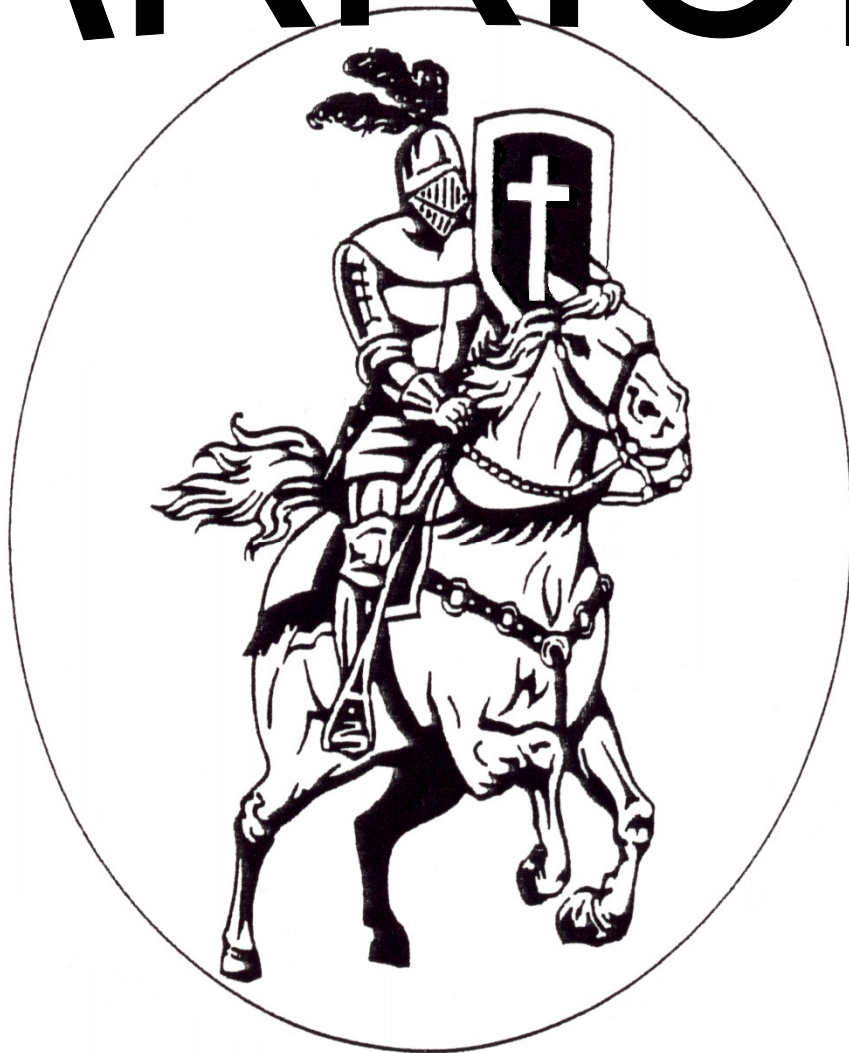


# WARRIORS



Harrison Christian School

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*“Building Academic Excellence on a Foundation of Faith”*

**Harrison Christian School exists...**

**to inspire students with a desire for knowledge, wisdom, and a biblical worldview evidenced by character, leadership, service, stewardship, and worship.**

## **Dear Harrison Christian Students and Parents:**

The Harrison Christian School Staff would like to welcome you to a new school year. We hope your summer was pleasant and that you are looking forward to a year of growth and learning.

This student handbook is provided to promote student achievement and increase parent communication with the school. It is also designed to acquaint you with the school's programs, services, policies, and procedures. If situations arise which are not covered in the handbook, please check with the school office or your child's teacher. Your suggestions for improving our school in any way are always welcomed.

The motto of Harrison Christian School is "*Building Academic Excellence on a Foundation of Faith.*" Parents and the staff at Harrison Christian are partners in the education of our children. Cooperation and communication between the school and home will play a major part in your child's success. Please let us know if you have any questions or concerns. We hope this will be an enjoyable, positive, and productive year for your child.

Sincerely,

The Harrison Christian Staff

## **Admission Statement**

Harrison Christian School recruits and admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities of the school. In addition, the school will not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, scholarships, tuition aid, educational programs, or extra-curricular activities.

Harrison Christian School was established to provide a quality Christian education and to assist parents in the spiritual development of their students. We are not intended to be an alternative school for those wishing to avoid public school initiated, court, or agency ordered desegregation.

Harrison Christian School will not discriminate on the basis of race, color, or ethnic origin in the hiring of personnel in any position certified or non-certified.

## **Privacy Policy**

Harrison Christian School holds in trust the information provided for student enrollment. We will not provide information to vendors, organizations, suppliers, churches, or individuals for solicitation purposes.

## **Beliefs and Philosophy**

### **Statement of Faith**

1. We believe that the Bible is the infallible, verbally inspired Word of God and that it is, therefore, our final authority in matters of faith and practice. (John 17:17; 2 Timothy 3:16, 17)
2. We believe in the eternally existing triune God: Father, Son, and Holy Spirit. (1 John 5:7; John 1:1-4)
3. We believe in the deity of Jesus Christ, in his virgin birth, in his sinless life, in his miracles, in his vicarious and atoning death through his shed blood, in his bodily resurrection, and in his ascension to the right hand of the Father, where he now acts as Mediator and Advocate. (1 John 1:12-14; Romans 14:9; Hebrews 12:2; Matthew 1:22, 23)
4. We believe that man's only hope of redemption is through the shed blood of Jesus Christ, who is the Son of God, and that all who receive the Lord Jesus Christ by faith are born again and become children of God. (Galatians 3:26)

5. We believe in the personal, imminent return of our Lord Jesus Christ for his own, and his later return in power and glory with his own to reign in righteousness over the earth, and in the resurrection of both the saved and the lost—they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. (John 11:25; Revelations 20:14, 15)

6. We believe in the present ministry of the Holy Spirit, whose indwelling in all believers enables them to live godly lives. (I Corinthians 12:7; Ephesians 5:15-21)

7. We believe in the spiritual unity of believers in our Lord Jesus Christ, and in the necessity of all His followers maintaining good works as evidence of faith. (Ephesians 4:3-6, 13; James 1:22-25)

8. We believe all things in the universe were created by God in six literal days of the creation week (Genesis 1:1-2:3, Exodus 20:8-11), and that the biblical record of primeval earth history in Genesis 1-11 is fully historical.

### **Governing Board**

The Harrison Christian School Board of Directors is an Inter-denomination Advisory Council of no less than seven members, and no more than eleven members. Their duties and responsibilities serve in the following ways: sustainer of Christian ethics and spirituality, leadership, overseer of school personnel, operational policy and procedures, creator of operational budget, supporter of Parent Teacher Organization and committees.

### **School Objectives**

We desire to see Christian character built in each student's life, so that his/her life is a testimony of the Lord Jesus Christ. The objectives of the school are centered around five basic ideas:

### **TO ESTABLISH CHRISTIAN TRUTH AS A GUIDE FOR LIFE**

- \* Through an understanding that God is the Creator and Sustainer of the universe and of man through which his eternal power and his divine nature are clearly seen. (Nehemiah 9:6)
- \* Through an acceptance that the Bible is the inspired and inerrant Word of God and the only authority for faith and practice. (II Timothy 3:16, 17)
- \* Through knowledge that all men are sinners and can have salvation only through personal faith in Jesus Christ as Savior. (Titus 3:5, 6)
- \* Through the development of a consistent Christian life by prayer and daily Bible study. (I Peter 2:2)
- \* Through stimulation of a desire to invest one's life in Christian service to the glory of God. (Colossians 1:9, 10)

### **TO MAINTAIN A HIGH ACADEMIC STANDARD**

- \* Through a mastery of the skills of communication and other academic disciplines so thoroughly that the student will be prepared to acquire further knowledge. (2 Timothy 2:15)
- \* Through the desire to work and to acquire knowledge at maximum ability. (Ecclesiastes 9:10)
- \* Through the ability to discern the truth from error. (I John 4:6)

### **TO INSTILL PURE MORALS IN THE HEART OF THE STUDENT**

- \* Through the development of an appreciation for the values accrued from our past spiritual and cultural heritage. (Psalm 61:5)
- \* Through inculcation of the desire to choose right over wrong and to hold to one's convictions under pressure. (Daniel 1:8)

### **TO GENERATE A SPIRIT OF PATRIOTISM**

- \* Through the teaching of loyalty to our country and a recognition of atheistic teaching which undermines our

countries foundation. (I Peter 2:13)

\* Through recognition of government as God ordained. (Romans 13:1)

\* Through stimulation of a desire to become involved citizens of this nation for the Lord’s sake. (Titus 3:1)

### TO LIVE A DISCIPLINED LIFE

\* Through submission to the Holy Spirit who conforms us to the image of Christ. (Romans 8:9,10)

\* Through the exercising of self-restraint and consideration of others. (I Corinthians 9:25-27)

\* Through submission to the legitimate authorities with full cooperation and, when able, becoming a strong, gracious leader. (Titus 3:1)

## Attendance Requirements

### School Hours

#### Harrison Christian School

8:45	Student Arrival
9:00-3:15	Student School Hours
3:15-3:30	Student Pick Up
8:00-4:00	Office Hours
8:15-8:40	Devotional/Staff Meeting Time

#### Harrison Christian School Preschool

9:00-11:30	AM Session
1:00-3:30	PM Session
Classes	MWF- 4’s and TTH- 3’s

### Attendance

Attendance is important. Regular and punctual attendance is essential for academic success and necessary for legal compliance. Students are expected to be in school at all times during school hours unless a valid reason for absence is present. HCS considers more than 7 days absent and or 7 days tardy to be excessive and subject to notification. Five tardies equals one absence.

## Arrival and Dismissal

Arrival and dismissal of students will be from a central location. Students, with the exception of faculty students and extended care, are asked not to be on school grounds before 8:45 a.m. or after 3:30 p.m. Upon arrival, all students will report to their classroom. At dismissal time, students report to the office hallway with their teacher for dismissal to buses or pickup. Teachers and Administrator are on bus duty from 8:45 to 9:00 in the morning; and from 3:15-3:30 in the afternoon. Children are not permitted to roam the halls in the morning or afternoon. Any student arriving earlier or staying later than these hours on a regular basis must be placed under childcare supervision and charged accordingly.

**Dismissal time is 3:30 p.m. There is no extended grace period.**

### Absences

Tardies and absences are tracked by the school office as mandated by the Ohio Department of Education.

### Excused Absences

Excused absences are those due to “personal illness, illness in the family, quarantine of home, home work due to the absence of parents or guardians [when an older child must remain home to care for needs in a parent’s absence], observance of a religious holiday, emergency...which in the judgment of superintendent of schools constitutes a good and sufficient reason,” (Ohio Department of Education Code). The parent should call in the morning to notify the school of the absence and the student is to bring a note from her/his parents or guardian to the office the day s/he returns. The note should include:

- 1) Name of student
- 2) Dates of absences
- 3) Specific reason for absence (i.e. flu)
- 4) Parent’s signature

## Anticipated Absences

These absences result from the following:

- 1) Doctor or dentist appointment. Note from parents must be presented to the teacher to be dismissed from class early. Parents must then sign out at the office at the time of release.
- 2) Vacation or special family trips should be discussed with the teacher in advance. Please give the teacher(s) a minimum of one-week notice on an extended leave. Often, students must work ahead and turn in work before an extended absence.

## Unexcused Absences

Unexcused absences are those not meeting the criteria of excused absences or when a written note is not provided as required. Unexcused absences will be followed up by the principal and if they accumulate, proper action will take place.

## Makeup Work

Generally, students will have two days for each day missed to complete missed assignments for any excused absence. Missed work for unexcused absences will be made up at the discretion of the teacher in consultation with administration.

## Tardies

**Each student should be in his/her classroom, ready to work, by 9:00 A.M.** The Classroom teacher is responsible for attendance. Students will be marked tardy if they arrive after 9:00 A.M. or leave before 3:15. Five tardies equal one day absence. One half-day absence occurs if student arrives on or after 10:30 AM or leaves on or before 1:30 PM Excused tardies or partial absences must be cleared with the office.

## Visitors to Campus

Harrison Christian School welcomes adult visitors. Those interested in seeing the school in operation should make arrangements with the school secretary and classroom teacher at least one day in advance of the projected visit. For any student visitation special arrangements must be made with the office.

School parents or guests are to report to the office and sign in. Ohio state law requires that HCS maintain a written record of all visitors to our campus. Guests should remain in the office until requested by the classroom teacher to come into the classroom or until directed by the office staff to a designated area within the facility. This includes picking up the child for a special engagement away from school, forgotten lunches, etc.

## FINANCIAL POLICY

The registration fee is due upon presentation of the application. Any fees are due July 1 and all fees are non-refundable. Ten-month payment plan is from August 1-May 1, twelve-month plan is due August 1-July 1. Accounts are due on the first day of the month. A \$30.00 late fee is added to any account paid after the 10th in any month payment is due. A \$25.00 return fee is charged for any returned check.

Tuition reductions or refunds are not made for absences for any reason. Once a month begins, no part of that month's tuition will be refunded if a student is withdrawn. If a student withdraws during a school year in which tuition is paid in advance reimbursement will be made only for the months in which the student had no attendance. Each month not attended will be reimbursed 1/10 of total tuition.

Students with accounts 60 days past due will be recommended to the Official School Board for removal from school enrollment. The Official School Board reserves the right to take any action necessary for collection of any amount

due to Harrison Christian School for educational services provided up to the time of dismissal. Accounts must be current before any records are released to students or parents. No permanent records will be released until all accounts are paid in full. Students will not be enrolled for the fall semester until all accounts from the previous year are paid in full including tuition, library, texts, and lunchroom charges.

## **ACADEMICS**

### **Curriculum**

The curriculum of Harrison Christian School includes academic instruction in the following: Bible, reading, language arts, math, science/health, and history/geography. Enrichment courses offered are: art, music, computers/keyboarding, library, and physical education. All phases of the curriculum are directed to assist in the development of the whole individual. Emphasis is placed on student achievement and mastery of academic fundamentals. Bible instruction and application of its principles are an integral part of all instruction in the classroom and on the campus/playground.

Along with our regular curriculum and memory program, our Bible training will focus on Christian character traits such as love, honesty, respect and courage. Through the teaching of these biblical character traits, it is our goal that each child will begin to practice these character qualities in his/her own life. These character qualities will be reinforced in each child's life throughout the day, not just at a specified Bible class. It is our goal at Harrison Christian School to give our children more than just Bible knowledge; we want the truth of the Bible to affect their lives in a personal way.

A study skills workshop may be taught to students during the library time. This course would feature student planner use, homework,

### **Physical Education**

Physical Education (P.E.) is scheduled weekly for grades K-6. All students will participate in P.E. unless they have a written note from a doctor specifying that they are unable to do so. Grades are based on participation, effort, attitude, and skill. Students must dress in loose fitting clothes and gym shoes.

### **Computers**

A weekly class for K-6th grades is taught at a designated time in the computer lab covering basic computer skills. Internet access is limited to approved sites.

### **Library**

Each class will have a weekly library period. Library will be designated K-6 and run 30 minutes. The books may be kept for one week, with one week renewal. Books are scanned and tracked by computer. Students may, with the teacher's permission, check out books for a longer period of time. A late fine of 5 cents per day will be charged. Lost books need to be replaced. Fourth quarter report cards will be withheld until books are returned and/or fines are paid.

### **Grading Standards Kindergarten - 6th grades**

Grades are estimates of a student's level of achievement in subject requirements. At HCS, grades are computed on an absolute scale (Grade Point Average —GPA) and not on a quota or curve. With the exception of Developmental Kindergarten and all non-academic subjects, the school's percentage grade breakdown is as follows:

92-100%	= "A" -Superior
85-91%	= "B" -Above Average
75-84%	= "C" -Average
65-74%	= "D" -Below Average
0-64%	= "F" -Failing

For Kindergarten and non-academic subjects the following scale is used:

<b>O</b>	=	Outstanding
<b>S</b>	=	Skilled
<b>P</b>	=	Progressing
<b>B</b>	=	Beginning

Bible grades are recorded for each grade level according to the appropriate academic scale.

### **Report Cards and Midterms**

There are four grading periods throughout the school year, (see school calendar). K-6 report cards will be sent home with students the week following a grading period. Report cards will be retained for students with unpaid fees or unreturned school property.

Midterm Progress Reports are issued once each quarter of the school year and given to the student halfway through the quarter. Consult the school calendar for the exact dates that these will be sent home.

### **ODE/SAT Testing**

Students participate with the Ohio Department of Education Achievement testing. Also, the Stanford Assessment Test is given to students annually in the spring. The information from these tests is used by the school to evaluate and respond to the needs of the students in the most effective way possible. Test results become part of the student's permanent record. Parents receive a copy of the test results. If you have questions concerning your child's test results, the teacher or administrator is available to provide a brief interpretation.

### **Promotion or Retention**

At the close of the school year, a student is promoted to the next grade when s/he has successfully passed the core subjects of math, language, reading, social studies, and science. If the student has failed two core subjects (for the year), the student will not be promoted to the next grade. Note: a failing grade (for the year) is assessed by averaging the quarter grades.

### **Parent/Teacher Conferences**

There are two yearly parent/teacher conferences. Conference days are designated by the local school district calendar and follow the Ohio Revised Code as "two days of the 182 mandatory school days must be set aside for parent/teacher conferences." Participation in the fall conference day is mandatory and the spring conference day is optional. Teachers and parents should work together for the student's improvement and progress.

Our teachers are always available to meet with you about your child. We encourage parents to make an appointment with the teacher at any time if you have a particular question about progress or a special problem. Appointments with teachers should be made at least one day in advance. If unable to attend a Parent/Teacher conference, tentative appointments may be made through the office, with the individual teacher confirming the appointment with the parent. **\*\*Please Note\*\*** Teacher's phone numbers are not given out by the school.

### **STUDENT DRESS CODE**

We believe there is a direct relationship between a student's appearance and his conduct, attitude and seriousness of purpose. Clothing worn by students shall reflect modesty, moderation and neatness.

### **Students may wear:**

dresses and skirts  
pants and jeans  
skorts and walking shorts\*\*

### **Students may not wear:**

short dresses and skirts (4" or more above knee)  
spaghetti strap dresses or tops, sleeveless, "fishnet", or bare midriff attire  
clothing printed with designs of questionable characters and/or motifs  
hats in the building  
makeup and excessive jewelry (boys - no earrings, girls - limit earrings to one per ear with hoops of 3/4" or less and no dangling designs)

### **Notes:**

- \*Jackets/Coats are required from November 1st- April 1st for outdoor recess
- \*\*No walking shorts or skorts allowed between November 1st and April 1st
- \*No make-up should be brought to school

**We encourage wearing of school shirts and sweatshirts—Spiritwear—especially on field trips.**

### **STUDENT CONDUCT CODES**

Treat EVERYBODY with respect:  
A. No name calling  
B. No teasing classmates  
C. Keep hands and feet to yourself.

No talking in hallway.  
No running in building.  
Pay attention to teachers.

Hallways: Quiet and orderly conduct

during movement in hallways.

Sign-in/out: HCS is a closed campus. Students are not to leave the premises unless signed out at the office by a parent or guardian.

Gum/Candy: No chewing gum or candy snacks allowed unless prearranged by the Teacher.

Toys/Electronics: No questionable or electronic toys are permitted in HCS (Pokemon games or cards, Game Boy, radios, cassette players, etc.). During inclement weather and at the teacher's discretion, some electronic toys may be allowed for indoor recess. At no time should electronic toys be taken to the playground.

Property damage and abuse: Students and their parents are responsible for damage incurred to school property, whether willful or accidental (including breaking of windows, abuse or loss of books, etc.).

### **Lunchroom Rules**

No Soda Pop allowed.  
Talk quietly.  
Do not throw or play with food.  
Clean up your area when finished with lunch.

### **Outside (Recess) Rules**

1. Teachers must lead students to playground. No running to playground.
2. No climbing up slides.
3. No using daycare equipment.
4. Stay off top of playground equipment.
5. No jumping off swings.
6. Only 1 ball per game.
7. No climbing over fence.
8. No hanging on basketball rims
9. Include everyone who wants to play in a game

## **Unacceptable Christian School Behavior**

Swearing, disrespect, cheating, gambling, lying, stealing, fighting, threats, possession and/or use of weapons, cigarettes, alcohol, narcotics, violence.

### **School policy on violence**

We have Zero Tolerance for violence (threats, fist fights, use or possession of knives and/or firearms). Violence in our school will not be tolerated!

The administration maintains the right to examine each case and decide whether the situation is harassment or violent and disruptive behavior. Harassment cases are handled at the Administrator's discretion according to general discipline guidelines.

### **Violent Offenses**

First Offense:

1. minimum of one day suspension
2. parent notification
3. parent conference with principal
4. discuss need for consequence of student actions

Second Offense:

1. minimum of five school-day suspension
2. parent notification
3. Board reviews facts and decides whether suspension or expulsion is warranted
4. If suspension, student, parents, and board representation confer on the re-entry date of student(s). The reason for the conference is to establish a clear understanding of the seriousness of the offense and discuss what additional professional help has been sought.

### **Disciplinary Action from a Teacher**

Each teacher will use his/her own form of classroom discipline. The teacher will send a letter home about his/her discipline system.

## **Disciplinary Actions for Breaking a Recess Rule**

- First offense: 5 minutes out of recess  
Second offense: Miss all of recess  
Third offense: Visit Principal's office

## **Disciplinary Actions for Breaking a Lunchroom Rule**

- First offense: Child must sit alone  
Second offense: Child must complete a writing assignment which is grade appropriate  
Third offense: Visit to the Principal's office

## **Disciplinary Actions from Principal**

- First visit: A note sent to parents  
Second visit: A call made to parents and note sent home with the student  
Third visit: A detention  
Fourth visit: Double detention  
A detention is when the child will come to the office during recess time and complete extra class work. A double detention means that they will spend all specials times and recess time in the office working on extra class work.  
NOTE: Sometimes children are sent to the office for counseling on things other than behavior. These children would be exempted from the above.

## **ACTIVITIES**

### **Chapel**

Chapel is held once a week on Friday for pre K-6. It is an opportunity to focus our attention on Jesus, worship, and the Bible, with applications for our daily life. Nowhere in the curriculum does the Bible have more pre-eminence than during chapel. Guest speakers, pastors, films, musical groups, and classroom teachers will be used as directed by the Administrator. Students are encouraged to participate with offerings for the support of missions such as Hillcrest Children's Home. Parents are welcome to attend any chapel.

## **Music/Drama/Art**

All-school musical/drama presentations will be performed yearly. Music/Drama/Art classes are a part on the K-6 curriculum. Students will learn both music theory and the skills necessary to present a musical drama. The art program will teach students fundamentals of color, technique, materials, and the value of art and aesthetics in life/drama and worship. Parent volunteers are always needed to help with productions.

## **Book Fairs**

Book fairs are all-school event for students, staff, and parents. Right to Read week usually accompanies the book fair. Profits gleaned from book fairs add to our library collections and help with other needs of the school.

## **Post Spelling Bee**

The Post Spelling Bee is usually held in February. HCS will hold a spelling bee for grades 1-3 and for grades 4-6. The winner of the 4-6 grades will represent HCS in the regional spelling bee.

## **Lunch**

The lunchroom is a good place to relax and enjoy friends and food. A hot lunch may be purchased in the food service line. If a student brings a sack lunch, milk can be purchased. Friday is traditionally "pizza day." The usual lunch fee allows one slice of pizza. An extra piece may be purchased. A lunch ticket for one week of lunches is available in the school office on Monday or Friday. Tickets are non-refundable. A student may charge for a lunch but must pay off the charge the following day. Any student who accumulates five charges will not be served the usual hot lunch until all lunchroom fees are paid (a small nutritional snack is provided).

## **Recess**

Recess is scheduled each day. When weather permits, children will be supervised in outdoor activities. If the weather is inclement (32 degrees and below, rain, etc.), recess will be held indoors.

## **Athletics**

HCS offers basketball and volleyball to students in grades 4-6. Volleyball starts in the fall and basketball follows. Interschool games are scheduled through the athletics director and coordinated with the Administrator.

Cheerleading is available for students in grades 3-6. This is a year round activity. The cheerleaders not only cheer at the basketball games, but they also have pep rallies at school for different events.

Participation in athletics is subject to acceptable academic performance and general school attendance. If a student is performing poorly in class s/he will be excluded from athletics until acceptable progress is achieved. Any absence from the general school day will also negate student participation in athletic activities for that day or for the day following if the absence occurs on Friday before a weekend activity.

## **Field Trips**

Occasionally, all-school field trips are scheduled for grades K-6 (School buses will be provided). Each class may take additional field trips, spread out over the two semesters. The class field trips must augment a curriculum study and must be approved by the school board in advance. Chaperones for field trips are chosen by teachers. Students' siblings may not accompany chaperones.

## **HEALTH**

### **General Health Statement**

Please do not send your child to school with a fever or any other indications that your child may be ill. Be aware of the crucial role that sufficient

sleep, nutritious food, and a wholesome attitude play in your child's progress and well-being. **\*Please note: Your child may not be in school if his/her temperature is 100° or more or for 24 hours after having a fever.** Other symptoms may arise that require a child to be removed from school. Parents or emergency contacts will be reached, and the child must be removed from school.

### **When to Keep Your Child at Home:**

We all get sick occasionally. Children at times need to stay home for their and their peers' benefit, but when? Here is a very general guideline to stay home if:

- fever of 100 or more—Do not return to school until fever free for at least 24 hours. Please do not give medication and assume that since the fever is *gone* it is OK to return to school,
- vomiting—if any vomiting occurs do not return to school for at least 24 hours after last event, do NOT send to school even if feeling “better” after vomiting,
- eyes with yellow discharge—need a Rx from Dr. applied for 24 hours before returning to school,
- minor sore throat—it is OK to send your student unless it persists more than three days. If this occurs you should see your doctor to rule out strep throat.

Your child needs to learn responsibility. Using these simple guides you can encourage your child to attend school on those days when s/he is just not feeling “right” but is really well enough to attend. On the other hand, please be sensitive to the closed nature of this facility. We need for you to keep your child home when it is appropriate.

In general, if a child comes to school, he/she should be well enough to participate in the total school program. There is no provision at school for special supervision of the sick child. Children not well enough to play out of doors should not be in school.

Children restricted from P.E. for more than two days, require a call or a note from a doctor. If your child is to miss P.E. for one day a note needs to be sent in by a parent. It will also be assumed that if a student is to be excused from physical education activities, the student will not participate in physical activities after school.

### **Immunizations/Medical Forms**

Any student, 6 years or younger, must have form 3612.13 School Health Examination record completed by parents and physician on file in the school office. This is a requirement of the state of Ohio. The Ohio Department of Health has established the following minimum immunization requirements for all pupils enrolled in public and non-public school:

- \*Four or more doses of DPT or TD (adult) vaccine or a combination of these vaccines;
- \*Three or more doses of Trivalent Oral Polio Vaccine (TOPV)
- \*Two measles immunization
- \*Two rubella immunizations
- \*Two mumps immunizations
- \*Hepatitis B immunization

The State of Ohio requires that a child be excluded from school if the above requirements are not met. The student will be re-admitted when proof of additional immunization is submitted or signed documentation excluding student from immunization requirements based on medical or religious reasons is on file with the school office.

## Medical Emergencies

**Allergic Reactions:** If you are aware that your child has an allergic reaction to any substance please send in detailed written instructions for first aid procedures to assist your child. Any procedure involving medication must include the appropriate “administration of medication” form.

**Medical Emergencies:** In the event of emergencies, students will be transported to the Mercy MediCenter Harrison on New Haven Road, by the Harrison Life Squad, accompanied by a school representative with the student’s medical records from our files. Parents will be notified by office personnel.

## Administration of Medicine

**All medicine (prescription and non-prescription) must be brought to school office where it will be dispensed to the student.**

All prescription medicine **must** be in a licensed doctor or pharmacist container and will be administered only if accompanied by a written note from the prescribing doctor.

Non-prescription medicine must be in the original container. No medication (prescription or non-prescription) will be dispensed unless a Permission to Administer Medication form is on file. Forms are available in the school office.

## HARRISON CHRISTIAN SCHOOL WELLNESS POLICY

*Federal Public Law (PL 108.265 Section 204) states that by the first day of the 2006 school year beginning after June 30, 2006 all schools must develop a local wellness policy that involves parents, students, a representative from the School Food Authority, school board, school administrators and the public. The Local Education Authority (LEA) will establish a plan for measuring implementation of the local wellness policy.*

Harrison Christian School (HCS) is committed to providing a school environment that enhances learning and development of lifelong wellness practices.

To accomplish these goals:

- Child Nutrition Programs comply with federal, state and local requirements.
- Child Nutrition Programs are accessible to all children.
- Sequential and interdisciplinary nutrition education is provided and promoted.
- Patterns of meaningful physical activity connect to students’ lives outside of physical education.
- All school-based activities are consistent with local wellness policy goals.
- All foods made available on campus adhere to food safety and security guidelines.
- The school environment is safe, comfortable, pleasing, and allows ample time and space for eating meals.

*Review of this policy shall occur every two (2) years, by a committee appointed by the Board, consisting of a representative of the Board, the administration, the foodservice provider, parents, and students. The committee shall provide the Board with any recommended changes to this policy.*