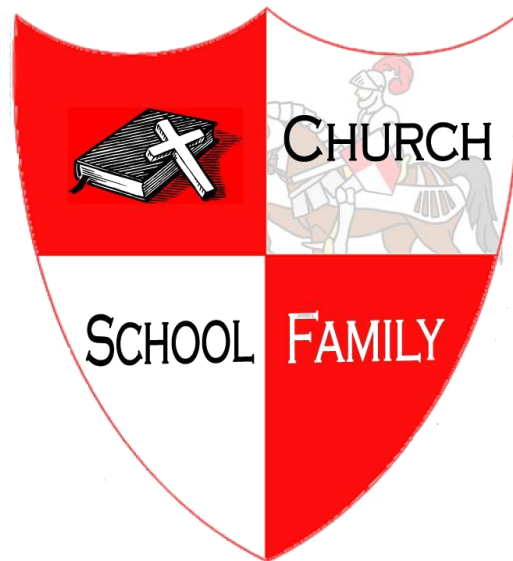


First Christian Academy

School Handbook

2015-2016



First Christian Academy
216 East Live Oak Avenue, DeFuniak Springs, Florida 32435

www.fbcdfs.org/FCA ♦ (850) 892-2722 ♦ LisaTuckerFCA@gmail.com

First Christian Academy

First Christian Academy partners with parents, church, and community to build a spiritual foundation in lives of each student. Our educational commitment is focused on the integration of faith with learning.

We provide Christ-centered curriculum and academic excellence for each child.

MISSION

To partner with parents, the church, and the community to build the moral and spiritual foundation in the lives of children through Christian education.

- **SCHOOL BIBLE VERSE** – Trust in the LORD with all thine heart; and lean not unto thine own understanding. In all thy ways acknowledge Him, and He shall direct thy paths. – Proverbs 3:5-6
- **SCHOOL COLORS** – Red and White
- **SCHOOL EMBLEM** – Shield joining church, school, family, and God’s Word
- **SCHOOL MASCOT** - Crusaders

Pledges

PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands; one nation under God, indivisible, with liberty and justice for all.

PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands; one brotherhood, uniting all Christians in service and love.

PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet and a light unto my path and will hide its words in my heart that I might not sin against God.

Contact Information

First Christian Academy

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First Christian Academy does not discriminate on the basis of race, color, national, or ethnic origin in the administration of any of its policies or programs.

ASSOCIATION MEMBERSHIP

Association of Christian Schools International (ACSI) - ACSI offers support to Christian schools through school improvement, accreditation, professional growth and development, and publications.

ACSI recognizes four vital areas of learning:

- Academic Thinking
- Worldview
- Spiritual Formation
- Skill Development

NON-DISCRIMINATORY ADMISSIONS POLICY

First Christian Academy does not discriminate on the basis of race or national or ethnic origin in administration of educational and admission policies.

ADMISSION REQUIREMENTS

ADMISSIONS

A student must meet all requirements as set forth in the School Handbook, registration and admissions application process. After required forms and fees are submitted, a parent/child interview with an assessment may be required. Completion of forms, submission of fees, and participation in the parent/child interview with assessment do not guarantee school admission. The parent/guardian will be notified if the child has met all the requirements and conditions for becoming a student in the school.

Kindergarten Admission

K4 – Child must be four (4) years of age on or before September 1 of the school year. A readiness assessment will be made prior to acceptance of admission.

K5 – Child must be five (5) years of age on or before September 1 of the school year.

1. Submit the following three (3) items:
 - ✓ A copy of the child's birth certificate;
 - ✓ A Florida Certificate of Immunization (Form DH 680); and
 - ✓ A Florida Physical Exam (Form DH 3040).
2. Submit a completed Application for Admission and the registration fee. (See Tuition and Fees Schedule.)
3. Attend a parent/child interview and academic assessment session.

Elementary School Requirements

Grade 1: The child must be six (6) years of age on or before September 1 of the school year.

1. Satisfy one (1) of the following requirements:
 - The child was previously enrolled in a public school and satisfactorily completed the requirements for kindergarten;
 - The child satisfactorily completed kindergarten requirements in a non-public school or home education program; or
 - The child previously attended an out-of-state school in which he/she was admitted on the basis of the age requirement established by the state of residency. Parent or Guardian must provide official documentation of legal residency in state where child was previously enrolled.
2. Submit the following three (3) items if not on file with the school:
 - ✓ A copy of the child's birth certificate;
 - ✓ A Florida Certificate of Immunization (Form DH 680); and
 - ✓ A Florida Physical Exam (Form DH 3040).
3. Submit an official transcript from the previous school, public; non-public; or home education program.
4. Submit a completed Application for Admission and the registration fee. (See Tuition and Fees Schedule.)
5. An academic assessment for placement and a review with recommendation by the Academic Guidance Committee may be scheduled if your child was in a home education program or an unaccredited school.
6. Attend a parent/child interview and academic assessment session.

PARENT/GUARDIAN RESPONSIBILITIES	STUDENT RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Ensure child's school attendance 2. Ensure appropriate conduct of their children 3. Maintain communication with school staff 4. Take an active role in promoting learning and study time at home 5. Notify the school office of a change of address or telephone number 6. Keep all financial payments up-to-date 7. Support the school with prayer; attend events and programs 	<ol style="list-style-type: none"> 1. Be responsible for learning and personal conduct 2. Be respectful of others and their property 3. Follow all school rules and regulations 4. Take all school messages home to parent/guardian 5. Do all assignments and participate in classroom activities/projects

ADMISSIONS: RE-ENROLLMENT PARTNERSHIP AGREEMENT

Re-enrollment of a current student for subsequent years requires the parent/guardian to complete and return the *Enrollment Partnership Agreement* by the perennial deadline of April 10. The student will remain enrolled on a permanent status until written notification of withdrawal is received. The parent/guardian may end the agreement with written notification to the Academy on or before the deadline date. In turn, the Academy may terminate this agreement for due cause.

- First Christian Academy does not provide an English Speakers of Other Languages (ESOL, ESL) program.
- First Christian Academy does not offer specially-designed instruction and related services to students with disabilities or to gifted students.
- First Christian Academy cannot meet the needs of educable mentally challenged or those with severe physical handicaps, therefore, the Academy cannot participate in the McKay Scholarship program.

ENROLLMENT

A student will be enrolled in school by the staff only after all requirements are met as outlined in the registration and application for admissions information. A student must meet the entry requirements for each grade level.

ENROLLMENT FEES*

A registration/application fee set by the Board is assessed for school enrollment. This fee may be waived each subsequent year of enrollment if the spring re-registration commitment deadline is met and curriculum fee is paid in full. By meeting this commitment deadline, the parent/guardian reserves a student position for the child.

A curriculum fee established by the Board is assessed each year of enrollment for all students and must be paid by the deadline date to ensure the child's position within the school. For each subsequent year of enrollment, this fee will be assessed and payable by the spring re-registration commitment deadline.

TUITION*

The school is a non-profit ministry which depends upon tuition and fees paid by parents, guardians, or Donors in order to operate. Tuition for the school is established by the Board. Each year the Board undertakes a review of the tuition schedule and may modify the tuition fees. In requesting enrollment for the child, the parent/guardian agrees to this financial contract and accepts full responsibility for payment of all tuition and fees. Additional fees may be incurred during the school year.

Tuition is nonrefundable and nontransferable at all times. No financial adjustments will be made for student absences. Tuition for a student who is withdrawing from school must be paid in full until the withdrawal procedure is completed. Late fee assessments and returned check fees will be applied to a delinquent account. Any student whose account is delinquent in payment may be dismissed from the school.

* Refer to the *Tuition and Fee Schedule* for procedural details, time limits, and fees - www.fbcdfs.org/FCA.

SCHOLARSHIPS / FINANCIAL ASSISTANCE

Financial assistance is based upon available funds, established financial need, active church membership, and other factors. Requests must be in writing, require proof of income, and will be presented to the Board by the director only after submission of all required information. The awarding of assistance is dependent upon available funds, Board approval, and factors listed above. The parent or guardian is responsible for all remaining tuition and fees associated with the child. If the parent or guardian is delinquent in payment of his/her portion, the financial assistance/scholarship may be revoked. Assistance is not available after-school programs.

AFTER-SCHOOL PROGRAM

An after-school program is provided as an extension of the instructional day and the rules, regulations, and standards of conduct apply. Program tuition is full tuition only and no financial adjustments are made for absences or early pick-up of child. Payment is separate from Academy tuition. Late pick-up assessments do apply for each late pick-up of child. Please see the school calendar for information regarding holidays and early release days.

SCHOOL ATTENDANCE / LUNCH POLICIES

DAILY ATTENDANCE

Students are expected to attend each day school is in session. Attendance is vital to academic success. When students are absent from school, valuable teacher instruction and classroom participation are missed and cannot be made up. Attendance will be checked and documented at the beginning of the school day. A parent/guardian may call the office at the beginning of the school day to give notice of a child's absence and must call for an extended absence.

TARDY POLICY

A student arriving after the start of the school day is tardy and must signed in at the school office by a parent or designated family contact. Chronic tardiness is a detriment to the child's education and an interruption for the entire class. After the fifth unexcused tardy per grading period, an unexcused absence will be recorded and a parent conference will be required.

ABSENCE POLICY

A note from a parent/guardian explaining the student's absence must be presented to the Director upon returning to school if previous notification has not been received.

- An excused absence is given for sickness; injury, death in the family; medical, dental, or legal appointments; an insurmountable problem; or an educational event.
- An unexcused absence is given for truancy, shopping, attending sporting events, family-planned holidays/events if no educational event form is on file, or an unverified absence.

EDUCATIONAL ABSENCE

If a parent/guardian wishes to allow a child to miss school for a reason other than the excused absences listed above, then the absence is unexcused unless verified by the completion of the pre-approved Educational Absence form. With the completion of and submission of this form to the office prior to the absence, an absence may be considered educational and may be approved by the director. The student will be able to make up assignments and tests.

CLOSED CAMPUS POLICY / CLASSROOM OBSERVATION

For safety, the Academy is a closed campus and doors are kept locked for school safety. Only students, staff, and leadership members are permitted on campus during school hours. Parents and visitors must check-in at the school office upon arrival. Classroom observation must be approved and scheduled in advance with the Director.

SCHOOL ARRIVAL

Students are not to arrive at school before 7:15 a.m. Entrance doors remain locked until 7:15. Instruction begins at 8:00. Student arrival after 8:00 requires adult sign in at the office.

SCHOOL DISMISSAL

Students are to be picked up at 2:30 p.m. and before 2:45 p.m.. Students are only released to authorized adults. Students picked up before 2:30 must be signed out in the office by an authorized adult.

LATE FEES

A late fee will be assessed each time a student is picked up late (after 2:45 p.m.).

CHILD PICK-UP DURING SCHOOL HOURS

No student is permitted to leave the school during school hours unless he/she is signed out through the school office by a parent/guardian/designee. The parent/guardian/designee must come to the school office. Parents / guardians may not enter classrooms without the permission of the school director.

MESSAGES/DELIVERIES FOR CHILD

Any delivery item or message for a child must be left with office staff. Place the child's name on the item.

Parents/Guardians/Designees are not to visit or take items to the classroom. Flowers and balloon deliveries are not allowed in the classroom.

VISITORS / VOLUNTEERS

All visitors, including parents/guardians and volunteers, must report to the school office and sign in. A visitor pass/tag may be issued. To avoid disrupting the learning environment:

- Leave items for students at the school office for delivery.
- Leave requests for the teacher with the school office staff.

Volunteers must meet non-teaching criteria and submit to a background check.

LUNCH / SNACKS

Students will bring approved snacks and lunches (including drinks) from home. Student lunches will not be microwaved or heated by any school personnel due to state regulations. Students are encouraged to have a water bottle in the classroom.

Parents or family members who wish to eat lunch with their child must sign in at the front table in the lunch room (Fellowship Hall) and sit at the designated Guest Table.

TELEPHONE

The school phone is for school business only. Office staff will make calls on behalf of students as needed. Incoming calls will be transferred to the school office by the church office staff. Academy after-hours messages may be recorded by calling the church/school phone number – 850-892-2722.

SCHOOL EVENTS/CALENDAR

School events will be held for the purpose of communication or for special programs. Open House and Parent Night Orientation are scheduled at the beginning of the school year. The school calendar may be accessed on the school website at www.fbcdfs.org/FCA or through the student's GRACE book.

SCHOOL TIME ACCIDENT MEDICAL INSURANCE

This insurance is included in the tuition and provides benefits for covered injuries sustained during the hours and days when school is in session and while students are attending or participating in school-sponsored and supervised activities on or off school premises.

ACADEMIC POLICIES

ACADEMICS

A Christ-centered, Bible-based academic program is offered to students. *A Beka Book* is the primary curriculum into which standards are integrated. A variety of research-based instructional strategies and supplemental materials are utilized. Achievement testing occurs during the second semester.

GRADING

Numerical grades and letter grades are given. Grades are assigned to calculate nine weeks, semester, and/or yearly averages. The daily average each nine weeks period will be based upon a minimum of eight (8) graded assignments completed independently by the student. This does not include homework grades. A student's academic grade may **not** be reduced as a disciplinary measure. However, an unexcused absence may result in zeros for the day of absence if grades were given.

Grading Scale

A	94 – 100
B	85 – 93
C	75 – 84
D	70 – 74
F	0 – 69
I	Incomplete

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

HONOR ROLL An honor roll will be determined each grading period.

PROMOTION

A student will be promoted to the next academic grade provided he/she has successfully mastered the academic content and skills as proven by the final course grade, standardized tests, and teacher evaluation.

RETENTION

A student may be retained in a grade after review of the following:

1. Course grade(s)
2. Standardized test results
3. Teacher evaluation

WITHDRAWAL

A withdrawal form must be completed and signed by the parent/guardian.

ACADEMIC GUIDANCE COMMITTEE

The director and appointed faculty members shall serve on the Academic Guidance Committee for the purpose of assessment, academic placement, and enrollment recommendations as needed.

NON-PARTICIPATION IN PHYSICAL EDUCATION ACTIVITY

A note from the parent/guardian is required if for some reason the student cannot participate in physical activity. Prolonged non-participation requires a medical excuse from a physician.

GRACE BOOK

Each student will be provided with a First Christian Academy GRACE book which is a 3-ring binder, money pouch, school calendar, parent-teacher communication and test folders. The GRACE book is essential to student organization and family communication. The GRACE book should be checked daily by parents. Students are required to bring their GRACE book to class each day. The first GRACE book is free. A \$6 fee will be assessed for a lost or damaged GRACE book.

HOMEWORK

Homework is the time a child spends outside the classroom to practice, reinforce, and apply newly-acquired skills and knowledge. It is an effective way to increase student responsibility and individual accountability while leading to increased communication between parents and the school. Homework encourages parent awareness of student learning and is assigned as an appropriate learning reinforcement. Homework is not assigned as a disciplinary measure. Your child will have a GRACE book for organizing work and providing information about academic progress, as well as school life.

MAKING UP WORK

A student is expected to make up all work missed during an excused absence within a reasonable time after returning to school or other such time as determined by the teacher. Credit will be given for all work completed. A minimum of one (1) day is to be allowed for each excused day of absence. A zero grade will be assigned for such assignments unless the student successfully completes the work.

FIELD TRIPS

An educational field trip is any trip directly related to instruction. Any field trip must be approved by the director with written details outlining the trip. No student is permitted to go on a field trip unless a field trip permission form has been signed by the parent / guardian and returned to the school. Arrangements must be made for any student who will not be going on the trip. Only approved volunteers may chaperone.

CONFERENCES

Communication between teacher and parent through conferences is necessary. Parents/Guardians will be contacted if there is a sudden change in student academic progress or behavior. Parents or Guardians must make advance requests for conferences with teachers or the director by telephoning the office or arranging in person. If a parent contacts the teacher for a conference, every effort to schedule a meeting promptly is to be made. At conference time, the student's grades and copies of class work will be available for review and discussion. Additionally, all correspondence between parent and teacher will be dated and kept on file by the teacher for reference.

PROGRESS MONITORING

Teachers will communicate to a parent/guardian about a child's academic progress and behavioral record. Many methods will be employed, including using the student GRACE book, sending student work home on a set schedule for review and signature, reporting through notes home with the student, telephoning, and conferencing.

TECHNOLOGY

All staff and students will be required to sign an Acceptable Use Policy during the first week of school before allowed to use First Christian Academy computers and technology resources. Staff and students are accountable to utilize educational technology responsibly. Instruction and supervision for respect for school property, cybersafety and digital citizenship will be provided. Students will be appropriately monitored while using educational technology resources. Students are not allowed to use email accounts, texting, or social media sites at school.

LIBRARY AND LITERACY

Walton County Public Library

The Walton County Library is working in cooperation with the Academy to provide valuable reading opportunities for our students. Students in grades 1 – 4 are scheduled to walk to the Walton County Library, weather and schedule permitting. Each student will use his/her personal library card to check out books. If your child does not have a library card, a card application will need to be completed and returned before your child check out library books.

With a Walton County Library card, a child has the privilege to check out books from the library and the responsibility to return them on time. There is a library fee assessed if the checked-out book is not returned to the library by the due date. Also, if a child's library book is lost, the parent(s) and the child will be expected to pay the cost of the book to the library.

Library book selection will be supervised by faculty members, but parents are also encouraged to review books once they have been checked out.

First Baptist Church Library

The First Baptist Church library may also be available to Academy students for checking out books and reading time.

PARENT TEACHER FELLOWSHIP

The purpose of Parent Teacher Fellowship (PTF) is to partner with and to extend the hands of service to the school to nurture students. The mission of PTF is to provide an organized group of volunteer parents to engage, enhance, and enrich the educational opportunities by supporting and supplementing school programs. Bylaws for this service-oriented organization are in effect. PTF is open to all parents and guardians of students and to all school staff, as well as to the ministers of the governing church. Opportunities abound for volunteer service to the school.

CODE OF CONDUCT

Students are to abide by school rules and regulations to establish a productive, positive learning environment. Parent support and involvement is integral to students' attitudes and adherence to standards. The administration acknowledges the responsibility to God and parents to build good citizenship, self-control, and character in each student. School and home must partner cooperatively to instill Christian principles.

STUDENT BEHAVIOR STANDARDS Students are to

- Be respectful of administrative staff, teachers, students, and visitors, displaying Christian standards of courtesy, kindness, and honesty;
- Be discreet and Christian in manner, refraining from public displays.
- Be respectful of school property and other students' property (Eph. 4: 28-32);
- Leave all distracting or dangerous items at home, as well as electronic items (iPods, mobile phones)
- Respect authority, abiding by rules and teacher instructions (Heb. 13:17, I Thess. 5:12-13);
- Do their own work, not giving or receiving help on tests or homework. Honesty is to be displayed.
- Avoid plagiarism;
- Apply school rules on all field trips and at all school-sponsored events; and
- Refrain from negative speech (vulgar or abusive) and interaction (name calling, aggression, or fighting). Such speaking and acting is harmful and not appropriate or conducive to moral and spiritual development (Eph. 4:29).

CLASSROOM CONDUCT

The teacher will establish and enforce classroom rules. Any student who fails to follow the teacher's rules or instructions will receive disciplinary action from the teacher. If a student's behavior impedes a teacher's ability to teach or an ability to maintain an effective learning environment, the student may be removed from the classroom and sent to the director's office. Disciplinary action will be taken. The student will return to class only when the negative behavior can be controlled.

CONSEQUENCES OF VIOLATIONS

If after **instruction, warnings, and counsel** have been given, the student continues to violate school rules and standards of conduct, or if the behavior is serious in nature, further disciplinary action will be taken. To deal with violations, the administration reserves the right to employ age appropriate consequences as follows:

- Take classroom disciplinary action;
- Conference with students;
- Contact and conference with parents or guardians;
- Use in-school and after-school detentions / PE or lunch isolations;
- Use suspensions.

Disciplinary referrals will be kept on file. Parent/Guardian will be notified when the student is assigned after-school detention, suspended, or recommended for expulsion. Suspension and/or expulsion may occur for chronic or gross misconduct or for continued infraction of rules, regulations, and standards of conduct. A student who has received five (5) disciplinary referrals may be suspended. If suspended, the student is allowed to attend school/school events. The student will not attend school until restored by action of the School Board.

DRESS CODE / PROHIBITED ITEMS

Students are to be clean and neat and to dress modestly and in good taste. Dress or grooming which is disruptive or distracting to the Christian educational process is not acceptable. If there has been a disregard of the dress code, the parent/guardian will be notified and the student will be kept in the office until the parent/guardian picks up the student or until appropriate clothing is provided. Missed class time is counted as an absence.

Student appearance should enhance a Christian's testimony of a life adhering to Biblical principles rather than worldly standards. Appropriateness, cleanliness and neatness of appearance are related to health, general social acceptance, good habit building, and the principle of submission to authority.

Student's hair should be neatly styled and clean. Men's hair should be tapered, above the middle of the ear, not obscuring the eyebrows and not hanging below the collar in the back. Extremes in dress or hair styles that call undue attention or distraction will not be tolerated.

CLOTHING STANDARDS

Students are permitted to wear the following to school:

- ❖ **REQUIRED:** One First Christian Academy monogrammed polo shirt in the school color of red. (short or long sleeved) for **required for every Monday** and field trips. Monogramming and ordering information on our website: www.fbcdfs.org/FCA
- ❖ Jackets / sweaters
- ❖ Slacks or plain denim jeans that fit (no sagging; no holes in pants; sweatpants, pajama pants, etc.)
- ❖ Appropriate shoes and/or clean, properly-laced or velcro athletic shoes with clean socks;
- ❖ Girls may wear appropriate jewelry: earrings, rings, bracelets, necklaces
- ❖ Girls may wear modest length skirts, dresses, long or short pants, and tights
- ❖ Boys may wear long or short pants; Choose only those pants your child can manipulate easily in the restroom.
- ❖ Boys may wear appropriate jewelry: rings, bracelets, necklaces (no earrings)
- ❖ Haircuts should be modest and not distracting (no mowhawks, fauxhawks, spikes, hair carvings, etc.)
- ❖ Belts should be worn with pants or skirts that have belt loops
- ❖ All shirts must be tucked in properly

See prohibited items below and on next page.

SPECIAL NOTE: Crusader families are to dress appropriately when at school/school events. NO SMOKING is allowed for attendees on school / church property.

PROHIBITED AT SCHOOL

DO NOT wear

- Unsafe shoes, shoes with wheels
- Immodest clothing, clothing imprinted with questionable messages, symbols, pictures, or product/person advertisement; clothing with holes; sagging pants; clothing that intentionally exposes undergarments
- Hats, sunglasses (unless designated hat day or school spirit day)
- Hair paint or unnatural colors (pink, blue, purple, etc.)
- No distracting haircuts, mowhawks, fauxhawks, spikes, hair carvings, etc.
- Excessive jewelry or more than two sets of earrings
- Too-short skirts or shorts (no more than 1 - 4" above the knee) – modest coverage is expected.

(continued on next page)

DO NOT wear, have in possession, or bring to school

- Rolling or wheeled backpacks
- Chewing gum
- iPods, beepers or mobile phones
- Medication of any kind, prescription or otherwise (without required school form)
- Alcoholic beverages, tobacco, or drugs
- Explosives, guns, or knives of any kind (including plastic, rubber, or toy replicas)

DO NOT bring these items to school (unless granted permission by teacher for instructional purposes).

- Electronic items (tablets, radios, media players, iPods)
- Pictures, magazines, or books
- Toys or games

SPECIAL OCCASIONS GUIDELINES

SPECIAL LUNCH DAYS

Beginning in September, if parents wish to provide a special lunch (meal), students and staff may be treated to lunch purchased from an approved, licensed food vendor.

SCHOOL BIRTHDAY CELEBRATIONS

A student's birthday may be celebrated at school in the student's classroom if the parent provides one store-bought treat for each student and the teacher. The preferred treat, due to neatness and ease of distribution, is either one cookie or one mini cupcake per student. Home made treat are not allowed. Treats must be store-bought to meet state health standards. Please notify the school office of your intentions prior to the requested date.

BIRTHDAY PARTY INVITATIONS

If you send birthday party invitations to school to be distributed, you must include all children in your child's class. Check with your child's teacher to receive an updated class roster of names.

FLOWERS AND OTHER ITEMS

Do not send flowers, stuffed animals, balloons, etc. to school for your child on birthdays or other special occasions due to space limitations and in order to keep distractions to a minimum.

HEALTH AND SAFETY

COMMUNICABLE DISEASE POLICY

A communicable disease is any illness resulting from a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. A student or employee who is suspected of having a communicable disease will be reported. (See list.)

COMMUNICABLE DISEASES

- Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability.
- Any student or employee with communicable diseases for which immunization is not available will be excluded from school while ill.
- An independent physician's examination of communicable disease may be required.
- The Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all action necessary to control the spread of communicable diseases.

COMMUNICABLE DISEASE LIST

Acquired Immune Deficiency Syndrome (AIDS)	Hemorrhagic Fevers	Rubella, including congenital
Aids Related Complex (ARC)	Human Immuno-deficiency Virus (HIV)	Salmonellosis
Amebiasis	Legionnaires' Disease	Scabies
Animal bite to human (rabid animal)	Leptospirosis	Schistosomiasis
Anthrax	Lymphogranuloma Venereum	Shigellosis
Botulism	Malaria	Smallpox
Brucellosis	Paralytic Shellfish Poisoning	Syphilis
Campylobacteriosis	Pertussis	Tetanus
Chancroid	Pesticide Poisoning	Toxoplasmosis acute
Dengue	Pink Eye	Trichinosis
Diphtheria	Plague	Tuberculosis
Encephalitis	Poliomyelitis	Tularemia
Giardiasis (acute)	Psittacosis	Typhoid Fever
Gonorrhea	Rabies	Typhus
Granuloma Inguinale	Relapsing Fever	Vibrio Cholera
Hansen's Disease (Leprosy)	Ringworm	Vibrio Infections
Meningococcal Disease	Rocky Mountain Spotted Fever	Yellow Fever
Mumps	R. Rickettsia	

LICE

Students may periodically be checked for head lice. If lice or nits are found, the parent will be notified and instructions for treatment will be provided. Administration must clear students before they are allowed to return to the classroom. Parents are encouraged to give notice to the school in the event that head lice or nits are found on their child at home in order to prevent the spread of head lice at school.

CRISIS MANAGEMENT PLAN

EMERGENCY PHONE NUMBERS

Emergency 911 Call to report a crime in progress, a fire, a heart attack or serious injury, or any situation where there is immediate danger to life and property.

Non-Emergency Numbers

DFS Police Department	892-8511
DFS Fire Department	892-8515
Walton County Sheriff's Department	892-8111
Walton County Emergency Operations/Management	1-850-892-8065
Florida Poison Information Center	1-800-282-3171
Abuse Hotline	1-800-962-2873

SERIOUS INJURY OR ILLNESS

Any time a student is seriously injured, the teacher will send for assistance.

Critical: Call 911 immediately and contact parent/guardian. Do not move student.	Not Critical: Apply first aid and notify the director. The parent/guardian will be contacted by the director or designee.
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SANITATION/PREVENTIVE MAINTENANCE

The director will provide a well-maintained school which is safe from hazards, is sanitary, and is adequately lighted/ventilated. The director will inspect the school in order to maintain satisfactory standards of sanitation and housekeeping and will report to the Board any needed repairs or improvements.

HEALTH AND SAFETY REMINDERS

- The director will cooperate with local departments to provide safe conditions for students. The school's safety practices will be inspected and teacher is reminded to
 - ◆ keep fire extinguishers available
 - ◆ keep classroom doors free of locks
 - ◆ leave a pathway to the outside doors
 - ◆ have an established evacuation route
- Remember the school and personal items on school property may be searched or examined at any time.

All staff will strive to protect the physical welfare of each student.

1. Each teacher is responsible for guiding students in good health habits, personal care, grooming, lunchtime manners, and restroom habits.
2. A child with a contagious disease is not allowed to remain at school.
3. Evidence of child neglect, undernourishment, or abuse will be reported to the proper authorities for investigation. Any and all unusual behavior or suspected drug abuse will be reported.

EMERGENCY SCHOOL CLOSING

Personnel will be made aware of emergency conditions which may necessitate the closing of school.

Notification will be made to parents/guardians of closure and parents/guardians must make arrangements to pick up their children from school.

EMERGENCY SITUATIONS

If there is not sufficient time to release students to their parents/guardians, the teacher will implement a plan for shelter.

EVACUATION PROCEDURES

Drills will be performed and employees will be aware of all emergency procedures.

SEVERE DISRUPTIONS WITH CRIMINAL ACTS (Abduction or Gun-involved)

1. Director or designee will call 911 and notify staff of crisis.
2. The teacher will lock doors and isolate students into small groups in the classroom, check roll, and Notify the director if anyone is missing.
3. The teacher will evacuate the building if directed to do so. The teacher will take roll and notify the director if anyone is missing.

Fire Action - Pull fire alarm immediately.

1. Evacuate the building. The teacher will make sure all students have left the room.
2. The teacher will turn off lights and close doors/windows.
3. The teacher will make sure all students are in the designated safe area by taking roll of students / notify director of missing students.
4. The director or designee will close all vaults and secure all records.
5. The director, with Fire Department help, will organize a search for missing persons.
6. First aid may be administered in the safe area by qualified persons.
7. Students and staff will not return to the building until it is declared safe.

Severe Weather – Notify all staff if weather warning is received.

1. Staff/students will instantly proceed to a safe area (enclosed halls) and assume a protective position.
2. The teacher will take roll and notify the director if anyone is missing.
3. The director or designee will organize a search for anyone missing.
4. The director or designee will close all vaults and secure all records.
5. Qualified personnel may render first aid if necessary.
6. Students and staff will not return to the classroom until it is declared safe to do so.

Bomb Threat – Call 911.

1. All persons will evacuate to a safe area at least 500 feet from the building.
2. The teacher will take roll and notify the director if anyone is missing.
3. The director or designee will close all vaults and secure all records.
4. Law enforcement officials will determine the type of search needed, including missing persons, and execute the search jointly.
5. No one will return to any building until law enforcement officials have conducted a search and determined it is safe to re-enter.
6. If a suspected device is found, the director or designee will close the school and contact all parents/guardians.