



2102 South Scheuber Road

P.O. Box 1203

Chehalis, WA 98532

(360) 748-3213

office@lcas.org

www.lcas.org

Lewis County Adventist School

2018-2019



**Student
Handbook**

MISSION STATEMENT

Our mission at Lewis County Adventist School is to:

- *Daily show the love of God in action.**
- *Uplift and encourage each student.**
- *Put our best effort into everything we do.**
- *Be a positive influence in our community.**
- *Educate each student to his or her highest level of academic achievement.**

PHILOSOPHY

A true knowledge of God, fellowship and companionship with Him in study and service, and likeness to Him in character development are to be the source, the means, and the aim of Seventh-day Adventist education at Lewis County Adventist School.

Realizing that the time we have here on earth is a preparation for heaven, the constituents of LCAS have established this institution to prepare the young people to *“understand the object of their creation, to honor God and to bless their fellowman...(and to) see the high destiny for which the discipline of this life is to prepare them.”*

(Patriarchs and Prophets, 601)

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PARENT VOLUNTEERS

We believe that parents actively involved in their children's education provide tangible benefits to their children and the school community. Volunteerism not only provides positive interaction between the parents, the teachers, and the school as a whole, but it also helps keep tuition costs down, a benefit for everyone. Volunteers also provide a visible example to our students of the Biblical principle of service. We highly encourage the parents of our students to volunteer at LCAS in an area of personal interest or where a personal talent can best be used. Please fill out the Volunteer survey that is included in the registration materials and return it to the office to communicate the volunteer activities in which you would like to participate.

Volunteer activities include:

- * Work Bees
- * Room Parent (Requires WA Conference/State background screening)
- * Classroom Teacher's Assistant (Requires background screening & @ teacher's discretion)
- * Service on various school committees
- * Recess Monitor (Requires WA Conference/State background screening)
- * Hot Lunch Assistance (Requires background screening & Food Handlers Permit)
- * Library Assistant (Requires WA Conference/State background screening)
- * Special Classroom Presentation
- * Landscape Maintenance
- * Office Assistance (Requires WA Conference/State background screening)
- * Bulletin Boards
- * Assisting with Programs and Events
- * Fundraising Activities
- * Preparation work for Teachers

Additional opportunities are announced throughout the school year in the weekly newsletter and in emails or notes from the classrooms.

GOALS AND OBJECTIVES

I. Spiritual

- A. Educating for eternal salvation, stressing the vital importance of a personal relationship with Jesus.
- B. Developing the fruits of the Spirit, stressing love toward God and toward each other.
- C. Learning and practicing faith sharing.
- D. Education about an understanding of the uniqueness of the Seventh-day Adventist message.

II. Mental

- A. Training for self-discipline and internalizing values.
- B. Encouraging students to think independently.
- C. Providing an education for a lifetime vocation.

III. Physical

- A. Learning how to keep our bodies in good health.
- B. Encouraging students to be examples of healthful living and physical fitness.

IV. Social

- A. Applying the Golden Rule to personal relationships.
- B. Developing respect for authority.

ADMISSION PROCEDURES

It is the earnest desire of the school that all students who enroll have the opportunity to succeed in their education.

The Admissions Committee will review all student applications after the following procedures have been completed:

- * Registration forms completed and submitted to the school office.
- * Students and parents must have read the Student Handbook and accepted responsibility for following the rules, regulations, and procedures of the school and pledged to cooperate with the rules, regulations, and procedures established by the school.
- * Achievement or readiness tests taken if requested by the school.

New students will need the following completed in addition to the above procedures:

- * Birth certificate provided for Kindergarten or first-time enrollees. To enter, Kindergarten students must be five (5) years old by August 31st.
- * Physical Examination– Washington state law requires a school physical examination by a licensed health care provider for all students entering Kindergarten or when a child enters formal school for the first time. A Medical Evaluation form must be provided to the school within 14 days after school begins. Blank forms may be obtained from the school office.

Students transferring from another school will complete the above Admission Procedures as well as the following:

- * Documentation of the transferring student's previous year's work may be required by the Admissions Committee.
- * During the first four weeks of school, each student will be subject to a careful review to determine if the grade placement has been adequately assessed.
- * At the discretion of the administration and/ or teacher, achievement tests and/ or placement tests may be required before being accepted.
- * Students transferring to Lewis County Adventist School must have their account from their previous school in good standing (if applicable).

Make-up:

- * Make-up and nail polish should not be excessive, extreme or unnatural

Jewelry:

- * Jewelry is not permitted

Health and Safety:

- * Clothing should not jeopardize health or safety
- * Clothing should not cause damage to facilities.

Using the above principles, the following are examples of applications for the current school year. It should be noted that these are only examples, and are not intended to be all-inclusive. From these examples, you will be able to understand additional applications.

Shirts and Tops:

- * No open midriffs
- * No tank tops
- * No spaghetti straps

Pants, Shorts, Dresses, and Skirts:

- * Skirts and dresses should be modest in style and length
- * Shorts should be at least mid-thigh in length
- * Pants should be free of holes and rips

Shoes:

- * Sandals and flip-flops are not appropriate
- * Shoes should have non-marking soles

Hair:

- * Hair should be clean, neatly groomed, and of a natural color.
- * Distracting hair styles or colors are not permitted.

Hats:

- * No hats, hoods, or bandanas are to be worn during the school day

IMMUNIZATIONS

Washington state law requires that on or before their first day of attendance at school, all students must present proof of:

- Full immunization, or
- Initiation of a schedule or immunization, or
- A Certificate of Exemption.

No student can be admitted without meeting one of these requirements and having completed a Certificate of Immunization Status Form, available at the school office. A chart of the required vaccinations is included with the form.

REGISTRATION PROCEDURES

Registration materials are available on the school website (www.lcas.org) or in the school office. Completion of all requested forms and financial arrangements is required before registration is complete.

Returning Students are encouraged to register for the next school year by the last day of the current school year.

New Students should be registered before the beginning of the new school year.

All Students who are registered for the next school year by June 15th will receive a \$50 per student Early Registration Discount off their Entrance Fee, if their account is up to date.

GENERAL INFORMATION

School Hours: 8:00 AM to 3:00 PM, Monday-Thursday
8:00 AM to 12:00 PM, Friday

Students should arrive at school no earlier than 15 minutes prior to the commencement of school or activity and are to leave the school grounds promptly, within 15 minutes of dismissal.

Exceptions should be made in advance with the classroom teacher and with the school administration.

DRESS CODE

NINTH & TENTH GRADE COURSES

Lewis County Adventist School is a junior academy. On a yearly basis, freshman and sophomore level classes are offered. Since Lewis County Adventist School is an accredited institution, the ninth and tenth grade subjects are transferable to any high school or academy for the student's continued education.

The 9th & 10th grade class schedule includes the following:

- *Religion I & II (alternate years)**
- *English I & II**
- *Algebra I, Algebra II or Geometry**
- *Physical Science or Biology (alternate years)**
- *World Geography or Pacific Northwest History Health (alternate years)**
- *Fine Arts/Practical Arts & Computer Electives**
- *Physical Education**

NON-DISCRIMINATORY STATEMENT

Lewis County Adventist School admits students of any race, religion, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school.

It is understood that each accepted student agrees to support the Christian philosophy of the school and abide by the rules and regulations of the school.

The purpose of Lewis County Adventist School is to educate children, not just with knowledge and information, but also with concepts, ideas, habits, and a thirst for growth that will better prepare them to function in society. At LCAS we want to represent Christ in all we do, including our speech, behavior, and appearance. Dress and attire are one of the more visible aspects of conduct and even attitudes.

The LCAS Dress Code provides some guidelines for parents and students. By providing these guidelines, it is the intention to free parents, students, teachers, and staff to expend their energies on the more important aspects of education.

The entire LCAS staff deeply appreciates the support of both parents and students in following these guidelines.

Modesty:

- * Clothing should not unduly call attention to the body or the individual.
- * Clothing should not be excessively tight.
- * Clothing should cover all appropriate body parts.
- * Clothing should not be sexually suggestive.

Tastefulness and Appropriateness:

- * Clothing should reflect Christian philosophy and standards.
- * Clothing should not suggest deviant or extreme life styles.
- * Clothing should be appropriate for the activity.
- * Clothing should be appropriate for age and gender.

Neatness:

- * Clothing should be clean.
- * Clothing should be in good repair. Ripped or torn clothing is not appropriate.
- * Clothing should be appropriate in size.

DISCIPLINE PROCEDURES

All teachers, administrators, and adults acting in a supervisory capacity have authority over all students and must be obeyed. Any teacher or supervisory adult that notes a disciplinary violation by a student will intervene to correct the behavior. If the behavior problem continues, involvement may include the parents, principal, and/or the Discipline Committee of the School Board.

Disciplinary consequences may involve, but are not limited to:

- * Counseling
- * Time out of class or isolation from class
- * Removal of privileges such as recesses or special activities
- * Contracts for improved performance
- * Special writing assignments
- * Special work assignments
- * In-school suspension (in isolation or in another classroom)
- * Out-of-school suspension (with possible loss of academic credit)
- * Expulsion from school

The School Board, in conjunction with the principal, the teacher, and the parents or guardians, will handle cases of expulsion.

DISCLAIMER

Please note that the administration and staff at Lewis County Adventist School will do their utmost to keep the procedures and regulations as they are stated in this handbook. However, as circumstances warrant, it may be necessary to change the procedures or regulations or any other information presented in this handbook.

We will do our best to keep our students and families informed of any changes that are put into effect.

FINANCIAL PHILOSOPHY

Lewis County Adventist School is a Christian educational institution, and as such, our primary goal is the promotion of Christ and His teachings. We believe one of those teachings is to handle our finances in a positive, Christ-like manner. Romans 13:8 states, "Let no debt remain outstanding except the continuing debt to love..." In keeping with this, we as an institution feel the responsibility to keep all of our bills current. To accomplish this ideal, we depend upon the prompt payment of tuition by all who have chosen to enroll students at the school.

The choice of sending a student to LCAS is made by the parent or guardian. Once that decision is made and the school accepts the student, the school must act to employ quality teachers, purchase textbooks, develop a structured curriculum, maintain facilities, and provide a suitable program. To ensure that this will take place, the school depends upon the tuition payments that the family makes. This commitment that is made by the families to the school is spoken to in Numbers 30:2, "When a man makes a vow to the Lord or takes an oath to obligate himself by a pledge, he must not break his word, but must do everything he said."

FINANCIAL POLICY/ INFORMATION

All families and account custodians are expected to read the school's Financial Policy at the time of registration and agree to accept responsibility for meeting the obligations stipulated therein as a condition of acceptance of their child as a student of the school.

This school is financially supported by three main sources of income:

- A. Student Tuition Payments
- B. Subsidy from the three constituent Seventh-day Adventist churches.
- C. Subsidy from the Washington Conference of Seventh-day Adventists.

REGISTRATION FEE

The registration fee must be paid in full at the time of registration and is non-refundable once the school year has begun.

Registration Fee per Student:

Grades K-8: \$324.00

Grades 9-10: \$406.00

TUITION

The tuition charge is a yearly amount that is spread over a 10-month payment period from August through May. Payment is due on the 10th of each month. The first of the ten monthly payments is due by the first day of school.

Tuition Rates:

Constituent Rate

Community Rate

Grades K-8

\$3,970/year (\$397/month)

\$4,570/year (\$457/month)

Grades 9-10

\$5,280/year (\$528/month)

\$5,890/year (\$589/month)

Constituent Rate: Constituent is defined as a person who is a member of the supporting Adventist churches who are contributing to the annual school budget through giving. The **community rate** is applied to all others.

Discounts: 25% off tuition rate for 3rd child from the same family
50% off tuition rate for 4th child from the same family

5% off if total annual tuition is paid in full by the registration date or the first day of school (whichever is later).

BASIC STANDARDS

Seventh-day Adventists operate their schools in a distinctive manner. Cooperation between students, parents, teachers and administration is expected. Some basic standards are essential in order to have an effective Christian educational program.

Students are expected to observe these regulations and standards at any time they are on the school premises or under school supervision.

Serious discipline, immediate suspension, or expulsion from school could result from even the first offense of any of the following:

- A. Undermining the religious ideals of the school or irreverence.
- B. Disrespect or uncooperative behavior toward adults or students, including bullying, threatening and harassment. Talking back to adults in a disrespectful manner is not acceptable behavior.
- C. The use of profane, cruel, or lewd language may result in immediate suspension.
- D. Willful or careless destruction or defacing of school or private property.
- E. The use, possession, or distribution of any substance or material injurious to health or supplying to others tobacco, alcoholic beverages, drugs, or drug paraphernalia; the excessive use of over-the-counter medications and other substances not intended for human consumption.
- F. Violation of the Weapons Policy. (see page 15 of this Handbook)
- G. Stealing, cheating, deceiving, or dishonesty.
- H. Entering any locked facility; picking or breaking locks, doors, windows; duplicating school keys, or using unauthorized keys.
- I. Tampering with school fire alarms or clocks.
- J. Violation of the school's Computer Network Acceptable Use Policy.
- K. Fighting.

Administration of Medication:

Washington state law states that school personnel may not administer any internal medication, prescription or non-prescription, except as stated as follows:

1. Prescription Medication:

Any student that is required to take medication during the regular school day, as prescribed by a licensed health-care provider, may be assisted by the school secretary or other designated school personnel if the school has on file:

* A written statement from the licensed health-care provider detailing the time schedule, dosage amount, and method by which the medication is to be taken, and

*A written statement from the parent or guardian of the student, requesting that the school assist the student as set forth in the licensed health-care provider's statement

Medication must be delivered to the school office *by the parent* in the original container bearing the pharmacy label.

Any leftover medication must be picked up *by the parent*. No medication will be stored over the summer break and will be disposed of if unclaimed.

2. Non-prescription Medication:

Any non-prescription medications, such as cough drops, cold medicine, pain relievers, etc., must be brought to the school office *by the parent in the original container*, with the student's name on the label. The school office will provide a form, which must be signed by the parent, giving the school secretary or other designated school personnel permission to assist in the administration of the medication.

Parents may authorize the administration of acetaminophen (Tylenol) or ibuprofen (Advil) on an as-needed basis on the Medical Information form at registration.

Any medication that is administered for 15 consecutive days requires a Medical Order completed by a licensed health-care provider.

Students taking any medication, prescription or non-prescription, without following the policy above will be subject to disciplinary action.

Activity Fee: The tuition rate for grades 9-10 includes a \$10.00 monthly Activity Fee. This fee covers incidental classroom expenses, which are normally required and collected throughout the year, such as field trips and lab materials. This charge only covers part of the actual expenses. The balance of activity expenses will be covered from the 9th –10th grade classroom fund and other sources.

Student Association Dues: The Entrance Fee includes \$5.00 for Student Association Dues. The dues will help fund various activities sponsored by the Student Association. Fundraising activities will cover additional funds.

Other Charges:

Ski School: LCAS sponsors a ski program for grades 3-10. This is part of the school P.E. program and students are required to take lessons. ***Ski program charges are not included in Tuition or in the Entrance Fee.*** The cost of the program is dependent on White Pass Ski Resort's pricing. Please contact the office for current rates as they are subject to change.

Outstanding Accounts:

All outstanding accounts with Lewis County Adventist School must be paid in full, or satisfactory arrangements made with the Finance Committee of the School Board, before registration will be considered complete and acceptance can be approved. Final grade reports and transcripts may not be released until all financial obligations are paid in full. Diplomas are awarded to eighth grade students only when their account is paid in full.

Worthy Student Assistance:

Applications for worthy student assistance are available by request from the constituent churches or from the school office. Completed applications should be returned to the school office by May 15th to be considered for the following year.

School Policies

All policies found in the Student Handbook or any additional regulations adopted by the school board or the faculty and announced during the school year, are to be considered binding on all students at Lewis County Adventist School with equal effect as the policies listed in this handbook. Any policy changes will be printed and communicated to the families.

Attendance/ Absence Policy:

We are grateful for the privilege of working together with families to provide the best education for their children. We believe that faithful attendance and participation in classroom activities are foundational in this process.

Attendance at school provides students with the classroom experience. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be “made up.” For this reason, frequent failure of a student to attend class will be seen as a serious problem.

If a student will be absent from school for a reason known ahead of time, the parent should contact the student’s teacher(s) to make arrangements for their school work.

- * Failure of a student to attend school will be considered an absence.
- * Due to the required flexibility in lesson planning, students may not receive complete, detailed assignments ahead of the absence. Students who are absent may receive additional make-up work upon their return to school even if assignments were given prior to the absence.
- * In the case of an absence that has not been prearranged, parents are asked to contact the school office by 9:00 AM on the day of the absence.
- * Since we believe that the continuity of the academic program is important, in accordance with Washington state law, students who miss 15% or 25 class days of the school year, may be considered for grade retention.
- * Students who are absent should have all their work made up within a week of their return to school. Extended absences may require special arrangements with the teacher(s).

Telephone Use:

Students must have the teacher’s permission to call out on a school telephone. Parents and other callers may contact teachers after school hours. During school hours, parents may call the school office to leave a message for teachers or students that will be relayed at the first opportunity/break. Teachers can also be reached by email at the addresses listed on the school website www.lcas.org.

Transportation:

The school does not operate a bus service. Families are responsible for arranging travel for their children to and from school. If arrangements are made for children to be transported by someone other than their own parents, the classroom teacher and school office must be informed in writing. Individuals authorized to pick up children should be listed on the appropriate registration forms with contact information provided. A copy of their photo identification will be taken if they are not familiar to the staff and kept on file in the school office.

Visitors:

Parents and interested families are encouraged to visit the school. Prior arrangements for visits are appreciated. All visitors must check in at the school office upon arrival and must abide by all school rules.

Weapons:

The weapons policy of the Washington Conference of Seventh-day Adventist schools is as follows: Any elementary or secondary school student who is determined to have carried or possessed a firearm or other dangerous weapon onto school premises, school-provided transportation, or to other places where school-sponsored activity is taking place, shall be subject to immediate expulsion; however, the school board may modify the expulsion of a student on a case-by-case basis if such a request is made by the parent or guardian.

Students in violation of this policy shall be promptly reported to their parents or guardians and, as required by law, shall be reported to the local law enforcement agency.

School Property:

It is the responsibility of all students, staff, family and visitors to care for our school property. Any students involved directly or indirectly in damaging, destroying, or mutilating school property or the property of any individual, make themselves liable for the cost of replacement, the cost of repairs, and/or disciplinary action. This includes entering or unauthorized leaving of the building by means other than a doorway or marking in or damaging textbooks or library books.

All audio-visual equipment belonging to the school, including the computer network, is to be used for the primary purpose of education. All school equipment stays at school and may not be checked out.

Ski School:

The school sponsors a ski program for students in grades 3-10. The LCAS Ski Program is an integral part of the curriculum for these students and is part of the overall P.E. program. All students that participate in this program may be required to take lessons. Parents are encouraged to ski with their student, especially in grades 3 and 4.

The cost of the ski program is not included in tuition or the entrance fee, please refer to page 9 for financial information . Updated program rates and information will be available at the school office as it comes available.

Students in the lower grades will have alternate activities planned on the ski days. If parents of children below 3rd grade wish to have their younger students participate in the ski school, they MUST be with the students on the ski hill.

Because these are school days, alternate assignments will be given to those students who do not participate in the ski/activity days.

Student Accident Insurance:

Student accident insurance is provided for all students. The coverage is limited to injuries sustained during participation in authorized school activities. (Informational brochures are available at the school office by request with details of inclusions and exclusions). *This is designed to be secondary coverage.* Benefits may be claimed only after the parent's primary medical coverage has paid its portion. Claim forms can be picked up at the school office. Coverage includes the time period of up to one hour while traveling to and from school (directly or uninterruptedly). It also covers the student for a maximum of 15 minutes after school is dismissed, while the student is on school property.

Physical Education and Music Class Absences:

Since participation is required for a grade, students can expect a reduction in grades for time missed. Teachers may provide make-up assignments in accordance with the above guidelines.

Leaving School Grounds:

No student is permitted to leave the school premises during school hours without specific permission from the parents/guardians, the teachers, and the school principal. A student leaving school with permission during school hours **must check out at the office and check in again upon return.** If the student must leave, arrangements should be made in advance. All medical, musical, and other incidental appointments should be scheduled outside of the school hours as far as possible.

Tardiness:

All students arriving *after* 8:00 AM must sign in at the office *before* reporting to class. Although being late is sometimes unavoidable, we highly encourage our students and parents to work together to arrive at school **on time daily.**

Cell Phones/Personal Electronics Devices:

Cell phones should not be used by students during school hours without special permission from the classroom teacher. Students need to leave such items turned off and in their lockers except as directed by the classroom teacher.

Computer Use Policy:

LCAS is pleased to offer students access to a computer network, including the internet and electronic mail, for the purpose of conducting research and communicating with others. Access to this network is a privilege, *not a right.* Students must honor the Computer Acceptable Use Policy that is included in the registration packet. By signing the Student Application, students and parents agree to the Computer Use Policy.

Chewing Gum:

Gum chewing is not allowed on the school premises.

Emergency School Delay/ Closure Information:

In the event of extreme weather conditions or other emergency, information concerning school delays or closures may be found:

Radio Stations: KELA 1470 AM, KMNT 103 FM, KITI 1420 AM,
Television: KING 5, you can sign up for alerts to your cell phone on their webpage.

Facebook: Click the link to our Facebook page from our website www.lcas.org. "Like" us for updates.

In the event of a volcanic eruption, earthquake or other disaster, families will be asked to pick up their children at the school, as conditions allow. Since LCAS families live in a variety of areas with varying road conditions, we ask that each family assess their safety of travel regardless of the school's decision. *If you have doubts about the safety of travel, please err on the side of caution.*

In accordance with the Education Department of the Washington Conference of Seventh-day Adventists, electronic make up work may be offered in lieu of make up days in the event of some school closures. Check with classroom teachers by phone, email or online wiki for details as is possible for each closure or delay.

Grade Placement:

Any student under consideration for acceleration will have his/her total academic program closely scrutinized by the staff, parents, and the conference curriculum supervisor.

Any student failing three or more core classes may be considered for grade retention, as outlined in the NPUC Educational Code Book.

Lockers:

Student lockers are school property and are to be used only for school-related items. The administration reserves the right to inspect lockers at any time. Combination locks may be used, but the combination must be given to the classroom teacher and will be kept on file in the school office.

Lost & Found:

Items in the lost and found may be redeemed at the office for fifty cents per item. Unclaimed items will be sold at a school sale or donated. The school office will send an email reminder with photos attached of unclaimed items. Please check the photos and claim your missing items promptly.

Lunch:

Students provide their own sack lunches, including any plastic or paper ware needed. Eating is allowed only at specified lunch or snack periods. Each classroom has at least one microwave oven. Hot lunch is available as scheduled.

Off-Campus Supervision:

On every off-campus activity, a minimum of two adults will accompany the students. While two adults is a minimum, it may be necessary for more than two adults to be present for adequate supervision, depending on the age of the students and the type of activity. In general, the younger the children, the more adults are necessary for adequate supervision. For grades 6-10, one of the adults should be male and the other should be female. Unusual exceptions or circumstances for fewer adults may be approved by the administration.

Parent-Student-Teacher Conferences:

Parent– Student– Teacher conferences are held at the end of the first two quarters. Parents and students are **required** to attend the conference at the end of the first quarter. Second quarter conference are by appointment, or as needed. Teachers are available by appointment for conferences with parents as the need arises throughout the school year.

Peddling/ Solicitation

No peddling or solicitation is allowed without permission.

P.E., Recess, & Outside Activities

Students are required to participate in regular recess and/or P.E. activities daily, unless parents send a note explaining the reason the student needs to be excused from the activity. A note from a licensed healthcare provider may be required for extended non-participation.

Appropriate attire must be worn to accommodate P.E. activities. Students in grades 6-10 must bring gym clothes and shoes to dress down for P.E. Gym shoes must be non-marking soles and be free of debris in the tread.