



Family and Student Handbook

June 2021

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CANADIAN VALLEY CHRISTIAN ACADEMY MISSION STATEMENT

The mission of Canadian Valley Christian Academy is to assist families and the Church in providing a God-centered Christian education for our students to prepare them as Christian leaders within the world. Our goal is to establish a Christian school, governed by biblical truth, rather than a secular school offering a Bible class.

PURPOSE OF HANDBOOK

This handbook was adopted by the Administration and Board Members of Canadian Valley Christian Academy (CVCA). The entire document is considered official Board Policy. CVCA reserves the right to change portions of this document throughout the course of the school year as necessary.

CVCA is governed by the CVCA Board Members, comprised of responsible Christians, whose function is to set policy for the operation of CVCA. The Administration of CVCA is assigned to the Principal who oversees the total school program, and the staff who supervise academic programs, student activities, and disciplinary procedures.

When a student applies and is accepted by CVCA, it is understood that the student and student's parent(s)/guardian will accept the policies outlined in this handbook and agree to abide by these in full support of the school program from the time of acceptance until graduation or until the student terminates attendance at CVCA. Acceptance into CVCA is on a per year basis. The CVCA and staff are dedicated to Christian education and seek to help all students realize their full potential.

ACCREDITATION AND AFFILIATIONS

CVCA is working toward accreditation for Kindergarten through 5th grade in accordance with the Oklahoma Private School Accreditation Commission (State recognized).

CVCA EXPECTATIONS

It is expected that CVCA students will:

- Honor God in all they do.
- Do what is right.
- Respect self and others.
- Take pride in our school.

ADMISSIONS

CVCA is a non-profit organization that admits students of any race, color or national origin to all rights, privileges, programs, and activities generally accorded or made available to students at the CVCA.

It is our goal to educate our students to the best of our ability. All students (above Kindergarten) are required to have a minimum cumulative GPA of 2.0 to be admitted to CVCA. To continue

enrollment, the student shall maintain at least a cumulative GPA of 2.0. All first year students will be accepted on behavioral and academic probation for a period of one calendar year. During this period, conduct and scholarship will be monitored closely. Continued enrollment is dependent upon acceptable levels of attendance, behavior, psychological maturity, and academic achievement.

TRANSFERS

Students in first grade and above entering Canadian Valley Christian Academy for the first time shall be considered a transfer student.

The Principal shall request all records from the previously attended school. The student upon acceptance into CVCA shall be tested for appropriate placement.

When a Student transfers to another school, the Principal shall provide all records upon written request from receiving school. Record request must be signed by parent.

All records or recommendations request shall be mailed or sent electronically. (12.1.2020)

PROMOTION AND RETENTION

Promotion or Retention of a student is a decision that should be made with careful consideration of academic, social and behavioral needs of the individual student. The potential long term effect of promotion or retention is to be considered by the Principal, current teacher, previous teacher and parent.

Parents who wish to request retention of their child should submit their request in writing to the Principal. The classroom teacher may also recommend retention of a student by submitting their recommendation in writing to the parents and the principal. In either case the Principal will schedule a meeting with the Principal, current teacher, previous teacher and parents. The decision to promote or retain a student shall be based on grade achievement, standardized test scores, attendance records, and other criteria as needed. A statement that includes decision made, reasoning for decision, and signatures of all involved shall be placed in student's cumulative folder. (12.1.2020)

REMEDIATION

Canadian Valley Christian Academy offers tutoring to all students. Students who are having difficulty in any area shall receive tutoring during the school day. The number of times per week shall be determined by the Principal, teacher and parent. (12.1.2020)

FINANCIAL POLICY

CVCA is a non-profit institution that receives its primary financial support from tuition, fund raising, and contributions from friends and families.

Charges paid by the parent are considerably less than the cost of the services given to each child. The remainder of this cost is made up by school fund raising efforts and gifts from friends and families who are interested in the superior training that is provided by the school. Charges for tuition may be paid according to the following terms (please see <https://www.cvcacademy.net/tuition> for current tuition and After Care fees):

- An annual payment that is paid directly to CVCA before the fall semester, or
- A FACTS payment plan (10 or 12 months) where monthly withdrawals come from a parent or guardians bank account.
- Other payment arrangements must be coordinated with and approved by the CVCA Board Treasurer.

Parents are responsible for the current month and any unpaid dues in arrears if they withdraw a student or students for any reason, prior to the end of the current month. Prepaid annual dues will be reimbursed, not including the current month.

If your child's After Care account becomes delinquent by more than thirty (30) days, your child may be dismissed from After Care, until the past due account is brought up to date in its entirety.

The school will retain all records and grades until all outstanding financial obligations are met in full.

CHAPEL

Chapel is designed to provide opportunities for Students to glorify God through praise, leadership, service, and community. Chapel may be led by any of the following: students, faculty, alumni, local ministers, or special guests. This time reflects the value that CVCA places on faith development and community.

VISITORS

We welcome visitors at CVCA. All visitors must be admitted through the office and wear a visitor's badge. To avoid disruption of classes, only potential students who are applying for admission may visit classes. Lunch visitations will be allowed for family members only (exceptions may be approved by the principal). On campus guests should:

1. Follow all handbook policies (dress, food, etc.),
2. Not cause disruption of regular activities in halls or classrooms, and
3. Get permission from the principal for classroom visits.

INSURANCE

The school does not furnish health or accident insurance for students. All families, students, and anyone associated with CVCA are required to provide their own insurance. CVCA will not be liable for injuries or medical assistance to students.

SEARCH AND SEIZURE

Administrators may search or authorize a search of the property of any student, including but not limited to backpacks and other types of bags and related items.

ACADEMIC INFORMATION

Wednesday Night Homework—We understand and appreciate the importance of time spent with families. Therefore, homework will not be assigned on Wednesday nights to allow families to attend mid-week Bible study. If there has been an appropriate amount of time given to a student to finish his/her work or study for a test, some assignments may be due on Thursday. Make-up work will be due at the teacher’s discretion. Grade reports will be given at the end of each nine weeks.

Grading Scale

A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	59 & Below	

PROBLEM RESOLUTION

Grievance Policy

The following steps will be followed for grievances.

Grievance Process

1. A Grievance is communicated by the complainant (including faculty, staff, student, or parent) to the principal, if needed using the Grievance Policy Form (Exhibit A).
2. If the grievance requires escalation, the principal investigates the grievance.
3. The principal determines if the grievance has merit.
 - a. If merit is determined, the grievance and recommended action are reviewed with the CVCA board review committee for approval.
 - b. If no merit is determined, the complainant may submit the grievance for appeal to the CVCA board review committee.
4. The principal informs the complainant.
5. The complainant may submit the decision of the CVCA board review committee to the CVCA board president for appeal consideration. If the CVCA board president determines the appeal has merit, the full CVCA board members will review the appeal.
6. The CVCA board president will inform the complainant of the decision in writing with a

copy to the CVCA board members.

The CVCA board review committee will consist of the following during any review:

- School board president
- Principal
- Board member

RIGHT OF ACCESS TO RECORDS

Access must be granted within forty-five days of a parent's written request, and this request must be submitted to the principal. Available records include grades, evaluations, and standardized test results. Parents or guardians may request that their student's records be released to persons and institutions outside of CVCA. CVCA reserves the right to hold records due to unmet financial obligations.

Parents have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents to review the records. Schools may charge a fee for copies.

CVCA must have written permission from the parent in order to release any information from a Student's education record to the following:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to Oklahoma State law.

Schools may, without consent, use "directory" information for internal school use only, such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them for internal use.

CHANGE OF RESIDENCE/EMPLOYMENT/CUSTODY

The administration believes in the importance of close working relationships with families. This is especially critical in terms of every student's safety, health and security. As a result, all parents are required to notify the school promptly of any changes in addresses, phone numbers (home and work), or custodial arrangements that might occur during the course of the school year.

CHILD CUSTODY

CVCA will provide school records, upon request, to either parent UNLESS supplied with a copy of a court order. It is the parents' responsibility to provide the school with updates of any court orders. ONLY the custodial parent will be allowed to check out a child from school unless CVCA is otherwise notified in writing.

BOOKS

Students are responsible for books issued to them. Damages to a book or losing a book will require reimbursement. Payment should be received before a new book will be issued. The classroom teacher or media center coordinator will issue books. The teacher or media center coordinator will record the student's name and the condition of the book using the following scale: N=New; G=Good; F=Fair; and P=Poor.

CONTAGIOUS SYMPTOMS, ILLNESS OR INJURY

- Parents are expected to keep a student who is ill out of school for twenty (24) hours after a fever (Exhibit B).
- In the event a student becomes ill during school hours, the student will be dismissed from school and picked up by an approved parent on record with the school or person approved by parent. Symptoms that cause a student to be dismissed from school include, for example, but not limited to; untreated impetigo or undiagnosed rash, ringworm, head or body lice, conjunctivitis, or scabies. For these illnesses, the student must have a doctor's note before returning to class.
- Parents are responsible for any costs involved for a 911 call.

MEDICATIONS

There shall be no medication in a student's possession when on campus. All medications must be checked in at the office. A record is kept of medications administered. Students caught with medication in their possession will be addressed by the administration.

It is against federal law to dispense prescription medication to a student without the original container with the child's name and instructions for administering medication.

CVCA requires that a “Parental Authorization to Administer Medication” must be on file in the office prior to administering any prescribed or over the counter medication. Please request the CVCA Parental Authorization to Administer Medicine from the office (Exhibit C).

DISTRIBUTION OF PUBLICATIONS

No publications, surveys, or printed materials may be distributed within the classroom without previous permission from the principal. Notices distributed in the classroom must indicate who is distributing them.

BIRTHDAYS

Birthdays are a very special time. We welcome treats for the class. If party invitations are distributed, families should follow the “Distribution of Publication” policy mentioned above. All students in the class are to be included.

SCHOOL CANCELLATIONS

The local news outlets will be notified if school is to be cancelled or dismissed early due to weather conditions. We will also notify parents via email or text of any weather-related schedule changes.

LOST AND FOUND

Students finding lost articles should take them to the school office. Unclaimed articles will be donated at the end of each semester.

DRILLS

Students, teachers, and other employees shall participate in drills of emergency procedures—fire, tornado, and lock down. Students must follow the directions of the teacher quickly and in an orderly fashion. Instructions for these drills will be posted in each classroom and discussed by each teacher.

CODE OF CONDUCT

The purpose of the code of conduct is to provide students at CVCA an effective and safe learning environment. Students should be guided by biblical teachings to conduct themselves in a manner that is respectful of self and others. Our code of conduct at CVCA can be summarized by trust, respect, and responsibility. Critical elements of this principle include the following:

- Students will act in accordance with the safety rules of the school at all times.
- Students will not impede classroom instruction or school culture.
- Students will act in accordance with school policies, statement of beliefs, and classroom procedures.
- Students will respect their peers, teachers, and the CVCA community.

Violations of the code of conduct or other rules and guidelines will subject the student to disciplinary measures, per the Discipline Report (Exhibit D).

DISCIPLINE

CVCA exists primarily for the purpose of making Christ and Christian principles the dominating influences in the lives of its students. Disciplinary guidelines are deemed necessary by the Administration of CVCA for the orderly operation of the school, for physical safety, for the establishment of an atmosphere conducive to learning, and for the accomplishment of our stated purposes. The Administration of CVCA believes discipline is more about a change in behavior rather than disciplinary consequences. Disciplinary action will be administered as uniformly and consistently as possible, while at the same time recognizing that each student and each incident must be assessed individually in regard to attitude, and repetition. Disciplinary action can include a verbal or written warning, notification of parents, suspension (in school or at home), disciplinary probation, or expulsion.

It should be noted that several offenses are considered to be of such serious nature as to warrant suspension or expulsion following the first incident. These would include possession or use, on school property or at school sponsored events, of weapons (i.e. firearms, knives, etc.), alcoholic beverages, illegal drugs, sexual misconduct in any form, theft, vandalism, arrests, criminal activity, terroristic threats, aggravated assault, fireworks, tobacco in any form, e-Cigarettes/Vaping, testing positive for drugs or alcohol, cyber bullying, inappropriate text messages, inappropriate social network activities, or other such activities. As a private institution, Canadian Valley Christian Academy reserves the right to search persons, lockers, and/or automobiles which might conceal illegal contraband or to require a drug/alcohol test from any student at any time. Additionally, Canadian Valley Christian Academy reserves the right to administer disciplinary action for serious violations of this kind which occur away from school.

Disciplinary action shall be determined by the school administration. Such disciplinary action may be appealed to the School Board at a regular or specially called meeting of the Board where a quorum is present. However, the School Board functions as a policy-making body and such appeals are limited to a determination of whether or not school policy was adhered to by the administration in determining the appropriate disciplinary action. (12.1.2020)

BULLYING

CVCA requires students to honor our bullying policy on campus. We believe character and moral absolutes do not stop when students are dismissed at the end of a school day. Twenty-four hours a day, seven days a week, everyone is challenged to honor Christ. The school is and always will be concerned about the behavior of students both on and off campus. CVCA adheres to the following guidelines.

Students and their families agree that CVCA will not be held liable for injuries or property damage resulting from any specific acts of bullying.

School Bullying Prevention - Purpose and Definitions

- Bullying has a negative effect on the social environment of schools, creates a climate of fear among students, inhibits their ability to learn, and leads to other antisocial behavior. Bullying behavior has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, skipping and dropping out of school, fighting, and the use of drugs and alcohol.
- The purpose of these guidelines are to provide a comprehensive approach for CVCA to create an environment free of unnecessary disruption which is conducive to the learning process by implementing policies for the prevention of harassment, intimidation, and bullying.
 1. “Harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication, or physical act that will harm another student, damage another student’s property, place another student in fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with CVCA’s educational mission or the education of any student.
 2. “At school” means on school grounds, at school-sponsored activities, or at school-sanctioned events;
 3. “Electronic communication” means the communication of any written, verbal, or pictorial information by means of any electronic device.
 4. “Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a person would believe indicates potential for future harm to students, school personnel, or school property.

Control and Discipline of Child

- CVCA’s Board of Education has adopted a policy for the control and discipline of all children attending school, and for the investigation of reported incidents of harassment, intimidation, bullying, or threatening behavior. Such policy shall provide options for the methods of control and discipline of the students and shall define standards of conduct to which students are expected to conform. The policy shall:
 1. Specifically prohibit threatening behavior, harassment, intimidation, and bullying by students at school and by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school;
 2. Address prevention of and education about such behavior;
 3. Establish a procedure for the investigation of all incidents of harassment, intimidation, bullying, or threatening behavior reported to school officials for the purpose of determining the severity of the incidents and their potential to result in future violence.

PROPERTY DAMAGE

Any student destroying, removing, or in any other way defacing property or trespassing on another person’s or group’s property will be subject to disciplinary action. A charge will be made for the property damage.

SUBSTANCE USE POLICY

No student shall possess, abuse, transmit, or be under the influence of alcohol, prescription drugs or illegal substances. The principal should be made aware of Over the Counter (OTC) medications that have been administered to a student on the day administered prior to attending class.

ELECTRONIC DEVICES

Our goal is to have students and educators collaborating in rich engaging learning experiences using technology. Students may use approved devices when the educator deems them appropriate for educational purposes. All devices must remain silent or be put away unless being used within a lesson during class time. Students are prohibited from taking photographs or making recordings of themselves or others that would be classified as harassment, intimidation, or bullying.

Families should refrain from texting or calling their student during the school day. If there is a family emergency, students may be reached by calling the school office.

SOCIAL MEDIA

CVCA recognizes the popularity of social networking sites such as Snap Chat, Facebook, Instagram, and Twitter. Parents and students should take extreme caution when posting on such sites. Parents and students are representatives of CVCA, and all posts should reflect our school, the employees, and other students and families in a positive light.

As a general rule, parents and students should consider all social media postings as public. Parents and students are especially cautioned against using electronic devices to post pictures or videos of teachers, staff, or students. Also, parents and students should not use social media as a way to hurt, offend, or demean another person. The administration may require that parents become involved in the disciplinary process, including communicating with other parties involved. Parents and students who post such media will be subject to disciplinary action and may be dismissed from CVCA.

PERSONAL ITEMS

CVCA is not responsible for the loss or damage of any items brought to the school by a student, parent or any other individual.

DANGEROUS WEAPONS POLICY

It is the policy of CVCA to absolutely prohibit the use, threat, and/or possession of dangerous weapons and related instrumentalities (bullets, shells, gunpowder, etc.) on school premises or at school functions. Any student who brings a firearm or weapon on school premises or at school

functions shall be immediately disarmed followed by contacting the parent. This policy on dangerous weapons is applicable to all students without regard to age or grade.

1. Parent/guardian will be notified.
2. The student may be suspended out of school.
3. If harm or threat should occur, the student will be dealt with the same as having a gun.

A. “Gun or Device Capable of Discharging or Throwing Projectiles”

The term as defined in this policy shall include but not be limited to (a) rifles, pistols or shotguns or any caliber and/or (b) B-B guns or air pistols and/or (c) potato throwers, dart guns or blow guns and/or (d) any other device the purpose of which is to throw, discharge or fire objects, bullets, or shells.

B. Facsimile of Gun

Any student who has a facsimile of a gun including cap, toy, or water gun or any other item resembling a gun in his/her possession at school, on school property or at any school-sponsored or authorized event will be disciplined as mentioned above.

C. Knives, Weapons, or Other Dangerous Devices

The term “knife, weapon or device” shall include but not be limited to (1) knives of all sizes and types, (2) brass knuckles, chains, clubs, and sharp instruments, (3) explosives, bombs, combustible fluids or materials, firecrackers, poisons, chemicals or spray paint and/or (4) knives, weapons or devices, the use, threat or purpose of which is to cause personal injury or property damage.

STUDENT ACTIVITIES

Student groups must be under complete supervision of a school sponsor. Sponsors and the Principal must express written approval for all school-sponsored programs, projects, and social events. Students participating in a school activity during school hours requiring transportation to another school or site must ride in transportation provided or approved by the school.

BEFORE/AFTER-SCHOOL SUPERVISION

PREK 3 - ELEMENTARY

Students may arrive to school at 7:30 a.m. and go directly to the fellowship hall. Students will be dismissed from the fellowship hall to their classroom at 8:00 a.m. Students arriving after 8:00 a.m. need to sign-in at the Office. Students are encouraged to get to school on time. Habitual tardiness interferes with classroom instruction and procedures. After Care arrangements for children PreK 3 - 5th grade students can be made through the Office. Any child not picked-up prior to 3:30 will go to After Care. Please request the After Care Information sheet for pricing/time details.

ATTENDANCE

POLICY

The official record of attendance will be kept by the principal. Students must be present a minimum of two hours to receive half-day credit, and a minimum of four hours to receive full-day credit. (This can affect early dismissals as well as tardies.)

Students will be allowed ten (10) absences per school year that may be excused, unexcused, or a combination of both. Any student who exceeds ten absences may be required to repeat a grade. Every absence in excess of ten must be excused.

Excused absences are defined as:

- Doctor's visit, accompanied by a note from a non-related physician
- Serious, chronic, or extended illness verified by a doctor's statement within three (3) days of student's return to school
- Death in the immediate family
- Extreme hardships at the discretion of the administrator

Students will have up to one week from the date of return to class to make up assignments, quizzes, tests, etc. when the absence is excused. All parent notes, regardless of reason, count against the 10 day absence guideline. Always bring a doctor's note, if applicable.

Students must check in with the attendance clerk if he/she arrives after the start of class. A tardy pass will be issued for entrance to a class. Always turn in excuse notes within three days of returning to school.

PRE-ARRANGED ABSENCES

Many times students know they are going to be absent due to family trips or personal enrichment. Prior to the absence, the parent/guardian should communicate in writing the reason for the absence, the date of the absence and contact numbers, and a parent signature.

Note - A pre-arranged absence still counts as an unexcused absence (unless otherwise deemed "excused" by the administration), but it does allow the student to make up work and tests.

DRESS CODE

CVCA's dress code is based upon the following goals and principles:

- **A Proper Sense of Pride**—As individuals uniquely created in God's own image, Students should take pride in their appearance, fostering a "dress for success" mentality pleasing to God and man.
- **Modesty**—More than the length of a skirt or cut of a blouse, modesty is ultimately an issue of the heart. All members of the CVCA family, including parents, are asked to avoid immodesty both in terms of under-dressing (too short, low cut, tight, transparent, etc.) as well as overdressing ("look at me" apparel, accessories, or jewelry).

General Dress Code

- Saggy/baggy pants or jeans are not tolerated. Jeans or pants with over-sized pockets are not

permitted. Pants with rips, tears, or cut-off edges are not permitted.

- Chains are not permitted.
- Hair must be neat, clean and well groomed.
- No extreme haircuts, distracting styles, sculpted designs or colors different from natural tones will be allowed.
- Head coverings, caps, and hats are not allowed in the classrooms.
- Boys are not allowed to wear earrings.
- Visible body piercing (except for girls' pierced ears) and visible permanent or temporary tattoos are not permitted.
- No beach sandals, "flip-flops," plastic shower shoes, house shoes, slippers, or shoes with wheels.

FAMILY ACKNOWLEDGMENT

Receipt of Handbook signifies agreement that CVCA shall have complete discretion in all educational matters including, but not limited to, curriculum offerings, class and teacher assignments, and the assessment of student and teacher performance.

Receipt of Handbook signifies agreement that CVCA shall have the right to decline enrollment or re-enrollment of any student or to suspend or dismiss any student at its discretion and for any cause deemed sufficient by the school. I acknowledge that a positive and constructive working relationship between the school and a student's parent(s)/guardian is essential to the fulfillment of the school's educational purpose. Thus, the school reserves the right to (at the school's discretion) dismiss a student or not to extend the privilege of re-enrollment to a student if the school reasonably concludes that the actions of a parent(s)/guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purpose.

Appendix

Exhibit A - Grievance Policy Form

Complainant Name: _____
Teacher: _____ Student: _____
Date of Occurrence: _____ Time of Occurrence: _____

Describe the occurrence/complaint. What happened?

Who else witnessed the occurrence?

Why did this happen?

What could have been done to avoid the occurrence?

Complainant signature: _____

Date: _____

Exhibit B – Contagious Symptoms, Illness or Injury Policy

When is my child too sick for school? Your child is too ill to go to school if he or she has any of these signs:

- **Has a temperature** above 100 degrees F. Your child needs to be fever free for 24 hours (without fever reducing medicine) before returning to school.
- **Seems very tired** and needs bed rest (these are common flu symptoms)
- **Two loose bowel movements:** even if there are no other signs of illness. **Exception:** This may occasionally be caused by new foods a child has eaten. Contact the administration to let him/her know about any non-medical reasons for the loose bowel movements.
- **Vomiting:** Any vomiting is a reason to send a child home or keep a child home. **Exception:** Sometimes children “spit up” due to coughing, sensitive stomach, etc. - this is not vomiting. Motion sickness (from use of play equipment or riding in a car or other vehicle) that goes away after motion stops would not be a reason to send a child home or keep a child home.
- **Has a cough** that disrupts normal activity or causes child to become short of breath or start wheezing.
- **Has distracting pain** from earache, headache, sore throat or recent injury
- **Has yellow or green drainage** from eye or eyes.
- **Breaks out in a rash.** Not all rashes require that a child stay home, so check with your child’s doctor.
- **Contagious disease** - A contagious disease is one that can be spread by close contact with a person or object. Examples are: chickenpox, flu, vomiting, diarrhea, colds, strep throat and "pinkeye." A disease may be contagious before the child shows signs of illness. It is very hard to prevent the spread of some germs, especially in a school classroom. Good hand washing will help prevent the spread of germs.

If your child has a **contagious disease**, ask your doctor when he may return to school and obtain a doctor’s note. For example, children who have active chickenpox should not return to school until all the lesions are dried and crusted. Children with strep throat should be on antibiotics for 24 hours and feeling well enough to concentrate.

Remember

School is a child's work. It is important for normal development. If your child is absent often, it may be harder to keep up with the class. It is important your child does not miss more than a few days of school a year due to illness. **Ask your doctor** if you are not sure about keeping your child home. If you have any questions, be sure to ask your doctor or nurse.

Exhibit C - Parental Authorization to Administer Medicine

I am the parent with legal custody or the legal guardian of _____, a student attending CVCA. This student requires medication at intervals during the school day.

I hereby give my consent and authorize the school representative to:

_____ Administer _____, a filled (Name of Medicine _____) prescription, which I am hereby supplying you, in accordance with the written instruction of the physician prescribing the medicine, which is attached hereto.

-OR-

_____ Administer _____, an over- (Name of Medicine) the-counter medication, which I am hereby supplying you, in accordance with the following written instructions for administering to my child:

I understand that the CVCA Board or the employees of CVCA shall not be liable to the student or the student's parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of school employees in administering the medicine I have hereby authorized.

Parent with Legal Custody or Guardian

Dated this _____ day of _____, 20_____

Exhibit D – Discipline Report

Teacher: _____

Student: _____

Date of Occurrence: _____

Time of Occurrence: _____

Describe the occurrence. What happened?

Who else witnessed the occurrence?

Why did this happen? What could have been done to avoid the occurrence?

What are the consequences of the occurrence?

Principal signature: _____

Date: _____