pupils are not riding the bus, and a note from home will not be necessary to excuse pupils from riding the bus.

### **BUS TRANSPORTATION - CONSEQUENCES**

In cases where pupils do cause annoyance or discomfort to others, disobey the requests of drivers, or fail to adhere to the preceding rules for riding, or otherwise endanger the safety of the bus, the following procedures will be followed:

1. The first offense by any pupil, the driver shall request immediate correction of conduct by the student.
2. If a second offense occurs, the driver shall report the nature of the offense to the building principal. The principal will discuss the situation with the student, and request immediate correction of conduct by the student.
3. If a third offense occurs, the driver shall report the nature of the offense to the building principal, who shall notify the parents and take action to correct the situation.
4. If a fourth offense occurs, the driver shall notify the building principal who shall take action to correct the situation. In most instances, this probably will result in denying the student the privilege of riding the bus for a period of time. If this occurs, parents will be responsible for transportation of the pupil to and from school.

All book/lab fees are due within one week after the beginning of school. Failure to pay book/lab or other fees, or develop a payment schedule will result in written notification to parents as well as the withholding of grade cards at the end of each grading period.

### **CAFETERIA INFORMATION**

Students in grades 1-6 should pay for lunches and milk on the first day of each school week. This payment should be sent to school in an envelope. This envelope should be marked with: child's name, day's child will be eating lunch, days paid for milk break, and total amount paid. Students are **not** to charge their lunch. Exceptions will be made in cases of an emergency. A lunch charge should be paid the next day. Students in grades 1-6 are not permitted to leave the school grounds over the lunch hour unless parent/guardian written permission to go home to eat is provided. **Stryker Elementary has a closed lunch hour.**

----- **SAFETY & EMERGENCY PROCEDURES** -----

**CROSSING GUARD**

There will be two patrol stations: One on the corner of Short Street & Defiance Street and one on the corner of Curtis Street & Defiance Street. Students should cross at these locations. Patrol students/adults will be selected by the principal. Both boys and girls are eligible. The guards will be on duty at the following times:

Morning ..... 8:00-8:25 A.M.  
Afternoon ..... 3:05-3:20 P.M.

**INTERROGATION AND/OR REMOVAL FROM SCHOOL**

The school has legal custody of students during the school day and during the hours of approved extra-curricular activities. It is the responsibility of the school administration to try to protect each student under its control. Therefore:

1. Whenever possible, police officers should contact and/or question students out of school. When it is necessary for an officer to make a school contact with a student, interrogation must be done in private with an official school representative present.
2. The school principal or his designee must be notified before a child may be questioned in school or taken from a class.
3. A student may not be released to the custody of persons other than his/her parents(s) or guardian(s), unless placed under arrest by a police officer.
4. If a student is removed from the school by legal authority, school officials must notify parent(s)/guardian(s) of this action as soon as possible.

**TORNADO WATCH**

1. Teachers will be notified of existing conditions for a tornado. Students should not be notified.
2. Classes should be under the direct supervision of classroom teachers during the tornado watch.
3. Classes should not have outside recess during the tornado watch.

**TORNADO WARNING**

1. Students and teachers will be alerted at once upon notification of a tornado warning.
2. If time permits, windows on the north and east sides of the building should be opened.
3. Students should be seated on the floor, head down, and have their arms protecting their head.
4. All lights should be turned off after students are situated in their designated area.
5. If time permits, students will be moved from top floors to lower corridors.
6. Complete quiet will be maintained during a warning and return to classroom will be permitted only when the "All Clear" is sounded by the U.S. Weather Bureau.
7. Busses will not operate during a tornado warning. Normal dismissal of school will be delayed if a tornado warning is in effect.
8. Students will not be permitted to leave the building unless accompanied by their parents or guardians.

-----**SAFETY & EMERGENCY PROCEDURES**-----

**FIRE DRILLS**

When the signal is given, students are to walk quickly, but quietly and orderly to the proper exits and out of the building. Students should go to the outer perimeter of the school grounds. Each teacher will check the roll to account for all students.

-----**RECESS**-----

**PLAYGROUND / RECESS SCHOOL-WIDE RULES**

Recess is a regular part of the school program. Every child is expected to participate. Parents should see that children leave from home adequately dressed for outdoor play. Recess is held inside if weather conditions are extreme.

Playground supervisors will be on duty whenever students are on the playground during the school day. Playground rules are:

**The student will:**

1. Stay in the boundaries of the designated play area. (must get permission to get a ball that has gone into the street)
2. Line up quickly and quietly when the bell rings.
3. Use equipment as it is meant to be used.
4. Will not throw stones or snowballs.
5. No fighting.
6. Will not go into the building without permission. (they must go to the restroom before recess)
7. Stay away from any dogs that come onto the playground.
8. No tackle football.

Students who do not follow playground rules will:

1. Lose the next A.M. or P.M. recess. Detention will be in a designated classroom
2. A note notifying parents will be sent home with child. It is to be signed by parents and returned the next day. Failure to return the note on the following school day will result in an extra recess detention.
3. Be sent immediately to detention for stone throwing or fighting. The playground monitor will report details to the office at the end of recess.

\*School will provide playground toys. Students are not to bring their own toys, balls, jump ropes, etc. from home.

\*Before school, students are to remain outside the double doors.

\*\*No students grades 7-12 should be on the playground during school hours.

----- **PARTIES** -----

**HOLIDAY / SEASONAL PARTIES**

The Elementary School will observe Fall, Christmas and Valentine's Day with classroom parties. Party time will be scheduled for approximately the last hour of the school day unless otherwise directed by the principal.

**INVITATIONS**

If you are planning a birthday or other party at your home for your child, the invitations to such a party should **not** be distributed at school unless the entire class is invited.

**GUM / CANDY/DRINKS**

Students in grades K-6 are not permitted to have gum, candy or drink during the regular school day, unless it is for birthday parties, classroom parties, or the teacher has given permission.

----- **REPORTING STUDENT PROGRESS** -----

**GRADING SCALE**

The following scale is used in the elementary in figuring all nine-weeks grades:

A+	100%	C+	84 - 82
A	99 - 97	C	81 - 79
A-	96 - 94	C-	78 - 76
B+	93 - 91	D+	75 - 73
B	90 - 88	D	72 - 70
B-	87 - 85	D-	69 - 67

**INTERIM / PROGRESS REPORTS**

Interim/progress reports are sent home periodically by the teachers. This will occur at the midpoint of the nine weeks. These reports inform the parents/guardians of the students progress in the classroom. All students will receive a report of their progress at the time designated in the calendar.

**PARENT - TEACHER CONFERENCES**

Parent-Teacher Conferences for grades K - 6 will be held during the second nine week grading period. Parents will be notified in advance of these dates (see calendar and monthly newsletter) so they may reserve a conference time. Parents are urged to contact the school at any time concerning the education of their child.

**REPORT CARDS**

Report cards will be issued one week after the conclusion of the grading period. Grade cards for the last grading period will be issued on the student's last day.

## DRESS AND GROOMING

Clothing worn to school and school functions should be appropriate to the school situation. Any current fashion which neither constitutes a threat to the health and safety of the students nor disrupts the educational processes is acceptable. Any wearing apparel which desecrates the American flag or which is obscene is forbidden.

Neatness and cleanliness are important aspects of proper school attitude and dress - students should strive to uphold these standards. Since Stryker students are representing the school and the community, students may be required to meet standards that exceed the above minimums.

### Additional Conditions of Dress Code:

1. Head coverings, hats, caps, bandannas are not to be worn during the school day - they should be kept in student's locker.
2. All sleeveless shirts must fit tightly around the arms, these shirts must have 3" wide shoulder straps with high necks both front and back. Shirts that advertise drugs and alcohol or have profanities, obscenities, or innuendos written on them will not be permitted. Tank tops, muscles shirts, spaghetti straps and torso skin are prohibited.
3. Shorts of appropriate length, mid-thigh, approximately 4 inches from the top of knee, will be permitted.
4. Visible body piercing will be limited to ears only.
5. Hair color which is not natural in color will not be permitted.
6. All shoes must have a back or strap across the heel. No flip-flops or backless shoes should be worn to school.
7. The final authority in deeming dress code violations as inappropriate rests with the building principal.
8. In addition to the above rules, when representing the school at an extracurricular activity, or a field trip, the school holds the option to establish dress code regulations above the prescribed minimums.

**STUDENT HANDBOOK**  
**STRYKER ELEMENTARY SCHOOL**

**2007–2008**