

Lake Nelson Seventh-day Adventist School Handbook

Student Handbook

2008-2009



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MISSION STATEMENT

" The mission of the Lake Nelson Seventh-day Adventist School is to provide a Christ-centered, academic education that empowers students with the wisdom, knowledge, and determination to reach their full God-given potential. With the caring partnership of parents and faculty, we strive to guide our students to discover their individual gifts and develop awareness of their civic responsibilities and rights for service to God, country, and the community."



PHILOSOPHY OF CHRISTIAN EDUCATION

Lake Nelson Seventh-day School provides Christian education for children, based on Biblical principles. In so doing, the school seeks to:

- Promote spiritual and moral development.
- Maintain a high standard of scholastic excellence.
- Teach basic principals of health and physical well-being.
- Develop the ability to think clearly and logically.
- Instruct in practical skills and the dignity of labor.
- Develop an appreciation for the fine arts.
- Encourage creativity.
- Teach the responsibility and privileges of good citizenship.
- Instill respect for the worth of the individual.
- Prepare students for service to God, church, country, community and fellow men.

PARENTS AND STUDENTS ARE RESPONSIBLE FOR KNOWING THE CONTENTS OF THIS HANDBOOK AND/OR ANY AMENDMENTS TO THIS HANDBOOK.

ADMISSION

1. This school is established primarily for the training of Seventh-day Adventist young people. Students of other religious persuasions are welcome, providing there is an opening and they show due reverence for the Word of God, maintain a respectful attitude during religious programs and classes, and observe all regulations of the school.
2. Lake Nelson School does not discriminate on the basis of race, color, national or ethnic origins. This includes all activities and functions of the school.
3. Any child applying for admission to kindergarten or first grade must be at least five (5) or six (6) years of age, respectively, on or before October 1st of the current year. In addition, a readiness test may be given to determine eligibility for admittance.
4. At the discretion of the school administrator, an achievement test may be required to determine the appropriate grade placement of the child. The school reserves the right, after testing the child and counseling the parents, to change the grade placement of the child.
5. Final action on all applications for admission to the school will be taken by the Lake Nelson School Board. The school board reserves the right to refuse admittance to any child.
6. All children attending Lake Nelson School must comply with the New Jersey requirements for immunizations. Children may be exempted for medical or religious reasons at the discretion of the administration. Verification of immunization must be in the student's cumulative (CUM) folder before the student enters school. If such proof has not been presented, a student must withdraw from school until such proof is given.
7. The school also requires records of a physical examination of the child at the time of first admission to the school, and for entry into fourth and seventh grade. Physical examinations are required before Oct. 31st. (See Also Immunizations and Physical Examination, Page 4)
8. A copy of the birth certificate is to be submitted at the time of the first application for admittance.

IMMUNIZATIONS AND PHYSICAL EXAMINATIONS

Upon admission, it is mandatory that students present proof of immunizations requirements as listed below. A complete health history must be in the student's CUM folder. If it is ascertained that a student does not meet these requirements, that student must withdraw from school until proof of immunization requirements has been met.

1. Diphtheria-Tetanus and Pertussis (DPT or Td) inoculation
2. Oral Polio Vaccine (Sabin)
3. Measles Vaccine
4. Rubella Vaccine
5. TB clearance, as required by local regulations (Mantoux Test)

In addition, students must undergo a physical examination before entering kindergarten or the first, fourth and seventh grades, and for all students entering a Seventh-day Adventist school for the first time. If proof of a physical examination is not received before September 1, the student will be asked to withdraw until proof of examination is in the student's CUM folder.

(For further details see pages 23-33)

STUDENT ACCIDENT INSURANCE

Each child in every Seventh-day Adventist school in New Jersey is covered by student accident insurance. The policy is for "excess coverage." "Excess coverage" is **for expenses over and beyond** the student's family health insurance.

When making a claim, the family will be asked to indicate the coverage they have. Students whose family does not have health insurance will have full coverage for the medical expenses incurred up to the limits of the policy. The student accident insurance policy carried by the school covers usual and reasonable medical expenses for treatment within 90 days of the accident. It does not pay the full amount; the maximum is \$5,000 for medical and \$500 for dental.

For further details, ask to read the policy on file in the school office.

FINANCIAL INFORMATION

Registration and tuition charges cover a portion of the total cost of the school program. The remainder of the cost is covered by subsidies and programs from the New Jersey Conference of Seventh-day Adventist and by the constituent Seventh-day Adventist churches.

Pre-registration is provided for students prior to the close of the school year. Applications submitting late registration may be denied due to the lack of space, supplies, or staffing limitations.

Registration Fees must be paid on or before April 30th of each year and are required for each child attendance.

Yearly Tuition is apportioned into ten (10) equal payments on advance. For itemized fees, please refer to Appendix A (Schedule of Fees and Tuition). The payments will be handled by the school. Coupon booklets for payments will be sent by the school. Information on this program is available from the school office.

If tuition is not paid by the end of the month, satisfactory arrangements must be made with the school treasurer (contact can be made through the school office); otherwise, the student will not be allowed to attend school until the bill is paid.

Full tuition is required for the first two children of a family registered for grades K-8. Additional children from the same family in grades K-8 pay 50% of the fee, constituents pay 25%.

Constituent church members with financial hardship should contact their local pastor. Others may make application to the school for special consideration.

A fee of \$20 will be charged for all checks returned unpaid.

Students whose balance have been paid are eligible to register for the next school term (year). If balance on tuition is not paid and assistance is needed, contact should be made with the pastor of your church. If a special payment schedule is needed, contact the school board. This contact should be made through the school treasurer or financial administrator.

CURRICULUM

The Lake Nelson Seventh-day Adventist school operates under The Seventh-day Adventist Church in North America system of elementary and secondary education that began in 1872. Our unique philosophy of Christian education is based on the Scriptures. Accredited by the Accrediting Association of Seventh-day Adventist Schools, Lake Nelson seeks to provide a concrete educational system that aligns itself to the state core standards. Academic excellence is supported by the professional LNS staff providing theme based hands on learning in our biannual science and history fairs. Along with providing the basic core elements of education learning extends beyond the classroom and into the experiential lives of our students with community outreaches by means of our Christmas musicals, bread baking day and other extra curricular activities.

Core Curriculum includes:

Language Arts: K-2 Pathways is an integrated literacy program which is a comprehensive elementary reading program with integrated language arts. This approach allows students to follow a variety of avenues to become readers, writers, and learners. Organized around broad themes and a scope and sequence of skills, Pathways uses award-winning trade books that children want to read to deliver the skills that they need. Includes:

- Reading Vocabulary Writing Spelling
- Word study Phonics Grammar Handwriting

Mathematics: K-6 Harcourt Math provides focused instruction on key skills, plenty of practice for mastery and retention, comprehensive assessment, and targeted intervention.

Math: Grades 7-8 Passport to Math: Geometry and Algebra 1

This comprehensive program that utilizes practice and problem solving skills developed in the material. Included is a systematic, logical approach to decision-making and problem-solving based

Language: Grades 3-8 Hartcourt Language Arts in connection to the The Shirley Method

Family and Interpersonal Relationships

While developing a strong grammatical base using song and practice our teachers integrate trade and theme books enhancing the literature program in reading and in responding to the literature.

Spelling: 3-6 grade use the Zaner-Bloser Spelling Connects while our 7-8 grade use McGraw-Hill publishers. Both options offer a challenging designed which meets the needs of our students that extend not only spelling but vocabulary development.

Science: The Life Series Grades 6-8

This series of books were specifically designed from the Seventh-day Adventist on the bases that God is the creator of the world. This fact allows a vision of science that is creation based teaching students to evaluate and question the natural world around them. This unique series has been treasured as it has enhanced the scientific knowledge that we teach our students.

Science: K-5 The Holt Series

This core curriculum standards is used in our local public schools.

Music: K-8

Teaching music theory, vocal music, and theatrics, our music department is enhanced by a yearly Christmas Program outreach, a band, and opportunity for a traveling bell choir.

Computer/Technology

Our program gives basic information for integrating computer skills and usage into the elementary curriculum. Skills learned: Keyboarding, Basic Microsoft Office Application, Desktop publishing, and Interactive learning software.

Physical Education

The physical education program is designed to instill a love for physical activity in each child. This is accomplished through various activities which are designed to develop each child's character as both an individual and a team community player.

Career and Service: Develop a strong work ethic and an appreciation of the dignity of service, along with an awareness of career options and opportunities.

ATTENDANCE POLICY

The importance of regular attendance cannot be overemphasized. All absences are detrimental to the goal of achieving a thorough education. The New Jersey Board of Education encourages good attendance and therefore:

Attendance/Grading

ANY STUDENT accumulating absences in excess of 20 days of approximately 11 percent of the possible number of days in attendance from the date of enrollment will fail the educational program for the year. This 11 percent includes excused and unexcused absences.

ANY STUDENT absent seven (7) or more days per making period (nine weeks) will be given a grade of **F** for the quarter.

Any unusual circumstances regarding this policy will be presented to and considered by the school board. Request should be made to the school board as soon as determined.

Tardiness is recorded in the register and is noted on the students' report card. (Please see rule #4)

A written, signed note from the parent or doctor must be supplied to the teacher on the first day a student returns to school following an absence. Teachers may excuse the absence according to the guidelines noted in the attendance policy.

The only acceptable excuses for non-attendance are:

- Verified illness of a student (doctor's note).
- Medical, dental, or optometry service (doctor's note)
- Quarantine (doctor's note)
- Bereavement

It is encouraged that routine medical appointments be scheduled outside regular school hours. **After an absence, make-up work, including quizzes and tests is the sole**

responsible of the student. It is **NOT** the responsibility of the teacher. Teachers will, however, make available to the student the subject content and assignments covered during any documented school absence.

Continued

Implementation:

1. On the 7th absence from school prior to December, the teach will send notification to the Principal. Parents will be notified by telephone or written communication.
2. On the 14th absence from school prior to March 1, the teacher will send notification to the Principal. The parents will be notified by telephone or written communication mandating a conference at the school.
3. On the 20th absence from school, the teacher will notify the Principal. The parents will be contacted by written communication to arrange a conference at the school.
4. **Three (3) unexcused or five (5) tardies equal one full day's absence.**

SCHOOL HOURS

Regular School hours (Grades K-8) are:

Monday – Thursday 8:30am – 3:15pm

Friday - 8:30 am – 2:00 pm.

Students should not arrive earlier than 30 minutes before school begins and should leave no later than 30 minutes after school is dismissed.

Teachers meet Monday through Friday from 8:00am – 8:15 am for worship and after school councils begin at 3:45pm on Monday only. We provide supervision during those times. Any parent whose child is not picked up by 3:45 pm will be charged for the child's supervision in accordance with Appendix B (Extended Care Services) for the child's supervision.

After-school activities may call for after-school continuance of selected students at least once per week. Parents will be advised about the availability and regulations of extracurricular programs.

Parents are urged to visit the school and acquaint themselves with the program. Arrangements should be made in advance with the Principal, Vice-Principal, Secretary or Treasurer before visiting the school. It is recommended that the visits be made after the first six weeks of school and not during major examination periods.

SNOW POLICY

In case of bad weather, please listen to one of the following radio stations regarding school closings.

WCTW AM 1450

WAWZ FM Star 99.1 (Please log on to web site www.star991fm.com)

WFGQ FM 98.3

DRESS CODE

Lake Nelson School requires its students to dress in a uniform representative of the school's purpose. Students are to be neat, clean and modestly dressed. Both girls and boys must have their shirts tucked in. They are to adhere to the following dress code:

Boys, Grade K-8

- Slacks: Navy blue. No cargo styled pockets.
- Shorts: Navy blue. May be worn only in August, September and May. Must be knee length.
- Shirts: White or yellow dress shirt, short/long sleeves, or white cotton polo shirt. Polo shirts must have a collar with two or three buttons at the neck, and school logo on left front.
- Ties: Plaid ties are required only for chapel and special events. 8th grade may wear navy blue ties.
- Socks: Navy blue or black.
- Shoes: Navy blue or black only
- Sweaters: Navy blue pullover, cardigan, or vest-style sweater may be worn.
- Belts: Belts are required at all times.

Slogan T-shirts or undershirts are not acceptable school dress. Slogans and/or pictures on any part of the attire are not acceptable. Undershirts are to be white, with no bold print.

DRESS CODE

Girls, Grade K – 3

Jumpers:	Navy blue or plaid. Plaid jumpers are required for chapel and special events.
Shorts:	Navy blue. May be worn only in August, September and May. Must be knee length.
Slacks:	Navy blue. No cargo styled pockets.
Shirts:	White or yellow blouse with Peter Pan collar, with all buttons buttoned, or white cotton polo shirt. Polo shirts must have a collar with two or three buttons at the neck, and school logo on left front.
Ties:	Plaid crisscross ties are required only for chapel and special events.
Socks:	Navy blue socks or tights
Shoes:	Navy blue or black only. Shoes with two-inch heels or less only.
Sweaters:	Navy blue pullover, cardigan, or vest-style sweater may be worn.
Belts:	Belts are required at all times with slacks.

DRESS CODE

Girls, Grade 4-8

Skirt or Skorts:	Navy blue or plaid. Plaid skorts are required for chapel and special events.
Shorts:	Navy blue. May be worn only in August, September and May. Must be knee length.
Slacks:	Navy blue. No cargo styled pockets.
Shirts:	White or yellow dress shirt, short or long sleeves with all buttons buttoned, or white cotton polo shirt. Polo shirts must have a collar with two or three buttons at the neck, and school logo on left front.
Ties:	Plaid crisscross ties are required only for chapel and special events. 8 th grade may wear navy blue crisscross ties.
Socks:	Navy blue socks or tights
Shoes:	Navy blue or black only. Shoes with two-inch heels or less only.
Sweaters:	Navy blue pullover, cardigan, or vest-style sweater may be worn.
Belts:	Belts are required at all times with slacks.

Information on stores that stock all of the uniform items described above may be obtained from the school office.

Bracelets, rings, necklaces, earrings or any other type of jewelry is NOT to be worn.

Cosmetics are acceptable only if they look natural and are in good taste. Fingernail polish should be of a natural or clear color. Girls wearing cosmetics that draw attention to their appearance will be asked to remove them.

Students are not allowed to wear form fitting clothing. Any student that does will be asked to leave immediately.

Adherence to the dress code is expected of all students at all times. Parents will be notified if a child is out of uniform. If a student needs to be reminded repeatedly about his or her dress, it will be assumed that he or she is not committed to the program and may be asked to withdraw from the school.

STUDENTS CONDUCT

Experience has taught that there are some practices that should not be permitted in our schools. Since no Seventh-day Adventist school should knowingly receive students who offend in the practices outline below, the first offense makes such students liable to serious discipline, or to immediate expulsion from the school.

1. Using narcotics, illegal drugs, and tobacco in any form, having them in one's possession or furnishing them to others.
2. Drinking alcoholic beverages, handling or possessing them, or furnishing them to others.
3. Gambling, betting, possessing playing cards, dice or any other gambling devices.
4. Using profane language or indulging in lewd conduct or suggestive behavior, or possessing and/or displaying obscene literature or pictures.
5. Improper conduct involving the privacy or sexuality of other persons.
6. Dishonesty, including theft; willful deception regarding violation of school regulations; cheating in examinations, class work, or any phase of the school program.
7. Personal adornment with jewelry, such as rings, earrings bracelets and necklaces (medical alert bracelets or necklaces are not considered jewelry).
8. Undermining the religious ideals of the school. Verbal and or physical fighting or kicking is not permitted.
9. Disobedience of the school rules on a persistent basis, lack of proper respect for any staff member, and being out of school uniform.
10. Knives or any devices that may cause personal injury are forbidden. Firecrackers and other explosives are illegal and are forbidden on school grounds. All these items will be confiscated and destroyed.
11. When, in the judgment of the administration, a student's presence in the school ceases to be beneficial to him/her or to the school, the faculty and school board reserves the right to sever the student's connection to the school. Any student who allows himself/herself to be placed in a situation where his/her morals are questions, forfeits his or her rights to remain in the school. Any student suspended or placed on probations will automatically forfeit all offices held in the school organizations.
12. When, in the opinion of the administration, the student's conduct requires a conference with the parents, the school will expect the cooperation of the parents in correcting the student's behavior.
13. At the administration's discretion, discipline can include, but not limited to the following: community service, in-school suspension, out-of-school suspension, or expulsion. Determination will be made by the school board.

DAMAGE CAUSED BY STUDENTS

Each student is expected to care for all school property (including textbooks and Library materials) whether or not school is in session. Costs for damage beyond normal use will be charged to parents as follows:

Accidental Damage to School Property: _____

Students who accidentally cause damage will be asked to repair or replace the damage at cost without penalty, provided the teacher or administration is notified promptly of the damage that was caused.

Purposeful Damage to School Property:

Students who purposefully deface and/or vandalize school property will be asked to pay for the repair or replacement of the damage and will be disciplined at the discretion of the administration.

Unauthorized Presence on the School Roof:

Students who are found on the school roof without authorization will be fined \$50 in addition to the cost of repairs if damage is done to the roof.

*Disclaimer. All penalties, fines or fees assessed to students are payable by their parents in accordance with New Jersey State Laws.

LUNCHES

The school encourages student lunches to conform to Seventh-day Adventist health standards. This includes vegetarian foods, clean meats as described in Leviticus 11, and non-caffeinated drinks. Children should not expect to order lunches from local fast food retailers.

The school requests parents to ensure that their child has a nourishing breakfast before leaving home for school.

During the year special occasions may arise when parties provide for a change from the regular lunch program.

At times throughout the school year, hot lunches will be sold to the students. Advanced notice with a menu will be sent home with your child.

PROCEDURES FOR EXPRESSION OF CONCERNS

Persons having concerns about school personnel or programs have a legitimate right to express those concerns and receive answers to their questions. In order to resolve the issues as quickly as possible with those involved, the following people should be contacted, in the order listed:

- Teacher or person directly involved
- Principal
- School Board Chairperson
- Personnel Committee
- School Board
- Conference Superintendent of Schools
- K-8 Board of Education

The Principal and/or School Board Chairperson will see that this procedure is followed to assure concerned persons that they will receive appropriate attention.

PROCEDURE FOR APPEALS (GRADES)

Students with a grade **F** may appeal within five (5) days of notifications if absences are due to extenuating circumstances

1. Teachers will notify the parents and the student who has failed as soon as the student has accumulated seven (7) absences for the year.
2. The student or parent is to write an appeal letter to the teacher, utilizing proper business letter format.
3. Copies of the student's appeal letter will be sent to the Appeals Committee who will render a decision. The Appeals Committee is a standing committee appointed by the local school board.
4. Any challenge to the Appeals Committee's decision will be reviewed by the Principal, the Conference Superintendent of Schools, the Conference Education Committee, and the Conference Board of Education, in that order.
5. Time established for appeals will not exceed five (5) school days after the distribution of report cards. The only exception will be the end of the fourth marking period.

LAKE NELSON SCHOOL BOARD

The Lake Nelson Seventh-day Adventist School is owned by the New Jersey Conference of Seventh-day Adventist and is operated by the Lake Nelson and New Brunswick English Seventh-day Adventist Churches (the constituent churches).

The Lake Nelson Seventh-day Adventist School Board is comprised of representatives from the above named organizations and meets on the second Monday of each month to formulate operating policies and handle the business of the school.

School Board meetings are open and may be attended by any interested parent or constituent member. On occasion, a meeting will be closed due to the confidential nature of the agenda items. **It is requested that visitors make prior arrangements with the Chairman/Principal in order to participate in a meeting.**

Health Measures and Guidelines

Exclusion of students who are ill.

When there is evidence of departure from normal health of any student, the principal of the school shall act upon the recommendation of the school nurse to exclude the student from the building. The classroom teacher may exclude the student from the classroom after recommendation by school nurse.

Exclusion of students whose presence is detrimental to the health and cleanliness of other students.

The principle may, upon the recommendation of the school nurse, may exclude from the school any student who has been exposed to a communicable disease or whose presence is detrimental to the health or cleanliness to the other students in the school. The school nurse, principal, or teacher shall notify the parent or guardian of the reason for the exclusion. The parent or guardian will be required to immediately remove the student from the school.

Failure of parent to remove for exclusion can result in a penalty.

If the parent, or guardian fail to remove the student within **one (1) hour** of notification a penalty in the following manner shall result.

1st accordance – Written Warning

2nd accordance – 10 day suspension in addition to time already out.

3rd accordance – Student will not be allowed to return to school

Retuning to school

After the student has received medical treatment, the student must present a signed physician's note certifying that the student may return to school; however, the student cannot return to school until the school nurse has determined that he/she is not detrimental to other students.

If the school nurse find that child is still contagious he must wait and return in 3 day for another inspection. If at that time he/she is deemed non contagious he may return to the classroom that day.

Please do not assume that because your child has a note from you physician he/she may return to school. Therefore please do not drop your child off without proper inspection **these rules are set in place to protect all children and staff of the Lake Nelson SDA School.**

The following is a list of communicable diseases that your child could present with:

1. Conjunctivitis

Pink eye (conjunctivitis) is an inflammation or infection of the transparent membrane (conjunctiva) that lines your eyelid and part of your eyeball. The cause of pink eye is commonly a bacterial or viral infection, an allergic reaction. Both viral and bacterial conjunctivitis are common among children and are very contagious. Someone with conjunctivitis may be contagious for seven to 14 days after signs and symptoms first appear. Keep children with conjunctivitis away from child care facilities or school. Children with are usually contagious for a few days.

All students with pink or red conjunctive, who also display one or more of the following symptoms, or who report a history of trauma to the eye shall be excluded fro school and referred to a physician for evaluation and treatment if needed.

Signs and symptoms include:

- Yellow or white purulent discharge
- Matted eyelids after sleep
- Eye pain and itch
- Fever
- Decreased vision
- Redness of eyelids or skin surrounding the eyes

Parents should be alerted to the symptoms that necessitate medical evaluation and treatment and should be advised to seek medical treatment if any of these symptoms appear or if the conditions worsen or persists over 48 hours. Students are excluded from school based on their symptoms and may be readmitted once the symptoms have cleared. A certification from a physician may be presented; however please be aware that only after the school nurse deems the student is clear may he/she return to school.

2. Dermatitis, Skin Eruptions of Rashes

Exclude a student with a rash having possible contagion (Weeping(fluid from area), open lesions) If the origin is questionable, exclude from school until the rash is gone or until the student has a diagnosis in writing from a physician that verified the child is not contagious.

3. Impetigo

Impetigo, a contagious skin infection that usually produces blisters or sores on the face and hands, is one of the most common skin infections among kids.

It is generally caused by one of two bacteria: group A *streptococcus* or *staphylococcus aureus*. Impetigo usually affects preschool and school-age children, especially in the summer months. A child may be more likely to develop impetigo if the skin has already been irritated or injured by other skin problems, such as eczema, poison ivy, insect bites, or a skin allergy to soap or makeup.

Good hygiene can help prevent impetigo, which often develops when there is a sore or a rash that has been scratched repetitively (for example, poison ivy can get infected and turn into impetigo). Impetigo is typically treated with antibiotics.

Signs and Symptoms

- Impetigo may affect skin anywhere on the body but commonly occurs around the nose and mouth, hands, and forearms.
- Impetigo begins as tiny blisters. These blisters eventually burst and leave small wet patches of red skin that may weep fluid. Gradually, a tan or yellowish-brown crust covers the affected area, making it look like it has been coated with honey or brown sugar.
- Or the child may have larger fluid-containing blisters that appear clear, then cloudy. These blisters are more likely to stay intact longer on the skin without bursting.

Impetigo is contagious and can spread to anyone who comes into contact with infected skin or other items, such as clothing, towels, and bed linens, that have been touched by infected skin. Kids can spread the infection by scratching it and then touching other parts of the body.

Cover with a bandage and exclude from school. Student may return to school after he/she has completed 48-72 hours of treatment. Appropriate treatment is either a topical or oral antibiotic. Physician note is required to return to school.

4. Pediculosis

Head lice are tiny, wingless, parasitic insects that live and feed on blood from your scalp. Though head lice are tiny, an infestation can cause a major nuisance for you and your household.

Head lice are highly adaptable creatures and a very common problem, second only to the common cold among communicable diseases affecting school children. Getting head lice isn't a sign of bad personal hygiene or an unclean living environment. This itchy infestation, spreads through close personal contact and by sharing personal belongings.

Even with a large infestation, many people who have head lice experience no symptoms. Common signs and symptoms of head lice may include:

- **An unnerving tickling sensation** that something is moving in your hair and on your scalp.
- **Irritability** — scratching the scalp, decreased attention span, shortness of temper — but this varies from person to person.
- **Intense itching and small, red bumps** on your scalp, neck and shoulders as a result of an allergic reaction to the saliva that lice inject during feeding.
- **Lice on your scalp**, behind your ears, at the base of your neck or on your clothing. Lice are tiny, about the size of a strawberry seed, but they can be up to 1/8 inch (3 millimeters) in size.
- **Lice eggs (nits) on hair shafts.** Nits resemble tiny pussy willow buds. Nits can be mistaken for dandruff, but unlike dandruff, they can't be easily brushed out of hair.

Treatment

Treating lice infestations begins with using over-the-counter medication to kill the lice on all family members who may be affected. If nonprescription lotion or shampoo doesn't kill the lice, your doctor can prescribe a stronger shampoo or lotion.

Prescription medications appear to be equally effective. Be sure to use these medications as directed; applying too much can cause red, irritated skin. Every reasonable effort should be made to remove nits; complete removal is required for readmission to school. Students may return after their hair has been treated and they are not free.

6. Pain, rash, vomiting, earache, skin eruptions, sore throat, enlarged glands, heavy cough, red/tearing eye, diarrhea, fever, chills

Or if any of the symptoms are identified at school the parent/guardian will be notified and sent home. Child is to be kept home until he/she is 24 hours fever or vomit free.

7. Ringworm

Ringworm of the scalp is one of several forms of ringworm, a type of fungal infection that affects the skin, nails and scalp. Ringworm of the scalp is most common in toddlers and school-age children and causes red, itchy, bald-looking patches on the scalp.

- **Ringworm of the body (tinea corporis).** This form causes a red, scaly ring of rash on the top layer of your skin.
- **Athlete's foot (tinea pedis).** This form affects the moist areas between your toes and sometimes on the rest of your foot.
- **Jock itch (tinea cruris).** This form affects your genitals, inner upper thighs and buttocks.

Although unsightly, ringworm usually isn't serious, but it can be persistent and difficult to treat. Ringworm treatment includes antifungal medication and medicated shampoo. Ringworm can be passed on to others if not treated.

Ringworm of the scalp usually appears as one or more round patches of scaly skin where the hair has broken off at or just above the scalp. These patches slowly expand and may be tender or painful.

The signs and symptoms of ringworm include:

- **The patches on the scalp may also spread to face, hands and other body parts.**
- **Appear gray or reddened. A circle of rash on your skin that's red and inflamed around the edge and healthy looking in the middle**
- **Have small black dots if your child has dark hair or A round, flat patch of itchy skin**
- **Have brittle or fragile hair that easily pulls out. Slightly raised expanding rings of red, scaly skin on your trunk or face**

Ringworm of the scalp is persistent and contagious if not treated. It spreads easily through person-to-person contact or through contact with pets and shared objects.

More than one patch of ringworm may appear on your skin, and patches or red rings of rash may overlap. You can have tinea infection without having the common red ring of ringworm.

Treatment

Immediately cover with band-aid. Call parent for student to be picked-up. Appropriate treatment is a topical fungicide for a few small lesions. Systemic treatment may be indicated for severe or chronic infections. Student may return after treatment is started and success has been documented.

8. Scabies

Scabies is an itchy skin condition caused by a tiny, eight-legged burrowing mite called *Sarcoptes scabiei*. The presence of the mite leads to intense itching in the area of its burrows. The sheer discomfort of scabies can produce an almost irresistible urge to scratch, especially while you're in bed at night.

Scabies is contagious and can spread quickly through close physical contact in a family, child-care group, school class or nursing home. Because of the contagious nature of scabies, doctors often recommend treatment for entire families or contact groups to eliminate the mite.

Medications applied to your skin kill the mites, although you may still experience some itching for several weeks.

Signs and symptoms include:

- Itching, often severe and usually worse at night
- Thin, irregular marks made up of tiny blisters or bumps on your skin

The pencil-like marks or tracks typically appear in folds of your skin. Though almost any part of your body may be involved, scabies is most often found:

- Between fingers
- In armpits
- Around the waist
- On the inner elbow
- On the soles of the feet
- On buttocks
- On knees
- On shoulder blades

Treatment

Treatment requires eliminating scabies infestation with medications. You usually apply the medication over all your body, from your neck down, and leave the medication on for at least eight hours.

Because scabies spreads so easily, your doctor may recommend treatment for all family members, even if they show no signs of scabies infestation.

Students are excluded from LNS until treatment is given for 48 hrs with appropriate topical lotion. Physician note is required for return.

Communicable Diseases

Measles (Rubeola)

A-Incubation Period – 12-14 days

Exclusion = Period of rash

Measles, also called **rubeola**, is a highly contagious — but rare — respiratory infection that's caused by a virus. It causes a total-body skin rash and flu-like symptoms, including a fever, cough, and runny nose.

Since measles is caused by a virus, symptoms typically go away on their own without medical treatment once the virus has run its course. But a child who is sick should be sure to receive plenty of fluids and rest, and kept from spreading the infection to others.

While measles is best known for the full-body rash that it causes, the first symptoms of the infection are usually a hacking cough, runny nose, high fever, and watery red eyes. Another marker of measles are **Koplik's spots**, small red spots with blue-white centers that appear inside the mouth.

The measles rash typically has a red or reddish brown blotchy appearance, and first usually shows up on the forehead, then spreads downward over the face, neck, and body, then down to the feet.

Measles is highly contagious. When someone with measles sneezes or coughs, he or she can spread virus droplets through the air and infect others.

Treatment

The symptoms of measles usually lasts for about 2 weeks. It is highly contagious, and 90% of people who haven't been vaccinated for measles will get it if they live in the same household as an infected person.

A child who is diagnosed with measles should be closely monitor for fever and other symptoms to detect any complications..

If fever is making your child more uncomfortable, you may want to give a non-aspirin fever medication such as acetaminophen. Remember, you should **never** give aspirin to a child who has a viral illness since the use of aspirin in such cases has been associated with the development of **Reye syndrome**.

Kids with measles should get extra rest to help them recover. It's usually safe for a child to return to school 7 to 10 days after the fever and rash go away. But to be sure, check with your child's doctor.

Chicken Pox (Varicella)

A- Incubation Period – 10-21 days

B- Exclusion = 6 days from onset of rash, purulent drainage

The best-known sign of chickenpox is a red, itchy rash that breaks out on your face, scalp, chest and back, but it can spread across your entire body, even into your throat, eyes and vagina.

The chickenpox rash usually appears less than two weeks after exposure to the virus and begins as superficial spots. These spots quickly turn into small liquid-filled blisters that break open and crust over. New spots continue to appear for several days and may number in the hundreds. Itching may range from mild to intense.

Chickenpox is **highly contagious**. The red, itchy rash is caused by the varicella-zoster virus, and it spreads easily from person to person through the air and physical contact. Chickenpox spreads quickly within child care facilities, schools and families. The virus is transmitted by direct contact with the rash or by droplets dispersed into the air by coughing or sneezing.

A person who has chickenpox can transmit the virus for up to 48 hours before the telltale rash appears and remains contagious until all spots crust over.

Most people think of chickenpox as a mild disease — and, for most, it is. Chickenpox usually lasts about two weeks and rarely causes complications. But the disease can be serious, even in healthy children.

Sign and Symptoms:

The rash may be preceded by or accompanied by:

- Fever
- Abdominal pain or loss of appetite
- Mild headache
- General feeling of unease and discomfort (malaise) or irritability
- Mild cough and runny nose the first two days of illness before the rash appears

In healthy children, the disease is generally mild. Children with uncomplicated chicken pox may return on the sixth day after the onset of the rash or when the spots are all dried and crusted, whichever is longer.

Rubella (German measles)

- A- Incubation Period – 12-18 days
- B- Exclusion + 4 days from appearance of rash

Rubella — commonly known as German measles or 3-day measles — is an infection that primarily affects the skin and lymph nodes. It is usually transmitted by droplets from the nose or throat that others breathe in.

Signs and Symptoms

- Rubella infection may begin with 1 or 2 days of mild [fever](#) (99–100° Fahrenheit),
- swollen, tender lymph nodes, usually in the back of the neck or behind the ears.
- A rash then appears that begins on the face and spreads downward. As it spreads down the body, it usually clears on the face. This rash is often the first sign of illness that a parent notices.
- It appears as either pink or light red spots, which may merge to form evenly colored patches. The rash can itch and lasts up to 3 days. As the rash clears, the affected skin occasionally sheds in very fine flakes.
- Headache
- Loss of appetite
- Mild [conjunctivitis](#)

The rubella virus passes from person to person through tiny drops of fluid from the nose and throat. People who have rubella are most contagious from 1 week before to 1 week after the rash appears. Someone who is infected but has no symptoms can still spread the virus. **The rubella rash typically lasts 3 days. Lymph nodes may remain swollen for a week or more, and joint pain can last for more than 2 weeks. Children who have rubella usually recover within 1 week.**

Treatment

Rubella cannot be treated with antibiotics because antibiotics do not work against viral infections. Unless there are complications, rubella will resolve on its own.

Mumps

- A- Incubation Period 12-21 days
- B- Exclusion 6 days

Mumps is a disease caused by a virus that usually spreads through saliva and can infect many parts of the body, especially the parotid salivary glands. These glands, which produce saliva for the mouth, are found toward the back of each cheek, in the area

between the ear and jaw. In cases of mumps, these glands typically swell and become painful.

Signs and Symptoms

- [Fever](#) up to 103 degrees Fahrenheit
- Headache
- Loss of appetite.
- The well-known hallmark of mumps is swelling and pain in the parotid glands, making the child look like a hamster with food in its cheeks. The glands usually become increasingly swollen and painful over a period of 1 to 3 days. The pain gets worse when the child swallows, talks, chews, or drinks acidic juices (like orange juice).

The mumps virus is contagious and spreads in tiny drops of fluid from the mouth and nose of someone who is infected. It can be passed to others through sneezing, coughing, or even laughing. The virus can also spread to other people through direct contact, such as picking up tissues or using drinking glasses that have been used by the infected person.

People who have mumps are most contagious from 2 days before symptoms begin to 6 days after they end. The virus can also spread from people who are infected but have no symptoms.

Children usually recover from mumps in about 10 to 12 days. It takes about 1 week for the swelling to disappear in each parotid gland, but both glands don't usually swell at the same time.

Because mumps is caused by a virus, it cannot be treated with antibiotics.

Scarlet Fever (and Streptococcal) Sore Throat

A- Incubation Period – 3-5 days infrequent up to 7 days

B- Exclusion – Until clinical recovery minimum 36 hrs after the commencement of antimicrobial treatment. Need physician note to return

Scarlet fever, is an illness that brings on a rash covering most of the body, a strawberry-like appearance of the tongue and usually a high fever. The most common source of scarlet fever is one form of a common bacterial infection known as strep throat. Therefore, a sore throat and other signs and symptoms of a typical strep throat infection almost always accompany scarlet fever.

If left untreated, scarlet fever (like strep throat) can result in more serious conditions that affect the heart, kidneys and other parts of the body.

Common signs and symptoms:

- Red rash that looks like a sunburn and feels like sandpaper
- Red lines in folds of skin around the groin, armpits, elbows, knees and neck

- Strawberry-like red and bumpy appearance of the tongue, often covered with a white coating early in the disease
- Flushed face with paleness around the mouth
- Fever of 101 degrees Fahrenheit or higher, often with chills
- Very sore and red throat, sometimes with white or yellowish patches
- Difficulty swallowing
- Enlarged glands in the neck (lymph nodes) that are tender to the touch
- Nausea or vomiting
- Headache

The sore throat, enlarged lymph nodes and fever are likely to appear first, while the "scarlet" signs and symptoms of scarlet fever usually appear on the second day of illness. If your child has scarlet fever, the rash will most likely begin on his or her chest and spread to the neck, trunk, arms and legs. The rash and the redness in the face and tongue usually last about a week. After these scarlet fever symptoms have subsided, the skin affected by the rash often peels.

Scarlet fever strep bacteria spread more easily among people in close contact. If a child carries the bacteria, the disease can spread easily among family members or schoolmates.

If your child has scarlet fever, your doctor will likely prescribe an antibiotic medication. Make sure your child completes the full course of prescribed antibiotics as directed by your physician, even when your child is feeling better. Failure to follow the treatment guidelines may not completely eradicate the infection and will increase your child's risk of developing post-strep disorders.

Your child can return to school 48-72 hours after treatment if he/she is feeling better and no longer has a fever.

Terms of Use Agreement

The health information contained herein is provided for educational purposes only and is not intended to replace discussions with a health care provider. All decisions regarding patient care must be made with a health care provider, considering the unique characteristics of the patient.

APPENDIX A

FEES AND TUITION

Registration Fee

For teaching supplies, library, textbooks, and student insurance.
Paid once annually and is non-refundable.

Schedule of Tuition Installments

INSTALLMENT#	DUE DATE
1	August 10
2	September 10
3	October 10
4	November 10
5	December 10
6	January 10
7	February 10
8	March 10
9	April 10
10	May 10

TUITION APPORTIONMENT

Yearly tuition is paid in ten (10) installments starting August to May. Tuition is due in advance according to the schedule listed above.

LATE FEE

A late fee of \$15.00 will be charged if payment does not reach the school by the 10th day of each month.

APPENDIX B

Extended Care Service

1. Extended care for Lake Nelson School students is available from 3:45 p.m. to 5:45 p.m. for a rate determined by administration. Please check with office for rates.
2. Monthly rates are also available
3. Children must be picked up by 5:45 p.m. at the latest. If personnel must remain with children after this time, \$5 per 15 minutes * will be charged.
4. Children who are not in a regular program of extended After Care and are left at any regular extended After Care time will be charged per hour and not at the monthly rate.
5. Please note that monthly charges must be paid in advance. Charge for After Care described in paragraph 3 and 4 must be paid the next morning. All After Care payments must be paid in the office.

*Or fraction thereof.

APPENDIX C

2007-2008 Staff Members

Administrative Staff

Principal.....Elisa Maragoto
Vice- Principal.....Elayna Moffitt
Early Childhood Learning Center Director.....Elisa Maragoto

Teaching Staff

Kindergarten.....Leonora Seferelis
Grade 1.....Ann Calkins
Grade 2.....Evelyn Chavez
Grade 3 and 4.....Susan Stocia
Grade 5 and 6.....Elisa Maragoto
Grade 7 and 8.....Elayna Moffitt
Teacher's Assistant.....John Hakizimana
Teacher's Assistant.....Janet Gloria Diaz

All Teachers are certified in the areas of their major concentration

Specials

Computers.....Marisol Drayton
Music.....Noel Javier
Library.....Leah Ware
Spanish.....Aida Criesstoff

Office Staff

School Secretary.....Marisol Drayton
Treasurer..... Jeyakumar Jebaraj

