

Life Academy
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Manitowoc, WI 54220

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TABLE OF CONTENTS

General Information	Pages 3-5
Birthdays, Carpooling, Cell Phones, Child Abuse or Neglect, Classroom Supply List, Communication, Field Trips, Fundraisers, I.D. Badges, Lost & Found, Open House, Pick Up & Drop Off, Parent Involvement, Privacy, School Closings, School Hours (Before School Policy), School Pictures, Visiting the School, Walking Students	
Attendance	Pages 5-6
Absence Policy, Absence Reporting, Dentist/Doctor Appointments, Perfect Attendance, Sign-In and Sign-Out Guidelines, Tardy, Vacation Guidelines	
Appearance Guidelines	Pages 6-7
Academics	Pages 8-9
Academic Activities, Grade Point Average, Grade Qualifications, Homework, Parent/Teacher Conferences, Volunteer, Report Cards, Specials (Art, Computer, Library, Music, Phys Ed., Foreign Language), Achievement Tests	
Behavior	Pages 9-12
Main Principles, Behavioral Program (How I Act), Bullying, Detention, Suspension, Expulsion, Intervention, Pink Slip Policy, Probation	
Food Program	Pages 12-13
Allergies, Lunch Boxes, Meal Delivery by Parents, Microwave	
Health Care & Illness Policy	Page 13-15
Health Care & Illness Policy, Medication Administration Guidelines	
Music	Page 15
Private Lessons	
Recess	Page 15-16
Guidelines, Outdoor Recess, Indoor Recess	

General Information

Birthday Parties are an important event for children so we must consider their feelings. If you are inviting the whole class, all the boys, or all the girls to your party, you can distribute your invitations using the classroom mailboxes or pass them out before or after school. If you choose to be more selective with your guests, please distribute your invitations outside of school.

Carpooling can be arranged among school families.

Cell Phones & Electronic Devices are to be turned off and left in book bags, not to be seen by staff. If the phone or device is seen it will be taken to the office and a warning given to the student when they pick it up at the end of the day. The next time, the parent will have to pick it up and a tally will be given. Life Academy (LA) is not responsible for lost or stolen cell phones, bring at your own risk.

Chapel is held one day each week. We have prayer, worship, a message and Scripture recitation. Parents are welcome to attend any time. Per the Appearance Guidelines, there is no special chapel attire.

Child Abuse or Neglect We are mandated by the State to report any indication of possible neglect or abuse, which comes to our attention. Please be assured that we respect your integrity as a family. If inquiries are ever to be made, however, it is done with our concern for the student and to fulfill our legal obligations.

Classroom Supply List is in the Newsletter/Information Packet and online. Label everything such as jackets, LA spirit wear, lunch boxes, etc., with your student's first and last name.

Communication from the school can come in the following ways:

- Assignment Notebook or Weekly Sheet to be signed by parent
- Calendar of school events for the year
- Detention Notices
- E-Mail
- School Office - notes home, phone calls or contact as needed
- Newsletter
- Notes home from the classroom teacher
- Parent/Teacher
- Pink Slip for missing/incomplete assignment(s)
- Progress Reports
- Report Cards given at quarters
- Slips for a disciplinary/medical referral
- Website - www.lifeacademywi.org for general information

**Parental contact is highly valued at LA. It is our desire to maintain communication with all pertinent family members. At times, family circumstances create communication gaps. Should this occur, LA will focus its contact with the primary custodial parent.*

Field Trips may occur throughout the year for all grades. LA will send home information plus a release form for parents to sign. Parental involvement as chaperones and/or drivers is frequently needed. Due to Wisconsin Law a booster seat must be provided if your child is younger than 8 years old, under 80 lbs., or is not 4'9".

Fundraisers may be offered throughout the year to support our school and extracurricular programs.

You can support Life Academy at no cost to you through:

Box Tops for Education and Labels for Education.

Seroogy's Candy Bar sales

Kwik Trip Milk Moola

Kwik Trip Scrip Program - Order gift cards or car wash cards to give 10%-20% to LA.

I.D. Badges are given to each student to be used when leaving school property during the school day. Teachers hold on to these until they are needed. If a student damages or defaces their badge, a \$5 replacement fee will be issued.

Lost & Found is located in the coatroom by the upper grades classroom. Items remain in boxes or on hooks until they are donated or disposed of at the end of the month. Please regularly check this area and label your children's clothes, lunch box, coat, gym shirt, etc.

Open House for new and returning families is usually a few days before school starts. The evening is designed to provide information needed prior to the first day of school. Attendance is vital.

Pick Up & Drop Off is permitted along the street in front of our building. Do not double park even for a short amount of time, this creates a potentially dangerous situation. Always drive slowly at drop off and dismissal and be mindful of the safety of children. It is strongly encouraged that pick up and drop off times are carefully planned so that no child is ever left in a car alone. Wisconsin Child Endangerment Law prohibits conduct, which would endanger the health or wellbeing of a child. It is the responsibility of the person dropping off the student to prepare the student for class before 8:00 am.

Parent Involvement is an important key to a student's success in school. We ask that parents be involved in the operation of the school to help keep tuition costs as reasonable as possible and to demonstrate your commitment to your child's education. At LA, we strive to partner with the home to see Christ fully formed in our students!

Privacy: For security purposes, all book bags, desks and computers are subject to random or individualized searches at any time. If a student is suspected of specific wrongdoing, the student may be required to empty his / her pockets, handbag, wallet or backpack for school personnel. Note: Students will be held accountable for all transmissions sent / posted at any time via Facebook or any other social media.

School Closings: LA will close similar to when the Manitowoc Public School District closes. Parents can pick up their children at their own discretion at midday during inclement weather.

School Hours are 8:00 a.m. to 2:45 p.m.

- Early Dismissal: 11:30 a.m. for Staff In-Services
 11:30 a.m. for Parent / Teacher Conferences
- **Before School Policy:** Students should be dropped off after 7:45 a.m. and be ready for assembly at 8:00 a.m. Students are not allowed in the building or on school property prior to 7:45 a.m.

School Pictures will be scheduled during the first quarter of school. Order forms are sent home during the summer for those enrolled in advance. These pictures are also used for I.D. badges.

Visiting the School is permissible for parents and must be prearranged with administration. All visitors will press the buzzer on the front door, sign in, and receive a visitor's tag. To visit a classroom for an extended period of time, please pre-arrange with administration.

Walking Students: If your child walks to school please notify the school office at the beginning of the year.

Attendance Guidelines

Absence Policy: It is very important that your child be in attendance on a consistent basis. State guidelines require that your student be in attendance a minimum of 75% of the quarter. Therefore, your child cannot exceed 12 days absent in a quarter. If your child is absent for 13 days or more, they fail the quarter.

1. All absences are excused but still counted as an absence because the student is not in attendance. Documentation of absences (i.e.: doctor / dentist note, etc.) needs to be provided should there be indications that your child will be in danger of exceeding state guidelines.
2. We discourage students from missing school due to vacations because they are counted towards your absence totals. If you need to pull your child out for vacation purposes, please follow the vacation guidelines.
3. If a student is unexpectedly absent from school he / she will be given one day for every day absent to make up the work. Students may be asked to stay in from recess to make up any test or quizzes.
4. If the student arrives after 9:00 a.m., it is a 1/2-day absence.
5. If the student leaves before 2:00 p.m., it is a 1/2-day absence.

Absence Reporting: Call the School Office before 8:00 a.m. to report an absence. If there is pertinent information regarding your child's health, please notify the teacher or office. A maximum of 1 day for every day absent is allowed for turning in assignments to receive full credit.

Dentist / Doctor Appointments: During the day, parents must inform teachers with a note and sign their child in or out at the Elementary Office. This is counted as an excused absence.

Perfect Attendance: Perfect Attendance is recognized and awarded every quarter

and at the end of the year.

Sign-In Guidelines: All late students must be signed in on the clipboard kept on upper level, if they arrive any time after 8:00 a.m. Otherwise, they will be considered absent. If you sign your student in between 8:00-8:30 a.m., it is considered a tardy. If you sign your student in after 8:30 a.m., it is considered a 1/2-day absence. A doctor's appointment is the only reason for an excused tardy.

Sign-Out Guidelines: All students in attendance for the day must be signed out on the upper level clipboard before leaving. If your student is out of the building for more than two hours (i.e. Doctor Visit, off campus lunch, etc.) it is considered a 1/2-day absence. If you sign your student out any time before 1:45 p.m., it is considered a 1/2-day absence.

Tardy: A tardy is given to students if they arrive to assembly after 8:00 a.m. Teachers will mark the student absent if they are not in their seat at 8:00 a.m. If a student arrives late, the student will be given the a Tardy.

1. Students are excused from being tardy because of funerals, doctor appointments or adverse weather conditions (when decided by the administration). Unexcused tardiness would be for issues like transportation problems, oversleeping, not planning ahead in inclement weather, etc.
2. Tardy detentions will be served during recess should they exceed four times of being tardy in a quarter.

Vacation Guidelines:

- A. Please notify your child's classroom teacher 3 weeks before the actual trip. The teacher will get the work to you as soon as possible.
- B. Work can be handed in before your child leaves.
- C. All work assigned will be due the day your child returns back to school- Any work that is not complete will not be accepted and your child will receive a "0" for those particular assignments.
- D. Any tests or quizzes that your child misses will need to be made up the first two days your child returns during lunch or recess.
- E. It is not the teacher's responsibility to re-teach material that is missed while on vacation. Please plan ahead.

Appearance Guidelines

"Your beauty should not come from outward adornment such as braided hair and the wearing of gold jewelry and fine clothes. Instead, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight." 1 Peter 3:3-4

General Dress Code: Clothing must be neat, clean, and in good repair.

School administration has the right to use their discretion when enforcing dress code.

Special Days will be announced such as: Jersey, Wacky Winter Week, etc.

DRESS CODE for boys and girls (for details, see chart on next page):

Any color denim pants, including blue jeans

Any colored polo with a collar (long or short sleeved)

Individuality: Remember to ask,

1. Does this item fit modestly even though the material may be acceptable?
2. Does this outfit as a whole give the appearance of being neat, clean, and modest?
3. Though this outfit is acceptable, is it appropriate for my child's individual body type?

Clothing Item	Acceptable	Unacceptable
Tops	Any colored polo with a collar (long or short sleeved)	<ul style="list-style-type: none"> • No individual names, musical groups, violent, satanic or questionable slogans or pictures. No "attitude" shirts i.e. What's your problem? • No tank tops, tight-fitting shirts, or off-the-shoulder tops that reveal tank tops or straps. • No sleeveless shirts or blouses. • No exposed midriffs, low-cut necklines (front or back), mesh, sheer or see-through material.
Pants	Any color denim, cords, or khaki's, including blue jeans	<ul style="list-style-type: none"> • No culottes, low-sagging pants, extremely over-sized pants, ragged or cut edges. • No tight. Revealing or form fitting pants no matter what the fabric or style. • Shorts are not allowed unless you are in Kindergarten or pre-school. • No jeans with holes or frayed edges or writing on the backside.
Skirts/Dresses	Skirts or dresses for girls	<ul style="list-style-type: none"> • No mini-skirts or skirts (more than 1 inch above the knee even with leggings or pants). • No extreme slits (2 inches above knee).
Shoes	<ul style="list-style-type: none"> • Dress, tennis, casual, boots, and sandals. • Shoelaces are to be tied. • Tennis shoes are needed for gym class. 	<ul style="list-style-type: none"> • No snow boots or rubber boots inside • No flip flops or shoes with wheels.
Hair & Misc.		<ul style="list-style-type: none"> ■ No extreme hairstyles or unnaturally dyed hair. ■ No hats of any kind during school hours. ■ No extreme make up, including black nail polish. ■ No Superhero, Pokémon, or other violence related articles. ■ No rolling back packs unless a doctor's note is received. ■ No camouflage of any kind/color. ■ No wrist bands (except LA spirit wear) handkerchiefs, studs, and bandanas. ■ No skulls, crossbones, satanic or violent symbols. ■ No exposed tattoos.

Academics

Academic Activities may be introduced throughout the year such as:

Art Shows	Throughout the year, especially around conferences
Book Fair	One or two per year, dates to be announced
Concerts	Vocal / Instrumental concerts throughout the year

Drama, Math Olympics, Science Fair, Speech Meet, Spelling Bee
per qualification

Grade Point Average (GPA) affects grades 4-6 only and is based solely on core subjects. Specials grades are not factored into the overall GPA for students in grades 4-6. The numeric GPA will supersede the letter grade equivalent. A student's GPA determines eligibility for extracurricular participation (must be above a 2.0). The 4th Mid-Quarter GPA status is the determining factor for 4th quarter and end of the year awards.

3.5-4.0	High Honors
3.0-3.4	Honors

Grade Qualifications

A+	100%	C	78-82
A	95-99	C-	76-77
A-	93-94	D+	74-75
B+	91-92	D	71-73
B	87-90	D-	70
B-	85-86	F	0-69
C+	83-84	I	Incomplete

Homework can be assigned daily for grades 1-6. Special consideration is given on church nights; however, students are still encouraged to be good stewards of their time during the day. This may require them to prepare ahead as needed. If a student does not complete seatwork on any school day, he / she may be asked to complete it at home. In the event of an unexpected absence, the student is given one day for every day absent to make up the work. Students may be asked to stay in from recess to make up any test or quizzes.

Parent / Teacher Conferences occur each semester. Dismissal is at 11:30 a.m. Conferences are by appointment only at a preset time mutually agreed upon by the parent and teacher. If, during the course of your conference more time is needed, another time must be scheduled out of respect for the next family who is arriving for their conference.

Volunteer help in the classroom or at home is appreciated. Contact the teacher in advance to arrange a time.

Report Cards are issued 4 times (quarterly) per year with grades from the classroom and specials.

Specials Classes that maybe offered are as follows:

Art, Computer, Library, Music, Physical Education.
Foreign Language is currently being developed.

Achievement Tests will be administered throughout the year.

Behavior

Our goal is to shepherd a child's heart toward our Lord and Savior Jesus Christ. *“Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.”* **Colossians 3:23-24**

If there are any concerns with behavior and discipline please talk to the teacher first and then the second step is to contact the administrator.

Main Principles: The three R's

1. Respect - for God and others, property, and (obedience to) school rules.
2. Responsibility - for actions/works and willing to accept rewards/consequences; for behavior, schoolwork, and supplies.
3. Ready - to serve others.

The **BEHAVIORIAL PROGRAM** consists of Minor and Major offenses. Below is how the school defines these offenses in general. Discipline is handled at the discretion of the administration. The "How I Act" Tally System is used throughout the school, throughout the day to cover minor offenses. Major offenses are outlined in general form below. As our kids grow and mature, the age/maturity of the child along with the intention of the heart will be weighed into the determination of action taken. Within this understanding, all discipline measures are at the discretion of the administration.

Minor Offenses ■ "How I Act" Tally System

"How I Act" is a discipline system developed by Christian educators and is designed to help children properly identify their behavior. Colored tallies & white flags are used in the classroom to identify strengths and problem areas. Three tallies in one day will warrant a trip to the administrator / detention. Tallies are cleared at the end of each day. If a student is sent to the administrator, a detention notice may be sent home for you to sign and return to school on the next school day. The notice will explain the offense and the discipline administered. No system is without error; please encourage your child to meet with his/her teacher should the child feel confused about a tally given.

- H Hullabaloo: making noises, causing a commotion (Dark Blue Tally)
- O Out of Order: wrong behavior at the wrong time (i.e., getting out of a chair after being told to sit), chewing gum, non-compliance with appearance guidelines (Green Tally)
- W Work Not In (Missing): late assignments, homework notebook not signed, forgetting books, papers or pencils (Pink Tally)
- I Intentional Disobedience (Red Tally)
- A Attention Lacking: daydreaming, not following directions (Light Blue Tally)
- C Character Lacking: lying, cheating, intentionally hurting someone else, bad language, uncontrolled displays of anger, pouting or surliness (Yellow Tally)
- T Talking (Purple Tally)

White Flags are given for positive behavior and can be turned in to the teacher for classroom incentives.

Note: In Kindergarten and preschool we primarily use only Green (Out of Order) and Purple (Talking) tallies.

Major Offenses

- Insubordination (disobedience or disrespect to any school personnel)
- Vandalism, destruction or defacement of property
- Profane or obscene language or action
- Truancy from school or class
- Fighting
- Disorderly conduct at school programs or events
- Dishonesty (forgery, lying, stealing, or cheating)
- Possession of knives, guns, martial arts, weaponry, firecrackers, or any item that may pose a threat to the health or safety of students
- Possession or distribution of tobacco, alcohol, drugs, or pornography
- Pulling a fire alarm
- Threats/bullying: whether genuine or "joking"

Bullying is defined as intimidation of others by real or threatened infliction of repetitive physical, verbal, written, or electronically-transmitted attacks; emotional abuse; or attacks on the property of another. It may include, but is not limited to, actions such as verbal taunts, name-calling, and put-downs, including ethnically-based or gender-based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school. Bullying of any form will not be tolerated.

The following general disciplinary steps are in place as a general guide when handling minor or major offenses. The student will be sent to the office and discuss the situation with the administrator whereby the administrator will assess the situation. The specific consequences given are at the discretion of the administration.

	Primary Grades (K-2)	Elementary Level (3-6)
Step 1	Restoration and apology, possible loss of privilege or time in office, possible parent contact	1 st time: Restoration and apology, 1-5 recess detentions (principal discretion), parent contact
Step 2	Restoration and apology, loss of privilege or time in office, possible parent contact	2 nd time: Restoration and apology, 1-5 detentions (principal discretion), parent contact
Step 3	Restoration and apology, loss of privilege or time in office, multiple detentions (administrator's discretion), parent contact	Subsequent infractions: Restoration and apology, 2-5 detentions or 1/2 day ISS (OSS if needed), parent meeting
Step 4	Subsequent Infractions: Restoration and apology, 2-5 detentions or 1/2 day ISS (OSS if needed), parent meeting	Subsequent infractions: 1-3 In School Suspension or Out of School Suspension
Step 5	There may be a Parent Meeting to discuss possible expulsion.	Parent Meeting to discuss possible expulsion

Detentions: A detention can be given for minor or major offenses. A detention notice is sent home with the student. It states the date and reason for the detention. It is to be signed by a parent and returned the next school day. Five detentions in a quarter = 1/2-day ISS. A pattern of detentions could result in a suspension or an expulsion.

There are two types of detention:

- **Academic/Behavioral Detentions** are served on Tuesdays through Fridays at lunch / recess. If a student does not show up for a scheduled detention, 30 minutes will be added and they will be required to serve on the next detention day. Some actions that draw a detention are:
 - o Accumulation of 4 pink slips for late assignments
 - o Unreturned pink slip or assignments
 - o Blatant or repeated disregard for dress code
 - o Being sent to the administrator with 3 tallies may result in a detention*(This is a general list and is not all inclusive)*
- **Tardy Detentions** are required to be served on every 3rd occurrence within

a quarter. Students who have a tardy detention will serve it during their lunch / recess time.

Suspension: Can happen as the result of the 3rd detention in a quarter, multiple detentions, fighting, cheating, or an administrative action. Students who are found to be in possession of dangerous (on or off campus) weapons, drugs, or alcohol will be dismissed from school for a period of time as determined by the administration. As a general rule, but not always, the consequence progression follows this pattern:

- ½ Day In-School Suspension
- 1 Full Day In-School Suspension
- Out of School Suspension

Expulsion: This is an administrative action that can happen depending on the nature of the offense. When a student is expelled, they will not be allowed on school property.

Intervention: All school owned equipment (desks, computers, etc.) is subject to random or individualized searches at any time. If a student is suspected of specific wrongdoing, the student may be required to empty his or her pockets, handbag, wallet, or backpack for school personnel. Furthermore, if there is suspicion that a particular student may possess a weapon or drugs a search may also be justified.

Pink Slip Policy: It is extremely important that students turn in work on time. To hold students accountable for missing work, we have instituted the following pink slip policy.

1. If an assignment is not returned the day it is due, the student will receive a pink slip or a pink tally (teacher's discretion).
2. The pink slip needs to be signed by the parent and returned back to school along with the missing assignment on the next school day. Due to the late assignment, there is a grade deduction as follows: 2nd&3rd grade-5 pts., 4th grade-10 pts., 5th grade-20 pts., 6th grade-30 pts.
 - a. If the pink slip is not signed and returned on the next school day, the student will receive a 1/2-hour detention on the next detention date.
 - b. If the assignment referred to on the pink slip is not completed and returned on the next school day, they will receive a "0" on the assignment along with the detention.
3. If the student receives 4 pink slips within one quarter, he/she will receive an additional detention.

Probation exists to ensure success for all students. It is assigned on an individual basis, as determined by the administration, should a behavior change be required to continue on successfully at LA.

Lunch & Snack Time

Allergies: Please submit a written notice of any food allergies (not food dislikes) to the school office. Also, be sure to notify the classroom teacher because of snack times during the day. Students with a peanut allergy may be asked to sit at a designated table during snacks or lunch. They may bring a friend.

Lunch Boxes should have child's name and grade on them. Glass containers for food or drinks are not allowed.

Meal delivery by parents must be done in the first 5 minutes of your child's lunch period. If a child does not have a meal to eat after all of the children are seated, we are required to serve your child a lunch. You will be charged \$5 per lunch served. All meals must be completed by the end of the lunch period.

Microwave: Unfortunately, we are unable to heat up microwavable items for your child. For safety reasons, students are not allowed to use the microwaves.

Children will not be forced to eat anything. We will however, encourage them to eat. If you know for certain your child has particular dislikes, PLEASE make necessary provisions for your child. Your child needs "fuel" for the day.

Health Care & Illness Policy

A student's health is a main concern here at LA. We follow the County Division of Health Guidelines. If a child looks / feels feverish, glassy-eyed, etc., we will take their temperature. The following practices will be followed:

Cold: If your son / daughter has a cold with copious drainage or a hacking cough, please keep them home even if they do not have a fever. Do not send young children to school with cough drops.

Communicable Illness: If you suspect your child has a communicable illness, please keep them home until a diagnosis and treatment can be started.

Diarrhea: If your child has diarrhea at home, keep them there. If they have three or more bouts of diarrhea at school, you will be called to pick up your child as soon as possible. Your child must be kept home the following day. After that he / she must be free from bouts of diarrhea for 24 hours without medication before returning to school.

Eye Discharge: If your son / daughter has discharge from their eye, keep them home. If we notice the eye has drainage or is crusted over, you will be called to pick up your child as soon as possible. The child diagnosed with conjunctivitis must have been on medication for 24 hours. If the child is not diagnosed with conjunctivitis, you must have a physician's note stating he/she "IS NOT CONTAGIOUS" before returning to school.

Fever: Regarding a fever of 100 degrees or over, if your child is at home, keep them there. If they are at school, you will be called to pick up your child as soon as possible. Your child must be kept home the following day. After that, they are to stay home until his/her temperature is normal for 24 hours without the use of medication.

Rash: If your son/daughter has a rash at home, keep them there. If we notice a rash while the child is at school, you will be called to pick up your child as soon as possible. They will need a note from the physician stating that he/she "IS NOT CONTAGIOUS" before they will be allowed to return to the school.

Vomiting: If your son/daughter vomits at home, keep them there. If they vomit at the school, you will be called to pick up your child as soon as possible. Your child must be kept home the following day. They must be free from bouts of vomiting for 24 hours without use of medication before returning to school.

NOTE: Life Academy does not carry medical coverage for students.

POLICY & PROCEDURE FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

It is recommended that all medication (prescription, non-prescription, and herbal preparations) be kept in the school office for student administration. All medication must be provided by the parent in the original manufacturer's or pharmaceutical package and will be administered only according to the manufacturer's / prescriber's recommended therapeutic dose.

PRESCRIPTION MEDICATION & HERBAL PREPARATIONS

Prescription medication and herbal medications can only be administered by school personnel with written consent of BOTH the parent/guardian and a qualified practitioner. Practitioner is defined as a physician, dentist, optometrist, physician assistant, advanced practice nurse prescriber, or podiatrist. ALL consent forms must be renewed each school year or when the prescription changes. Written consent with doctor authorization must be given by completing the Medication Authorization Form. Forms are available in the school office and must be renewed every school year. Completed forms are kept on file by the school.

NON-PRESCRIPTION MEDICATION

Non-prescription medication can only be administered by trained school personnel with the written consent of the parent/guardian. Written consent must be given by completing the Medication Authorization Form. Forms are available in the school office or on the school website and must be renewed every school year. Completed forms are kept on file in the school.

LABELING, STORAGE & TRANSPORT OF MEDICATION TO SCHOOL

The parent/guardian provides prescription medication in a properly labeled pharmacy container. Non-prescription medication must be provided in the original manufacturer's package. The label must have the following information: *(baggies or other unsafe containers will not be accepted)*

- Child's full name and grade
- Name and dosage of medication
- Frequency of administration
- Prescriber's name

Medications are administered by trained school personnel and kept in a locked area at school. Storage of self-administered medications will be approved by the school principal and/or school authority in collaboration with the student, family, and the prescribing physician when necessary. An adult should bring the medication to the school. Any other arrangements need approval from the

school's principal or appropriate school authority.

UNUSED MEDICATION

At the end of the school year, parents / guardians will be reminded in writing to come to the school to get any unused medication. Medication not claimed within one week after the end of the school year will be destroyed.

SELF-ADMINISTRATION OF MEDICATION BY THE STUDENTS

Students may carry and self-administer Inhalers and Epi-Pens with written consent of BOTH the parent / guardian and prescriber

An appropriate school authority may monitor the self-administration of medication if the employee's good faith belief that the medication is being improperly used, stored, or that the school's policy requirements are not being met. Parent/guardian will be promptly informed of this decision by the proper school authority.

Music

Private Lessons are generally held at school. You may contact a teacher for more details. Additional fees are charged and grades are issued per quarter.

Recess

Recess Guidelines: All children have a 20-minute recess immediately following lunch. All students grades 1 thru 6 are expected to participate in outdoor recess. Generally if a student is healthy enough to attend school, they are healthy enough to participate in outdoor recess. We will allow requests to keep children indoors for one day if their child has been sick and is in a recovery mode. A doctor's note is required for any indoor recess that exceeds one day. Toys and electronic games/devices are not allowed.

Outdoor Recess

Outdoor lunch / recess will be EVERY day unless it is raining, lightning, zero degrees or if wind-chill is below zero or if some other danger exists such as severe wind or icy conditions that make it unsafe for outdoor play. Wind-chill is checked right before recess.

The following is our recommendation for proper dress for outdoor play-IF WIND CHILL IS:

- Below 60 degrees- lightweight or long sleeves
- Below 50 degrees- heavier or combination lightweight jacket & long sleeves
- Below 40 degrees- winter weight jacket- tights for girls in dresses
- Below 32 degrees- hats and gloves along with winter jackets- pair of slacks under dress is recommended
- Below 15 degrees- recommended snow pants, boots and scarves

for warmth, whether or not snow is on the ground. - Shortened recess

- At or below Zero degrees- INSIDE RECESS

Boots are required to walk in the snow. Those without boots will be required to stay out of the snow. Snow pants are required to sit, crawl or lay on the snow.

Indoor Recess

Administrator's discretion will be used for modifying indoor/outdoor recess or early entrance during the day.

1. 10 degrees F above zero or lower = Indoor Recess
2. Wind chill factor of zero or lower = Indoor Recess
3. Rain, drizzle, or blizzard conditions = Indoor Recess