



2016-2017 SCHOOL CALENDAR

Aug-Sept	29-2	(M - F)	Preschool Activities
September	5	(M)	Labor Day – Holiday
	6	(T)	First Day of School for Student
October	6	(TH)	Interim Reports Go Home
November	4	(F)	End of First Grading Period (44 Days)
	7	(M)	Teacher Workday – School Closed
	11	(F)	Veterans Day (Observed) - Holiday
	23	(W)	Early Release Day
	24 - 25	(TH - F)	Thanksgiving Holidays
December	8	(TH)	Interim Reports Go Home
	13	(T)	Christmas Program, 7:00 p.m. (All Classes)
	22-2	(T - M)	Winter Break
January	3	(T)	School Reopen
	16	(M)	Martin Luther King, Jr., Day – Holiday
	27	(M)	End of Second Grading Period (46 Days)
	30	(M)	Early Release Day/Teacher Records Day
	31	(T)	In Service Training Day for Personnel – School Closed
February	20	(M)	Presidents’ Day – School Closed
April	3-7	(M - F)	CTB/McGraw – Hill Testing
	7	(F)	End of Third Grading Period (47 Days)
	7	(F)	Early Release Day/Teacher Records Day
	10-14	(M - F)	Spring Break – School Closed
May	4	(TH)	Spring/Graduation Pictures
	29	(M)	Memorial Day - Holiday
June	13	(T)	Awards & Graduation Program, 7:30 p.m.
	14	(W)	End of Year Celebration
	15	(TH)	Early Release for Students – Last Day of School (43 Days)
	16	(F)	Teacher Workday – School Closed

Note: If emergency closings become necessary, days will be made up according to the following schedule

Semester 1st Day Banked
 1 2nd Day Banked
 3rd Day Monday, January 30, 2017 Teacher Workday/In-Service Day - Waived

Semester 1st Day Banked
 2 2nd Day Banked
 3rd Day Banked*** (Optional – Principal’s Discretion)

Parent and Student Handbook
SIGNATURE ACKNOWLEDGMENT

I, _____

have read all the preceding pages of this Parent/Student Handbook, and am in agreement with the educational philosophy of COFCS, the Admissions Policy and with the Statement of Faith. I am also aware of and in agreement with the policies concerning student debt, the guidelines of conduct, grading procedures, dress code and attendance set forth herein.

Student's Full Name/Signature

Teacher's Name/Grade Level

Parent/Guardian Signature

All parents/guardians and students are required to read this handbook and return this page with their signatures by September 30, 2016.

SIGNATURE ACKNOWLEDGEMENT SHEET, please sign and return to school.

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PHILISOPHY

Cathedral of Faith Christian School is a ministry of Cathedral of Faith Church of God in Christ and shares its facilities. It is committed to providing education for children in a loving and caring environment that is Christ-centered. Christ, who is our example, was a great teacher who sought to train the minds of His disciples to walk in the ways of responsibility and for parents to give their child Godly training. We believe an environment must be created that produces a well-rounded and disciplined student in the area of academic understanding, knowledge and skills. This environment also develops within the child's power to reason, strong moral character and spiritual values.

In keeping with that philosophy, Cathedral of Faith Christian School is dedicated to providing a positive, supportive environment that enhances student self-esteem, increasing learning, helping each child achieve academically, encouraging self-discipline, and developing respect for authority and the rights of others. The school will incorporate student-centered activities for an environment of growth—growth that provides the opportunity to think creatively and to make decisions and choices within the appropriate limits. These activities will be carefully planned based on sound principles for child and staff development.

STATEMENT OF FAITH

- We believe the Bible to be the inspired and only infallible written Word of God.
- We believe that there is only One God, eternally existent in three persons: God the Father, God the Son and, God the Holy Spirit.
- We believe in the blessed Hope, which is the rapture of the Church of God, which is in Christ, at His return.
- We believe that the only means of being cleansed from sin is through repentance and faith in the precious Blood of Jesus Christ.
- We believe that regeneration by the Holy Ghost is absolutely essential for personal salvation.
- We believe that the redemptive work of Christ on the Cross provides healing for the human body in answer to believing prayer.
- We believe that the Baptism of the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.
- We believe in the sanctifying power of the Holy Spirit, by whose indwelling the Christian is enabled to live a holy and separated life in the present world.

GOALS

The staff at Cathedral of Faith Christian School aims to provide an education that is designed to meet individual needs and insure a degree of success. This includes helping children.....

- **To have an independent walk with Christ in a way that inspires them to govern their behavior without external control**
To stress positive behavior as exemplified by Christ as a means of helping children to apply biblical principles to everyday life.
- **To develop social interaction skills and respect the rights of others**
A child learns to give and share, as well as receive affection. He/she learns about working in groups, what taking turns mean, and what thinking about others mean. We want each child to also develop concepts identifying adult- child and role play.
- **To develop small and large motor skills**
To discover, explore, experiment and play with a variety of materials, objects and tools to develop eye-hand coordination.
- **To develop visual and listening skills**
To see and hear words, phrases and stories. To develop the ability to create, re-tell, and dramatize. To interpret signs, symbols and pictures, and become familiar with letter forms.
- **To begin to understand the physical body**
We want to produce children who understand the body as the temple of the Holy Spirit and will care for it through good hygiene, health practices and nutrition.
- **To foster the development of language and communication skills**
The early childhood years are the time to develop vocabulary, comprehensive skills, and appreciation for books. We also want to stimulate creativity and imagination.
- **To begin to understand and control the physical world**
To be responsive to the world around them, to have an understanding of cause and effect, to be able to find and use information.
- **To develop music appreciation and auditory discrimination**
To encourage expression through music by singing, composing, dancing, playing, humming, clapping and using a variety of musical instruments. To recognize and compare environmental sounds of animals, motors, musical instruments and nature.

ADMISSIONS

Admissions Policy

Attending COFCS is a privilege and not a right. As students and parents consider making COFCS their choice, the following standards and policies must be followed as a pre-requisite for admission and continued enrollment at COFCS:

1. Full cooperation is expected from both students and parents in the education of the student. A family must be in agreement with and in acceptance of the school's Statement of Faith, its core belief that the Bible is the inerrant Word of God and that the Bible's teachings are foundational to the school's admissions policies, academic programs, discipline and overall philosophy of education. If at any time the school determines that this agreement or cooperation is unacceptable, the student will be requested to withdraw.
2. All students must be open to instruction from a Christian perspective. It is understood that students should exhibit a definite personal desire to attend COFCS. If the student's behavior or attitude indicates an uncooperative spirit or one that is inconsistent with the philosophy and standards of COFCS, the student will be requested to withdraw.
3. Parents must be united in their belief that enrollment at COFCS is the best thing for their child. It is required for enrollment at COFCS that at least one parent must profess Jesus Christ as their personal Savior and regularly attending a Bible believing church. Parents must exhibit a strong desire for having their child taught from a Christian perspective with the Bible as the moral and spiritual foundation of all of our teachings.
4. The student's behavioral standards at school must extend to his/her life away from school as well. Thus, COFCS will refuse enrollment to or expel any student who professes to be homosexual/bisexual/transgender, is a practicing homosexual/bisexual/ transgender, as well as any student who condones, supports, or otherwise promotes such practices as COFCS believes this behavior is contrary to God's Word, the Bible. For the family and the school to be in partnership with God's Word as our foundation, parents/guardians must also be in personal agreement with the school's sexual morality beliefs and conduct as it relates to themselves and their student(s). Cheating, fighting, stealing, lying, or un-Christian entertainment/behavior by the student may result in immediate expulsion from COFCS.
5. The biblical and philosophical goal of COFCS is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. All students, while enrolled at COFCS, are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behavior.

All students are accepted on a nine week probationary period in regard to academics and discipline. A student's acceptance is based upon past achievement, a family interview with the administration, and this signed agreement from parents and student declaring that they will abide by and support the rules, regulations and standards of COFCS.

Parent/Student Interview

An interview of the parent(s) and student(s) will be conducted by the appropriate principal. The purpose of the interview is to ensure that:

- At least one parent professes Jesus Christ as personal Savior.
- The parent's desire a Christian education for their child.
- The family beliefs and practices are consistent with the mission, philosophy, and core values of COFCS.
- The student entering kindergarten is five (5) years old on or before September 30 and a student entering first grade is six (6) on or before September 30.
- The student has not been expelled, asked to withdraw, indefinitely suspended, denied re-admission, or attending an alternative school.
- All students are accepted on a nine (9) week probationary period in regard to academics and discipline.
- Kindergarten – 2nd Grade demonstrate on-grade-level academic achievement in reading and math on a nationally recognized achievement test.
- The student has a record of good behavior from his/her previous school.
- The behavioral standards of the student must extend to his life away from school as well.
- They understand that the student must live under the authority of his parent(s) or guardian(s).

Admissions Decisions

Admission decisions for the fall enrollments are made from February through August. For enrollment during the academic year, decisions are made after the interview is complete and are based on space availability.

Following the family interview, applicants will be informed of their status through either oral or written notification.

Non-discriminatory Policy

Cathedral of Faith Christian School admits students of any race, color, gender and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. The school does not discriminate on the basis of race, color, gender, and national or ethnic origin in the administration of its educational policies, admissions policies, financial assistance, and athletic or other school-administered programs.

Age Requirement

New students entering the K3 must be 3 years old by September 30th; K4 students must be 4 years old by September 30th; Kindergarten Program must be 5 years old by September 30th.

Class Size

The following is a list of maximum capacity for each class:

- K3 Early Learning - 16 (with an assistant for classes of 10 or more)
- K4 Early Learning - 16 (with an assistant for classes with 10 or more)
- Kindergarten - 16 (with a part-time assistant for classes with 10 or more)
- 1st Grade - 10
- 2nd Grade - 10

ACADEMIC STANDARDS

Grading Scale

Early Learning students K3 and K4 are given O, G, S, N, and U in social, academic and spiritual development.

Kindergarten students are given O, G, S, N, and U in classroom behavior, fine motor, phonics and reading, mathematics, and support subjects.

All classroom teachers will give A, B, C grades for all subjects.

In grades 1st – 2nd, the following grading scale is in place:

A+ 98-100, A 93-97, A- 90-92

B+ 87-89, B 83-86, B- 80-82

C+ 77-79, C 73-76, C- 70-72

D 64-69, F 63 and below

Specialty Grading Scale will be based on O, G, S, N, and U.

Honor Roll

Honor roll will be awarded each grading period.

Retention

Overall Guidelines:

Attendance: No more than 24 days per year may be missed without the Principal's approval.

One's physical, social, and emotional needs are given consideration as well as academic needs.

Any student having grades that show doubt of mastery of the essential elements.

- Parents will be notified of a teacher's recommendation for retention after having consulted with the principal.
- A student may be considered for retention if weaknesses are shown in several areas.

K3, K4 & K5

- Immaturity
- Below average performance in phonics skills.
- Below average performance in math skills.
- Language development which reflects difficulty in communicating thoughts in sequence.
- Teacher recommendation based on academic weakness in more than one area.

First and Second Grades

- Failing in math or reading.
- Language development which reflects difficulties in being able to express thoughts in sentences and using correct punctuation.
- Maturity
- Teacher recommendation based on academic weakness in more than one area.

ACADEMIC INFORMATION

Viewing Student Records

Parents/guardians may view a child's cumulative record at the school office upon request. Cumulative records are treated as confidential material; privacy right of parents and students are safe guarded. Except as provided by law, no outside agencies or individuals may have access to a student record without written parental consent.

Progress Reports/Report Cards

Mid-term progress reports will be issued to all grades. Progress report forms are sent home. These are to be signed by a parent and returned to school by Friday of the same week. A copy can be made available at parent's request.

Report cards will be issued at the end of each quarter. They must be signed by a parent/guardian and returned to the school within three school days.

Homework Policy

We believe that homework is an integral part of the school program. The teacher is at liberty to give homework to aid the students to advance in their studies. Therefore, each student is required to complete his homework assignments on time. Homework is given for several reasons:

- For reinforcement - We believe that most students require adequate review to master material essential to their educational process.
- For practice - Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
- For remedial activity - As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
- For special projects - Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.
- Each student is required to write the homework assignments in the student planner. These may be purchased in the school office.

We do request parents' full cooperation in seeing that the assignments are completed. Failure to complete homework will affect the student's daily and quarterly grades.

These are average times. Some students may finish sooner and some may need more time to complete assignments properly.

K3, K4, K5 - 25 minutes

1st - 30-40 minutes

2nd - 30-45 minutes

ATTENDANCE INFORMATION

The school operates between 8:00 A.M. and 3:15 P.M., Monday through Friday. Any student arriving after 8:00 a.m. is counted tardy.

It is important for the students to be here the entire day, and parents should support the school attendance policy.

Preschool and kindergarten students will be taken to their rooms by a worker. Children are not to go to the classroom before 8:00 A.M., even if with a parent or if the teacher is in the classroom. If you have school business to take care of, please park in a designated place. Please do not leave your car in the traffic pattern line at any time because this can impede the flow of traffic.

Students may be dropped off in the morning on either the Williamson Street side or the Everett Street side of the building beginning at 6:00 A.M. You may park and walk your student to the classroom. After 8:00 A.M., any school business will be directed through the school office entrance.

Any students arriving after 8:00 A.M. will be signed in at the school office and from there will be escorted to class by a Staff member.

Any students needing to be dismissed from school early at any time during the day will be escorted to the office for dismissal (parents will wait in the visitor's waiting area).

Parents bringing water bottles, lunches, etc. during the school day will be asked to leave them at the school office and a Staff member will ensure that is taken to the proper class.

Any visitors or parents arriving before 1:00 P.M. for pickup will be asked to wait in the visitor's lobby. Entry to the hallways for pickup will be open at 1:00 P.M.

Dismissal of Classes

At 1:00 P.M., Pre-K parents may pick up their children directly from the classrooms.

Excused/Unexcused Absences and Tardies

Frequent absences may lead to poor academic work and possible failure, as well as a lack of social development. No single factor may interfere with a student's progress more quickly than frequent tardiness or absences. 3 unexcused tardies equals 1 absence.

The following reasons are the only acceptable excuses for absences or tardies:

- Personal illness
- Doctor/dental appointments
- Death or serious illness in the student's immediate family
- Extenuating circumstances which must receive advanced approval
- An educational trip (a school-sponsored activity or activity of an educational nature with advance approval by the administration)
- A family trip for which it is absolutely necessary for the student to miss school (this is considered a planned absence)
- Court appearance

Absences and tardies are unexcused for:

- Over-sleeping
- Hair appointments
- Shopping excursions
- Working on a class assignment
- Personal trips that are not pre-approved
- Failure to bring a note explaining the absence
- These unexcused tardies will result in a discipline notice.

Half –Day Policy

Students arriving after 11:00 a.m. will be counted absent for a ½ day. Students leaving before 12:30 p.m. will be counted absent for a ½ day.

Planned Absences

A planned absence is considered excused only if a parent submits a permission note to the teacher and principal at least 3 days in advance of the absence (exceptions may be made due to extenuating circumstances).

It is strongly encouraged that out-of-town trips be scheduled during school holidays, and medical appointments be planned outside of the school day.

Please see guidelines for make-up work on page 13.

Tardies to School/Class

Parents are responsible to see that their child arrives to school on time. Classes begin at 8:00 A.M.; therefore, it is strongly recommended that students arrive at school no later than 7:50 A.M.

Tardy students will be unexcused unless a parent/guardian signs the student in or provides a note with an acceptable reason. Students with unexcused tardies will not be allowed to make up missed work. Students will be given a discipline notice or a detention notice for 3 unexcused tardies per quarter. 3 unexcused tardies equals 1 absence.

Early Dismissal

Early dismissals are permitted for necessary appointments or for other reasons that constitute an excused absence. All students needing to leave school early must bring written permission with the following information:

1. Parent name and contact number
2. Time of dismissal
3. Reason
4. Means of leaving campus

A student must be signed out at the school office by a parent or guardian if leaving school early.

Attendance and Credit

In order to maximize the learning experience, a student must be regular and punctual in attendance. When a student misses more than 24 days per year, the administration may consider the need for retention.

Perfect Attendance Award

This award will be given to those students who, at the end of each school year, have been present every day.

Make-up Work

It is the responsibility of the student and parent to obtain all make-up work assignments and due dates from teachers. Parents may request assignments for students who are absent. Please call the school office by 10:00 a.m. to request assignments, which will be ready for pick-up at 2:30 p.m.

Students are allowed 2 days for each day absent. For preplanned trips, assignments are due the first day the student is back in school.

Four or more missing assignments at one time will result in a detention.

STUDENT LIFE

Lost and Found

Articles found should be turned in to the appropriate office. At the end of each quarter, unclaimed items will be disposed of or given to charity. Parents are encouraged to label personal items.

Telephones and Messages

School phones are accessible to students in emergency situations and can only be used with permission. Please note that students will not be called to the office to receive a phone call, but messages will be conveyed to students when necessary.

Textbooks

All textbooks are the property of the students for their use during the school year.

Celebrations

School Planned

- Room parents or parent committees organize and plan the class parties with teacher's supervision.
- Yearly, there are three main parties: Thanksgiving Feasts, Christmas, Valentine's, and an end of the year picnic.
- The responsibilities of the room parents are:

1. Plan parties with the classroom teacher
2. Coordinate the parents to provide goodies
3. Attend the parties
4. Coordinate donations

Birthday Celebrations

- Students may have a small celebration, and should consist of just a cookie or cupcake. ONLY clear drinks (water, Sprite, etc.) in the classrooms!
- Birthdays in grades K3-2nd Grade should be celebrated during the regular lunch period or snack time.

Birthday Invitations (or any other type)

Students may not distribute invitations during school hours. It is suggested that invitations be mailed or given out somewhere other than the school. If invitations are sent to the school, the teacher will return them to the parent with a kind note of explanation. The only exception would be if the entire class (or all the same gender) were to receive invitations. Student addresses and phone numbers will not be given out unless release forms have been signed by parents.

Field Trips

Field trips are COFCS sponsored off-campus trips taken by classes, grades K3 – 2nd or organizations for the purpose of enriching the academic and/or spiritual experience of the students.

No student will be allowed to go on a field trip without a permission slip signed by a parent. Student behavior/health issues may require a parent chaperone.

Vans will be used for most of the field trips. In the cases where a van is not available, parents will drive the students. The following policies must be followed:

All vehicles driven on a field trip must have a seat belt for every child. No doubling up! NO EXCEPTIONS

Announcements

Parents have access to school announcements through:

- The school website (shoreschristian.org)
- Emails from COFCS
- Monthly Parent Letter

DRESS CODE POLICY

Students are required to wear uniforms. Students should wear appropriate shoes that are in good condition. Socks must be worn at all times. Flip flops are not allowed. Please send in the appropriate seasonal outerwear.

The objective of COFCS is to implement a dress code that is commensurate with the mission and philosophy of COFCS. The Bible commands the Christian to do “all to the glory of God” (I Cor. 10:31). At COFCS, we strive to honor God through personal dress that is neat, modest and appropriate.

We appreciate the support of parents and students in following the school’s dress code. This allows our teachers and administration to spend less time on “policing” student dress and more time on educational activities.

We try to be as specific as possible in our dress code description, but with ever-changing dress styles, there may be changes that are implemented during the year. Students and parents will be given full notice of any changes.

Students who fail to comply with the dress standards will be disciplined, and if dressed immodestly, may not be allowed to enter class until they are appropriately attired.

DRESS CODE

Item:	Students must wear:	Students must not wear:
Hair	<ul style="list-style-type: none"> • Clean, neat hair; hair that does not extend to the bottom of the ear, collar or eyebrows (boys) 	<ul style="list-style-type: none"> • Hair colors that are not natural • Hair that has more than 2” of bulk (boys) • Extreme styles (e.g. Mohawks, dreadlocks) • Corn rows should adhere to length standards.
Pants/Shorts/Skort	<ul style="list-style-type: none"> • <u>ONLY</u> navy or black <u>Docker-style pants/shorts/capris</u> • Pants/shorts which are not tight or form-fitting • Shorts that are not shorter than 2” above the knee 	<ul style="list-style-type: none"> • Jeans or jeans style pants, to include corduroy or denim of any color • Pants/shorts with cargo pockets • Athletic warm up pants • Pants/shorts with holes, tears, frayed edges or so long they drag the ground. • Jeggings or leggings
Skirts	<ul style="list-style-type: none"> • Skirts that are solid navy or black in color • Skirts that are to the bottom of the knee or below 	<ul style="list-style-type: none"> • Skirts that are too tight (form fitting) • Skirts that have slits; pencil skirts
Shirts	<ul style="list-style-type: none"> • Polo shirts, collared shirt or turtleneck which are solid in color and appropriate in size • Polo shirts must be buttoned modestly • Shirts that can be tucked in at all times (boys) • Solid white undershirts are to be worn 	<ul style="list-style-type: none"> • T-shirts of any kind • Shirts that are tight, form-fitting or reveal the midriff • Shirts with logos larger than 2” • Sleeveless shirts • Shirts with more than one button undone • Team jerseys
Footwear	<ul style="list-style-type: none"> • Shoes that are in good condition • Shoes with shoelaces laced and tied (when applicable) • Socks that are navy, black or white must be worn at all times • Solid black or navy Velcro closures or laced uniform or athletic shoes 	<ul style="list-style-type: none"> • Flip-flops, beach shoes or athletic sandals • Slippers; combat-style boots • No no-show socks

ADDITIONAL GUIDELINES

- Shorts may be worn Spring and Summer
- Solid black or navy belts must be worn at all times: 2 ½ to 2nd Grade

- Hats and sunglasses may not be worn in the building during school hours
- No excessive jewelry.
- No press-on nails
- No makeup may be worn at school

Dress Down Days

On the last Friday of each month students are allowed the privilege of dressing outside the dress code (\$1.00 per Friday to participate or Dress Down Day Pass \$30 yearly fee); these days are used as fundraisers. On Dress Down Days the Activities Dress Code may be followed with the following exceptions:

- Shorts should be no shorter than 2 inches above the top of the knee
- Skirts must be to the bottom of the knee length or longer (even while sitting)
- Hats/ sunglasses may not be worn in the building during school hours.
- Standard jewelry policy applies
- No flip flops, beach shoes, or athletic sandals of any kind may be worn.
- Unacceptable Student Wear policy also applies for dress down days.

SCHOOL SPIRIT RELAXED DRESS DOWN DAY

Every Friday, students may wear jeans and an COFCS spirit wear shirt if they purchased a School Spirit/Relaxed Dress Down Day Pass for \$30. Students may only dress down if they purchased a pass. These days are used as fundraisers. On Dress Down Days the Activities Dress Code may be followed with the following exceptions:

- Shorts should be no shorter than 2 inches above the top of the knee; no athletic shorts
- Skirts must be to the bottom of the knee length or longer (even while sitting)
- Hats/sunglasses may not be worn in the building during school hours
- Standard jewelry policy applies
- No flip flops, beach shoes, or athletic sandals of any kind may be worn
- No hooded clothing is allowed in the classroom
- Unacceptable Student Wear policy also applies for dress down days.
- Students not participating in Dress Down or School Spirit must be in appropriate attire

CONDUCT AND DISCIPLINE

Philosophy of Discipline

The administration and faculty strongly believe that each student is possessed of worth, dignity and reason and has the potential of manifesting the image of God through his life. Nevertheless, each student has been born with a sin nature that requires the new birth (John 3:3) to overcome. Even after salvation there is a battle with the flesh, and one must struggle to bring it under the control of the Holy Spirit. Young people especially need the guidance and discipline of external authorities to help them learn to control their fleshly drives and impulses until gradually they reach the ultimate goal of all external discipline, which is internal self-discipline.

Obedience to the authority of the school's policies and staff will enable students to avoid the negative effects of discipline. Students are urged to understand and appreciate the positive purposes of God for coming under authority. There are three. The first is that one will grow in wisdom and character as did Jesus when He obeyed His parents (Luke 2:52.) The second is that godly authority is like an umbrella of protection rather than simply a domination. When one stays under authority, there is protection from unnecessary temptations that are too strong to handle. Thirdly, godly authority provides helpful direction for life decisions. God works through a chain of command, and students are blessed as they appreciate how God speaks to them through those He has placed over them. Understanding these positive aspects of coming under authority will help the students to be cheerfully obedient and so spare them the negative consequences of disobedience and rule-breaking.

Disciplinary Procedures

Every student is expected to maintain self-discipline successfully so the school can provide a safe and secure learning environment. Disciplinary procedures are used to stop misbehavior, and instill self-discipline and accountability. To be effective, discipline is dependent on school and home communication and cooperation. There are certain conduct violations, including but not limited to tardies, truancies, and cheating, that carry inevitable academic consequences as well as disciplinary consequences.

Reprimand

Many infractions of an unintentional or immature nature or even volitional infractions of a minor nature are handled by gentle reprimand and a consistent progression of consequences. Due to the nature of an offense, a student may be given an immediate detention. Parents will be notified.

Redirection

Redirection is a logical extension of the reprimand. It seeks to replace an inappropriate behavior with one that is appropriate.

Warning

A warning is not only a reprimand, but a formal notice of consequences to follow should the inappropriate behavior not be corrected.

Counseling

Counseling is a recognition by the teacher or other staff member that the conduct the student is exhibiting may be as much a symptom as it is a problem. The purpose of counseling is to identify and address causes, not just address symptoms.

Separation in Class

On occasion, teachers may find it necessary to separate an offending student from another student or even from the entire class for a longer period of time, ranging from a single class period up to several days. In the case of one student being separated from another, that separation may be permanent. Separation or preferred seating in the classroom may result from the need simply to refocus a student on academic tasks or from the need to protect the class from disturbances or distractions.

Discipline Report

A discipline report is a written communication by a teacher or administrator to outline the nature of the offense and serve as official documentation of misconduct. A discipline report requires a parental signature and must be returned to the teacher or administrator the next school day.

Detention

To deal with willful student disregard for established school policies and regulations, a program of correction through detention assignment for Kindergarten-2nd has been established. Once a detention has been assigned, the student must serve the detention.

A student who accumulates 3 detentions in a quarter will be assigned an in school suspension.

Detentions will involve Bible study as well as various helpful activities such as cleaning and assisting in other areas.

Student-Principal Conference

Students may be referred to the principal's office directly for especially severe offenses or when teacher-directed disciplinary responses prove inadequate to control the discipline problems a student is having. The principal, in turn, has an array of measures at his/her disposal, ranging from conferencing to the imposed specific consequences. The teacher's written report shall specify to the principal the offense of which the student is accused, and indicate those corrective measures the teacher has already attempted. Frequently, but not in every case, the principal may choose to involve the student's parents in a conference.

Teacher-Parent or Principal-Teacher-Parent Conference

Such a conference may be requested by the school or by the parent and is a reflection of the premise of home and school cooperation on which the educational program is built. The purpose of such a conference is to provide an opportunity to correct what has become a serious discipline problem so as to avoid further disciplinary actions.

K3 Early Learning Through 2nd Grade Discipline

These guidelines are followed by the K3 through the 2nd grade teachers so that consistent standards of discipline may be maintained.

1. First Offense – verbal warning
2. Second Offense – time out by age
3. Third Offense – missing an activity
4. Fourth Offense – parent called, discipline report
5. Repeat Offense – Sent to office, parent called, discipline report, parent may be asked to pick up student.

A parent conference will be required after a child receives 4 discipline reports in a semester.

LEVEL ONE OFFENSES- Discipline Report, Detention

1. Disrespect, rudeness to other adults or students
2. Dress code violations
3. Tardy to school/class – more than 3 unexcused per quarter
4. Electronic devices/cell phones/IPods

5. Horseplay
6. Inappropriate behavior/language
7. Public display of affection
8. Unprepared for class (not having books, supplies)
9. Disruptive behavior
10. Missing work – 4 or more homework, projects, or class work assignments.
11. Bullying – intentional, hurtful behavior perpetuated over a period of times in a relationship characterized by an unbalance of power.
12. Direct disobedience
13. 3 unexcused tardies per quarter

At the discretion of the administration, the parents may be asked to pick up a child for the remainder of the day.

LEVEL TWO OFFENSES – Detention

1. Profanity, cursing
2. Inappropriate Internet usage – social media, texting, Instagram, etc.
3. Lying/dishonesty
4. Hitting, touching someone inappropriately
5. Pattern of disrespect/disobedience/disruptive behavior
6. Horseplay resulting in injury or damage to property/or another student
7. Cheating
8. Vandalism
9. Verbal/Written harassment
10. Repeated level one offenses or level two offenses

LEVEL THREE OFFENSES – Detention, In-School Suspension

1. Fighting
2. Stealing
3. Repeated profanity or cursing
4. Repeated Cheating
5. Consistent disobedience, rebellion, disrespect, lying and disruptive behavior.
6. Any repeated level one or two offenses
7. Having 3 detentions in one quarter will be an in school suspension

All in-school suspensions will be at a cost to the parent of \$60 a day. The students will be in a separate room with a substitute teacher and will do all of the day's classwork, plus extra work.

In-School Suspension

When disciplinary action results in an in-school suspension, the following procedures should be followed. The parents(s)/guardians(s) should be notified immediately by phone and followed by a letter. The notice should include the nature of the offense; attempts to remediate the situation; dates and length of the in-school suspension; and dates and conditions for return to regular classes.

- The ISS program at COFCS was established to assist administrator of discipline and teachers in maintaining order and discipline within the student body. All in-school suspensions will be at a cost of \$60.00 per day.
- The purpose in establishing the ISS program is to promote the continuing learning process of the student while providing consequences for inappropriate actions.
- The in-school suspension program is designed to be an alternative to out-of-school suspension.
- Students are supervised in a structured environment and denied the privilege of socializing with their peers throughout the day.
- Students are given assignments to complete, which are designed to provide positive learning educational experiences.
- Students may not participate in or attend any school activities during the suspension period.
- Students must satisfactorily complete assignments in ISS.

Contact must be established by the administration with the home.

Guidelines for Students

1. Report to the office. Do not go to the classroom.
2. Report prepared with paper and pencils or pens.
3. Stay on task and complete assigned work.
4. Meet all requirements of students assigned to ISS.
5. Students who bring their lunch from home must have their lunch with them when they report for ISS.

LEVEL FOUR OFFENSES – Out-of-School Suspension or Expulsion

1. Defiance or direct confrontation with school authorities
2. Repeated suspensions
3. Failure to comply with the terms of disciplinary probation
4. Bullying
5. Chronic violations of rules and regulations not corrected by lesser
6. Verbal or physical assault of a teacher or other individual
7. Intentional destruction of school property
8. Cursing
9. Any repeated level one, two, or three offenses.

Out-of-School Suspension

When disciplinary action results in an out-of-school suspension, the following procedures should be followed. The parents(s)/guardians(s) should be notified immediately by phone and followed by a letter/discipline notice. The notice should include the nature of the offense; attempts to remediate the situation; dates and length of the out-of-school suspension; and dates and conditions for return to regular classes.

- The OSS program at COFCS was established to assist administrator of discipline and teachers in maintaining order and discipline within the student body.
- Students will receive an automatic “0” for any and all assignments missed. No work permitted to be made up during this period.
- Students may not participate in or attend any school activities during the suspension period. Ex: Field Trips, etc.
- Repeated OSS offenses may result in expulsion.

Expulsion

If extensive documented attempts to correct a student’s misbehavior have failed or if an offense is of the nature of those listed below, the administration may recommend to the Discipline Committee that a student be expelled.

To be considered for re-enrollment, students who have been expelled, asked to withdraw, or denied readmission must wait for at least 12 months, meet re-admittance criteria, and be approved by both the school administration and the school board.

Students who have been expelled or asked to withdraw may not frequent the campus or attend school functions (except for athletic events) at any time

PARENT INFORMATION

Visitors

Visitors are welcome to visit the school. Upon arrival, they are to report to the school office for permission from the administration to remain and attend classes. All visitors must register and obtain a visitor's badge.

Conferences with a teacher require an appointment.

Only enrolled students are to be on campus during regular school hours. Any student, visiting or shadowing, must have principal approval through the appropriate school office. Visitors attending classes are to abide by all the school rules, including dress regulations. Anyone not abiding with the policy may be asked to leave.

Family Information

Parents are required to return a completed Student Health and Emergency Information form at the beginning of each year. It is imperative that any change of address, telephone numbers (both home and work), and emergency contacts be updated. If you have custody papers for your child, please make sure the school has a copy of the most recent ruling.

Parent/Teacher Communications

1. Appointments to see teachers
2. Parents or guardians are encouraged to email or call any teacher whenever they have a question or concern about their student's progress. Teachers are also available for conferences by appointment before and after school. If a parent needs to see more than one teacher, he is asked to call the school office to set up a conference time.
3. Parent/Teacher Conferences
4. Regularly scheduled conferences will be once a year.
5. Occasionally during the course of the year, misunderstandings or problems can arise between the teacher and a student, teacher and parent, parent and the school, or any of several possible areas. This is often the result of lack of communication between those involved. Using the Matthew 18:15-17 principle, the following procedure should be followed:
6. All concerns should be first brought directly to the teacher.
7. If the situation is not resolved at the teacher level through direct contact, it should then be addressed with the appropriate principal.

8. If it is not solved at this level, it should then be presented to the administrator for his consideration.

COFCS Web Page

Parents, teachers, students, and the community can go to our school's web page and learn current information concerning our school and the events involving our students.

COFCS will strive to achieve four basic goals with our web site:

- To provide current information about our school's academic and daily activity offerings.
- To introduce visitors to our school – its mission, its character, and its overall spirit.
- To provide current information about our athletic program.
- To promote communication with faculty and staff.

You'll find Cathedral of Faith Christian School at <http://www.cathedraloffaithcs.org>.

Volunteers

Volunteers are a key element to the success of our school. Volunteers help provide supervision, coach teams, collate papers, serve on committees, serve as guest speakers, assist with class activities, chaperone field trips, work concessions, help maximize learning opportunities, encourage underachievers, smile, and much more.

School Cancellation

All information concerning the cancellation of school or revised class schedules due to inclement weather will be provided to families through email.

Child Protection Policy

If there is any known or suspected abuse or neglect by an adult of a child attending Cathedral of Faith Christian School, the teacher, the school principal, and anyone else employed by COFCS has a legal duty to report the knowledge or suspicion to the appropriate state agency, such as the Children's Protective Service (CPS). This is the case whether the suspected abuse or neglect occurs on or off the school premises. When child abuse is suspected, the following procedure will be used.

- The knowledge or suspicion shall be reported immediately to the principal.
- The principal and/or administrator shall meet with appropriate parties to discuss findings to determine a course of action. The administrator is notified of findings.

- The principal shall immediately report what is known to CPS or other appropriate agency.
- All parties shall cooperate to the extent required by the state agency
- and perhaps beyond.

Confidential Information

If a student reveals information to a faculty or staff member that raises concerns for the safety and/or emotional stability of the student, that information will be revealed to the appropriate officials and/or the parents.

School Statement of Policy Procedures

Cathedral of Faith Christian School reserves the right to make any changes, additions, or deletions from this handbook as situations arise that would warrant such changes.

FINANCES

Tuition Payment

Monthly tuition payments are due the first day of each month beginning in July through the month of May. A \$50.00 late payment charge will be added to any tuition account if payment is not received by 9:00 A.M. on the 6th day of each month. If the 6th falls on a weekend or holiday, the payment is due by 9:00 A.M. the following business day. There will be a \$25.00 charge added to an account when a check is returned to the business office from the bank. If at any time an account becomes 30 days past due, the student will not be allowed to attend classes until satisfactory arrangements are made with the business office to bring the account up to date.

The hours of the school business office are 8:00 A.M. to 4:00 P.M., Monday through Friday.

For your convenience, a drop box is available in the school office. Payments may also be made via the PayPal. If you have any questions regarding your account, call the business personnel at 757-545-8050.

Student Debt Policy

All debts must be paid, including but not limited to: tuition and damaged school property. If all debts are not current at the end of each grading period, then the office will hold the student's report card. If the student is transferred to another school, the office will hold permanent records until the balance on the account is paid in full. If the student is graduating, he/she will be allowed to participate in the Commencement programs.

Re-enrollment Procedure

Re-enrollment is a yearly procedure. A student's place in a class will not be guaranteed unless the following procedures have been completed:

1. Complete the online Re-enrollment Form for each returning student
2. Electronically sign the financial contract.
3. Pay the registration and book fees.

Once these steps have been completed, your child(ren) will be officially enrolled.

All tuition and fee payments must be current before any student may attend classes for the upcoming year.

Withdrawals

Parents desiring to withdraw their student(s), for any reason, must make an appointment with the appropriate principal and complete an exit form. Parents will need to fill out a withdrawal form and receive clearance with the business office. If copies of records are needed, at least five school days of preparation should be allowed. Records will not be released until all bills are paid and any textbooks and materials belonging to the school have been returned. No refunds will be given on enrollment book fees, or other school fees. If withdrawal takes place, for any reason after July 31, tuition and fees are due for the entire month in which the withdrawal takes place.

Fundraising and Gifts

Cathedral of Faith Christian School strives diligently to reduce the cost of private Christian education. The fees and tuition charges assessed to families do not pay the full cost of educating our children. The two primary sources of revenue are tuition and contributions. Contribution income includes fundraising events such as the golf tournament, auction, and gift giving. Parents are encouraged to support the school by praying, personal giving of their time, and making additional financial contributions. By doing so, we all help each other in underwriting our children's education.

Individual classes and organizations may have fundraisers to raise money for their specific needs or goals. Participation in these fundraisers is voluntary.

Extended Care

Extended Care is available for public school students from 6:00 A.M. to 7:45 A.M., and after school from 2:30 P.M. to 6:00 P.M. If your child needs to use this service, you must pre-register him/her, as it cannot be used as a “drop-in” service. The fees are as follows:

MORNING:

6:30 A.M. – 8:05 A.M. \$25.00 per week

AFTER SCHOOL:

3:25 P.M. – 6:00 P.M. (Monday – Friday) \$65.00 per week

This will be billed weekly. Students who attend any part of a week are responsible for that week’s charge. If a student is picked up late, there is a \$1.00 fee per minute, per child for the first time there is a late pick-up. After the first late pick-up there will be a \$5.00 fee per minute, per child for every late pick-up thereafter. All late money is due upon pick up. The late fees are not billed.

Health/Medical

Student Health

At the beginning of each school year, parents must provide the school clinic with any medications and equipment, prescribed by the student’s health care provider, which is required for their well-being and safety of that student during school hours (EX: inhalers, Epi-pens, etc.).

In order to facilitate the optimal level of health and safety for students, all students are required to go to the clinic regarding health issues. Students are not to make any phone calls to parents. The school personell will make an assessment of the student and contact parents if necessary. It is important that the office be made aware of all health issues in order to provide the health care that is needed while at school. This also allows the nurse to be aware of an illness that may spread to the student body. Do not send your child to school if he/she has a fever >100F, vomiting or diarrhea with 24 hours. Refer to Contagious/Infectious Disease Guidelines). The more information provided about a student, the better care can be provided. If your child becomes ill while at school, arrangements must be made to pick up your child within 45 minutes of receiving the call from the school nurse.

- All K3 – K5 students **MUST** submit immunization records **BEFORE** the first day of school or first day of attendance.
- All K5 and New students must submit immunization records **AND** a record of a comprehensive physical examination **BEFORE** the first day of school or first day of attendance (forms are available in the school office or clinic).

- All K5 students, regardless of preschool attendance at Shores, **MUST** submit an update of immunizations AND a school physical dated within 12 months prior to the date of the 1st day of Kindergarten.
- Without the above information, students may **NOT** start school until the nurse receives this important information.
- Please note, every student must have a Student Health and Emergency Form filled yearly within 7 days after the first day of school attendance.

Immunizations

- 4 DTP or DTaP – at least one dose on or after 4th birthday
- Tdap (a different vaccine than DTaP) – one dose for rising sixth graders prior to beginning school as long as it's been 5 years since last tetanus-containing vaccine, no grace period allowed
- 4 Polio – at least one dose on or after 4th birthday, a 4th dose isn't necessary IF the 3rd dose was administered at 4 years of age or older AND at least 6 months following the previous dose
- Hib – 2-3 doses in infancy; 1 booster between 12-15 months; 1 dose between 15-60 months in unvaccinated, for children up to 60 months of age only
- Measles, Mumps & Rubella – 2 doses of measles and mumps & 1 dose of rubella, only 1 dose of mumps- containing vaccine is required for those who started Kindergarten prior to 2010
- Hep B – 3 doses required (2 doses if Merck adult formulation given between 11 – 15 years of age; check the indicated box in Section I if this formulation was used)

Varicella (Chickenpox vaccine) – 2 doses, 1 dose required **ONLY** for those born on or after January 1, 1997. The second dose is required for all students who entered Kindergarten after March 3, 2010

Documentation of receipt of all required immunizations is required prior to the first day of school attendance, preferably on the Commonwealth of VA School Entrance Health Form, MCH-213F. Conditional enrollment may be allowed if the student has at least one dose of each of the required immunizations with a scheduled plan for receiving the remainder of the doses within 90 days.

The State of Virginia allows the following exemptions:

- Religious – Form CRE-1 is an affidavit stating that the administration of immunizing agents conflicts with the student's religious tenets or practices. It must be signed by a **NOTARY PUBLIC** and **STAMPED WITH THE NOTARY'S SEAL**.
- Medical – The school must have written certification from a physician or a local health department that one or more of the required immunizations may be detrimental to the

student's health. Such certification of medical exemption shall specify the nature and probable duration of the medical condition or circumstance that contraindicates immunization.

Health Records

Every student will have an individual health file, which includes the Commonwealth of Virginia School Entrance Health Form (MCH-213 D) and a record of clinic services. This record is CONFIDENTIAL and will be kept separately from the academic record while the student is enrolled COFCS. According to Federal regulations, only medical and necessary personnel have access to these records. Upon graduation, withdrawal, or transfer, the health record will be placed with the cumulative record.

It is the parents'/guardians' responsibility to ensure that the school has valid email addresses and contact information.

Medication Administration

Medication will be administered by school personnel who has received Board of Nursing approved medication administration training. A record of all medication administered will be kept on file. A medication authorization form must be completed and signed before any over-the-counter or prescription medication can be administered. Forms are available in the office. Please note: all records are kept confidential according HIPPA regulations. Only necessary personnel have access to these records.

Parents are allowed to come to the office to administer medications to their child.

Students are NOT permitted to carry medication to school.

Students are NOT permitted to self-administer ANY medication (either over the counter or prescription). There is an exception for Asthma inhalers or Epi-pens prescribed by their Health Care Provider with written authorization. This authorization MUST be on file in the Nursing Clinic.

Parental Responsibilities for Medication Administration at School

- If possible, schedule medication to be given before and after school.
- Give the first dose of the medication at home.
- Bring prescribed medication to school in correctly labeled pharmacy container (Student's name, name of medication, directions for dosage, frequency to be administered, licensed prescriber's name, date the prescription was filled).
- In accordance with state regulations from the Virginia Department of Health, medication in plastic bags or other non-original containers cannot be accepted.

- Bring over-the-counter medication to school in unopened bottle with student’s name on the bottle.
- Be sure ALL designated areas of the “Student Health and Emergency Information Form” are signed by a parent/guardian. If using the “Prescription Medication Administration Form”, BOTH a parent/guardian and a licensed practitioner must sign.
- Provide medication to school in a timely manner when school staff has indicated that medication needs to be refilled.
- Provide school with new authorization and correctly labeled bottle when medication dosage is changed by the physician/licensed prescriber.
- Collect all medication no later than the last day of school. Medication will be destroyed the last day the nurse is in the health office.
- Collect medication that has been discontinued. Expired medication or discontinued medication will not be held at the school, and medication will be destroyed.
- Medication Authorization by the licensed prescriber and parental consent must be renewed yearly.
- Parent/Legal Guardian must sign for receipt of ALL medication, both prescription and over-the-counter, that is kept in the clinic.

Environmental Safety

Contagious or Infectious Disease

(According to Virginia school Health Guidelines)

No student shall be admitted or continue in school who is known to have a contagious or infectious disease. Parents are to observe the following rules carefully. Students should not be sent to school unless the following conditions have been met.

1. *CHICKEN POX – MUST have doctor’s written permission to re-enter school, AND must stay at home for 5 days after eruptions first appear or until vesicles become dry.
2. CONJUNCTIVITIS (Pink Eye) – Must stay home while any colored drainage present AND until 24 hours of antibiotic treatment has been completed.
3. *DIPHTHERIA – MUST have doctor’s permit to re-enter school AND documentation that two cultures failed to show presence of the disease.
4. GROUP A STREPTOCOCCAL INFECTIONS (Strep Throat, Scarlet Fever, Rheumatic Fever)-MUST have doctor’s written permission to return to school, must stay home until 24 hours of antibiotic treatment has been completed, AND without temperature over 100.0 F for 24 hours without the use of ever reducing medications.
5. *HEPATITIS A – MUST have doctor’s written permission to return school.

6. *HEPATITIS B (acute) – MUST have a doctor’s written permission to return to school.
7. *HEPATITIS E – MUST have doctor’s written permission to return to school.
8. IMPETIGO – MUST have doctor’s written permission to return to school, must stay home until 24 hours of antibiotic treatment has been completed, AND must stay home until lesions are dry and lesions must be covered until skin is completely clear.
9. INFLUENZA (FLU) – Must stay home until student is without temperature over 100.00 F for 24 hours without the use of fever reducing medications.
10. *MEASLES – MUST have doctor’s written permission to return to school, must stay home until at least 4 days after the appearance of the rash, AND without temperature over 100.00 F for 24 hours without the use of fever reducing medications.
11. MENINGITIS – MUST have doctor’s written permission to return to school.
12. MENINGOCOCCAL INFECTION – MUST have doctor’s written permission to return to school.
13. *MUMPS – MUST have doctor’s permission to return to school AND must stay home until all swelling is gone.
14. OTITIS MEDIA (EAR INFECTION) – Must stay home IF uncontrolled drainage from the ear canal is present.
15. PEDICULOSIS (Head Lice) – MUST stay home until the child is free of lice and nits (ASCS has no nit policy).
16. *PERTUSSIS (WHOOPIING COUGH) – MUST have doctor’s written permission to return to school AND must stay home for 5 days after the initiation of antibiotics therapy.
17. *RUBELLA (GERMAN MEASLES) – MUST have doctor’s written permission to return to school AND must stay home for 7 days after onset of rash.
18. *SALMONELLOSIS – MUST have doctor’s written permission to return to school, must stay home until cessation of diarrhea, AND until stool cultures are negative.
19. SCABIES – MUST have doctor’s written permission to return to school AND must stay home until 24 hours of doctor’s prescribed treatment has been completed.
20. TINEA (RINGWORM) – Must stay home until 24 hours of anti-fungal therapy has been completed AND infected area MUST be covered (Ringworm of the scalp must be treated by a physician).
21. *TUBERCULOSIS – MUST have a doctor’s written permission to return to school.

22. UPPER RESPIRATORY INFECTION – Must stay home until student is without temperature over 100.0 F for 24 hours without the use of fever reducing medications.

23. VOMITING/DIARRHEA – No vomiting or diarrhea for 24 hours to return to school. Please notify school nurse if your student has been diagnosed with a medical condition that may cause vomiting such as reflux or if student is having side effects from antibiotic treatment.

*These are communicable/reportable diseases to the Virginia Department of Health