



# GRACE CHRISTIAN SCHOOL

12407 Pintail St. Anchorage, AK 99516

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## **ELEMENTARY HANDBOOK**

### **2015 - 2016**

Grace Christian School Board and/or administration may change policies and procedures as deemed necessary.

#### **Our Vision**

To educate leaders who have a passion for Jesus Christ through the integration of faith and learning.

#### **Our Mission**

Grace Christian School, working together with the home and church, provides a Christ-centered spiritual, academic, and physical foundation in a nurturing environment to produce citizens who will be a transforming influence in their world.

#### **Administration**

Randy Karlberg - Superintendent

Chris Gionet – 7th - 12th Principal

Sami Graham – K-6 Principal

Marne Sheldon – Director of Advancement

Janet Pargeter - Guidance Counselor

Pete Johnson - Athletic Director

Grace Christian School admits students of any race, sex, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at Grace Christian School. We do not discriminate on the basis of race, sex, color, national or ethnic origin in administration of our educational policies, scholarship, and financial programs, athletic, and other administered programs.

Grace Christian School reserves the right to admit and retain students on the basis of academic performance, religious commitment of parent and students, philosophical compatibility, and a willingness to cooperate with the

Grace administration and abide by the school's policies.

## **INTRODUCTION**

### **MISSION STATEMENT**

Grace Christian School, working together with the home and church, provides a Christ-centered, spiritual, academic, and physical foundation in a nurturing environment to produce citizens who will be a transforming influence in their world.

### **HISTORY**

Grace Christian School is a ministry of Anchorage Grace Church. Grace was founded in 1980 to provide Christian education to the Anchorage community.

### **STATEMENT OF FAITH**

Each member of the school board, and each employee of the corporation, having accepted Jesus Christ as personal Savior, shall subscribe annually in writing to the following Statement of Faith:

1. We believe the Bible to be the inspired and only infallible authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling, the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

### **EDUCATIONAL OBJECTIVES**

The educational process in a Christian school is dependent on a biblical philosophy, which provides the right worldview and essential truths for life so that children may be prepared to assume their proper place in the home, the church, and the community. Accordingly, the educational philosophy of Grace Christian School is as follows:

1. Concerning spiritual and moral development, graduates of Grace Christian School:
  - a. Understand that the Holy Scripture, including its basic doctrines and precepts, is God's revelation of Himself and is His intended standard for faith and living;

- b. Understand and personally accept salvation by grace through faith in Jesus Christ;
- c. Understand the Lordship of Christ, pursue intimacy with God, and demonstrate love for God by obedience to His commandments;
- d. Exhibit ethical and moral application of a biblical worldview in all areas of personal life as well as national and global concerns;
- e. Understand that they are uniquely created in the image and likeness of God and possess the potential to develop their personhood and affect their family, church, and world for Christ; and,
- f. Embrace biblical excellence in the pursuit of education as a means of being a good steward of the gifts that God has given them.

2. Concerning academic/intellectual development, graduates of Grace Christian School:

- a. Commit to developing their God-given intellectual potential through all areas of study;
- b. Pursue knowledge as a means of knowing and understanding God more fully;
- c. Possess a comprehensive command of communication skills including reading, writing, speaking, and listening;
- d. Demonstrate critical-thinking skills in research, logic, and problem solving;
- e. Demonstrate the ability to perceive and cope with ambiguity and opposing viewpoints;
- f. Integrate an appreciation of God's creation with a sense of ethical and moral stewardship of both the environment and human culture;
- g. Understand that biblically-based education includes development of the physical and aesthetic part of man as well as the academic part; and
- h. Pursue godly wisdom and discernment in applying knowledge to life situations.

3. Concerning personal and social development, graduates of Grace Christian School:

- a. Understand that they are made by God in His own image, are unique in personality and potential, and have a unique role to fill in God's plan for the world;
- b. Honor Christ by respecting the unique worth of others;
- c. Internalize a biblical concept of the roles of society, marriage, home, and church;
- d. Embrace a strong work ethic and derive satisfaction from progressive achievement;
- e. Recognize Jesus Christ as the model for spiritual, emotional, social, and academic development; and,
- f. Continue to model servant-hood by seeking opportunities for service in the home, church, and community.

**GENERAL INFORMATION**

**School Colors**

Maroon and Gold

**School Mascot**

Grizzly bear

**School Logo**

Torch

## **School Communications**

Along with our school website we also connect with our families and the community through email and social media. Two Minute Tuesday is a short weekly email that gives you a brief overview of what you need to know each week. Facebook is a huge resource for daily announcements and updates. Instagram features fun photos from around the school just about everyday. Twitter provides GCS noteworthy information to the broader community. The Grizzly Growler is an online School News blog designed to share the stories of Grace, inform school families of school activities and events, and encourage readers as we partner with the home and church. New articles/blogs are added to the Grizzly Growler weekly, so please view it often.

Facebook: [facebook.com/GraceChristianAK](https://facebook.com/GraceChristianAK)

Instagram: [instagram.com/GraceChristianAK](https://instagram.com/GraceChristianAK)

Twitter: [twitter.com/GraceSchoolsAK](https://twitter.com/GraceSchoolsAK)

Athletics Twitter: [twitter.com/GraceGrizzlies](https://twitter.com/GraceGrizzlies)

News Blog: [GrizzlyGrowler.org](https://GrizzlyGrowler.org)

Website: [GraceChristianAlaska.org](https://GraceChristianAlaska.org)

Additionally, the school has a mobile app that you can download for iPhone and Android users. The app is a wonderful tool that puts all of the GCS information noted above right in the palm of your hands.

## **Class Lists and Family Information**

Class and family information can be found on our Grace Christian website by clicking on the RenWeb link and logging into your RenWeb account. You will see a directory link in the left column. This information is not to be used or distributed for solicitation purposes.

## **Lost and Found**

Lost items are turned into the school office or the Lost and Found in the P. E. office and kept for two weeks. Items may be retrieved by students or parents from Lost and Found. A charge for lost books may be assessed. Unclaimed items are donated to charity every other Friday.

## **Lunches**

Students must remain at school during lunch (unless accompanying a parent out of the building). Elementary lunch is held in the classroom. Students will be responsible to put trash in wastebaskets and to clean up the area when finished.

Elementary Hot lunches are \$4.50 and are available on Tuesdays and Thursdays. Students may bring cash to class or purchase lunches in advance through their teacher or online through the RenWeb system. Hot lunch menus change weekly and are posted on our website and Facebook.

On Mondays and Fridays, Elementary students may purchase a sub sandwich, chips or cookie, and drink for \$4.50. On Wednesdays they may purchase a hot dog, chips or cookie, and drink for \$4.50.

### **Visitors and Volunteers**

Visitors and volunteers are welcome at Grace Christian School. We ask that upon arrival, visitors report to the school office to obtain a visitor or volunteer tag. Visitors are not permitted in the hallways or classrooms without checking in. Grace does require and provide background checks for all volunteers. All volunteers must have completed and passed a background check prior to helping in the classroom.

Parents helping in the classroom, lunch time, library, etc. are asked not to bring children with them. Parents are encouraged to be involved in their children's learning experience by volunteering (sign up directly with your child's teacher) for various activities, such as:

- Room Parent – Enthusiastic parents who work alongside the homeroom teacher to help secure refreshments, volunteer drivers, parent helpers, etc. for classroom and school events.
- Field Trips – Volunteer to drive students to various planned field trips. Volunteer drivers must be on the approved drivers' list prior to the date of the field trip. Please check with the elementary office once paperwork has been filled out to verify approval to attend field trips.
- Lunch Time – Volunteer to help at lunch time in the classroom once or twice a month, to allow the teacher time to have lunch in the faculty room.
- Library – Volunteer to assist in the library and with the school book fair.
- Fundraisers – Volunteer to help with school sanctioned fundraisers. (Contact the Development Office)
- Pictures – Volunteers are needed to help with student picture days.
- Work Parties – Volunteers are occasionally needed to help clean and maintain Grace playground and facilities.

Students have a dress code that stresses neatness, cleanliness, and modesty. Parents are requested to be an example of these ideals when visiting the school as well as monitor their own children before they leave home.

If time is desired with a teacher or administrator during school hours, it is requested that an appointment be made.

### **Pets**

Due to health and safety concerns, pets may not be brought to school unless approved by the

Principal.

### **School Pictures**

During the school year individual and group pictures are taken professionally. Dates and times on the school's calendar, website, Facebook page, and notices that go home with students.

### **Telephones**

Students may use the phone in the elementary commons during class with teacher permission. Students are not authorized to use classroom phones unless the teacher is present and gives permission.

### **Cellphones**

Cellphones are discouraged at school. If they are brought they must remain in the off setting from opening bell to closing bell. Parents should not expect to call or text their elementary child on a cellphone during the school day. The elementary office is happy to take phone calls or run a message to a child. GCS will not be responsible for any lost or stolen cellphones.

## **ATTENDANCE**

School Hours: Elementary (K-5) 8:00am -2:45 pm (6th grade) 8:00am-3:00pm. Students should not arrive earlier than 7:30am or remain on the campus later than 3:00pm. Supervision is provided in the halls beginning at 7:30am. Students should not be left outside prior to the beginning of the school day.

After School Care (ASC): This service is provided from 2:45-6:00pm for students in afternoon kindergarten through sixth grade. Cost for this service is \$225 for full-time care and \$150 for part-time. ASC is for working parents only. Registration forms (\$25 fee to register) are available in the elementary office and will be forwarded to the After School Care Director. On time pickup is essential for continued enrollment in After School Care.

Absences: Grace encourages exemplary attendance as there is a direct relationship between attendance and learning. Attitudes regarding the value of education and the importance of study are shaped by parental priorities regarding school attendance. Students must be in regular attendance to be promoted to the next grade. Missing school for reasons of illness or emergency are certainly acceptable.

Parents should discuss in advance with the teacher any planned absences. Students are responsible for all work missed during these times. Any work not handed in at the time of their return will adversely affect the student's grades.

When a child is absent due to illness or an emergency, the parent should notify the school office by 10:00am to request work. Parents may pick-up the missed school work in the office between 3:15 and 4:00. Students are allotted one day for each day missed in order to make up the missed assignments. In the case of prolonged illness or absence, the teacher may make other provisions. The student is responsible to make necessary arrangements to obtain and submit missed assignments.

Tardies: While an emergency situation may result in a student being tardy, school begins promptly at 8:00am and students are considered tardy at 8:00am.

Students are expected to be in class on time. Punctuality is a valuable character trait and teaches children responsibility and self-discipline. Both traits will enhance a child's scholastic success throughout his educational career. The benefits of punctuality include:

1. Your child receives key information for the day's academic success.
2. Your child is assured a less stressful beginning to his/her academic day.
3. Disruption of classroom activity for the teacher and other students is minimized.

Leaving and/or returning during the school day: If a parent needs to take a child out of school prior to regular dismissal (e.g., medical care), the office will call the child out of class and the parent must sign the child out in the school office. For the security of your child, please do not ask for your child at the classroom.

When a student returns to school after a doctor's appointment, etc., he/she must be signed back in at the school office and then return to class.

Closed campus: Students may not leave school grounds during school hours, including lunch, unless accompanied by parent, staff person, or for a pre-arranged absence. Students must check out through the school office when leaving and check in when arriving during the school day.

## **STUDENT ARRIVAL**

Please help keep our campus a safe place for children. If you walk your child/ren to class, it is important that you keep your child with you and closely supervised at all times before and after class.

Procedures:

- Children are to be dropped off in the designated area no earlier than 7:30am.
- Keep your children in your vehicle until you reach the traffic assistants at the crosswalk.
- Have your child/ren ready to leave your car when the traffic assistants signal you. You

may be asked to park or drive through again if your child is not completely ready to exit the car.

- If you choose to walk your child/ren to the classroom, please park in the parking lot. You must escort your child/ren across the driveway/parking lot to the crosswalk.
- Parking along the front sidewalk or church (north end) parking lot is prohibited.

### **STUDENT DISMISSAL/PICK-UP**

Procedures: Notify the school office or your child's teacher if a child is to be released to anyone other than a parent or legal guardian. That person should be prepared to show a photo ID. Parents are to pick-up child(ren) in the designated area(s).

All children will be taken to the pick-up line with their teacher at 2:45pm and remain outside until 3:00pm. Children staying for the After School Care program will be taken by a teacher to ASC at 3:00pm.

If a child is not picked up by 3:00pm he/she will be taken to the S.I.T. (Student In Transit) room, which is open until 3:30pm. This is provided as a courtesy to parents who, due to unforeseen circumstances, are unable to pick-up their children by 3:00pm. Please understand that this is for emergencies only. Should a child repeatedly be placed in the late pick-up room, the child will be placed in the After School Care program and the parents will be billed accordingly.

Parents wishing a secondary sibling to pick up their children must complete a "pick up" form available in the office. The child(ren) must be picked up from the late pickup room by 3:15pm and proceed directly to the secondary pick-up area. This is provided as a courtesy to parents who have children in both the elementary and secondary schools to facilitate pick-up schedules. Elementary students must have adult supervision to attend after school events.

### **SCHOOL CLOSINGS**

In case of an emergency school closure (snow days, power outages, etc.), the following radio stations will announce for Grace:

KATB 89.3 FM      KFQD 750AM      KYMG 98.9 FM  
KBYR 700 AM      KAFC 93.7 FM

As a general rule, if the Anchorage School District closes school, Grace Christian will also close.

Grace also has an alert system in place that will send a text to your mobile phone. You will also receive an automated call. Be sure your information is up to date in RenWeb in order to receive these alerts. This information will also be posted on the Grace Christian Website as well as on the school's Facebook & Twitter accounts.

### **ACADEMICS**



Kindergarten and 1st grade: Kindergarten and first grade are intended to provide a solid foundation in each of the following areas: social, spiritual, physical, emotional, and mental. The curriculum includes a phonetic approach to reading, writing, Bible, math, science, group interaction, library skills, music, physical education, art, and computer. Biblical principles and concepts are integrated throughout the curriculum.

Grades 2 – 6: Grades two through six emphasize a traditional classroom approach. Biblical values and concepts are taught in all subject areas. The curriculum includes Bible, reading, grammar, spelling, writing, math, social studies, science, art, music - vocal and instrumental, physical education and library skills.

Grades 4-6: Each class has access to computers, which are used for drill and enrichment. Study skills are taught in each grade and emphasized in the upper elementary grades. Grades are based on homework, in-class assignments, tests, quizzes, projects, and other assignments appropriate for each grade level.

Homework: The Grace curriculum is designed to have a reasonable amount of homework to reinforce and give practice to the lessons taught each day. The amount of time varies according to grade level and your child's abilities and effort. Please check with your child's teacher if you have questions about homework, content, time involved, etc.

Standardized Testing: Every April grades K - 6 are given the Terra Nova Test in order to monitor the achievement of the individual as well as the school. Test results are sent home to all parents.

Report Cards: Reports cards are issued at the end of each nine-week term. Report cards represent one measure of academic success and progress. Grace faculty members are available to discuss progress at parent/teacher conferences and by appointment.

### **GRADING SCALES:**

#### Basic Grading Scale (Grades K-2)

E	93 – 100	S+	88 – 89	S-	80 - 82	E:	Excellent
E-	90 - 92	S	83 - 87	N	0 – 79	S:	Satisfactory
						N:	Needs Improvement

#### Standard Academic Grading Scale (Grades 3 - 6)

A+	97-100	B+	87-89	C+	77-79	D+	67-69	F	0-59
A	93-96	B	83-86	C	73-76	D	63-66	I	Incomplete
A-	90-92	B-	80-82	C-	70-72	D-	60-62		

**On-Line Access to Grades:** Student grades are available to parents through the Grace web site by

clicking on the RenWeb link (our school code is GC-AK). This on-line opportunity allows parents to check student progress regularly. Student grades are updated weekly.

**Academic Probation:** Elementary students are placed on academic probation when, in a grading period, they have one or more failing grades. Parents are notified of the probationary status and a plan is devised between the parent, teacher, principal, and student to provide the necessary help the student needs to become successful.

**Retention:** Elementary students who have two or more failing grades for the year are reviewed for grade promotion. Some students may be recommended for retention for reasons other than academic, such as maturation. These cases will be reviewed with consultation and discernment by the parents, teacher, and principal to determine the best placement for the student.

**Parent/Teacher Conferences:** Conferences for all students are scheduled after the first and third quarters, but parent-teacher conferences may be scheduled anytime during the school year at the request of the parent or teacher. Arrangements should be made directly with the teacher. Teachers make every effort to return a parent's call on the same day.

**Music Program:** All elementary students receive classroom music instruction twice a week. Performance opportunities are offered through the following groups: (3rd-6th) Chorus, and (6th) Band.

**Physical Education:** In order to participate fully in P.E. classes, every student will be required to furnish their own gym shoes. Students in 6th grade are also required to provide their own gym shirt and shorts. All students are expected to actively take part in required activities and games taught in the class. Any extended non-participation period may require a physician's statement.

**Instructional Support (IS):** Grace provides a program of remediation and enrichment to students requiring services beyond the regular classroom. The programs are designed and taught by Grace faculty members. Parents and teachers may request evaluations to be done, to determine how the IS program could best serve their student's individual needs.

**Extracurricular Activities:** Students in grades 1 - 6 have the opportunity to participate annually in a variety of activities such as Speech Meet (1 - 6), Math Olympics (3 - 6), and Creative Writing Festival (3 - 6).

**End of the Year Assembly:** The end-of-the-year assembly is a time to close the school year in worship and praise.

## **FIELD TRIPS**

Classes may plan field trips during the year to acquaint students with community resources and to provide educational experiences that enhance classroom learning activities.

A signed permission slip is mandatory for each field trip. An information sheet and permission slip will be sent home for each field trip that your child is scheduled to attend.

Vehicles used for field trips must have a seat belt for each student. The driver must provide the office with a copy of a valid driver's license, proof of adequate insurance, as specified on the form, as well as a background check form. To volunteer as a field trip driver is to accept responsibility for a specific number of Grace students. Parents acting as drivers or chaperones are asked not to bring younger siblings or other children with them on field trips. Drivers are asked to drive directly to and from the destination. On some trips the school bus is used.

## **LIBRARY**

The library provides materials to help students obtain information which meets their educational and personal needs and interest. In addition, materials are provided to meet the professional needs of the school faculty and staff. Materials are selected on the basis of relevancy to the curriculum, academic excellence, accuracy, age appropriateness, moral and social significance, valid perception of moral issues, and presentation of all points of view but with a primary emphasis on Christian scholarship. Grace makes a determined effort to screen all books in the school library. The reader should be aware, however, that the use of a book at Grace does not necessarily imply the school's endorsement of any biblical interpretation by its author. The library is a learning and educational center for all students, faculty, staff, and families associated with Grace.

All library materials must be returned or replaced two weeks prior to the end of the school year. At the end of the year if library materials are not returned or replaced, parents will be billed.

## **STUDENT CONDUCT**

**Philosophy:** The pre-eminent principle is that of Christ's command: "A new commandment I give to you, that you love one another, even as I have loved you, that you also love one another. By this all men will know that you are my disciples, if you have love for one another." John 13:34—35

Grace Christian School seeks to assist the home in "training up a child in the way he should go." (See Proverbs 22:6) Discipline in love requires a spiritual solution where Christ is in control. Only as one yields to Christ can he be truly considerate, obedient, and open to other's needs. Outward conformity to standards and policies can be forced, but our goal is one of Christian

principles of living which are coming from the heart by God's Holy Spirit. It is the desire of Grace that students develop in Christian maturity where they do right because it is their personal conviction and habit to do right.

Grace has sought to keep a minimum of standards to maintain an orderly atmosphere and learning environment. However, basic guidelines are necessary for consistent operation and good testimony before the community. Each student must realize his behavior affects not only himself but many others. Grace is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order" and that all students should be taught to accept God-given authority which is firm, consistent, fair, and tempered with genuine love for the students.

1. Students take responsibility for learning. This means:
  - a. Arrive on time.
  - b. Be prepared for class.
  - c. Demonstrate a serious and responsible attitude in daily work.
  - d. Complete homework carefully, thoroughly and on time.
  
2. Differences are settled in a peaceful manner. This means—
  - a. Respect other people's property and personal space.
  - b. Do not physically or verbally fight with other children.
  - c. Do not take anything that does not belong to you.
  
3. Follow directions of those in charge, the first time given. This includes substitutes, lunchroom, and playground supervisors, and volunteers. This means—
  - a. Look at the speaker.
  - b. Do not talk back.
  
4. Be sensitive to the needs and feelings of others. This means—
  - a. Use appropriate language at all times.
  - b. Do not bully or tease others.
  - c. Actively listen in chapel or an assembly.
  - d. Be willing to help one another. Be friendly and courteous.
  
5. Move safely through the school. This means—
  - a. No playing around in the bathrooms or hallways.
  - b. No running in the classroom, hallways, or up and down stairs.

In abiding by rules, Grace recognizes the importance of attitude. The attitude of a student is primarily the responsibility of the student and his/her parents; a supportive, conforming attitude on the part of the parents transfers to the children.

Students should understand that discipline is an act of love and at Grace, teachers and administrators love students enough to discipline them. Infractions are dealt with by the classroom teacher. If the problem is serious or becomes repetitive, the principal will become involved.

**Disciplinary Procedures include:**

1. Classroom discipline by the teacher
2. Parent/Teacher/Student conference
3. Principal conference
4. Behavior probation (removal from extra-curricular activities)
5. Suspension (in-school or out-of-school)
6. Expulsion

For non-classroom discipline, a pink slip is used to document the behavior and results in a recess detention for the student.

1. The pink slip will be sent home with the student the day of the infraction. The student must return the form, signed by the parent to the teacher the next day.
2. If the pink slip is not signed and returned the following day, the student will serve a double detention. The parents will also be called.
3. Students will not be excused from detention to participate in student activities.
4. Pink Slip detentions will be served during lunch recess.

**Items discouraged at school:** iPODS, iTOUCHES, Game Boys, Electronic Games, Cell Phones or other distracters should be left at home. GCS will not be responsible for any lost or stolen items. Cellphones that come to school must remain off and in the student backpack from opening bell to closing bell. Parents may call the office during the day to communicate with their child.

**Weapons are prohibited at school:** Any student who brings to school a dangerous weapon (firearm, knife, etc.) or any such product that would endanger the health, safety, and well-being of students or staff may immediately be suspended and possibly expelled.

**Implied Consent:** When a student enrolls at Grace he/she waives the right of privacy related to any personal property brought on campus. Refusal to comply with a request for permission to search a student's possessions or locker may result in suspension.

Boundaries and off-limit areas are to be observed. All church facilities, offices, and equipment are off limits unless special authorization is given. Students are not to be behind any building, on any landscaped areas, on or over the north or west banked areas, or out of sight of supervising personnel. Huffman Road, Pintail Street, and neighboring yards are off limits at all times, during

and after school. Grace has a closed campus policy. (See Attendance)

## **DRESS CODE AND APPEARANCE**

Our main goal in supervising the appearance of students is that the students are clean, neat, and modest, and that girls look feminine and boys look masculine. Students not meeting these standards will be required to change. Clothing that allows undue exposure is not acceptable.

### **GENERAL STANDARDS:**

- No clothing with inappropriate signs, slogans, or wording.
- Shoes must be worn at all times.
- No hats are to be worn during the school day.
- Clothing must be appropriately buttoned and zipped up.
- Clothing must fit appropriately (i.e., not too baggy or too tight).
- No short dresses or skirts, or immodest slits.
- No dresses or tops with spaghetti straps.
- No shirts exposing midriff, low-cut blouses, sports bras, halter, or tube tops.
- No unnaturally colored eye contacts.
- No unnatural hair color (i.e., blue, purple).
- No earrings or ponytails for boys on campus.
- No body piercing.
- All shorts need to be hemmed and no shorter than 4" above kneeling knee.
- Pants should not be ragged or have holes.

## **HEALTH AND SAFETY**

Grace has a school nurse on staff. All medications are dispensed through the school nurse. A substitute nurse or the office staff will administer parent approved medication in the nurse's absence. All special medical needs of students (asthma, diabetic, cardiac, epilepsy, etc.) must be documented in the school's medical records.

### **Immunizations**

Grace must keep records of the following state required immunizations and dates of administration:

- Series of 5 DPT doses
- 4 doses of polio (OPV)
- 2 doses of measles, mumps, rubella (MMR)
- 2 doses of Hepatitis A
- 3 doses of Hepatitis B
- 1 dose of Varicella or doctor's letter stating history of chicken pox

Grace must have all required medical and immunization forms before a child may start school.

### **PHYSICAL EXAMS**

Physical exams are required for all kindergartners. Sixth grade students participating in the sports programs must have a current sports physical, completed before playing sports.

### **MEDICATIONS**

The school will not administer any medication, including over-the-counter drugs, unless the following criteria are met:

- A Long Term Medicine Administration Form (LTMA) is completed by the parent for a prescribed medication, which is dated and signed, and states the name of the patient, name of the medication, and the dosage and time to be administered.
- Prescription medication must be brought to the nurse in the original container, along with the LTMA.
- If your child suffers from frequent headaches, cramps, dental pain due to braces, etc., please discuss school administration of over-the-counter medicines directly with the nurse.

Students are not allowed to bring to school or administer any type of medication to themselves or others while at school. If a child is taking medication that may affect his/her behavior, parents should notify the teacher.

### **COMMUNICABLE/CONTAGIOUS ILLNESSES**

Parents should not send their child to school if the child displays any of the following:

- Elevation of temperature (above 99 oral temperature)
- Skin rash, undiagnosed or not under treatment
- Inflamed eyes
- Severe sore throat and/or coughing
- Vomiting or diarrhea
- Runny nose
- Head lice

If a child has a cold, runny nose, fever, flu, etc., the child should not be brought to school. This is for the protection of all concerned. A student with a common cold is requested to be home during the most contagious period. If there is a fever, the student should have a normal temperature for a full 24 hours before returning to school

A student who becomes ill at school will be isolated and the parent called. Parents should make arrangements for someone to pick up the student as soon as possible.

Head lice are extremely contagious. Parents will be called to pick up their child immediately if the student is found to have head lice, or nits. The following protocol will be followed for those

students discovered to have lice at school:

- No re-admittance to class until the school nurse has rechecked and cleared the student.
- We have a no-nit policy. This means that if even one nit is found the student will be sent home to be treated. The student must be rechecked by the nurse upon returning to school.