

*Lower Alloways Creek
Township School
Parent / Student Hand Booklet
2011-2012*



*Lower Alloways Creek School Township School
967 Main Street – Canton
Salem, New Jersey 08079*

*Telephone: 856-935-2707
Fax: 856-935-9673
Website: www.lac-k8.net*

*Whenever a problem concerning school arises, consult this booklet first.
If the answer is not contained therein, call the school at 935-2707 ext. 210.*

Lower Alloways Creek School District Board of Education

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FORWARD

TO ALL PARENTS / GUARDIANS:

As we enter this new school year, I want to express my sincere and heartfelt appreciation to all of you who support public education. The student accomplishments we acknowledge are only possible because of our dedicated teachers, support staff, a supportive and involved school board, parents, and involved community members. Students are expected to achieve standards of learning through their ability to integrate thinking, feeling and behaving in order to achieve important life tasks. There continues to be a demand for all students to recognize and manage emotions, establish healthy relationships, set positive goals, meet personal and social needs and make responsible and ethical decisions. The focus of our educational community is to give our students the means to achieve a purposeful life, to be creative, to achieve much and to never waiver under the clouds of adversity.

Your cooperation and support will help us immensely in the accomplishment of these goals.

Sincerely,

Fred Pratta, CSA

TELEPHONE EXTENSIONS

A complete listing of telephone extensions will be sent home with the students & are available on the school's website. Please use this listing to leave messages for your child's teacher. Frequently used extensions are:

School Office – 210 Nurse – 216 Board Office – 212 Cafeteria Office – 217

SCHOOL DAY

Full – day Session 8:10 a.m. – 3:10 p.m.
Half-day Session 1:00 p.m. Dismissal

Students in grades K – 8 are considered late when they enter the building after the 8:20 am bell rings. The tardy student(s) will receive a late slip from the administrative secretary before attending homeroom or the class in progress. Continuation of being tardy to school will turn to disciplinary action. (Policy 5113)

LEGAL NOTICE

It has become fairly obvious, especially within the last several years that we live in a litigious society and this philosophy has permeated school zones throughout the United States. The myth and misunderstanding is that schools operate under **criminal law**. The reality, however, is that schools operate under **civil law**. **Some** parents and students are under the misconception that the rules in the code of conduct are the limitation or the ceiling of the school's power – that the rules define the limitation of the school's authority and that those rules are there primarily for punishment. The rules your are about to read in the code of conduct supplement are in addition to our **broad, discretionary authority** to maintain safety, order, and discipline inside the school zone. These rules support but do not limit our authority.

The Goal of this Legal Notice is four fold:

- The opportunity to know the policy and its content
- The opportunity to understand its content and ramifications and wide – reaching effects, if any
- The opportunity to respond and / or react to the policy or rule (the opportunity to be heard, not to decide)
- The opportunity to either comply with the policy or avoid being subject to the policy.

LUNCH

The progress and well-being of your child is greatly dependent upon eating a healthy and nourishing lunch. The cafeteria prepares a well – balanced lunch which may be purchased. Children may bring their own lunch which may be supplemented by drinks sold in the cafeteria. In the spirit of safety and concern for all children: Children who do choose to bring their lunch are not permitted to bring any form of soda in their school lunch or any glass containers. Students also do not have access to a microwave. Menus are received monthly by the parents. The lunch period (30 minutes) is part of the school program so all students must eat lunch in the school’s cafeteria.

Student Lunch K-8 (Paid)	\$2.25
Student Lunch K-8 (Reduced)	\$0.40
Adult Lunch	\$3.50
Main Entrée (w/o lunch)	\$1.65
Additional Entrée	\$1.25
Milk	\$0.50
Fruit Juice	\$0.50
Ice Cream	\$0.30-\$1.00
Chips/Snacks/Cookies	\$0.25-\$0.60
Prepaid Ticket – 5 Days	\$11.25
Prepaid Ticket – 20 Days	\$45.00

Personnel / Classroom Teachers

Grade	Teacher
Pre-Kindergarten	Mrs. Barbara Bradford
Kindergarten	Mrs. Sue Maniglia
First Grade	Mrs. Lois Hassler
Second Grade	Mrs. Shelly Bietsch
Third Grade	Mrs. Robin Ceaser Miss Lauren Schroeder
Fourth Grade	Mrs. Judy Harris
Fifth Grade	Mrs. Tammy Haenn Mrs. Ruth Williams
Sixth Grade	Mrs. Kelly Lombardo Mrs. Anne Parmelee
Seventh Grade	Mrs. Cheryl Mortimer Mrs. Stacy Sherman
Eighth Grade	Mrs. Delise Dare
Self-Contained Special Ed. Classroom	Mrs. Nancy Gregory
Resource Room	Mrs. Christine Gertsenbacher
Paraprofessional	Mrs. Linda Clour Mrs. Heather Morrissey
School Nurse	Mrs. Christal White, R.N.

Special Content Areas

Art	Mrs. Ellen Hemple
Multimedia (Library & Computers/Technology)	Miss Laws
Spanish	Ms. Martha Arrizon
Industrial Arts & Assistant Principal	Mr. Allan Burch
Physical Education & Health	Mrs. Judith Cossaboon
Music	Mrs. Anne Lally

Special Services Providers Salem County Special Services

Social Worker	Mrs. Christina Battiato
Speech/Language	Mrs. Delores Satchwell
Physical Therapy	
Occupational Therapy	

Support Staff

Bus Driver	Mrs. Janet Beal
Bus Driver	Mrs. Denise Bradway
Bus Driver	Mrs. Wendy Guth
Bus Driver	Mrs. Patricia Table
Bus Driver	Mrs. Carol Lark
Bus Driver	Mrs. Allison Turner
Bus Driver	Mrs. Jennifer Hardwick
Bus Aide	Mrs. Teresa Bradley
Bus Mechanic/Substitute Driver Maintenance/Building & Grounds	Mr. Kevin Harris
Café Worker	Ms. Diana Hutton
Café Worker	Mrs. Marie Prouse
Café Worker	Mrs. Susan Remster
Custodian	Ms. Christine Stroncek

PRE –KINDERGARTEN / KINDERGARTEN ENTRANCE

Children who will be four (4) years of age on or before October 1, 2011 shall be permitted to register and attend the full-day Pre-Kindergarten Program . Children who will be five (5) years of age on or before October 1, 2011 will be admitted to the full-day Kindergarten Program.

REGISTRATION OF CHILDREN

A Registration Day for the incoming Pre-School and Kindergarten children is held in the spring. Parents must bring the following to Registration:

1. Child's Original Birth Certificate
2. All Immunization Records
3. Proof of Residence (paid bill with address of parents / guardian)

LUNCH

The progress and well-being of your child is greatly dependent upon eating a healthy and nourishing lunch. The cafeteria prepares a well – balanced lunch which may be purchased. Children may bring their own lunch which may be supplemented by drinks sold in the cafeteria. In the spirit of safety and concern for all children: **Children who do choose to bring their lunch are not permitted to bring any form of soda in their school lunch or any glass containers. Students also do not have access to a microwave.** Menus are received monthly by the parents. Copies of the school lunch prices and purchasing procedures are distributed annually in September. The lunch period (30 minutes) is part of the school program so all students must eat lunch in the school's cafeteria.

SPECIAL EVENTS

When a student remains after school hours to attend or participate in a special event, a note of parental permission is required and must be submitted to the school office. **Students are not permitted to use the school's office phone to gain necessary permission to remain for special after-school events.**

It is the parents' responsibility to have transportation arranged for their children for these special after-school events.

TRANSPORTATION

Transportation is provided in accordance with State Law for children living remote from the school. Students are expected to conduct themselves according to school expectations since any student misbehavior may disrupt the bus driver and consequently, endanger the safety of the children riding the bus. The following procedures should be observed by each and every child:

1. The bus driver must assign seats and post seating charts.
2. No rudeness.
3. No profanity.
4. Do not eat or drink on the bus; keep the bus clean.
5. Violence is prohibited.
6. Remain seated in your assigned seat.
7. No smoking.
8. Keep your hands and head inside the bus.
9. Do not destroy property (Restitution by parents will be required if property is destroyed).
10. No throwing, squirting, or dropping objects within the bus or out of the bus windows.
11. No unnecessary noise or shouting.
12. No obscene gestures to people inside or outside of the bus.
13. For your own safety, do not distract the bus driver through misbehavior.

14. Loading – Pupils who must cross the highway to reach the bus stop are to wait on the side of the road they live on. They are to cross the road when the bus arrives, after the driver activates the red lights and signals the pupils that it is safe to cross.

15. Unloading – Pupils who must cross the highway to reach their destination shall cross in front of the stopped bus after the driver has verified that that warning lights are operating and it is safe to cross.

16. Pupils must keep books, coats, and all other objects out of the aisles.

17. Playing or fighting on the bus may distract the driver and endanger all the pupils on the bus.

18. Students are not permitted to switch from their regularly assigned bus without a note from their parents due to the large number of students and only for an emergency.

19. Students are required to fasten their seat belts immediately upon taking a seat on buses equipped with seat belts.

Any infraction of the above or any other undesirable behavior on the bus may lead to a child's suspension from use of the school provided transportation for a period of time determined by the assistant principal, according to the discipline policy.

Students who walk to school are not to arrive before 8:10 a.m.

Because of the density of the Nuclear Plant traffic, bike riding to school is not permitted.

The school bus fleet is equipped with a video camera system, which monitors audio and video of student behavior.

AHERA

As required by the Asbestos Hazard Emergency Response Act, The Asbestos Management Plan for the LAC School District is available in the Chief School Administrator's office. The district is monitored every six months with a full written report to follow.

SPECIAL EDUCATION SERVICES

The district provides special education services to identified students via a shared service agreement with the Salem County Special Services District. Students who are experiencing academic, physical, sensory, social-emotional, communication or cognitive difficulties may be referred to The Child Study Team for evaluation after they have been referred to the IR& S Team. Parents may refer their child and obtain additional information by contacting The Child Study Team at 935-2707 Ext. 210.

SCHOOL SAFETY HOTLINE

The Division of State Police of New Jersey maintains a School Safety Hotline (1-877-624-8082). This hotline can be used to report suspicious activity on school property or buses or within Drug Free School Zones or to report any other crimes or planned or threatened acts of violence. (Callers are anonymous and calls are recorded on audiotape.)

DRUGS, WEAPONS, VIOLENCE, AND HARASSMENT PREVENTION

The LAC Board of Education maintains and supports a Uniform State Memorandum of Agreement between the Salem County Executive Superintendent of Schools, the Lower Alloways Creek School District, the Lower Alloways Creek Township Police Department, and the Salem County Prosecutor's Office.

DRUG PREVENTION PROGRAM

An age – appropriate drug and alcohol prevention education program is provided for all students. In accordance with its legal and moral responsibility to insure the health, welfare and safety of its students and staff personnel, the Lower Alloways Creek Board of Education forbids the possession, use, transfer, and/or distribution of drugs or alcoholic beverages on district-owned property or at any location during participation in or attendance at a school – sponsored activity. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Compliance with these standards of conduct is mandatory.

VIOLATIONS / CONSEQUENCES:

First Violation:

1. The student is immediately suspended from school for a period of 5 days following a parent conference with the administration, student counselor and SRO Officer.
2. Student (s) shall be entitled to Homebound Instruction by a certified teacher.
3. The district shall inform the parent of sources of help and support available.
4. A complaint is filed with the local police department.
5. After the student returns to school, a 30 day probation period shall commence (no co-curricular activities, CST evaluation required, support services will be provided.)

Second Violation:

1. The student is immediately suspended from school not to exceed 21 calendar days, during which time a hearing shall be scheduled before the Board of Education to determine a final disposition of consequence.
2. Homebound instruction will take place immediately during the student's time out of the school district by a certified teacher.
3. A complete copy of the Drug and Alcohol Policy is available to parents / students in the Board of Education Office.
4. Information about the drug and alcohol counseling programs in the Salem County area is available through the student counselor / nurse.

N.J.S.A. 18A: 40A – 12 requires school staff to identify and obtain assistance for any student who may be under the influence of drugs, alcohol or other substances. Staff members are required to report any student who may be under the influence to the school nurse and CSA. The student's parents will be notified. Arrangements will be made for an immediate medical examination by a doctor selected by the parent / guardian or if unavailable, the school physician, or the emergency room of the nearest hospital.

NOTICE TO ALL PARENTS / GUARDIANS REGARDING USE OF STORAGE OF HAZARDOUS SUBSTANCES

Pursuant to the Worker and Community Right to Know Act, N.J.S.A. 34: 5A – 3 et. seq., notice is hereby given and all parents / guardians are hereby advised that any construction or other activities involving the use of any hazardous substances will be posted on a bulletin board in the school. In addition, hazardous substances may be stored at the school at various times throughout the year, and hazardous substances fact sheets for any of the hazardous substances being used or stored are available at the school.

RELIGIOUS HOLIDAYS

Requests for **excused tardiness** for pupils who desire to attend religious services must be presented in writing to the homeroom teacher the day before the anticipated religious service is to occur. In cases of **absence** for a religious holiday, a note from the parent stating the reason for absence must be presented on the day before the anticipated observance. Excused absences for religious holidays shall be on the list of legal religious holidays provided by the New Jersey Department of education.

REPORTS OF PROGRESS & REPORT CARDS

Signed report cards are to be returned to the homeroom teacher within five days. The last report card sent home in June is to be kept by the parents. The grading system is as presented:

100-92 = A = Excellent
83 - 91 = B = Good
74 - 82 = C = Satisfactory
65 - 73 = D = Unsatisfactory
64 - below = F = Failing
VS = Very Satisfactory
S = Satisfactory
I = Improvement Shown
N = Needs Improvement
U = Unsatisfactory

In addition to a grade for academic achievement a number indicating “effort / conduct” is denoted on the report card of pupil progress for all grades and for “work habits” is included on the report cards for grade 1-3.

Letter grades will be given in major content areas in grades **4 - 8**.

Letter grades will be given in minor subjects in grades **4 – 8**.

Grade 3 will receive all letter grades in all areas.

Grade 2 will receive letter grades in all subjects; except in **Health / Phys. Ed., Science, and Social Studies VS / S / I / N / U**.

Grade 1 receives letter grades in reading, math, lang. arts, spelling and VS / S / I / N / U in **science, social studies and the special areas**.

Grades 1st through 8th in Handwriting: VS / S / I / N / U.

Spanish in Grades 7 – 8, VS / S / I / N / U.

HONOR ROLL ELIGIBILITY

Students in grades 4-8 are recognized for their outstanding achievement in the academic areas. They are eligible for the following honors:

1. High Honors - Attaining all A's in all subject areas (no B's, C's, D's, I's, N's, U's)
2. Honors - Attaining all A's and B's in all subject areas (no C's, D's, I's, N's, U's)

To be eligible to participate in the end of year Honor Roll Achievement Ceremony students have to earn honor roll status 3 out of 4 marking periods within the academic year.

SCHOOL CLOSING

If the school district is to be closed for a weather emergency, radio station **KYW 1060 AM** will announce the status of Lower Alloways Creek School District. School number is **# 900**. The district also uses the ED Connect All Call System. If you are still in doubt you may call the police dispatcher @ 935 – 7300. If it is necessary to close school during the course of the day due to extreme weather conditions or another type of emergency, students will be dismissed as the situation dictates. Parents will be informed via the ED Connect System as well.

Sometimes it is necessary to have an early school closing. Parents are to have made special emergency arrangements for their children in the event of an emergency school closing during the school day. Such arrangements should be on file in the school's administrative office.

RADIOLOGICAL EMERGENCY RESPONSE PLAN

The purpose of this plan is to establish responsibilities and procedures for the conduct of emergency school operations in the event of a radiological emergency at the Salem Nuclear Generating Station.

Procedures for Lower Alloways Creek School

- 1. Unusual Event** – No notification of schools – no action necessary.
- 2. Alert** – Administrators notified – transportation personnel on standby (phone access) – no actions necessary by staff or students.
- 3. Site emergency** – School personnel notified via intercom by Chief School Administrator or his designee. Students kept inside – close windows – turn off ventilator units. Continue with regular school programs until close out or escalation to higher emergency class. Bus drivers will be instructed to report to the bus garage on a standby basis. The Chief School Administrator's secretary will have primary responsibility for coordination with secondary responsibility being with the bus garage supervisor.
- 4. Evacuation** – The State Office of Emergency Management is responsible for making the evacuation decisions.

All children including walkers will be evacuated if the emergency so determines. Students will be moved (evacuated) to Schalick High School via Harmersville-Cohansey (Rt. 540) Road or as directed by State Police. Parents are not to come to Lower Alloways Creek School but are to pick up their children at Schalick High School. They should listen to the following radio stations for information:

WBSS-FM 97.3	WSNJ – 1240
WJIC – 1510	WSNJ-FM 107.1
WNNN-FM 101.7	Marine Channel 16

PLEASE DO NOT USE THE TELEPHONE AND TIE UP THE CIRCUITS.

SCHOOLVISITATION

Policy 1250

All visitors shall be required to report to the main office, sign – in the logbook and secure a visitor's pass to be worn so that it is visible by everyone in the building. Any person wishing to visit a classroom during the day must request permission from the classroom teacher(s), and the CSA or his designee. The CSA or his designee will consult with the classroom teacher regarding the convenience of the proposed visit and arrange accordingly. The limit of time for a visit is to be determined for the reason. No visitor shall interrupt the presentation of a lesson, talk to the students in a classroom or distract the teacher's attention from the students. A visitor must report to the office before visiting a classroom. Any visitor violating any part of this policy shall be considered a " disorderly persons" and subject to appropriate action.

ACCESS TO STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an

applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he/she reaches the age of 18 or attends a school beyond the high school level. Parents or eligible students have the right to inspect and review the student's 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 or eligible students to review the records. Schools may charge a fee for copies. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA, allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School Officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for adult 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 juvenile justice system, pursuant to specific State law.

ATTENDANCE

The law of the State of New Jersey requires that a child attend school until 16 years of age. If a child is not attending school on a particular day, the school requests that a parent or guardian call the school *before 9:00 a.m.* to report the reason why the child is absent. If a parent / guardian does not call to report their child absent, the nurse will call the parent/guardian of the absent child. The school nurse can be contacted at 935-2707, Ext. 216. A written excuse explaining the reason for the child's absence is necessary upon the return of the child to school. The note is given to the child's homeroom teacher who in turn sends the note to the main office whereby a copy is made, one for the main office file and one for the nurse who will keep the note in her office file. It is also requested that when a child is to leave school early, that the parent or guardian "sign out" the child in the school's main office. Students will be called to the main office when the parent or guardian arrives in the main office. It is important that a student's academic process not be interrupted until absolutely necessary. Parents / guardians / and anyone other than a parent who is picking up a student (s) at the end of a school day need to also "sign out" the child in the main office. The written information is necessary for the security and protection of your child as well as keeping records accurate. Please be especially careful to meet this request. Excessive student absences during the school year may result in an administrative review of the student's progress.

BOOKS & MATERIALS OF INSTRUCTION

All textbooks and some regular school supplies are furnished to the students without cost. It is expected that students will take reasonable care of their books and other items supplied by the school. If such materials are lost or willfully damaged, a financial obligation will have to be satisfied. This financial obligation shall be paid before new materials will be issued.

SPECIAL COURSE OFFERINGS

In addition to the basic content areas (i.e. Reading, Language, Writer's Workshop, Math, Science, Social Studies, Physical Education & Health) the following special courses are available to the students:

- Art Education
- Resource Room Programs
- Industrial Arts (Grades 2-8)
- Music Education
- Speech
- MultiMedia (1-8)
- Spanish

DISCIPLINE

A student is expected to act appropriately in school. There are times though when the student, parent and school administration need to work closely together in order to reach a resolution to the situation. A copy of the discipline guide is made available to each household. Parents are asked to sign off on a cover sheet that they received the discipline guide. It is a goal of the district to work towards a cooperative solution to most discipline events that occur in the course of the day at school.

DRESS CODE

Policy 5132

Students are encouraged to dress in clothes that are neat and comfortable. Extremes in attire that are in poor taste would include graphics that possess offensive language or pictures. Proper footwear is necessary for the safety of the student. Students are not permitted to wear flip-flops, clogs or similar footwear. Halter-tops, tube tops, see through and / or low cut tops and any shirts that reveal the mid –section. Shorts, culottes, and skorts may be worn provided they are appropriate for the age of the student. Boxer shorts are not permitted as outer garments nor pajama tops and bottoms. Excessively tight fitting clothing or any clothing with “cut-out” sections is unacceptable attire. All pants and shorts are to be worn at the waist. Straps on bib overalls are to remain buckled. Coats are not to be worn in school. Questionable attire will be discussed with the student if it is not corrected the student may be sent home to change.

FIELD TRIPS

Class trips are an integral part of the school curriculum. When trips are taken, it is necessary that a written permission slip from each parent be signed and kept in the school office. Students who do not bring in a signed permission slip from home jeopardize their attendance on the class trip. Parents are sometimes asked to accompany students on the class trips.

GIFTS AND PARTIES

The exchange of gifts among students of a class during the holiday season is permitted provided the amount of money spent be at a level which every child in the class can afford. The following list is a guideline on school parties:

- Birthday parties for classes other than Kindergarten must have prior approval of the school administration.
- In grades 1-8 there may be only four parties per year (Halloween, Christmas, Valentine’s Day, Easter)
- Parties are to be planned for and held at the end of the day unless prior approval is granted from the administration.
- All plans and refreshments will be uniform within any given grade level.
- All parties are to be teacher/class/ room mother planned.
- Surprise parties are to have prior approval from the district administration.
- Invitations to student birthday parties that are held outside of the school will only be distributed in the primary grades if all the students in the class are invited.

HEALTH CARE INFORMATION/ACCIDENTS

The district employs a full-time certified school nurse. Prompt and appropriate medical attention for students, staff members, or visitors who may be injured or become ill on the school premises will be provided. The nurse will notify the parent / guardian in the event of an injury or sudden illness of their child. If the parent is not home then the alternate phone number (s) will be called. In an extreme emergency 911 will be activated.

Medical Examinations

As required by N.J.A.C. 6A : 16 – 22 (b) students’ medical examinations must be conducted at the medical home of the student and a full report must be sent to the school. If a student does not have a medical home, the school physician is required to provide the examination at his/her office or other appropriately equipped facility. A “medical home” is defined in N.J.A.C. 6A : 16 – 1.3 as meaning health care provider and provider’s office practice is chosen by the student’s parent or guardian for the provision of health care.

Communicable Disease Regulations

Disease	Regulations	Medical Name
Measles	Students excluded from school for seven days after onset of rash	Rubeola
German Measles	Excluded for five days after onset of rash	Rubella
Chicken Pox	<i>Excluded for seven days following eruption of pox</i>	Varicella
Mumps	Excluded for periods of acute illness	
Scarlet Fever	Excluded until clinical recovery	
Hepatitis - Infectious	Excluded from school until released by family doctor	
Mononucleosis	Excluded from school during acute stage. May return to school with medical cert. regarding possible limits on activity	
Whooping Cough	Excluded for three weeks after onset of typical characteristic cough	
TB	As required by current State Health regulation	

In order to prevent the spread of communicable disease and to insure rapid recovery with a minimum of after affects, parents should keep a child home when they show evidence of any symptoms listed below:

- Vomiting
- Coughing
- Headache
- Skin Eruption
- Running Nose
- Chills
- Fever
- Red / Discharging Eyes
- Sore throat
- Earache
- Enlarged Glands
- Stomach – ache
- Diarrhea
- Pain

If any of the above symptoms are discovered while the child is at school parents will be notified and the child will be sent home.

- In the case of plant poisoning such as Ivy, Oak or Sumac, the affected areas should be treated and covered if moist.
- In homes where a child has a contagious disease, other children in household will not be excluded from school until they develop the first signs of the illness.
- A student who is absent from school more than 6 (six) consecutive school days is required to present a written certificate from the attending physician before being readmitted to school.
- Any student who appears to be ill or who is suspected of having a communicable disease shall be excluded from school or isolated at school to await instructions from or the arrival of an adult member of his/her family, the medical inspector or the school nurse.
- Any student retained at home or excluded from school by reason of having or suspected of having communicable disease shall not be readmitted to his/her classroom until he/she presents written evidence of being free of the communicable disease. Such evidence may be by a qualified physician or the medical inspector who has examined the student.

IMMUNIZATION

As required by Chapter 14 of the State Sanitary Code the following are the requirements:

Immunization	Pre-Kindergarten & Kindergarten	6 th Grade
DPT	4 dates (1 after age 4) or a total of 5 dates	
Polio	3 dates (1 after age 4) or a total of 4 dates	
MMR	1 date after first birthday & MMR #2 – 1 date	
Hib		
Hepatitis –B	3 dates	2 or 3 doses prior to 6 th grade

ADMINISTRATION OF MEDICATION AT SCHOOL

In keeping with the recommendations of the AMA and the State Department of Education, it shall be the philosophy of the Lower Alloways Creek Board of Education to discourage the administration of medication in school. Realizing that under certain circumstances it will be necessary for students to take or be administered medications while at school, the following regulations shall be followed:

- Only a certified school nurse or substitute will administer medications
- Students are not permitted to bring aspirin, vitamins, or any other unprescribed medications to school
- Students who need to take medication while in school must have their parent/guardian contact the school nurse to inform the school personnel that medication is required to be administered.
- The following regulations on medication administered in school are directed specifically to exceptional cases where failure to take prescribed medications would jeopardize the student's health. Medication shall be given only on written order of the physician or parents. Medications including over the counter medication shall be given only on written order of the physician and parents. A written order from the physician shall include:
 - a. Diagnosis
 - b. Dosage
 - c. Time to be given
 - d. Length of time
 - e. Purpose and need

The parent's written request shall give permission to administer medication as prescribed by the physician.

INSURANCE

Information on student accident insurance will be distributed through the students when school begins in September.