



**2023-2024**

Garth Paquette – Principal

Arlene Foley – Vice Principal

**Swanavon Elementary School**

**8908-100 Street**

**Grande Prairie, Alberta**

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**[www.gppsd.ab.ca/school/swanavon](http://www.gppsd.ab.ca/school/swanavon)**

**This Agenda belongs to:**

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# Swanavon School



## About Swanavon

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Swanavon School is a pre-kindergarten to grade six school with a student population of about 250 students. As a learning community we believe learning is a lifelong process and all students can experience success.

### **We are committed to:**

**Community** - building a culture of collaboration where everyone accepts the responsibility for success.

**Learning** - providing opportunities that contribute to lifelong learning.

**Citizenship** - educating and encouraging each other to be caring, contributing, respectful and responsible citizens.

**Environment** - providing an environment where we model, promote, and accept diversity.

For the most up to date information, please find us online using the following sites:

Website: [www.gppsd.ab.ca/school/swanavon/Pages/default.aspx#/=](http://www.gppsd.ab.ca/school/swanavon/Pages/default.aspx#/=)

Facebook: [www.facebook.com/SS.GPPSD/](http://www.facebook.com/SS.GPPSD/)

## Student Agenda

Students at Swanavon School receive and are encouraged to use the Student Agenda. The use of Student Agenda's help students learn skills necessary to support setting personal goals, time management, to help prepare for tests, to plan and prioritize tasks as well as to schedule and to track school and personal activities. The agenda can also act as a direct communication link between the home and the school.

Parents are encouraged to regularly review the contents of the agenda. Students should carry agendas and ensure their name is clearly written on the agenda. School agendas are printed for students and are free of charge.

Please review the information presented in the agenda. We ask that parents review it with their children and sign to indicate that they have read and understood the information and expectations pertaining to our school. Should you have any questions or concerns please feel free to contact Administration or your Classroom Teacher.

## School Day Hours of Operation

The school Office will be open from 8:00-3:30 pm Monday through Friday. We encourage you to contact us at 780-532-8885 during these hours if you have any questions. If calling afterhours, please leave your name, your child's name, and brief message and we will return your call as soon as possible.

## School Programs

Student enrollment has supported offering classes as combined classrooms. This ensures smaller class sizes which supports student growth and achievement. We provide one half-day AM Kindergarten program Monday to Friday. Swanavon also offers one of two Division preschool programs for children aged 3 and 4.

Our students receive Music from grades one to six and French for grades 4-6.

The above general overview of the organization within the school may change dependent on student enrollment. Modifications may be required as circumstances warrant. Parents will be fully informed of any changes required.

Our school provides support for all students to meet collective and individual needs. Each child is important and whatever the child's learning needs, be it educational, social, or emotional, our goal is to work together collaboratively to ensure student success.

## School Days and Times

Included with this handbook is a yearly calendar with important dates listed. This acts as a reference guide for you throughout the year. As we have different programs, there are differences in times that students attend school.

## Prekindergarten

Pre-Kindergarten students attend half day Monday to Friday. This will be communicated with all pre-kindergarten parents by Ms. Brown, pre-kindergarten teacher.

Morning Classes:

Class 1: 8:30—10:45 a.m.

Class 2: 9:00—11:15 a.m.

Afternoon Classes:

Class 1: 12:00—2:15 p.m.

Class 2: 12:30 –2:45 p.m.

## Kindergarten

Kindergarten students attend half day.

Monday to Friday

Morning Program: 8:30—11:10 a.m.

## Grades 1-6

Monday through Friday from 8:25am to 3:00pm with the exceptions of non-instructional days as outlined in the calendar in this handbook.

First Bell	8:25 a.m.
Classes Begin	8:30 a.m.
Recess	11:30 a.m.-11:45 a.m.
Lunch	11:45 a.m.–12:15 p.m.
Afternoon Recess	1:45 p.m. – 2:00 p.m.
Dismissal	3:00 p.m.

## Swanavon School Staff

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### Office Team

Garth Paquette	Principal	<a href="mailto:garth.paquette@gppsd.ab.ca">garth.paquette@gppsd.ab.ca</a>
Arlene Foley	Vice Principal/LST	<a href="mailto:arlene.foley@gppsd.ab.ca">arlene.foley@gppsd.ab.ca</a>
Jennifer Jennings	Administration Assistant	<a href="mailto:jennifer.jennings@gppsd.ab.ca">jennifer.jennings@gppsd.ab.ca</a>

### Teaching Team

Terri Brown	Pre-Kindergarten	<a href="mailto:terri.brown@gppsd.ab.ca">terri.brown@gppsd.ab.ca</a>
Jessica Smith	Kindergarten	<a href="mailto:jessica.smith@gppsd.ab.ca">jessica.smith@gppsd.ab.ca</a>
Stacy Wheeler	Grade 1	<a href="mailto:stacy.wheeler@gppsd.ab.ca">stacy.wheeler@gppsd.ab.ca</a>
Leanne Bachinsky	Grade 1/2	<a href="mailto:leanne.bachinsky@gppsd.ab.ca">leanne.bachinsky@gppsd.ab.ca</a>
Tasha Zboya	Grade 1/2 French & Music	<a href="mailto:tasha.zboya@gppsd.ab.ca">tasha.zboya@gppsd.ab.ca</a>
Laura Pelley	Grade 2/3	<a href="mailto:laura.pelley@gppsd.ab.ca">laura.pelley@gppsd.ab.ca</a>
Joni Zimmerman	Grade 3	<a href="mailto:joni.zimmerman@gppsd.ab.ca">joni.zimmerman@gppsd.ab.ca</a>
Andrew Chappell	Grade 4	<a href="mailto:andrew.chappell@gppsd.ab.ca">andrew.chappell@gppsd.ab.ca</a>
Suzanne Hoveland	Grade 4/5	<a href="mailto:suzanne.hoveland@gppsd.ab.ca">suzanne.hoveland@gppsd.ab.ca</a>
Sylvia MacDonell	Grade 5/6	<a href="mailto:sylvia.macdonell@gppsd.ab.ca">sylvia.macdonell@gppsd.ab.ca</a>

## General Information

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### Arrival at School

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Students arriving on time are asked to enter through their designated doors at the bell. We ask that families do not send their children to school before 8:15 as supervision in the mornings is from 8:15 to 8:25. All students are asked to remain outside on the K-3 playground until the bell rings. Students will only be permitted to enter the building in cases of severe weather, temperatures of minus 25 or below, or other external factors determined by the school. In these cases, students will be advised by a member of our supervision team to enter the building and proceed to their designated supervision wait area.

All students arriving at school should be dressed in appropriate gear for the weather, including proper attire for cold and wet temperatures.

After school, it is expected that students head home as there is no supervision provided after the day ends.

## **School Attendance**

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Educational research has identified regular school attendance as being a key factor in determining academic success. As well, Section 12(b) of the School Act states that it is the responsibility of the student to attend school regularly and punctually. Attendance is a responsibility shared by the school, the teacher, the student, the parent and the community. Regular attendance at school is critical to student success and regular attendance at school is of the utmost importance for a child to achieve his or her full potential. Regular attendance is expected.

**Regular attendance:** Regular attendance is defined as attending school every day that school is in operation unless the absence is considered an excused absence.

**Absenteeism:** A pattern of excused absences where there is an impact on a student's learning, progress, and/ or achievement. Absenteeism occurs when a child is routinely excused from school by a parent or guardian on a frequent enough basis to have a detrimental impact on a child's success in school.

The following procedure will be used when responding to student absences:

- After 3 consecutive absences or 5 absences within a month, the teacher will contact the parent to inquire about attendance, unless previous notice has been given.
- After 5 additional absences, the parent will be contacted by the school administration.
- If the attendance does not improve, school administration will write a letter to the parent/guardian detailing the dates of absences and concerns about the impact of these absences on student learning.
- If a further 5 absences occur, a meeting will be required between the parents and school administration to develop a student support plan. The student support plan could include the use of additional school and division resources such as counselling, school community team meetings, and family outreach workers.
- If attendance continues to be a concern for the student, continued work with the Division Attendance Officer and school administration will occur.

## **Student Lates**

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Respect for the learning of others is demonstrated by those who arrive to class and school on time. Students who are late to class disrupt the instruction given to students who are on time.

The following guidelines will be used for students who are habitually late for school or class.

- The teacher will have a conversation with the student about their prompt arrival to class.
- In cases where the prompt arrival to class has not improved, the teacher will contact the student's parents/guardians to discuss the concern.
- If the issue of tardiness continues the administration will contact the student and parents to determine the best course of action to support the student.

## **Late Arrival**

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Students arriving after 8:25 a.m. are considered late and must enter through the front doors and sign-in at the office, so that attendance can be entered.

## **Signing Students Out During the School Day**

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Students who must leave because of illness, appointments or parent request are required to sign out at the office. Parent/Guardian permission must be obtained prior to student departure. Students returning after a departure must sign back in at the office.

## **Closed Campus**

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Swanavon maintains a closed campus. Students are expected to remain on designated school property for the entire school day, including lunchtime.

## Recess Breaks

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Recess times occur in the morning before lunch and in the afternoon.

It is expected that students will go outside to the supervised designated areas on school grounds only. Every effort is made to ensure recess takes place outside. We follow our division's Occupational Health and Safety guidelines for air quality, temperature and weather to determine if an indoor recess will occur. **Students should come with appropriate weather gear, even on days when inclement weather is present.**

## Lunchtime Routines

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Lunch break will be from 11:45 – 12:15 p.m. for all students. Lunch break occurs in homeroom classrooms.

# Student Conduct

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## Classroom Discipline

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Each classroom teacher will outline their expectations regarding student behaviour at the start of the school year and will communicate these expectations in writing to the students and their parents by the end of September. These expectations will be consistent with the school and division guidelines. Should students be required to stay after school, it is the responsibility of the teacher to notify the parents.

## Swanavon School Discipline

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Swanavon School is committed to providing a welcoming, caring, respectful and safe inclusive learning environment that respects diversity and fosters a sense of belonging, wherein students feel physically, psychologically, socially and culturally secure.

Positive Behavioural Supports is a school wide collaborative effort to design and implement strategies, practices and interventions for teaching, coaching and reinforcing skills required for academic and social success at school. A responsive approach is built on the premise that when universal supports are provided consistently for all students, the majority of students will thrive.

An outline of all GPPSD administrative procedures can be found on our external website at

<https://www.gppsd.ab.ca/Division/Pages/Administrative-Procedures.aspx>

**Acceptable Behaviour:** Acceptable behavior is behavior that conducive to a safe and caring learning environment that fosters academic, social, and emotional development among individuals and groups.

Students demonstrate acceptable behavior when they:

- attend school regularly and punctually,
- are ready to learn and actively engage in and diligently pursue the student's education,
- ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging, respect the rights of others in the school,
- refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- comply with the rules of the school and the policies of the board,
- co-operate with everyone authorized by the board to provide education programs and other services,
- be accountable to the student's teachers and other school staff for the student's conduct, and
- positively contribute to the student's school and community

**Unacceptable Behaviour:** Unacceptable behavior, whether or not the behaviour occurs within the school building, during the school day or by electronic means, is that which detracts from a welcoming, caring, respectful and safe learning environment. Unacceptable behaviour negatively impacts the academic, social, and emotional development among individuals and groups. A student exhibits unacceptable behaviour when they have displayed an attitude of willful, blatant, and repeated refusal to comply with the expectations outlined in section above.

Students demonstrate unacceptable conduct when they engage in:

- threats, • conduct which endangers others,
- encouraging conduct which endangers or may endanger others,
- encouraging unacceptable conduct, • use or display of improper, obscene or abusive language,
- distribution or display of offensive messages or pictures,
- theft, including identity theft,
- assault,
- willful damage to school or others' property,
- use, possession of, distribution of, or active contact with, or collection of money for illicit drugs, alcohol, or inhalants in school, on school board property or in the context of any school-related activity, use, possession, or active contact with, a weapon on a student's person, in a student's locker or desk, on school board property, or in a vehicle on school board property used by a student or occupied by a student as a passenger,
- attending school or any school-related activity under the influence of illicit drugs, alcohol or inhalants,
- personal or sexual harassment,
- hazing, initiation activities; the formation of gangs or secret organizations,
- extortion,
- disruptive behaviour, willful disobedience or defiance of authority,
- interfering with the orderly conduct of classes or the school,
- tampering with fire alarms and safety equipment,
- criminal activity,
- contravention of the school's code of conduct,
- bullying including cyber-bullying,
- contributing to the unacceptable behavior of others through by-stander activities.

Failure to meet the expectations for behaviour and conduct shall result in some or all of the following consequences:

- Problem solving, monitoring or reviewing behaviour expectation with student and reprimand;
- Temporary removal of privileges;
- Detention of student;
- Temporary exclusion of student from class;
- Parental involvement;
- Behaviour contract with student;
- In-school suspension;
- Restitution for property damage to an individual or board;
- Attendance improvement plan;
- Out-of-school suspension;
- Involvement of police;
- Reassignment of educational location; and
- Expulsion from a school or all Division schools.

## **Bullying & Harassment**

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Bullying is not a normal part of life or growing up and can have a life-long negative impact on a student's emotional and physical well-being. Bullying or discrimination and harassment are not a normal part of a child's school experience and should never be marginalized as experiences that "will make a child 'stronger'" or better prepared for adult life. The school is committed to welcoming, caring, respectful, and safe learning environments that respect diversity and promote acceptance of differences. There is no place for bullying or bullying-like behaviours which impact the opportunity for others to learn whether or not these activities occur within the school building, during the school day or by electronic means. Collaboration between staff, parents, and students is key in helping achieve the Division's goal of welcoming, caring, respectful and safe learning environments.

### **What is not bullying?**

In order to be considered 'bullying', an action has to be willful, repeated, and meet the criteria established above. In the absence of the criteria above, instances may more appropriately be recognized as inappropriate behaviours and dealt with in accordance to classroom, school, and Division discipline practices. It is important to distinguish between 'inappropriate behaviours' and 'bullying behaviours'. When actions that are not actual instances of bullying get labeled as bullying, it minimizes the seriousness of actual

instances of bullying. Taking immediate action on instances of inappropriate behavior is necessary. It is possible for inappropriate behaviour to become a case of bullying in a short amount of time. Diligent preventative work in this area will result in less instances of bullying in our schools.

### **What is bullying?**

**Bullying:** A conscious, willful, deliberate, repeated and hostile activity marked by an imbalance of power, intent to harm and/or threat of aggression. It can occur within a peer group or between groups. It can occur at school and in extracurricular settings. It often includes a combination of forms of bullying. These forms of bullying include:

- **Verbal:** name calling, sarcasm, teasing, spreading rumours, threatening, or making discriminatory or harassing statement.
- **Social:** mobbing, scapegoating, excluding others from a group, humiliating others, gestures or graffiti intended to put others down. It is malicious and repetitive in nature. A sub-set of Social Bullying is 'Relational Aggression', which is similar to social bullying except that it exists within established peer groups and involves individuals who identify as 'friends'.
- **Physical:** hitting, poking, pinching, chasing, shoving, coercing, destroying, unwanted sexual touching.
- **Cyberbullying:** using the internet or messaging to intimidate, put down or spread rumours about someone. Bullying also includes the distribution of an intimate image of another person knowing that the person depicted in the image did not consent to the distribution or being reckless as to whether or not that person consented to the distribution.
- **Intimidation:** Intentional behavior which knowingly or should be reasonably known to cause fear of injury or harm. There is 'intent' with the exercising of intimidation. This may be direct or subtle, physical or verbal, private or public. Fear of injury or harm, both physical and emotional, impacts a person's social, emotional, and physical well-being.

**Discrimination and Harassment:** Discrimination and harassment occurs when a person is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, colour, GPPSD Student Code of Conduct Page 13 of 16 gender, gender identity, gender expression, physical or mental disability, age, ancestry, marital status, socio-economic status, source of income, family status or sexual orientation. Alberta Human Rights law prohibits discrimination and harassment based on these grounds.

**Sexual Harassment:** Occurs when remarks, gestures or actions/ activities are sexual in nature and may be of verbal, social, physical, or cyber bullying. It includes behaviours that are not welcomed or asked for.

**Gender Identity and Sexual Orientation:** Discrimination and harassment of people based on their gender identity or sexual orientation may occur in the form of verbal, social, physical, or cyber bullying.

### **Dealing with Bullying and Harassment**

Teachers, and Administration frequently deal with incidents of conflict and disagreement. Where the conflicts are determined to be bullying and/or harassment, electronic or otherwise, they will be dealt with on an individual basis and may result in mandatory counseling, suspension, removal from school or referral to the RCMP. It is important to note that false accusations are equally unacceptable and may result in similar consequences to bullying or harassment.

### **Hands-Off Policy**

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In order to protect and respect the safety and dignity of students, Swanavon School maintains a "HANDS-OFF" policy for all students at all times during the school day. This policy strictly forbids any type of negative or inappropriate physical interactions between students (i.e. slapping, punching, kicking, pushing, tripping, hugging, play fighting, etc.). The "HANDS-OFF" policy also refers to touching or taking other people's property. Once these expectations are clearly explained to the students at the beginning of the school year, they are consistently monitored, and consequences will apply when necessary. It is essential to have parental support when a student must be disciplined for not complying with this policy.

### **Smoking and Tobacco Products**

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Consistent with the law, all GPPSD schools are smoke and tobacco free. The use of tobacco/tobacco-like products is prohibited on school property.

### **E-Cigarettes, Vaporizers, Drugs, Cannabis and Alcohol**

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Swanavon School is committed to providing a safe learning environment for all students that is drug, cannabis and alcohol free. Where laws are broken, the RCMP will be involved. Students in possession of paraphernalia related to the use of drugs, cannabis or alcohol, including vapourizers/e-cigarettes regardless of their intended use, will be suspended.

## **Appropriate Use of Technology**

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All students are required to sign the Grande Prairie Public School Division 'Student Responsible Use of Technology Guidelines and Agreement'. The agreement covers 'General Use of Technology' and 'Use of Personal Computing Devices at School.'

School computers are to be used for school-based or school related activities. Network storage areas may be assigned to individual students but will remain the property of the school. Network administrators may review files and communications to maintain system integrity and to ensure that users are using the system responsibly.

Students are expected to model positive Digital Citizenship. Due to the nature of the Internet, it is possible to encounter material that is controversial, inappropriate and/or offensive. It is the student's responsibility not to initiate access to such material and to leave locations of undesirable material immediately. Loss of access privileges may result for individuals who fail to adhere to these guidelines.

## **Personal Communication Devices (PCDs)**

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Personal technology devices must always be stored in the student's locker unless otherwise directed by the classroom teacher or GPPSD staff to facilitate learning activities. This includes lunch and recess time and is not limited to instructional time.

If devices are being used in class, the length and their use is at the discretion of GPPSD staff. Students who are asked to put away such devices during class time must comply with the teacher's request. Students not complying with expectations are communicating in defiance of the classroom expectations and will be dealt with in a disciplinary manner.

PCDs are not to be used in settings such as, change rooms, washrooms, private counselling rooms that have the potential to violate a person's reasonable expectation of privacy. Cameras and devices that take pictures are not for use in the school or on school grounds, during school hours, unless used for a course activity with teacher approval.

Students are reminded that use of division Wi-Fi is governed by the Grande Prairie Public School Division 'Student Responsible Use of Technology Guidelines and Agreement'.

Parents who must contact their children during class time should call the school office.

Failure to comply with these guidelines could result in the device being confiscated and returned at a later time.

The school is not responsible for any lost, stolen or damaged digital devices. Due to the cost of these items and the risk of theft, students are encouraged not to bring them to school.

## **Student Dress Code**

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Different forms of dress are appropriate in different situations. The dress of students should contribute to a school atmosphere conducive to learning. The division encourages students, under the supervision of their parents, to maintain high standards of dress, grooming and appearance. Parents and students carry the responsibility for adhering to the school's dress code.

Students are prohibited from wearing the following clothing:

- Clothing that is offensive, discriminatory, suggestive, violent, gory or has inappropriate language or graphics.
- Clothing that promotes alcohol, cannabis or drug use.
- Clothing that reveals undergarments.
- Clothing that exposes the breasts or buttocks

Students in contradiction of the dress code will be asked to change into appropriate clothing. If no appropriate clothing is available, the student will be required to contact their parent/guardian to bring suitable attire.

All students are required to have the following clothing:



- Clean indoor athletic shoes
- Appropriate outdoor gear for cold and wet temperatures

## **Personal Belongings**

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The school, the School Board and its insurers take no responsibility for valuables lost, stolen or damaged while on school property. To ensure the safety of personal belongings, students should not share their hall-locker combinations with anyone else. If students have a large sum of money on their person, they should deposit it at the school office until the end of the day. Teachers will not accept money or other valuables for safekeeping. **Toys, and other valuable items should not be brought to school.**

## **Telephone Use**

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A telephone is provided at the office for brief, local student calls before, during breaks and after school. Students wishing to use this phone during the school day must have a staff member's permission. Parents wishing to contact students are requested to call the school line at 780-532-8885. Please refrain from interrupting your child's learning by contacting them on their cell phone during the school day.

## **Bikes, Scooters & Skateboards**

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Students are allowed to bring their bicycles to school and are required to follow all laws pertaining to their use. Bicycles are to be used for travelling to and from school only and not at any other time during the school day. **It is the law that all cyclists in Alberta under 18 years of age wear helmets. All bikes must be walked while on school property to ensure the safety of all students.**

The use of bikes, scooters and skateboards/longboards etc. is not allowed on school property to ensure the safety of students using this equipment as well as the many pedestrians during busy school hours. Students who use this form of transportation to and from school should walk while on school property as well as wear appropriate protection, have their parents' permission, and follow all traffic rules.

Please note that students wearing Heelys shoes will need to disengage the wheels or bring alternative footwear for outside recess.

**All equipment must remain outside at the bike racks as we do not have inside storage available to students. Please ensure that your child has a lock as we do not take responsibility for stolen property.**

## **Student Rides**

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Students who require rides to and from school will have them provided by their parents or another responsible adult designated by their parents.

Please note that PARKING is NOT PERMITTED IN THE BUS LANE located at the front of the school. Parents wishing to use this as a quick drop off is permitted provided that the parent remains in the vehicle and the vehicle does not impede school buses.

## **School Work**

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Students are expected to complete all work assigned by their teacher and will have adequate opportunity to work on assignments during class time. Work that is not completed in class must be completed by the deadline set by the teacher (homework).

Parents who have concerns regarding the type or amount of homework their child is receiving should contact the teacher at the school by telephoning 780-532-8885 or by emailing the teacher. Staff e-mails are on our website and at the front of this document.

Students who continually fail to complete homework assignments may be required to remain in at lunch or after school to complete them.

## **Report Cards**

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There are three formal reporting periods per school year.

## **Parent Teacher Interviews**

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Parent-teacher interviews will be scheduled after each of the first and second report cards. The schedule for the report cards going home and the parent-teacher interviews may be found in the detailed calendar of events located on our website. Parents are encouraged to contact teachers directly at any time to discuss their child's progress.

## **Visitors**

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Parents or guardians are welcome to visit the school at any time, however, due to safety concerns, anyone who does not attend or work at the school must check in at the office immediately upon entering the school. All visitors must wear and display their visitor identification badge at all times while in the building.

Students from other schools or youths who are not attending school are not permitted in the halls or classrooms at any time during the school day.

## **Volunteers**

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Parents and Guardians wishing to volunteer should become familiar with Administrative Procedure 490 found on the Division website. <https://www.gppsd.ab.ca/district/Admin%20Procedures/400%20Personnel%20and%20Employee%20Relations/AP%20490%20-%20Volunteers.pdf>

Each year volunteers must sign and complete the Volunteer Registration Form (Form 490-1), Standards of Conduct - Volunteers (Form 490-2), and Volunteer Confidentiality Undertaking (Form 490-3) before commencing work in the school.

Volunteers who are going to be working with students individually are required to have an updated criminal record check and child vulnerability check.

## **Administration of Medication**

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The administration of medication to students is the responsibility of the student's parent, or legal guardian and/or physician. Every effort is to be made by school staff to encourage the parent or legal guardian to arrange for medication or medical treatment under the supervision or subject to the direction of the parent or legal guardian and/or physician. Whenever possible, students are expected to take needed medications or treatments at home.

### **Self-Medication by Student**

If the student can self-administer the medication, the Principal will ensure that:

- Medication shall be kept in a secure and appropriate location, refrigerated if necessary, in accordance with specific directions from the physician.
- The student has access to the medication.
- A properly completed and signed Administration of Medication or Medical Treatment Form (Form 316-1), which includes a physician's signature, has been received from the parent and approved by the Principal.

### **Medication Administered by Staff**

In special circumstances, the Principal, if requested by the parent or legal guardian, may assist in the administration of medication or medical treatment for students who are not sufficiently mature or reliable to care for their own needs. In such instances, the following conditions are to be met:

- The student's attendance depends upon receiving medication or medical treatment from staff at school.
- All requests for the administration of medication or medical treatment to students shall be made through the Principal.
- The Principal and/or a designated staff member accept responsibility for the assistance which the parent has requested.
- A properly completed and Administration of Medication or Medical Treatment Form (Form 316-1) is received from the parent, signed by a physician and approved by the Principal.
- A request for Administration of Medication or Medical Treatment Form (Form 316-1) is valid only for the school year and for

the school for which it was drawn up and is to be updated by the parent during the school year to reflect any change in the student's medication.

## **Parent and Student Signature**

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Parents and students please sign below to acknowledge that you and your child have read and understood all information pertaining to our school. Thank you.

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Parent Signature

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Student Signature