



2020-2021

Escambia Christian School



Parent & Student Handbook

Escambia Christian School
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ESCAMBIA CHRISTIAN SCHOOL WELCOME TO ALL PARENTS

Welcome to our SCHOOL! We are excited to have you as a part of our family. At Escambia Christian School, every child is important. Our program is academically rich and designed to promote your child's growth and development. Thank you for choosing ESCAMBIA CHRISTIAN SCHOOL for your child.

A transition into any new environment can be challenging and cause anxiety for any child or adult. Our staff is trained to be alert and aware of your child's reaction to their new environment and will be sensitive to their feelings. After enrolling your child at ESCAMBIA CHRISTIAN SCHOOL, your child may visit and be introduced to his/her new teacher. This will also give you an opportunity to get to know the teachers and staff involved in the care of your child prior to their first day.

Separation anxiety is common, and your child may resist being left at ESCAMBIA CHRISTIAN in the beginning. However, after several days, drop-off becomes easier. We suggest that after you do the necessary signing in and walking your child to class, simply give your child a hug and assure them that you will return for them that afternoon to pick them up – Then leave. Prolonging your departure could cause more anxiety for your child. We encourage parents to call any time during the day to see how their child is adjusting. If needed, the director will be happy to provide additional suggestions for a smooth and enjoyable transition into the school environment for both you and your child.

This handbook will help you understand our center goals and policies. Our guidelines are all designed to make sure that each child receives the best education possible. Please look over the information given, so that you are familiar with our operation and guidelines. Also included with this packet is the paperwork for your child's file, including pick-up permission form, emergency medical consent form, child information form, fee agreement, etc. Please complete these and return them.

During Parent Orientation you will be taken on a tour to meet your child's teachers and get a general idea of a day at ECS. You may also schedule a time to observe in the classroom. Please let us know of any area in which we can be of assistance to you. We are looking forward to getting to know you and your child and providing a rich leaning environment where all our children develop to their full potential.

Lastly, to ensure that your child's time at ESCAMBIA CHRISTIAN SCHOOL is as enjoyable and comfortable as possible please dress your child in appropriate clothing. For younger students requiring additional clothing, please ensure they are always labeled.

Stephanie Davis-Heaton, MSM
PRINCIPAL/ADMINISTRATOR

Foreword and Acknowledgements

The rules and regulations contained in this handbook were formulated to ensure the efficient and effective daily operation of the school such that the goals and objectives of this institution may be achieved.

This student handbook is a product of the coordinated efforts of the administration and faculty of Escambia Christian School following a review of the student handbooks of private Christian schools and public schools.

Please keep this handbook in a convenient place so that you may refer to it for any questions you may have.

Our commitment is to form lifelong learning experiences allowing every child to become independent, self-confident and inquisitive learners.

Our program is designed to meet the developmental needs of young children. It provides experiences that enrich and enhance each child's cognitive, language, social, emotional, physical, and creative development. Within the school's daily schedule, each child has opportunities to create, explore the environment, learn problem solving and personal interaction skills, and learn concepts through first-hand experiences. Children develop a positive self-concept through a balance of self- and teacher-facilitated activities. Opportunities for solitary play as well as group activities are provided. Staff serve as positive role models and provide care that is supportive, nurturing, warm and responsive to each child's individual needs. The adult's responsibility in a developmental program is to assist the child in growing to his or her fullest potential by recognizing each stage of development and fashioning a curriculum that will nurture and facilitate growth during that stage.

We respect parents as the primary and most important provider of care and nurturing, and we believe parents and teachers are partners in children's care and education.

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HISTORY

Escambia Christian School began operation in 1964 in the educational facilities of the Jordan Street Church of Christ. After three years of operation, the school opened the facilities at its present location on property donated to the school by Paul and Maude Simon.

Escambia Christian School offers classes for students in pre-kindergarten through eighth grade.

ADMISSION POLICY

Escambia Christian School exists to offer quality education within a Christian environment. Students will therefore be considered based on attitude, character and demonstrated scholastic ability and achievement, regardless of race, religion or ethnic origin.

PHILOSOPHY

It is the aim of Escambia Christian School to give each student a quality education in a Christian environment. In accomplishing this goal, we believe that the development of the total person morally, socially, mentally, and spiritually is essential. Each student is recognized as an individual with needs peculiar to himself, and through close cooperation with the home, many of these needs can be satisfied.

OBJECTIVES

1. To provide a Christ – centered environment.
2. To kindle in each child a desire to learn.
3. To help each child master the basic skills of learning.
4. To promote better relations in the home.
5. To instill the concept of responsibility for one's actions and destiny.
6. To instill the attitude of excellence in all endeavors.
7. To help each child develop emotional stability and a positive self-image.
8. To help each child develop self-control and self-discipline.
9. To promote respect for God as man's creator and benefactor.
10. To promote respect for the Bible as man's code of conduct.
11. To promote patriotism and active community involvement.

COOPERATION OF PARENTS

The primary reasons Escambia Christian School exists are to provide a quality educational program and to teach the principles of Christian conduct as they are contained in the Bible. Should we fail to accomplish either of these goals, we cease at this point to have any real justification for existing.

Your cooperation with us in these endeavors is needed, requested, and expected. With your cooperation as a partner in his/her education, your child can achieve so much more than if he/she must "go it alone."

OFFICE

Students are not to be in the office except on official business.

The office telephones are for business purposes and may not be used by students except in emergencies. All student use of the telephone will be with the direct supervision of a faculty/staff member.

MORAL CONDUCT

High standards of moral conduct are expected of all at Escambia Christian School. Profanity, vulgarity and dishonesty in any form are prohibited and will not be tolerated.

DRESS CODE INFORMATION

NOTE: THE FOLLOWING IS APPLICABLE TO EVERY STUDENT OF E.C.S.

To assist you in making selection of clothing for the school year, we provide the following information regarding the dress code of E.C.S.

Escambia Christian School students are expected to dress and groom in a manner that is modest, neat, decent and in good taste, consistent with the overall image and purpose of the school.

The key words in this statement should be sufficient to help students and parents adopt a style of grooming and dress which will show a spirit of cooperation and be conducive to a wholesome Christian environment as well as a good educational setting.

1. **“...MODEST...”**: This obviously means there shall be adequate covering and that unwholesome extremes shall be avoided.
2. **“...NEAT...”**: this word rules out sloppiness and calls for cleanliness of one’s body and clothing.
3. **“...DECENT...”**: This word implies that one shall avoid dressing in a manner that would be crude, vulgar, or suggestive. One could have his or her body covered but still be indecently dressed if the clothing were transparent or so tight and form fitting that the overall effect on one’s appearance or posture (while sitting or standing) contributed to a vulgar or suggestive appearance.
4. **“...IN GOOD TASTE, CONSISTENT WITH THE OVERALL IMAGE AND PURPOSE OF THE SCHOOL...”** This phrase indicates that there may be some types of adornment that are not necessarily wrong in themselves for certain times and places, but which could still be in poor taste for an educational setting or for the cause of Christian education. The whole point of Christian education is to develop character and appreciation for beauty and culture. Dress does not determine character, but character does determine dress.

SCHOOL UNIFORM INFORMATION

1. All students wear polos with Escambia Christian School’s Logo (Lite Blue, Navy Blue, or White (short or long sleeves).
2. 6th – 8th Graders are required to have three (3) P.E. Uniforms that will be provided through the school’s ordering services.

Required Items not provided through the school’s ordering system are:

1. Pants (Regular Trousers) and Shorts (Khaki or Navy Blue) – **Jeans, Jeggings, Leggings, Skinny Pants, or Cargo Pants are not allowed.**
2. Girls – Jumpers, Skorts, and Skirts that are KNEE LENGTH.
3. Cardigans – Black, Navy Blue, or White (Must be solid in color).
4. Stockings or Hose: Black, White, or Nude
5. Socks -- Blue, Black, Brown, Tan, or White

6. Shoes – Brown, Black, Navy – of solid color; No Open Toe Shoes (sandals, flip flops, shower shoes, etc.). Rainboots are allowed (students **MUST** have a regular pair of shoes for indoor wear).
7. Belts – Solid colors; Black, Brown, or Navy (to match pants). Items with Belt Loops require belts always.
8. Hoodies **ARE NOT** permitted.

IMPLEMENTING THE GUIDELINES

In view of the observation stated above, Escambia Christian School students are asked to cooperate in the following items:

GIRLS:

Girls may wear dresses, skirts and blouses, slacks and tops that conform to standards consistent with the general dress code policy. Jeans are permissible. Skirts and dress lengths shall be **no shorter than top of the knee**. If leggings are worn as part of an outfit, then skirts, dresses or shorts worn with the leggings must also be **no shorter than top of the knee**. Girls may not wear leggings as “pants.” Students may not wear “low riders,” bare midriffs, form-fitting pants (“skinny-jeans,” pajama-jeans, etc.), form-fitting tops, t-shirts, tank tops, low-cut tops (front and back), or mesh tops. No underwear shall show. At all times the abdomen, back and sides are to be covered. Shirts are to be tucked inside the pants. Shirts are to be properly buttoned at all times. Girls must wear a belt on pants/skirts that have belt loops.

BOYS:

Boys are to dress neatly with casual sport wear or shirts and trousers that fit comfortably without attracting attention by being too tight or sloppy. Jeans are permissible. Shirts are to be tucked inside the pants. Shirts are to be properly buttoned at all times. Boys may not wear tank tops, T-shirts, or mesh shirts. Boys must wear a belt on trousers that have belt loops. Trousers must be worn at the waist-line. No underwear shall show. Earrings **ARE NOT** allowed. Pants with drawstrings must be tied tight to hold pants up.

GIRL’S HAIR:

Girl’s hair is to be kept clean and out of the eyes. No **ESSESTRIC** Coloring.

BOY’S HAIR:

Boys shall keep their hair clean, and trimmed above the eyes. Hair may be worn over the ears but cannot touch the shoulders. No Man Buns or Ponytails.

CLARIFICATIONS AND GENERAL INFORMATION NON-UNIFORM DAYS:

1. When they are in style, pants that are mid-calf or longer may be worn. (Example: Capri pants).
2. The following items of clothing are **NOT** appropriate, and therefore, are not permitted: athletic shorts, sweat pants, swim suits, pajamas, and lounge-wear.
3. “Tank top” refers to those tops whose design is similar to a male’s undershirt; i.e., thin shoulder straps and low necklines. A sleeveless blouse for girls is permissible, provided the neckline and the shoulders are acceptable. Boys may not wear sleeveless shirts.
4. All clothing must be properly hemmed – no ragged or ragged looking clothing. No holes.
5. Shoes are to be worn at all times while on campus. “Flip-flops” are not permitted. Sandals with a heel strap are acceptable.
6. Clothing or buttons which serve as advertisement for political groups, activist groups, any musical groups, any rock groups, alcoholic beverages, drugs, sex, etc., or that suggest immoral, unpatriotic, or irreverent ideas, attitudes or actions, or ethnic slurs, etc., **are not permitted**.
7. No patches are to be worn in suggestive or improper places.
8. Hats, kerchiefs, or other head coverings are not to be worn in the building. When worn outside, they must be worn properly.

9. Sun suits, sun dresses, etc., are not permitted for school wear.
10. Dress for all school-sponsored activities must be in accordance with these guidelines.

Shorts Guidelines:

- a. Shorts must be no shorter than the **top of the knee** in length.
 - b. Shorts must be **modest** and in good taste. Spandex or form fitting shorts are **NOT** appropriate.
 - c. Shorts must be **properly hemmed**. Cut-offs or ragged looking shorts are **NOT** appropriate. The standard is “walking shorts,” with belt loops, and pockets.
 - d. **Longer pants may not be rolled up** to give the appearance of shorts.
11. In addition to the above stated guidelines, **Escambia Christian School reserves the right to determine the acceptability of the dress and grooming of its students.**

DISCIPLINE FOR VIOLATION OF DRESS CODE:

If a student is referred to the Principal for a dress code violation, the following action will ensue:

First Incident – the Principal will call the parents, who will bring to the student at school a change of clothing that is consistent with the dress code.

Second and Subsequent Incidents – the student will be suspended from school for one day.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE OFFICE.

ATTENDANCE

TARDINESS:

1. School hours are from 8:00 a.m. to 2:30 p.m.
2. A student is considered tardy at 8:05 a.m. if he/she is not in the proper class, seated and ready to work.
3. Tardy students should be checked into school by the **adult** who brings the students to school
4. A student must also be in the proper class on time during the school day. Middle school students’ tardiness between classes will be reflected on their citizenship grade.
5. Three UNEXCUSED tardies during a grading period will result in a parent/principal conference.

ABSENCE:

1. EXCESSIVE ABSENTEEISM MAY RESULT IN RETENTION IN THE SAME GRADE, DISMISSAL FROM E.C.S., or other action deemed prudent and necessary.
2. VACATIONS AND TRIPS INVOLVING STUDENTS SHOULD BE PLANNED FOR **HOLIDAY PERIODS OR DURING THE SUMMER BREAK**. If trips become necessary during the school year, a one-week notice is to be cleared through the office. (All work missed due to an out-of-town trip (except emergencies) must be turned in to the teacher **on the day one returns to school**). **PLEASE NOTE:** It is a state law that all schools are to be in session 180 days a year.
3. Any student who accumulates twelve (12) absences per semester may be required to appear with his parents before a faculty member and the administration.
4. Families receiving funding through scholarship programs risk losing funding.

RETURNING TO SCHOOL:

Upon return to school following an absence, every student **must** present a **valid** note to the office stating the **reason** for the absence, and the **date** of the absence. The note must be signed by a parent or legal guardian.

TRUANCY:

Any student suspected of truancy will be reported to the proper juvenile authorities.

EXCUSED ABSENCES:

1. Personal illness.
2. Illness or death in the immediate family.
3. Emergency medical or dental attention. Medical and dental appointments are included. However, you are requested to make all appointments after school hours if possible.)
4. Absences approved in advance by the principal.

ILLNESS OF A STUDENT:

Please do not send to school any student who is ill. Sick children do not belong in school. We follow the American Academy of Pediatrics (AAP) guidelines, and we ask that parents refer to those guidelines when making the decision of whether to send your child to school.

If a child develops any of the following symptoms during school the parent will be contacted to pick up the child: elevated temperature, nausea, diarrhea, head lice, communicable disease symptoms or at the discretion of the Principal. A sick child will be isolated from other children and made as comfortable as possible while waiting to go home. If a child is sent home from school because of illness, the child will not be admitted back to school for at least 24 hours from the time he/she left school. AAP states, "Parents can allow children to return to school after symptoms are gone for at least 24 hours."

A child who has fever, diarrhea, vomiting, or pink eye prior to school must stay at home (American Academy of Pediatrics guidelines). If your child has diarrhea and/or vomiting, keep your child at home for 24 hours after the last episode (**without medication**). Your child should be fever-free for 24 hours (**without medication**) before returning to school. Please consider the health of your child and the other children in the class and follow these guidelines.

Notify the Principal if your home has a confirmed communicable disease present. Parents will be notified of exposure to diagnosed cases of communicable diseases at school. **If your child is sick please keep him/her at home.**

MAKE-UP WORK:

The following policies apply to make-up work for students absent:

1. It is the student's responsibility to get all make-up assignments and to submit, on time, all make-up work.
2. All work missed, including exams, can be submitted for a grade only for EXCUSED ABSENCE.
3. A student has one day for each day absent **PLUS** one extra day in which to complete and submit to the teacher for a grade all work missed. **THIS INCLUDES EXAMS.** School assignments and exams not made up in the allotted time will be recorded as an "F" (zero).
4. Work that is missed due to unexcused absences cannot be submitted to the teacher for a grade. **A STUDENT WILL RECEIVE AN "F" (zero) FOR ALL WORK MISSED, INCLUDING EXAMS.**
5. All work missed due to an out-of-town trip (except emergencies) must be turned in to the teacher on the day one returns to school.

LEAVING SCHOOL EARLY:

Any student who must leave school early must be checked out through the office by either a parent or legal guardian. If a student needs to be dismissed during the school day, the parent or guardian must send a note to the office. The note must state the reason for early dismissal. **"PERSONAL" IS NOT A REASON** for an excused early dismissal. The date and time the student is to be picked up, and who is to pick up the student must be included. **WE REPEAT: ALL STUDENTS WHO ARE DISMISSED EARLY ARE TO BE CHECKED OUT THROUGH THE OFFICE.**

LEAVING SCHOOL WITH OTHER STUDENTS:

If a student wishes to go home with another student to spend the night, etc. a note from the parents or guardians of each student must be sent to the office. This is for the safety of the student.

VISITS TO SCHOOL

Visits to school and classes are warmly encouraged. Visitors **MUST** check in and receive a Visitor's Badge from the prior to visiting classrooms. Unscheduled conferences with teachers are prohibited as they take away from teacher-student time. (See "Parent-Teacher Conference," below).

PARENT-TEACHER CONFERENCES

Parent – Teacher conferences are a vital communication tool in the best interest of the student. It is to everyone's benefit – parent, student and teacher – to schedule each conference so that adequate preparation can be made. Unscheduled conferences (sidewalk meetings, etc.) are unprofitable due to lack of adequate preparation. Conferences can be arranged by calling the school office. Conferences may be initiated by parent(s), the teacher, or the principal.

CLASS PARTIES

- I. HOLIDAYS
 - A. Frequency – Class parties may be held **only** at Christmas, Valentine's Day, and Easter.
 - B. Above Parties will be held the last day of school before the holiday.
- II. ALL OTHER PARTIES (Birthdays for **Elementary School Students**/Special occasion parties for Elementary Students will be held the last period of the scheduled day).
- III. Pre-Kindergarten and Kindergarten teachers may hold their parties during snack time.
- IV. **Middle School Students** – Birthdays: Allowed store purchased cakes and cupcakes during lunch.

REPORT CARDS

*Student Grades can be accessed through MySchoolWorx portal.

Report cards will be issued four times per year. For grading periods 1, 2, and 3, they will be sent home by the student.

The final grade report must be picked up from the office. A notice will be sent home at the end of the school year announcing the date for final report card pick-up.

All tuition, fees and charges must be paid before final report cards are picked up.

Report cards for grading periods 1, 2 and 3 are to be returned to school within **one week** from the day they are sent home.

*DEPARTMENT OF EDUCATION REQUIRED HOURS:

- K-5 = 540 Net Instructional Hours
- 1st - 3rd = 720 Net Instructional Hours
- 4th - 12th = 900 Instructional Hours

In order for a student to be promoted to high school from the middle grades, they must successfully complete the following:

- Three middle grades or higher* courses in English language arts.
- Three middle grades or higher* courses in mathematics.
- Three middle grades or higher* courses in science.
- Three middle grades or higher* courses in social studies.
- *One of these social studies courses must be Civics.

The statutory requirements for middle grades promotion are found in section 1003.4156, Florida Statutes.

ACADEMIC AND CONDUCT REPORTING

THE PROGRESS OF STUDENTS WILL BE INDICATED AS FOLLOWS:

Kindergarten	VG.....Very Good G.....Good S.....Satisfactory N.....Needs Improvement U.....Unsatisfactory
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Grades 1 – 8

<u>ACADEMIC</u>		<u>CONDUCT</u>
A+ - 100	C+ - 79 - 81	A
A - 96 – 99	C - 75 – 78	B
A- - 92 – 95	C- - 72 – 74	C
B+ - 89 – 91	D+ - 70 – 71	D
B - 85 – 88	D - 67 – 69	F
B- - 82 – 84	D- - 65 – 66	
F - 64/under		

Effort evaluations are indicated by the following:

- 1.....Good
- 2.....Fair
- 3.....Poor

MID-TERM PROGRESS REPORTS

The school year for Escambia Christian School students is divided into four (4) nine-week grading periods. At the end of the fourth week of each grading period, all students will be evaluated and mid-term progress reports will be sent to the parents. As with report cards, the progress reports are to be signed by parent/guardian, and returned to school within one week from the day they are sent home.

RETAINED STUDENTS

Students who fail two core (2) subjects for the year will be retained in their grade. Elementary school (grades K-5) determines the yearly grade by averaging the four grading periods. Middle school (grades 6 – 8) determines the yearly grade by averaging the two semester grades.

MESSAGES TO STUDENTS

Messages will be delivered to students during the school day so as not to disrupt classes.

REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

No student or group of students may represent the school without permission from the administration. Any student or group of students representing the school in any activity must conform to all the principles and ideals of E.C.S.

A student participating in Extracurricular Activities must maintain an overall “C” average (2.0 on a 4.0 scale); no “F” in any subject; Conduct grade not below “B” (3.0 on a 4.0 scale).

If a participant does not meet the above guidelines, that participant will be suspended from participation for a two-week period. Grades will be checked at the end of one week. If the student has improved his/her grades, and now meets the minimum guidelines, he/she will be allowed to rejoin the extracurricular activity. If not, then the participant will have one more week to improve. If at the end of the second week the participant is still not meeting these guidelines, that participant will be dismissed from the activity (will not be allowed to rejoin for its duration). Any student who does not finish an activity will not be eligible for that activity’s awards at the end of the year.

UNACCEPTABLE CONDUCT

The following conduct is prohibited during the school day and at all school functions. Anyone guilty of the following will receive appropriate disciplinary action.

1. Fighting
2. Use of tobacco in any form
3. Gambling
4. Throwing sticks, rocks, paper, etc.
5. Running on sidewalks
6. Willful destruction of another’s property
7. Chewing gum

Parents of middle school students: Please be sure you have a copy of the E.C.S. Middle School Discipline Policy letter.

LUNCH PROGRAM

Escambia Christian School is participating in the **National School Lunch Program**. All students are eligible for Free Breakfast, Lunch, and After School Snack. A copy of ECS’ Health & Wellness Policy is accessible on our website.

The menu consists of items served in alignment with the National Healthy Eating program.

Please do not bring lunch purchased from a fast-food restaurant. Students may bring lunch from home.

LOCKERS

Lockers are provided for students in grades 6, 7, and 8. It is the responsibility of each student to provide a combination lock with which to secure his locker and protect his supplies and valuables. **ONLY COMBINATION LOCKS MAY BE USED.** Locks are **MANDATORY**.

Escambia Christian School is not responsible for the loss or theft of any student's books, supplies or valuables. Therefore, it is advisable for a student to take the following precautions:

1. Do not leave valuables in the locker overnight.
2. Purchase a combination lock of good quality, and use it consistently! Submit to your homeroom teacher a card listing your name, your locker number, and your lock combination.
3. Do not give the combination to any other person, including fellow students.

WEATHER/SCHOOL CANCELLATION

If it should become necessary to cancel school due to severe weather, announcements will be made on the following radio/TV stations:

WCOA, 1370 AM

WEAR-TV Channel 3

We will endeavor to follow the public schools in order not to pose undue hardship on parents with children in both private and public schools.

CHAPEL ETIQUETTE

Chapel is an integral part of the school program at Escambia Christian School. It is during this time that we pause to worship, as well as to provide programs of educational value. Everyone is expected to enter quietly, participate as the opportunity is presented, and exit quietly after chapel is over.

CHAPEL ATTIRE (Wednesdays)

Girls: Uniform Skirts, Skorts, or Dresses.

Boys: Uniform **Long** pants and shirts.

FIELD TRIPS

Field trips are planned for their educational value. Notes giving all the details of the planned trip will be sent home. It is essential that parents sign the permission slip and return it to school. A student will be permitted to go on a trip only if he/she has a completed permission slip on file in the office. **VERBAL PERMISSION IS NOT ACCEPTABLE.**

LOST AND FOUND

All articles of clothing and supplies should be labeled so that, if lost, they may be identified and returned to the owner. All items that are found should be brought to the office. Should you lose some item please check in the office to reclaim it.

LIBRARY

The library is a place to read and study; therefore, there should be no misbehaving or loud talking in the library.

Books that are damaged or lost will be paid for by the student who checked out the book. We must charge the current replacement cost of the book. The charge must be paid before the student may check out books again.

Reference books may not be checked out except by special permission of the Librarian.

Books are to be checked out for a period of one week. All overdue books will be subject to a fine of 5¢ per school day.

Only one book at a time may be checked out by a student.

HOMEWORK

Homework is meaningful work and therefore a vital part of the school program. It is through additional work outside of class that the student can learn more perfectly the concepts and ideas presented in class.

Good schools encourage extending the school to the home and the home to the school. Our school is no exception. Homework may be an extension of classwork, enrichment activities or a challenge. It is never to be a child's first exposure to a new concept or skill. Homework should be short in duration and something a child could do independently. All homework should be reviewed and/or checked. Completion of homework, including returning the work when it is due, is important to a student's academic success and development of responsibility.

Middle School students may expect to have two hours of homework each night.

Generally, there will not be any homework for elementary school (grades 1 – 5) on Wednesday evenings.

Homework should not become excessive. If your child seems to be spending all of his time away from school doing homework, a conference with the teacher(s) would be advisable.

AWARDS

Near the conclusion of the school year we celebrate our students' excellence by participating in the E.C.S. awards program. The awards focus on student achievements of the past year.

Following is a list of the awards presented, and some brief explanation when necessary.

1. BIBLE CERTIFICATES are presented to all students in each class who have maintained at least an "A-" scholastic average in Bible and an "A-" citizenship average for the year.
2. MILEAGE CLUB AWARDS are presented to elementary school students who have excelled in their participation in the Mileage Club.
3. ELEMENTARY SCHOLASTIC AWARDS are presented to all students in the first through fifth grades who maintain an overall average of "A-" or above for all subjects (combined average). Note: Includes Bible. Does not include citizenship, writing, physical education, or music. "Scholastic" is the key word.

4. MIDDLE SCHOOL SCHOLASTIC AWARDS: In Grades 6, 7, and 8, Certificates of Achievement are presented in each subject area to all students who maintain an overall average of “A-” or above. A plaque will be presented to all students who achieve a final average of “A-” or above in every subject.
5. BETA CLUB MEMBERS receive awards for their membership in the E.C.S. chapter of the National Junior Beta Club.
6. THE RALPH ELLIS MEMORIAL GOOD CITIZENSHIP AWARD is presented to the middle school student who most nearly exemplifies the Christian principle of excellence in attitude, conduct and character. This award symbolizes what Escambia Christian School is all about. It is given in memory of Mr. Ralph Ellis, a former member and Chairman of the Board of Directors of Escambia Christian School.

NATIONAL JUNIOR BETA CLUB

In 1976 Escambia Christian School organized its chapter of the National Junior Beta Club. This organization is open to students in grades 6, 7, and 8 who maintain at least a “B” average, whose character is of a superior quality, whose attitude regarding all matters is excellent, and whose conduct exemplifies principles of good citizenship.

Induction is held once each year at the conclusion of the first semester.

PRINCIPAL’S LIST

Those students who maintain an over-all “A-” average or above where only one grade is “B”, and who have a citizenship grade of VG-, A- or above for the grading period shall be placed on the Principal’s List for the period. Middle school conduct grades will be an “A-” average of all classes. (excluded are writing, physical education, and music)

HONOR ROLL

Those students who maintain an over-all “B” average where only one grade is “C”, and who have a citizenship grade of VG-, A- or above for grading period, shall be placed on the Honor Roll for the period. Middle school conduct grades will be an “A-” average of all classes. (excluded are writing, physical education, and music)

ACHIEVEMENT TESTS

Each year near the end of the school year, achievement tests are administered to the students. The purpose of these tests is to evaluate the educational program of E.C.S. as reflected in the overall performance of our students on the exams.

Parents may schedule conferences with teachers following the grading of the tests for an explanation of their child’s performance.

AUXILIARY ORGANIZATIONS

There are two auxiliary organizations that support the program of E.C.S.

P.T.F.A. stands for Parents-Teachers-Friends Association signifying the different individuals who cooperate to make E.C.S. possible. All assist the program of Escambia Christian School in various ways. You are encouraged to become an active member.

Men's Support Group: The primary function of the group is to raise funds to support E.C.S. Their emphasis is facilities improvements.

You are encouraged to support the functions of these groups.

MISCELLANEOUS

All eating and drinking are to be confined to the cafeteria.

Do not bring cell phones or any other electronic devices to school unless directed by a teacher upon approval from the Principal.

Students are not to bring toys, knives, etc. to school. Unauthorized cell phones, electronic devices, toys (to include Spinners) and knives will be confiscated and returned at the end of each grading period.

All notes from parents should be signed and dated.

A permission slip signed by the parent(s) must be on file, in the office, for a student to ride a bicycle to and from school.

The Escambia County Health Department provides written guidance regarding administering medications to students. Please comply with the following regulations:

ALL PRESCRIPTION/NON-PRESCRIPTION MEDICATION THAT YOU WISH TO BE ADMINISTERED BY OFFICE STAFF DURING THE SCHOOL DAY MUST BE ACCOMPANIED BY A FORM COMPLETED AND SIGNED BY THE STUDENT'S PARENT OR GUARDIAN. THIS FORM IS AVAILABLE IN THE SCHOOL OFFICE.

We cannot administer **any medication** without the proper form signed by a parent. **Do not SEND medication to school with your child.** Students are not allowed to carry medication on campus. All medication should be exchanged "adult hand to adult hand." Medication that needs to be administered at school can be given to the bus driver, extended care personnel, an adult on the ramp, or preferably brought directly to the school office by a parent or guardian.

ALL PARTIES during the school day must receive prior approval of the administration.

SCHOOL BOOKS

School books are issued to students at the beginning of each school year. Rental fees for the books are incorporated in the school's fee schedule.

All books will have a letter grade assigned to them each year. This letter grade reflects the condition of the book when issued to students. Students are responsible for the care of the books in their custody. A penalty charge will be assessed for unreasonable abuse (dropping more than one letter grade during the year). The amount of the penalty will depend on the extent of damage to the book. A replacement charge will be assessed for a lost book.

EXTENDED CARE

Extended care is available both morning and afternoon. Morning students may be dropped off from 6:30 a.m. to 7:30 a.m. Afternoon students may be picked up between 2:45 p.m. and 6:00 p.m.

Drop-ins: Students of E.C.S. may be placed in extended care on a drop-in basis for a flat charge of \$7.00/day for the morning session and \$13.00/day for the afternoon session for one student.

Students may be dropped off for A.M. Extended Care no earlier than 6:15 a.m. For the safety of your children, please see that they are in the extended care room before you drive away. An early charge of \$1.00 per minute will be assessed before 6:15 a.m.

Please pick up your child(ren) by 6:00 p.m. A late charge of \$1.00 per minute will be assessed after 6:00 p.m. **This charge is to be paid at the time you pick up your child.** Your child may not return to the extended care program until the late charge is paid.

PAST DUE ACCOUNTS

Any account that is past due at the end of a school year will result in all records being held by Escambia Christian School. Each family is considered to have one account regardless of how many students attend ECS from that family. Past due payments for any student in a family constitute an unpaid account for the whole family and will result in the above-mentioned retention of records.

Escambia Christian School

3311 WEST MORENO STREET
P. O. BOX 17449 PENSACOLA, FL 32522
850-433-8476 VOICE / 850-433-8333 FAX

Stephanie Davis-Keeton, MSM
Administrator/Principal

August 1, 2019

Escambia Christian Middle School Discipline Policy

This Discipline Policy solely pertains to our Middle School. Parents and Guardians, please contact your child's teacher or me with questions or recommendations for improvement.

Discipline is the overall condition of order and control created by love, training, restraint and example. A disciplined environment is needed both in the home and in the school setting in order to develop desirable characteristics of obedience, respect, kindness, understanding and love. The word discipline comes from the root word meaning learner or "disciple." Discipline should always be a learning experience for a child. There must be a balance of love and control to create an environment in which the child understands what is expected, and knows the limits and consequences if he or she chooses to disobey.

Discipline is:

1. A sign of love and concern by those in authority.
2. A path to provide an environment that is conducive to learning.
3. A method of providing for each student's safety and protection.
4. A means of developing a child's sense of responsibility.

Correction:

ECS Middle School teachers and staff shall use these measures to correct a student's behavior:

1. Verbal Correction – instructing the child as to what is expected and offering suggestions.
2. Demerits – the following minor infractions result in one (1) demerit: class disturbance, tardiness, lack of completed homework, and lack of preparation for class (includes not bringing book, paper, pen or pencil). *The homeroom teachers keep records of demerits earned each marking period.
3. Parent contact – You will be notified (phone call, written communication, or parent/teacher conference at the school) when your child receives his/her 5th demerit. We hope that parents will help their children to behave in a way that will result in no additional demerits.
4. Suspensions – If a student accumulates ten (10) demerits he/she will receive a one-day suspension from school. A second suspension for 10 demerits in the same grading period will result in referral to the Principal and Formal Probation.

Instruction:

Teachers shall instruct students concerning the rules and regulations they are expected to obey, review these rules regularly so that each student fully understands what is required, and post classroom rules for students to read. Students shall be counseled privately when their behavior is inappropriate and parents may be notified if deemed necessary by the teacher.

Definitions:

1. Class Disturbance: Any action by a student that causes the disruption of instruction, study or class work (class assignments, tests, quizzes, etc.).
2. Tardy: Not being seated in their assigned seat with the required materials for that class, and ready to start class work when the tardy bell starts ringing.
3. Lack of preparation: Unprepared for class activity (includes lack of paper, pencils, book, notebook, homework, signed papers, etc.).
4. Dress code violation: Failure to comply with ECS Dress Code.
5. Breach of Moral conduct: Profanity, vulgarity, sexual harassment and dishonesty.
6. Sexual harassment: Touching inappropriately (physical); Sexually explicit language, discussions of sexual activity (verbal).

School Expectations:

1. Because of our concern for the worth and dignity of persons, each student of the school is expected to be sensitive to special needs existing in our school and in society. Discrimination against others on the basis of race, national origin, sex or handicap is not acceptable.
2. Any kind of demeaning gesture, threat of violence, or physical attack directed toward another person will not be tolerated.
3. Consideration for others and standards of good taste are important; therefore, all activities should be limited by this principle.
4. Because a clean building provides a better atmosphere for work, students should accept responsibility for keeping the building and surrounding grounds as neat as possible. Proper care must also be taken of all school equipment and furniture. Vandalism of property is unacceptable. Chewing of gum is not permitted on school grounds.
5. Radios, recording devices, electronic games, cell phones, and cameras may not be brought to school unless needed for a specific assignment with permission granted from the teacher.
6. Students should conduct themselves in an orderly manner while moving between classrooms. Students are expected to walk rather than run.
7. Social relationships should manifest good taste. Inappropriate public displays of affection (holding hands, arms around each other, kissing, etc.) will not be permitted. This is known as the "*HANDS OFF POLICY.*" Sexual promiscuity is not acceptable.
8. Escambia Christian School recognizes the danger to one's physical and psychological well-being in the use of certain products. Therefore, students are to refrain from using tobacco in any form, alcoholic beverages, or illegal drugs.

Warning:

The briefing on this E.C.S. Middle School Discipline Policy (given by each student's Homeroom teacher) and providing each student with a copy of this discipline policy letter constitute the students' warning for **ALL** violations.

Classroom Behavior:

Each student's attitude and language should show respect and consideration for his/her teachers and classmates. Conduct should be pleasing and courteous. Each student should be prompt and prepared by having all the materials needed for each day. Classroom teachers will inform students about specific classroom expectations concerning behavior. These expectations are subject to approval by the principal.

Contraband:

Since school is a place where learning takes place in a safe and conducive environment, various items should not be brought to school. Some of these are: Sexually oriented material, radios, headphones, earphones, cassettes, CD's, players, beepers, telephones, baseball cards, comics, weapons (real or toy), flammables, drugs, tobacco, alcoholic beverages, products bearing the warning label "Keep Out Of Reach Of Children," magazines, skateboards, skates, roller blades, etc. Parents should always be aware of what their child is bringing to school.

NOTE: All contraband will be confiscated, held by the school, and released to the parent at the end of the grading period. The School cannot be responsible for the loss/damage of any materials brought to school by the student.

Major offenses:

The following is a list of suggested disciplinary actions. The administration may deem it necessary to waive the following and render stricter or lighter disciplinary measures according to the severity and nature of the infraction.

<u>OFFENSE</u>	<u>TIME/CORRECTIVE ACTION</u>
Immorality	1 st Expulsion
Possession/Use of Drugs/Lethal Weapons	1 st Expulsion
Possession/Use of Alcohol, Tobacco/Non-Lethal Weapons	1 st 6-week suspension 2 nd Expulsion
Vandalism/Malicious Mischief** OR Fighting	1 st 5-day suspension 2 nd Expulsion
Sexual Harassment (physical)/	1 st 5-day suspension 2 nd Expulsion
Sexual Harassment (verbal)/Bullying	1 st 3-day suspension 2 nd 5-day suspension 3 rd Expulsion
Use of Profane or Obscene Language/ Possession/use of Obscene Materials	1 st Counseling 2 nd 3-day suspension 3 rd Expulsion
Excessive horseplay without property damage	1 st Counseling 2 nd 1-day suspension

Excessive horseplay resulting in property damage	3 rd	5-day suspension
	1 st	**\$100.00 fine and counseling
	2 nd	1-day suspension
Destruction of school property	3 rd	5-day suspension
	1 st	**\$100.00 fine and 3-day Suspension
	2 nd	5-day suspension
Cheating/Plagiarism	3 rd	Expulsion
	1 st	“0” on assignment. Parent Notified by teacher
	2 nd	3-day suspension
Disrespect of Pledges to the Flag/Bible	3 rd	Failure for Grading Period
	1 st	Parent Conference
	2 nd	3-day suspension
	3 rd	Expulsion

Suspension is an unexcused absence. Schoolwork missed while suspended may not be made up.

**PLUS, payment for damages.

Cheating:

During examinations, cheating shall include referring to written information not specifically condoned by the instructor. It shall further include receiving written or oral information from a fellow student. Cheating shall include stealing, buying, selling, or transmitting a copy of any examination, project or homework. A student who knowingly assists shall be considered equally as guilty as the student who accepts such assistance. In instances of cheating, the instructor shall confront the student immediately.

Demerits and End of Year Activities

Any child accumulating more than Twenty-Six (26) demerits prior to any end of year activities will be ineligible to participate in those activities. (By their previous behavior, they will have demonstrated themselves to be poor ambassadors for Escambia Christian School). So that every child is given an opportunity to get used to this policy, record keeping for End of Year Activities eligibility will begin two (2) weeks after the beginning of school. During the first two weeks of School, demerits will be awarded for misconduct. These demerits will not affect End of Year Activities eligibility.

ESCAMBIA CHRISTIAN SCHOOL MANDATORY REPORTING OF CHILD ABUSE

State law requires that every employee of a licensed SCHOOL, who in the course of employment reasonably believes a child, has suffered sexual abuse, physical abuse, or denial of critical care, shall immediately notify the Department of child services.

Our policy concerning this contains the following:

- a. A staff member shall report the suspected or alleged child abuse or neglect to child protective services or to a local law enforcement agency as prescribed by the state law. This is to be done by any means available within 24 hours of the required report. Written documentation shall also be sent to the Department, Child Protective Services, and any local law enforcement agencies previously notified within 3 days of the initial report and maintain written documentation of a child abuse or neglect report on facility premises for 12 months from the date of the report.
- b. A staff member shall report the suspected or alleged child abuse by a staff member to the Department and to a local law enforcement agency as prescribed by state law. A Staff member shall also send written documentation to the Department and to any law enforcement agency previously notified within 3 days of the initial report and maintain written documentation of a child abuse report on the facility premises for 12 months from the date of the report.

The oral and written reports shall contain the following information, or as much thereof as the person making the report is able to furnish:

- a. The names and home address of the child, phone number, date and year.
- b. The child's explanation as to what happened.
- c. The nature and extent of the child's injuries, what the marks look like and color of bruises.
- d. The date CPS was called, name of reporter and case worker.
- e. Any other information or comments in which the person making the report believes might be helpful in establishing the cause of the injury.
- f. The date CPS was called and the name of the specialist.
- g. If the police were called.

Legal sanctions for failure to report are as follows:

1. Any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor.
2. Any mandatory reporter who knowingly fails to report is civilly liable for the damages proximately caused by such failure.

Any mandatory reporter who in good faith makes a report of child abuse or participates in the investigation of a child abuse has immunity from any liability, civil or criminal. Records and/or

information pertaining to the abuse may be released to the child abuse investigator without releases required in other situations

To report child abuse anytime, day or night, call:

**STATE CHILD ABUSE
HOTLINE**

1-800-962-2873

ESCAMBIA CHRISTIAN SCHOOL

TRANSPORTATION POLICY

We are committed to maintaining safe vehicles and procedures and to meet and/or exceed all standards set by state law.

WE WILL INSURE THAT:

OUR VEHICLES

- 1) All vehicles used to transport children are registered by the FLORIDA Department of Transportation and have been approved by the state for transportation.
- 2) All vehicles have current insurance coverage for the motor vehicle and proof of such shall be kept in the vehicle and on the facility premises.
- 3) The motor vehicle shall have a working heater and air conditioner that can maintain a temperature between 60° F and 86° F.
- 4) The motor vehicle will include a fire extinguisher, emergency reflective triangles, a first aid kit, a blood-borne pathogenic clean-up kit 2 towels or blankets and water sufficient for the needs of each enrolled child.
- 5) Our vehicles shall be kept clean and mechanically safe.
- 6) All service and repair records of all motor vehicles used for the transportation of enrolled children shall be maintained for 12 months and shall be available for inspection.

OUR STAFF

- 1) All drivers shall be at least 18 years of age and shall hold a valid STATE driver's license; they shall also meet all standards set by FLORIDA law concerning the class of vehicle being driven.
- 2) All drivers and those accompanying the children while in the vehicle shall receive adequate training every six (6) months in use of the passenger log and all transportation rules of the center and the state of FLORIDA. This training shall include periodic practice of the emergency exiting procedures. The documentation of this training is kept in each staff member's employment file.
- 3) All drivers shall comply with all state of FLORIDA'S health requirements for Child Care workers.
- 4) All drivers and adult monitors shall be CPR/first aid certified and shall be familiar with the use of all emergency equipment and procedures.

SAFETY

- 1) All children under the age of 4 years or who weighs 40 pounds or less shall use an approved child passenger restraint system.
- 2) All children over 4 years and 40 pounds shall be provided an adjustable lap belt or an integrated lap and shoulder belt. (The exception to this is vehicles defined as exempt from this provision such as school busses)
- 3) Each child and adult shall be secured in their own seat belt before and while the vehicle is in motion.
- 4) All children and all passengers shall be seated and entirely inside the vehicle while the vehicle is in motion.
- 5) All children shall always be attended by an adult while in a vehicle – no child will ever be left alone in a vehicle for any reason.
- 6) All children shall not be allowed to open or close any door or window of the vehicle.
- 7) The emergency parking brake shall be set, and the ignition keys removed from the vehicle prior to the driver exiting the vehicle.
- 8) All doors of the vehicles shall be locked whenever the vehicle is in motion.
- 9) All children shall be loaded onto or unloaded from the vehicle away from moving traffic at curbside, in a driveway, parking lot or other location designated for this purpose.
- 10) In the case of an accident while transporting children, the STATE Department of Health Services Office of Child Care Licensing will be notified by phone within 24 hours and a written report will be submitted to them within 7 days.

PROCEDURES

- 1) A copy of each child's emergency information and immunization record cards shall be carried in the vehicle in addition to a **Passenger Log** stating the name of each enrolled child being transported.
- 2) Each individual child shall be listed separately by first and last name and shall be counted by individual entry.
- 3) The **Passenger Log** shall be used to take roll each time the vehicle makes a stop as each child is loaded or unloaded.
- 4) Upon unloading the children from the vehicle, the **Passenger Log** shall be transferred to the person designated by the center who shall provide additional review and additional verification that the children have been unloaded from the vehicle and properly accounted for.
- 5) All **Passenger Logs** shall include the names of the persons who complete the **Passenger Log** and a separate attendance record of that event. These records shall be kept at the center for one (1) year with or until the next annual license re-evaluation
- 6) After the children have been unloaded from the vehicle, the driver shall immediately physically walk through the vehicle and inspect all seat surfaces, under all seats and all compartments or recesses in the vehicle's interior to insure no children have remained on the vehicle.

- 7) All Children who are picked up by parent's during field trips or while be transported shall be checked out according to the center's policy concerning drop off and pick up.
- 8) All Children transported to school shall be released in accordance with the school's procedures for this. This to include dropping them off/picking them up at the agreed upon place and time. The center staff shall watch the children while they are getting on and off the vehicle and shall watch them walk through the entrance to the door designated by the school.
- 9) No audio headphones or cell phone shall be used by the driver while the vehicle is in motion.
- 10) We will insure that children never spend more than forty-five (45) minutes traveling one way. (exception: If we choose to attend a field trip that exceeds this we will get prior written permission for each instance)
- 11) We will, at a minimum, double our adult to children ratio on all field trips.
- 12) We will maintain acceptable adult to children ratios when transporting children who are school age. This will include the bus driver and an adult monitor.

ESCAMBIA CHRISTIAN SCHOOL FIRST AID/MEDS POLICY

ESCAMBIA CHRISTIAN SCHOOL daily designates someone to be the “First Aid/Meds staff. The First Aid/Meds staff will always be reachable by PHONE or INTERCOM. This staff will be responsible for any injuries or illnesses, administering medications and keeping the First Aid room in order and well stocked. The First Aid/Meds staff will take the following steps to ensure the health and welfare of all children in our care.

Sending a Child Home

When it has been determined that a child must go home, the procedures are as follows:

1. Notify the parent.
2. If the parents are unable to be reached, proceed by contacting someone on the emergency pick-up list.
3. Thirty (30) minutes will be given to pick-up the child. If the 30-minute time frame is exceeded, the late pick-up charge may go into effect.

Sick Child

1. Assess the child. Question him/her as to where the problem is located.
2. Take the child’s temperature.
3. The child must be sent home with a temperature of 100°F. or higher.
4. A judgement call may be made if evidence of an illness is present but is not accompanied by a high temperature.

Injury w/ Blood

1. Take precaution by first applying a protective barrier between you and the wound, i.e. rubber gloves, zip lock bag, etc.
2. Assess the area to determine whether the wound will require stitches, or a bandage.
3. If stitches are required, first notify the on-site supervisor and then the child’s parents. Clean only the area around the wound.
4. If stitches are not required, thoroughly clean and disinfect the wound using hydrogen peroxide.
5. All contaminated materials (gloves, blood-soaked paper or cloth) shall be disposed of by being sealed in a plastic bag and thrown in the waste container for diapers. This container is to be emptied into a waste receptacle outside the building as needed or at least twice every 24 hours. Contaminated clothing that is to be sent home must be double sealed in a plastic bag and then put in the container for soiled clothing.

Injury w/o Blood,

Head Injury

1. Assess the area to locate any abnormal bumps or bruises.
2. Apply an icepack to the injured area.
3. If the head injury is suspected to be more severe, notify the child’s parent and alert a teacher to watch for fixed, glossy or dilated pupils for 30 minutes following the injury.

Broken Bones

1. If a broken bone is suspected, assess the area to locate any swelling or abnormality of the bone structure. Do not force movement.
2. Apply an icepack to the injured area.
3. If further assessment causes suspicion that a bone may be broken, contact the child's parent as soon as possible.

Bite Marks

1. Assess the child to locate the area of the bite.
2. Disinfect the area of the bite with hydrogen peroxide.
3. Apply an icepack to the injured area.

In an emergency

1. Contact the Administrator.
2. Instruct a team member to call 911, as well as the child's parents. Attend to the child by following proper first aid or CPR guidelines while awaiting paramedics.

Head Lice

1. Confirm with the on-site supervisor that nits or lice are present. Quarantine the child immediately.
2. Follow procedures on sending a child home. Notify the pick-up person that the child must be properly treated before returning.
3. All sheets, blankets, and sleep toys in the affected room must be bagged and washed. Suggest to the parents that they do this as well.
4. A complete head lice check must take place in the affected room, as well as in the rooms of any siblings.
5. The child must be checked for re-entry into the School.
6. It is the parent's responsibility to present the child to a Leadership Team member or the First Aid/Meds person for inspection. Failure to do so will result in overtime charges to be in effect from the time the child is clocked in until they are picked up by a parent, or the parent has been notified and the child cleared by the appropriate person.

Contagious Disease

1. Parents are required to notify the School when a child contracts a contagious disease. These include, but may not be limited to, chicken pox, conjunctivitis, 5th disease, impetigo, measles, scarlet fever, ringworm, etc.
2. In the case that a child contracts a contagious disease, a health alert will be posted on the sign-in counter and by the door of the affected room.
3. This alert will include a brief description of the disease, date that the Center was notified, and the date that it was posted.
4. The child may return to the Center as stated by the health alert.

MEDICATION:

Receiving and Storing Medication

1. An "Authorization to Give Medication" form, filled out in its entirety, must accompany all medication received by the Center
2. All medication must be in its original bottle or container.
3. Medication mixed in a bottle with formula or in any other manner is not to be accepted.
4. All non-prescription medication must be labeled with the child's first and last name and the date that it was received.
5. Non-prescription medication requiring administration for longer than one week must have a doctor's note approving the length of use. That note may be good for a maximum of six months.
6. Long term prescription medication must have an "Authorization to Give Medication" form. This form must be updated every 30 days. We must have a doctor's note for all prescription medications, with the medication not to exceed six months. The prescription bottle may fulfill this requirement, as long as it is current.

Administering Medications

When medication is authorized to be administered, five "rights" must always be observed, and are as follows:

1. Right Patient – Question the teacher and child to confirm that you have the correct child.
- 2-3. Right Drug and Right Dosage – Compare the medication bottle to the "Authorization to Give Medication" form to confirm proper administration and to ensure that the medication has not expired. Do not exceed the dosage on the bottle unless a doctor's note is present verifying the dosage amount.
4. Right Time – Refer to the "Authorization to Give Medication" form for the time to be given. Medication may be given one-half hour before or after the stated time.
5. Right Route – When medication is administered, be certain that it is applied to the correct area or given in the correct manner, i.e. eye drops to eye, ear drops to ear.

Disposing of Medication

1. When the duration for administration of medication is up, as noted on the "Authorization to Give Medication" form, the empty bottle (after being washed out) should be placed in the child's bucket.
2. In the case that the medication is not emptied, it should stay in the First Aid room and a note sent to the parents.
3. The note will notify the parents that the unused medication will be discarded if it is not picked up by a designated date.
4. All medication must be discarded through the sewer system.

Recording Information

1. All incidents must be recorded the correct forms as needed, i.e. "Authorization to Give Medication", "Incident Report".
2. All information must be specific as to the degree of temperature, cause of injury, location and type, i.e. ¾ inch cut on right index finger. Finger got cut on a toy.
3. Any injury causing a mark constitutes an incident report. The report will be complete with all information surrounding the injury. One copy of the report will go to the child's bucket and the original to the child's file.

Guidelines: When a Child Can Return

These guidelines are recommended by the American Academy of Pediatrics and the American Public Health Association. These guidelines will be observed unless your child has a doctor's release that specifically re-admits them to the center prior the guidelines listed.

Fever Free: Must be fever free for 24 hours except for an ear infection. In case of an ear infection, the child may return after treatment of antibiotics has started.

Vomit Free: Must not have vomited for 24 hours.

Uncontrolled Diarrhea: Defined as an increased number of stools compared with the child's normal pattern, with increased watery stool and/or decreased formed consistency that cannot be contained by the diaper or toilet use. The child cannot return until he/she has had normal stools for 24 hours. If a child is on a medication that causes diarrhea, we need a doctor's note for the file (which we can keep for further reference) and if the child is teething we can allow the child to continue coming to the Center at that time (if it is determined this is the cause of the diarrhea).

Conjunctivitis (Pink Eye): 24 hours after documented treatment for conjunctivitis has begun.

Mouth Sores: Must have a doctor's note stating that the child is non-infectious.

Rash: With any rash accompanied by a fever or behavior change, the child cannot return until they have a doctor's note stating that the illness is not a communicable disease.

Infestations (e.g. head lice, scabies): Cannot return until 24 hours after appropriate treatment has begun and must be checked by the First Aids/Meds person before re-entering.

Tuberculosis: Must have a doctor's note stating that the child is non-infectious.

Impetigo: Cannot return until 48 hours after treatment has begun.

<u>Strep Throat:</u>	24 hours after documented treatment has been initiated.
<u>Varicella (Chicken Pox):</u>	Cannot return until 7 days after onset of rash or until all lesions have dried and crusted.
<u>Shingles:</u>	Child needs to be excluded only if the sores cannot be covered by clothing or a dressing, until the sores have crusted.
<u>Whooping Cough:</u>	Cannot return until 5 days of appropriate treatment has been started.
<u>Mumps:</u>	Cannot return until 9 days after onset of swelling of glands near the ear.
<u>Hepatitis A:</u>	Cannot return until one week after the onset of illness or until after immune serum globulin has been given to the appropriate children and team members in the program as directed by the responsible health department staff.
<u>Measles:</u>	Cannot return until 6 days after the rash appears.
<u>Rubella:</u>	Cannot return until 6 days after the rash appears.
<u>Ringworm:</u>	Cannot return until 24 hours after starting treatment or a doctor's note saying non-infectious.

Stephanie Davis-Keeton, MSM
Principal/Administrator