**Irwin Academy School of Performing Arts**

**Student/ Parent Handbook**

**Table of Contents**

|  |
| --- |
| Announcements and Messages into Classrooms Page 7 |
| Attendance and Verifying Absences Page 2 |
| Bicycles Page 5 |
| Breakfast Programs Page 8 |
| Bus Transportation Page 12 |
| Cell Phones (5131) Page 2 |
| Change of Phone Numbers and Addresses Page 6 |
| Child Custody/ Restraining Orders Page 11 |
| Classroom Parties Page 8 |
| Classroom Visits Page 7 |
| Daily Dismissal Transportation Page 11 |
| Dress Code Page 4 |
| ELAC (English Learner Advisory Committee) Page 9 |
| Excuses From Physical Education/ Recess Page 14 |
| Field Trip Chaperones Page 10 |
| Field Trips Page 8 |
| Fire, Disaster, and Lock-Down Drills Page 12 |
| Homework Page 6 |
| Illness/ Accidents at School Page 13 |
| Inclement Weather Page 7 |
| Independent Study Page 12 |
| Irwin Academy Booster Club Page 9 |
| Items not Appropriate at School Page 5 |
| Lice Page 14 |
| Lost and Found Page 7 |
| Lost or Damaged Books or Materials Page 8 |
| Major Ed Code Offenses Page 3 |
| Office Hours Page 6 |
| Parent Drop Off and Pick Up Procedures Page 11 |
| Parent Involvement Page 9 |
| Positive Reinforcements Page 5 |
| Report Card System/ Parent Conferences Page 6 |
| Routine Health Screening Page 14 |
| School Lunches Page 8 |
| School Safety Plan Page 11 |
| School Website Page 2 |
| SSC (School Site Council) Page 9 |
| Student Medication at School Page 13 |
| Student Release Page 11 |
| Student Responsibility to a Safe and Orderly Campus Page 10 |
| Student Safety Before and After School Page 10 |
| Student Supervision Page 10 |
| Tardiness and Early Dismissal Page 2 |
| Telephone Use Page 6 |
| Uniform Policy Page 4 |
| Vandalism Page 3 |
| VESD School Board Meetings Page 9 |
| Volunteers Page 10 |
| Withdrawal Procedures Page 7 |

Irwin Academy School of Performing Arts

Student / Parent Handbook

**SCHOOL WEBSITE**

You can access the school website at **irwin.vesd.net** for all information related to Irwin Academy. This is the new information source for all things Irwin Academy School of Performing Arts. Please feel free to visit the site weekly as we will be putting all news, announcements, and activities that will be happening here at Irwin Academy School of Performing Arts.

**ATTENDANCE AND VERIFYING ABSENCES**

If at all possible, please have all doctor and dentist appointments scheduled for after the school day or during afternoons of minimum days. If it is unavoidable that your child be off campus for an appointment during school hours, please plan to bring him/her to school for at least a portion of the day.

All student absences must be verified. This can be done several ways:

* Submit a note to the office or the teacher the day your child returns to school with the reason for absence and all absence dates listed.
* Email your child’s teacher with the reason for absence and all absence dates listed.
* Call the office to verify the absence each day that your child is absent or on the day they return.
* Submit a doctor’s/dentist’s note when your child returns to school that confirms an appointment or reasons for absence.

**TARDINESS AND EARLY DISMISSAL**

Frequent tardies and/or leaving school before the end of instruction disrupts the learning process and the environment. This will leave gaps in your child’s education that are difficult to make up. Students with excessive tardies and early pick-ups may be referred to the SARB Board. If your student has a doctor’s appointment, etc. please arrange to pick up your student prior to 3:00 p.m.

**CELL PHONES (BDP 5131)**

Students may carry cell phones but they must keep them **turned off** and **in their backpack** while on school grounds. If they are seen out of the backpack or in use on campus at anytime they will be confiscated and held in the office for a parent to pick up. **The school is not responsible for stolen or lost cell phones**.

**VANDALISM (BDP 5131)**

Students are expected to treat school materials, equipment, and facilities with care and respect. Parents/guardians are responsible for the full amount of all damages caused by their child at school. This includes the cost of labor and repairs. In the event that such vandalism occurs, the Victor Elementary School District will appraise the damage and cost of repair, and bill the parents/guardians of child.

**Major Education Code Offenses**

If the student commits a major offense (see Major Education Code Offenses Below), he/she will be sent to the office on a referral. A student may be suspended from Irwin Academy of Performing Arts for 1-5 days and may also be subject to placement or expulsion for violation of the State Education Code 48900:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.

2. Willfully used force or violence on another person.

3. Possessed, sold or furnished a firearm, knife, explosive or other dangerous object.

4. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.

5. Unlawfully offered, arranged, or negotiated to sell any controlled substance.

6. Caused or attempted to cause damage to school property or private property.

7. Committed robbery or extortion.

8. Stole or attempted to steal school property or private property.

9. Possessed or used tobacco products.

10. Committed an obscene act or engaged in habitual profanity or vulgarity.

11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers or school officials.\*

12. Knowingly received stolen school or private property.\*

13. Engaged in an act of hazing or bullying, including electronic means.\*

14. Possessed an imitation firearm.\*

15. Harassed, threatened or intimidated a witness.\*

16. Committed or attempted to commit sexual assault or battery.\*

17. Sexually harassed another student through any unwelcome physical, verbal, or nonverbal behavior that makes the student uncomfortable.\*

18. Committed an act of hate violence defined as willfully injuring, intimidating, defacing, damaging or destroying real or personal property because of any person’s race, color, religion, disability, gender or sexual orientation.\*

19. Created a hostile environment or engaging in harassment threats or intimidation, sufficiently severe or pervasive to disrupt class work, create disorder or invade the rights of pupil or group of pupils by creating a hostile environment.\*

\*Subject to suspension, placement, expulsion in grades 4-6th grade.

Per California Education Code 48915, a student shall be suspended for 1-5 days from Irwin Academy of Performing Arts and be subject for placement or expulsion for the following violations:

1. Serious physical injury to another person, except in self-defense.

2. Possession of any knife or other dangerous object of no reasonable use to the pupil.

3. Unlawful possession of a controlled substance

4. Robbery or extortion

5. Assault or battery upon any school employee.

**DRESS CODE (BDP 5132)**

The VESD Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the activities in which they participate. Students’ clothing must not present a health or safety hazard or a distraction that would interfere with the educational process. (BdP5132). Students who violate the uniform policy will be sent to the office and may call home for a change of clothing. If a change of clothing is not available, the student may be required to sit in the office for the entire day.

**Irwin Academy Uniform Policy 2017-2018**

* Pants—Black, Khaki, or Navy Blue-one solid color or Plain Blue Jeans without holes.
  + Appropriate size--not baggy, or saggy, or dragging on the ground.
  + No “skinny” pants. Pants must be worn on the waistline.
  + Not acceptable: sweatpants, jogging pants, stretch pants, pajamas, scrubs.
* Shorts/Skirts/Skorts/Capris/Jumpers--Black, Khaki, or Navy Blue-one solid color.
  + Must be of appropriate size and worn on the waistline.
  + Must not be shorter than 5” above the knee when seated. Please check length at home!
  + Shorts must be worn under skirts or jumpers. Plain tights or leggings may be worn underneath.
* Shirts—White, Navy blue, or True red shirts—must be one solid color.
  + Shirts must have a collar such as a dress shirt, polo, or turtleneck.
  + Shirts must be of appropriate size, cannot be longer than the longest finger when hands are at the sides, or cannot show midriff when arms are raised.
  + Shirts may have long or short sleeves.
  + Spirit Wear shirts may be worn on Fridays.
* Shoes—Closed toed shoes that fit securely on the foot.
  + No sandals, flip-flops, heels, wheels, slippers, shoes without backs.
* Backpacks—Must be neat and free from distracting decorations.
  + Rolling backpacks are not permitted, as they present a safety hazard in and out of the classrooms.
* Baseball caps—Are permitted to be worn OUTSIDE only.
  + Bill must be worn in front.
  + Caps may not have any inappropriate logos or markings (i.e. Skull and Crossbones)
* Hoop jewelry (earrings) are not allowed. Stud earrings are acceptable.

**POSITIVE REINFORCEMENTS**

Irwin Academy has implemented a school wide motivation plan called SWPBIS (School-Wide Positive Behavior Intervention Strategies) and Positive School Climate that supports appropriate behavior outlined in the Classroom/School-wide Behavior Expectations Matrixes. The program is supported through a multi-level system of reinforcement.

**BICYCLES**

It is recommended that children do not begin riding bicycles to school before reaching 3rd grade. Students riding bicycles will follow these safety rules:

1. Ride to/from school but not on school property.

2. Use caution when riding where walkers are present and when crossing streets.

3. Wearing a helmet as required for bike riders by California law.

**ITEMS NOT APPROPRIATE AT SCHOOL**

Due to the dangerous nature of **scooters, skateboards, and roller blades, students are not allowed to use them on their way to or from school, nor while at school**.

A student may not bring personal property items to school without specific permissions from the teacher or principal. This includes, but is not limited to, the following items: gum, candy, toys, iPods, MP3 players, sports equipment, electronic devices, pens or watches that make noises or have distracting functions, live animals, or pets.

Any type of weapon (including toy and pellet guns), or dangerous objects including laser pointers, firecrackers, poppers, matches, or lighters are never to be brought to school and may result in suspension and/or expulsion for the student.

**OFFICE HOURS**

Monday – Thursday 8:30 a.m. – 4:00 p.m.

Friday 8:30 a.m. – 2:00 p.m.

**CHANGE OF PHONE NUMBERS AND ADDRESSES**

Please notify the office immediately if there are any changes in your phone number or addresses. It is essential that we have your current information to keep you updated and for your child’s safety.

**HOMEWORK**

The purpose of homework is to reinforce classroom learning and ensure student mastery. Parents are encouraged to provide a place for your child to be able to complete their homework without disruption, to discuss the homework with their child, and to offer support whenever possible.

Please speak with your child’s teacher about individual class homework policies, questions, or concerns.

**REPORT CARD SYSTEM/PARENT CONFERENCES**

Our first parent conference of the school year in October is a goal setting/progress report meeting with the student, parent, and teacher. The first report card is given at parent teacher/ conferences of the first trimester.

Our second report card is sent home in the spring during parent conferences week in March. Our third report card is sent home on the last day of school.

We encourage parents to attend conferences and maintain close communication with your child’s teacher. You may contact the teacher during the year by note, phone, the Remind App or email to set up a time for discussion.

**Please note that during both parent conference weeks, school will dismiss Monday-Friday at 1:34 p.m.**

**TELEPHONE USE**

Students may not use the office telephone for personal calls. Student use of the office telephone is restricted to urgent situations or emergencies. Permission must be obtained from office staff prior to using the phone.

**ANNOUNCEMENT AND MESSAGES INTO CLASSROOMS**

In our continued effort to eliminate interruptions during classroom instruction, the public address system or telephone in the classrooms will only be used for general, school related announcements or urgent messages that cannot be handled in another matter.

If you need to get a message to your child during the school day, you may leave it with the office staff and messages will be delivered toward the end of the school day. Messages called in after 2:10 p.m. on a regular day (12:14 p.m. on a minimum day), may not be delivered to your child’s classroom before dismissal.

Although we understand that special circumstances may occasionally come up, we urge you to ensure that your child has needed information prior to coming to school.

**INCLEMENT WEATHER**

During severe weather or periods of poor air quality, please listen to the local radio stations Y102, Y102.3, KATJ, 100.7, or KIX 106.5 for school closure information.

**LOST AND FOUND**

Please **LABEL** all personal items that your child brings to school (e.g. jackets, hats, binders, backpacks, etc.) If items are missing, please ask your child to check the lost and found area. Small articles found on school property (e.g., jewelry, glasses, wallets, etc.) are kept in the school office. During school breaks, unclaimed articles will be donated to charitable organizations.

**CLASSROOM VISITS**

To protect our children, state law and VESD board policy AR 1250, requires that all persons not employed or enrolled as a student must report their presence and purpose of their visit to the school office immediately upon arriving at school. Visitors and volunteers must have arranged/scheduled classroom visits with school staff, show Id, sign in, and wear an Id badge at all times while on campus. All parents must be volunteer trained to come on campus during school hours.

Irwin Academy is a closed campus in the interest of providing a safe and secure environment for students and staff.

**WITHDRAWAL PROCEDURES**

Please notify the school office two days in advance when students are transferring out of Irwin Academy of Performing Arts. All instruments, library books, and textbooks must be returned and all outstanding charges paid by the student’s last day. Student records will be forwarded upon request from the new school.

**FIELD TRIPS**

Field Trips are used to enhance the learning of many of our units of study. A notice will be sent home whenever your child’s class is going on a trip. Your child will not be permitted to go unless the parent or legal guardian has signed a district permission slip. All permission slips must be turned in or before the day prior to the trip. Handwritten notes or phone calls are not acceptable forms of parental authorization.

**SCHOOL LUNCHES**

School lunch is offered daily for $2.00. Milk bought separately costs $0.30. Advance purchase is recommended to minimize lost or forgotten money. Checks should be made payable to Victor Elementary School District. Meals may also be prepaid online utilizing the link, “My School Bucks” on the Irwin Academy Website. Call the school office for your child’s identification number in order to pay online.

There is no borrowing money for lunch. Students who go through the lunch line without money or a lunch will be given a sandwich and milk at no charge to help get them through the day. Students who bring a lunch do not have access to a microwave oven.

Applications for assistance from the National School Lunch Program are available in the school office and on the Irwin Academy and Nutritional Services websites. If you think you may qualify for free or reduced priced meals, please complete an application. **Applications must be completed each year.**

**BREAKFAST PROGRAM**

Our cafeteria opens daily at 8:30 a.m. and breakfast is served until 9:00 a.m. **Students who participate in the breakfast program are not allowed to arrive on campus before supervision is available at 8:30 a.m.**

The school breakfast program is offered daily at a cost of $1.25 and additional milk may be purchased for $0.30. If your child qualifies for the free or reduced lunch, the same status will apply for breakfast.

**CLASSROOM PARTIES**

Irwin Academy is sensitive to children with allergies, therefore, for all classroom parties there will be no outside food allowed. Non food items such as gift bags are acceptable for birthdays. The teacher will set up the food for all parties. Students may bring food for themselves but cannot share with others. Please contact the teacher for instructions.

**LOST OR DAMAGED INSTRUMENTS, BOOKS, AND MATERIALS**

It is the student’s responsibility to take care of school property. Even if books are accidentally misplaced, the school must seek payment. Parents must pay for books or school property checked out or assigned to their children that are lost or damaged. If school property is checked out by your child and it is not returned or damaged, you will be sent home a form noting the name of the book(s) or description of materials damaged, and the amount due.

When a lost book is found or returned, the district will refund you the amount paid. If you have questions about materials you are being asked to pay for or concerns about payment options, please contact your child’s teacher or the Library Media Clerk.

**VESD SCHOOL BOARD MEETING**

The Victor Elementary School District Board of Trustees holds most of their regular board meetings on the first and third Wednesday of each month at 7:00 p.m. at the district office. Agendas and locations for each meeting are posted in the Irwin Academy Office. Special board meetings are sometimes called and agendas are always posted at least 72 hours prior to the meeting. Board meeting information, including agendas, minutes, and schedules, can be located on the district website @ vesd.net.

**PARENT INVOLVEMENT**

Parent involvement is key to student success! Our goal is to tremendously increase parent involvement at Irwin Academy this year. We know that it is challenging in this day and age with our busy schedules, so we offer many ways that you can show your support. Hopefully one works for you.

**IRWIN ACADEMY BOOSTER CLUB**

Our ABC, Academy Booster Club, is a wonderful way for you to get involved in supporting your child’s education and help to build our school community! Our ABC meets once a month to plan school events and ways to raise funds for school activities, materials, and programs. If you are interested in becoming a member, please email the ABC at [academyboosterclub1@gmail.com](mailto:academyboosterclub1@gmail.com) and let them know.

**SSC (SCHOOL SITE COUNCIL)**

Our School Site Council consists of 10 members, five of whom are elected parent representatives. This advisory group provides valuable input regarding the budget, curriculum, and programs at our school. Meetings are once a month but the schedule varies. Agendas are posted at least 72 hours prior to the meeting. All parents are encouraged to attend. Child care is not provided.

**ELAC (ENGLISH LEARNER ADVISORY COMMITTEE)**

Our English Learner Advisory Committee is an energetic group of parents of English Learners. This advisory group provides valuable input regarding the budget, curriculum, and programs at our school with special attention to the needs of our English Learner students and their families. Meetings are once a month but the schedule varies. ELAC meeting usually take place the week prior to SSC meetings. Agendas are posted at least 72 hours prior to the meeting. All parents are encouraged to attend. However, child care is not provided.

**VOLUNTEERS**

Volunteers are valued and appreciated at Irwin Academy. In order to volunteer on campus or chaperone field trips, VESD BOARD POLICY requires all individuals to attend a volunteer training each school year and complete a volunteer application. Trainings are scheduled throughout the year.

As part of the volunteer application, a copy of your driver’s license is required. Per district policy, names of all prospective volunteers are searched on the Megan’s Law website. Once cleared, volunteer names will then be submitted for board approval.

Small children may not be brought into the classroom. Children are not allowed in the workroom, staff lounge, or staff restrooms.

**FIELD TRIP CHAPERONES**

Teachers may invite volunteer-trained and board approved parents to accompany the class when extra supervision is necessary. Siblings of students will not be permitted to go on the field trips. All school rules and dress codes apply to all students while on the field trips. Parent volunteers will be expected to support the teachers.

**STUDENT SUPERVISION**

All Irwin Academy staff share the responsibility of monitoring the conduct and safety of the students on their way to and from school and on the school campus. Students are expected to respond quickly, obediently, and courteously to any adult providing supervision. All rules of conduct apply to student behavior from the time a student leaves his/her home/parental supervision until he/she returns home.

**STUDENT RESPONSIBILITY TO A SAFE AND ORDERLY CAMPUS**

Students who are aware of impending unsafe situations, threats, or know of students who have brought inappropriate objects to school are expected to notify their teacher or other adult on campus **immediately**. Students may be held accountable for not informing an adult of impending situations or dangerous/inappropriate objects at school.

**STUDENT SAFETY BEFORE AND AFTER SCHOOL**

Developing good safety practices going to and from school is essential. Instruction begins at 9:10 a.m. and students should not arrive on campus before 9:05 a.m. unless they are participating in the school breakfast program. Students eating breakfast may arrive anytime from 8:30 until 8:50 a.m. If students arrive after 8:55 a.m., they will not have enough time to eat and be in class ontime.

Upon dismissal, walking students are required to go directly home unless attending an after school academic program. Students who are picked up by an adult must meet the adults at their assigned gate.

Students may not stay after school for after school events/ programs without a signed permission slip from a parent/guardian.

**STUDENT RELEASE**

During school hours parents/guardians must present staff with photo I.D. before a child will be released to them. New emergency forms must be completed each school year. Students will only be released to the adults you list on the current emergency form. Please update the office everytime you or someone on your emergency card changes their phone number.

**DAILY DISMISSAL TRANSPORTATION**

In your back-to-school packet sent home on the first day of school, you were required to communicate how your child will go home from school each day. Your child’s teacher will adhere to this every day in order to ensure the safety of your child.

If your child will be going home differently than you have specified, you must send a signed note to your child’s teacher. A student may not verbally notify his/her teacher or the office staff of a change of plans. Without a note, the student will be required to go home as usual.

**PARENT DROP OFF AND PICK UP PROCEDURES**

In order to ensure student safety, parents must remain with their children until they are safely on campus. Students may only cross the street without a parent when there is a crossing guard at the crosswalk. Students should never be encouraged to cross the street away from the crosswalk or to walk through traffic in the parking lot. This is very dangerous!

**CHILD CUSTODY/ RESTRAINING ORDERS**

If you have special custody, visitation, and or restraining orders for your child, it is important that you bring a copy of the official court-ordered documentation. **Without court documents with a judge’s signature on file at the school, the non-custodial parent may legally sign out and remove his/her child from school.**

**SCHOOL SAFETY PLAN**

Irwin Academy School of Performing Arts has a comprehensive School Safety Plan that is reviewed and updated annually. This plan includes what to do in the event of a fire, earthquake, or bomb threats. It includes lockdown procedures for potentially dangerous situations on our campus or in the surrounding community.

The health and safety of our students is our highest priority. We practice specific situations in drills throughout the year. Staff members are assigned to teams to carry out specific duties. Food, water, safety, and first aid supplies are stored on campus. Safety procedures are discussed and practiced in the classroom as well.

Our custodians clean and inspect all rooms and the grounds of the facility each day. All staff members report any problem to the day custodian or an administrator.

**FIRE, DISASTER, AND LOCK- DOWN DRILLS**

Students will be taught what to do in case of natural disasters like earthquakes, fires, and other possible dangerous situations. Drills are practiced once a month and are indicated by the school alarm system and/or an administrative announcement.

Our intent is not to frighten our students, but rather to prepare and practice evacuation and safety procedures in the event they need to be used.

**BUS TRANSPORTATION**

Busing is provided for students who live in the bus area of our district quadrant. It is important that the students and parents understand that riding the bus is a privilege that can be revoked when serious misconduct occurs or when discipline occurs repeatedly. Should a child lose their bus privileges, parents will not be excused from their legal responsibility to ensure their child attends school each day.

Students are expected to behave on the bus the same way they would behave in the classroom. Instructions given by the bus driver must be followed. The bus driver is responsible for students from the time they can be visually identified at the bus stop, while riding the bus, and until they are delivered to their destination.

Bus Stop Rules:

1. Be considerate of the property at and near the loading area. Parents will be held liable for any damaged property done by their child.
2. Line up in an orderly manner in preparation for boarding the bus.
3. Stand back from the bus until it has come to a complete stop.
4. Live animals and insects, contained or otherwise, are not permitted on a school bus (by law).

Bus Rules:

1. Follow directions the first time they are given.
2. Stay in your seat.
3. Keep hands, arms, legs, and objects to yourself.
4. No cursing, swearing, or loud talking.
5. No eating, drinking, or smoking.
6. No pushing or fighting at any time.

A link to the detailed pamphlet of the bus rules and conduct is available on our Irwin Academy website. Click on the link, “Student Parent Transportation Handbook.”

**INDEPENDENT STUDY**

If you plan to have your child out of school for **FIVE or more days**, please ask the office staff about Independent Study. Contracts must be completed and approved by the principal at least three days in advance of your child’s planned absence.

If your child’s doctor recommends that your child be out of school for more than five days due to severe illness, please bring a doctor’s note and contact the school office immediately for an Independent Study Contract. Contracts MAY NOT be backdated or completed after the child returns to school.

Provided all work is done according to the plans provided by the teacher and returned on the first day back from Independent Study, your child will receive credit for days attended. Partial work will result in no credit, and the time out will be reported as absent.

**ILLNESS/ACCIDENTS AT SCHOOL**

If a child becomes ill or injured at school and requires parent contact, the office personnel will consult the emergency form. A call will be made and information relayed. In the event that the parent and/or emergency contact(s) are not readily available and immediate medical attention is required, paramedics will be called. Attempts to notify the parent will continue. It is very important that you provide up-to-date emergency contact information to our office. If you have any change in work, cell, home, or other emergency contacts, please call the office immediately.

A child will be excluded from school if:

* Vomiting or excessive coughing occurs
* A fever of 99.6 or higher develops
* An injury is sustained or the student exhibits symptoms of a contagious illness which requires skilled medical attention.

(*Early release for these reasons will be verified as an excused absence. Other reasons will be documented as an unexcused absence.*)Evidence of treatment (medication/prescription) will be required for children having pink eye, scabies, scarlet fever, ringworm, or impetigo before they can return to school.

**STUDENT MEDICATION AT SCHOOL**

Following state legislation, Victor Elementary School District has policies in place to regulate medication and safeguard the health and well-being of all students. No medication may be in a student’ backpack unless it has been authorized by a doctor. The following must be strictly enforced:

1. Medication (prescription or over-the-counter) must be brought to school by the parent or guardian – NOT THE STUDENT or any other minor child.
2. Medication must be in a container with the child’s name and the physician’s prescription dosage on the label.
3. The parent or guardian and the physician must sign an appropriate school form authorizing designated school personnel to administer medication prescribed by the physician.
4. We realize some students occasionally forget their morning medication. If this occurs, we cannot accept permission by telephone to administer the medication. The parent or guardian must come to the school to administer the child’s medication.
5. If there is a change in dosage of medication, a new medication form must be signed by the parent or guardian and the physician.
6. Medication will be kept and administered in the school office by the health attendant or designated school personnel.
7. A new authorization form must be completed by the child’s parent or guardian and physician **on an annual basis**.

All medications must be picked up by the parent or guardian by the last day of the school year. Medications left in the office will not be kept over the summer and will be disposed.

**ROUTINE HEALTH SCREENING**

On an annual basis, Victor Elementary School District conducts student health screenings for vision and hearing by qualified, authorized VESD personnel. The results are placed in the student’s health record. Vision screening may be waived at the request of the parent/guardian as long as the school is given a certificate from a qualified doctor or optometrist with the results of the examination of a student’s visual acuity and/or color vision, per VESD Board Policy 5141.3. Students may also be weighed and measured annually. These results are also posted in the student’s health records.

**EXCUSES FROM PHYSICAL EDUCATION/ RECESSES**

Elementary children are required by Education Code to participate in Physical Education. In order for a child to be excused, he/she must present a written excuse from the parent or doctor. A doctor’s note is required in order to excuse a child from P.E./ Recess for more than three days.

If your child has a chronic condition that would keep him/her from participating in P.E. please notify the office and your child’s teacher in writing and submit the doctor’s note stating the specific limitation. If excused, students will spend recess or PE time in the health office.

**LICE**

One of the most common problems on any elementary campus is head lice. Our primary concern in dealing with lice is that they are easily transmitted from one student to another, and unless the infected student has all nits (egg sacs) removed, the lice will most likely return. For these reasons, we recommend that the students not share hats, hairbrushes, hair accessories, jackets, etc.

As recommended by San Bernardino Department of Health and per VESD Board Policy, students with head lice will be sent home and **cannot return to school until office staff determines that the student is completely nit free** and clears them to return to class.

Please tear off and return to the school at your earliest convenience. Thank you.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and agree to the Student/ Parent Handbook of

(print name)

Irwin Academy School of Performing Arts.

Signed the \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 2018

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature)

Please print the name(s), grade levels, and teacher(s) of the student(s) in attendance at Irwin Academy School of Performing Arts.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_