

Crystal Lake South Summer Newsletter

Summer 2019



Principal's Welcome

Dear Crystal Lake South Parents and Students,

Welcome to the 2019-2020 school year! We are so excited to be welcoming our Class of 2023 and all our new transfer students to Crystal Lake South High School as we embrace them as part of our CLS Family and teach them what it means to be a GATOR - Growth, Acceptance, Tenacity, Optimism and Responsibility.

If you have not yet seen the three page newsletter that highlights a sampling of the great accomplishments at Crystal Lake South during the 2018-2019 school year, please take a moment to do so [HERE](#). Beyond highlighting the school year, it was our hope that the newsletter helps you see all the different avenues we used last year to communicate with our community. Throughout the two page electronic document, you will see that Crystal Lake South High School is committed to creating a 4-year journey that enables EACH STUDENT to [Enter with Promise and Leave with Purpose](#).



Josh Nobileo
Principal

It continues to be a busy summer here at CLS with the various athletic camps, driver's education classes and the fact that we are hosting summer school this year. In some ways, it feels like we ended one school year and immediately started the next! It has been great to feel the constant energy around the building and to hear the voices of our students as they are learning in our classrooms and on our athletic facilities. We will soon begin our one major construction project for the summer: the walkway, lighting and landscape leading to the athletic/theater entrance. I am so excited that this walkway will soon match our main entrance to the school building and will provide all guests proper lighting along the sidewalk as they enter/exit our building during evening events.

The 2019-2020 school year will see a continued focus on our three C's: Curriculum, Culture and Communications. On the curricular front, we will be focusing on teaching the Gator Learner Characteristics through the use of collaboration and inquiry. We will also be introducing our first FIVE blended learning courses at Crystal Lake South: Honors English 10/11, AP Computer Science Principles, Probability and Statistics, Art and Design II, and several sections of blended PE. For more information about blended learning coursework, please click [HERE](#).

Culturally, we are continuing to highlight the 5 GATOR characteristics by recognizing students who display these qualities in our classrooms. We are also continuing to maintain our focus on EACH STUDENT. It is our hope that EACH STUDENT has a meaningful relationship with and feels cared for by our staff.

Our efforts with communication will continue to focus on Twitter, Facebook, Facebook Live, Instagram and our weekly emails to parents. We have so much to celebrate at Crystal Lake South and we hope that you get an opportunity to experience that in each of our communication efforts. If you have not yet followed us on social media, I strongly encourage you to do so.

Find us on Twitter: [@CLSouthHS](#) [@CLSsouthathletic](#) [@joshuatnobileo](#) [@CLSRatliff](#)
Find us on Facebook: [Crystal Lake South](#)

Enjoy the rest of summer, relax and soak in the time with your family and friends. It's a great day to be a GATOR!

Josh Nobileo
Principal

CLS Photo Galleries

Did you know that Crystal Lake South student photographers and school/district personnel regularly post photo galleries to the school's SmugMug account? The photo galleries are a great way to see what's going on at the high school. What's more, parents can download high-resolution images from the galleries free of charge. The galleries are accessible directly at clsphotos.smugmug.com.

Josh Nobileo
Principal

Lori Ratliff
Vice Principal

Sean Scotty
Dean of Students

Kristen Davis
Dean of Students

Carson Sterchi
Student Services
Coordinator

Jason Bott
Athletic Director

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Crystal Lake South High
School
1200 S. McHenry Ave.
Crystal Lake, IL 60014
T: (815) 455-3860
Attendance:
(815) 893-5270

www.cls.d155.org

Athletics:
<https://clshs.schoolteams.com/>

Registration Information

Registration for the 2019-20 school year is now open. Information was emailed to D155 families in May. It's important for families to follow the three-step process to complete registration to ensure a faster process. For more information about registration or to download the registration packet visit the [Student Registration Information webpage](#).

Online Fee Payment

Payment of fees can be completed through [Skyward Family Access](#). After logging in, go to "Fee Management" to pay the fees associated with your student.

Computer Access for Online Student Info Update

Don't have a computer to access Skyward? No problem! Computers are available for parent use at Crystal Lake South from July 9 - August 2. Stop in Mondays through Thursday (8-11 a.m. and 1:30-3:00 p.m.)

Distribution Days

All students must attend their designated distribution day listed below. Students will receive their class schedule and textbooks and have their student ID and yearbook pictures taken. Students will also be required to turn in a physical, vaccination record, and/or medication form. Please plan accordingly; the first 30 minutes of each session is usually quite busy.

Distribution day is closed each day for lunch between 2:00 p.m. and 3:00 p.m.

Seniors (All) & Juniors (A-K)
Tuesday, August 6
Time
11 a.m.-2 p.m.
2-3 p.m. - Closed
3-6 p.m.

Juniors (L-Z) & Sophomores (All)
Wednesday, August 7
Time
11 a.m.-2 p.m.
2-3 p.m. - Closed
3-6 p.m.

Freshmen (All)
Thursday, August 8
Time
11 a.m.-2 p.m.
2-3 p.m. - Closed
3-6 p.m.

Freshman Chromebook Distribution (Class of 2023)

Chromebooks will be distributed to freshmen, Class of 2023, and transfer students, during Distribution Days as part of the district's one-to-one computing program.

Free or Reduced Lunches and/or Waiver of Fees

Applications should be completed and returned before registering your student for school. If you have a Medicaid, SNAP, or TANF number you should receive a letter in the mail regarding your direct certification of lunch benefits and approval for waiver of fees. You will need to bring that letter with you to distribution day. If you have any questions regarding the direct certification process or about the forms, please call the Student Services Office at 815-455-3860, ext. 3226. If you do not receive a direct certification letter and would like to apply for fee waivers, forms will be available on the CLS website in late July. For your convenience, please complete this process prior to distribution day.

Students Transferring to CLS or District 155

Please contact Student Services at extension 3226, as soon as possible in order to complete the steps necessary prior to the Distribution Days. In order to be prepared for school in the fall, we will work with you to complete the following:

- Enrollment paperwork
- Assessment testing
- Set appointment with counselor for course placement/course selection

If this paperwork is not completed prior to distribution day, there will be a delay in your student's ability to start classes on time.

Registration Information

Transportation

Buses will not run during registration and Freshmen Orientation. Buses begin running on August 14, the first day of school. Bus route and stop information will be mailed to each student's home in August. For more information, contact TJA at 815-455-0558.

Student Photos

The photo taken on distribution day will be used for student IDs as well as the yearbook (for freshmen, sophomores and juniors). Students are required to carry their ID at all times while at school. It serves as their library card, bus pass, work-release, lunch release and activity ticket. It is required for textbook sign-out as well as admittance to computer labs, study halls and the library.

If students DO NOT have a photo taken during distribution days, they may get an ID picture taken in the main office after school starts. Yearbook photos can be scheduled during retakes in October.

Activity Tickets

Most students purchase an activity ticket. It is an excellent investment at \$20 if your student attends more than a few activities this year. The activity ticket is good for all non-tournament home athletic contests, concerts, plays, and the spring musical.

Senior Portraits

Seniors will have their student ID picture taken at Distribution Day. This picture will differ from the picture used in the yearbook. In order for your picture to appear in the senior section of the yearbook you must have your picture taken by HR Imaging Root Studios. You are under no obligation to purchase anything, and there is no fee if you are only having a picture taken for the yearbook. Seniors should have received sitting information in the mail from Root Studios. The second round of photo sessions is July 15-18. There will be a final make-up session on September 25 & 26. If you do not have an upcoming portrait session scheduled, missed your previously scheduled session, or didn't receive the appointment notice in the mail, please call 1-800-433-1766 immediately during business hours: Monday-Friday, 9 a.m.-4 p.m.

Freshman Orientation

The Crystal Lake South staff and students Invite the Class of 2023 to our annual Link Crew Freshman Orientation
Friday, August 9 — 7:30 a.m.-12 p.m. — CLS Contest Gym

The purpose of this orientation is to make the transition from middle school to high school a positive one. Seniors and juniors will serve as leaders and mentors to the freshmen. Large and small group activities are designed to address students' needs and concerns in an enjoyable manner. Freshmen are encouraged to wear comfortable clothes. School supplies are not necessary! There is no bus transportation on orientation day.

Attention Current Leadership Crew

2019-2020 Gator Link Crew training is Thursday, August 8, 6-9 p.m. in the contest gym.

Attendance is mandatory.

Transfer Student Orientation

Sophomores, Juniors, and Seniors who are new to Crystal Lake South are invited to transfer student orientation on Friday, August 9. Please arrive at the Student Services office at 8:30 a.m. The tour starts at 9:00 a.m.

Transfer student orientation provides transfer students with more information about CLS. The program will introduce transfer students to the school and its culture, and help students transition successfully. There is no bus transportation on orientation day.

School Nurse

There is a school nurse on duty each day. A student who becomes ill at any time during the day should obtain a pass from a teacher and go to the nurse's office. If the illness is of a nature which requires a student to be sent home, the nurse will issue a pass to leave school. A student may not go home due to illness without permission from the nurse. The nurse's office is not intended to be used as a location to rest or avoid classes. Additional information is available on the website. To visit the nurse's page, click on the "For Parents" quick link and choose the "[Health Services](#)" link.

Freshman Physicals

All freshmen are required by law to have a physical examination, completed on a Department Human Services State of Illinois Certificate of Child Health Examination form. Freshman must present this current physical examination on freshman distribution day. This physical examination needs to be dated within the 12 months prior to freshman distribution day.

Your physician will need to sign this form in two places;

1. The immunization portion; and
2. The physical examination portion

A Parent/Guardian needs to complete, sign, and date the "Health History" section on the back of the physical form prior to the appointment with a health care provider.

If your student is interested in participating in athletics, an additional copy of the Certificate of Child Health Examination must be submitted to the Athletic Department.

On freshmen Distribution Day you will need to present the Certificate of Child Health Examination physical form with immunizations to the School Nurse. This will be your ticket into freshmen distribution day. Physicals will not be collected at the school prior to that date.

For questions or concerns during the school year, please contact the school nurse, Colleen

Wing:

815-455-3860, ext. 3230

Medication Form

If your student requires medication at school, the enclosed medication authorization form (last page) must be on file in the nurse's office. You also may download this form on our website under "Important Forms and Documents." You must fill this form out each year and it must be signed by both a parent/guardian and physician. This form is required for both prescription and over-the-counter medications including Tylenol, aspirin, Midol, antacids, etc. as well as asthma inhalers and Epi-pens. Students may carry inhalers and Epi-pens with them during school.

Class of 2020 Meningitis Vaccination Requirements

The Illinois Department of Public Health requires that students entering 12th grade must be immunized for meningococcal disease. Documentation must be provided to the school nurse on/before Distribution Day on August 6.

Asthma Action Plan

The State of Illinois passed a bill that now requires students with asthma to provide the school nurse with an "Asthma Action Plan." The "Asthma Action Plan" should be a written plan developed with a student's medical provider to help control their asthma.

Parents or guardians must provide the school nurse with written authorization for self-administration and self-carry of asthma medication. Permission needs to be renewed each school year.

The "Asthma Action Plan" must be kept on file in the school nurse's office. For more information visit the school nurse's webpage.

Student Services

Parents and students should feel free to stop in or call our office with any academic, post-secondary or social-emotional needs as our department includes counselors, social workers, a psychologist, and a school nurse. In addition, students and parents have access to our College and Career Center to research various post-high school educational and career options. Student transcripts are also maintained by the Student Services Office.

Student Services on the Web

Visit the [Student Services website](#) to view the Student Services Directory or to book an appointment with a counselor. There is also a wealth of information about scholarships, post-high school options, ACT/SAT testing, college representative visits, and financial aid. You can also follow the Student Services office on Twitter ([@CLS_SS](#)) for updates throughout the year.

Counselor Summer Hours: July 29

Counselors will be available for appointments on a rotating basis beginning July 29. New student registration and enrollments will be prioritized. Call 815-455-3860 ext. 3226 to check counselor availability. If you have questions about your schedule, counselors are available during distribution days (August 6-8).

Students are assigned to counselors by the first letter of their last name.

Brett Collins (A-De)
Kerri Bowers (Di-Ja)
Kyle McCaughn (Je-M)
Mike Collins (N-Sc)
Tammy Freund (Se-Z)

Homework Requests

If your child will be absent for two or more days, you may request homework assignments from his/her teachers. To do so, please call the school before noon at (815) 893-5271 or (815) 455-3860, ext. 3218. You will be asked to leave your child's name, the dates for which the work is needed, and your email address. At noon each day, this request will be forwarded to all of your child's teachers. The teachers will either email the assignments directly to you or bring them to the Student Service Office for pick-up after noon on the following school day. We encourage you to take advantage of the email option, allowing your child to receive his/her work in a timelier manner.

College Information Night

On Wednesday, August 28, Crystal Lake South will be hosting a College Night for juniors and seniors and their parents. The evening will have two portions, and families are welcome to attend either part or both. The presentations will be hosted in the CLS theater. Mark your calendars now for this great opportunity.

Counselor Presentation: 6:30 p.m.

During this portion of the evening, CLS school counselors will go over the college admissions process and how we use Naviance to assist juniors and seniors with their college search and their applications. They will review timelines, transcript requests, letters of recommendation, and more. They will also explain the general college selection process, including college representative visits and campus visits.

College Representative Presentation: 7:30 p.m.

Julie Nelson from Xavier University will give students an insider view of the college admissions process from the perspective of an admissions counselor. She will go over tips for applications and explain how applications are reviewed. She'll also give tips for writing essays and making applications stand out from the crowd. Julie's presentation applies to all colleges, not just Xavier, so all juniors and seniors and their families are welcome and encouraged to attend.

If you are interested in attending either portion of the evening, please RSVP using this [Google form](#) by August 14.

School Procedures

Attendance

When a student is absent for all or part of a day, a parent or guardian must call the school on that day to report the reason for the absence. The call must be made each day of the absence. Students will be allowed six days of excused absences, per semester, provided there is a call from the parent. The counting of these days will start over at the beginning of each semester. It is important to note that absences that are valid and accompanied by supporting documentation are not counted toward the six days of excused absences. Absences without a parent call within 24 hours of the absence will be recorded as unexcused absences. No make-up privileges are provided for classes recorded as unexcused absences. Detentions may be assigned for unexcused absences.

A written note will not be recognized as a way to excuse a student absence; please call the school for any absences.

24-Hour Attendance Hotline: 815-893-5270

Attendance Notifications

Crystal Lake South will use an automated calling system to alert parents when their student is considered absent/truant. The notification system also allows the school to communicate via text message. Parents and guardians who gave permission to be called and/or texted and provided a mobile phone number during online registration will receive attendance notifications. Parents and guardians can revoke this consent at any time by notifying Shannon Podzimek, director of communications, spodzimek@d155.org or by following the instructions in the automated phone call or text messages. Please ensure that your primary number stays up-to-date throughout the year so that we can provide you with pertinent information if necessary.

Student Handbook

The student handbook includes all school rules and regulations on academics, student conduct, attendance, transportation, athletics, and activities.

Parents and students must become familiar with the content of the student handbook, which is available on the school's website. All students will be held accountable for the information found in the handbook, however, only freshmen and new students will be given a spiral-bound handbook. For other students, the handbook, including a daily planner, may be purchased in Student Services.

Emergency Alert Notifications

District 155 uses an automated calling system to alert parents of emergency situations including weather closings. In most cases, the system uses the primary phone number listed in Family Access. Please ensure that your primary number stays up-to-date throughout the year so that we can provide you with pertinent information if necessary.

School Visitors (Including Parents)

Parents or others visiting during the school day should:

- Park in a "Visitors" space.
- Enter the building through the main doors.
- Sign-in at the greeter's desk at the main entrance.

For the school's security, all visitors must present a valid driver's license or state ID to be scanned through a national database. You must leave your license/ID at the front desk while visiting Crystal Lake South, and it will be returned to you upon check-out.

School Procedures

School Lunches

Lunch Purchases

District 155 allows students to use their ID card to make cafeteria purchases. The cashless purchase program allows a student/parent to add money to the ID by clicking the "Food Service" link in Skyward Family Access.

Lunch Release

With the prior written request of legal/guardian, and administration's approval, junior and senior students may be excused during their designated lunch period for the school year. The privilege of off-campus lunch may be revoked due to tardies and/or absences to class immediately following the assigned lunch or for other behaviors deemed inappropriate by the administration.

No freshmen or sophomores are allowed to leave campus during lunch. If a student chooses to violate this rule, consequences may include a four-hour detention for the first offense.

Driver's Education

State law requires that no student be permitted to take driver's education courses unless he/she has received a passing grade in at least eight credit-carrying courses during the previous two semesters of school. All students enrolled in Behind-the-Wheel driver's education must pay a \$100.00 fee due at registration plus the Secretary of State permit fee of \$20.00 due on the first day of class. Students will fill out the permit application on the first day of class.

Student Parking

Due to limited space, only juniors and seniors may park in the student lot. A permit must be purchased at the cost of \$100.00. Permits are limited. You may not use Visa or MasterCard to purchase parking permits. Emergency, one-day parking privileges are available for \$5.00 per day. Please see the deans' secretary for details.

Student Attire & Dress

To enhance the educational atmosphere of our school, students must remove all outerwear (coats and jackets) and headgear such as hats and bandannas upon entering the building. These items are to be left in the student's locker during the school day. Other clothing deemed inappropriate at school includes loose-fitting pants that the student does not keep pulled up; t-shirts carrying an inappropriate message or advertising of alcohol, tobacco, or drugs; or tops/shorts/skirts/pants that are too revealing.

Athletics

Eligibility

To be eligible for interscholastic sports, student-athletes must have passed five core classes the previous semester and must continually be passing five core classes during the current semester. The athlete must also reside with a parent or legal guardian within District 155 boundaries.

Incoming Freshmen Student-Athletes

Please be sure to make a copy of the physical form for athletic use. You will need the original to register for school. Physical forms will be turned in to Paty Valdivia, Athletic Director's Secretary. Questions may be directed to Ms. Valdivia at pvaldivia@d155.org or 815-455-3860, ext. 3257.

Athletic Department

Athletic Director:	Jason Bott
Assistant Athletic Director:	Brian Bogda (Fall & Winter) Rob Fontana (Spring)
Athletic Secretary:	Paty Valdivia
Athletic Trainer:	Erin O'Brien

Athletic Registration

The athletic department requires every student-athlete to sign up online for participation in any sport. There is a new registration site for CLS Athletics. This year, we will be using RSchool for scheduling and registrations. The registration site is: <https://clshs.rschooleams.com/>

All student-athletes must also have a current physical form signed by a physician.

Athletic Staff, Practices & Other Information

Information about athletic teams, forms, tryouts, and practices is available on the athletic website at <https://clshs.rschooleams.com/>. You will also find game cancellation notices, schedule updates, driving directions, scores, rosters, news, and other announcements.

If you have any questions please contact the coach directly by email. For additional information you may also call Paty Valdivia, athletics secretary, at 815-455-3860, ext. 3257 or by fax at 815-459-2362.

Athletic Fees

Student athletic participation fees for 2019-2020 are \$100 per sport, with a student maximum of \$200 per student, and a family maximum of \$400 per household.

Athletic fees will be due after rosters have been finalized. The athletic fee will be posted in [Skyward Family Access](#). Athletic fee payments can be completed through Skyward Family Access. After logging in, go to "Fee Management" to pay the fees associated with your student. Discover, Visa, and MasterCard are accepted for online payment. Athletic fees can be paid in person at school in the front office. Checks are payable to Community High School District 155. The athletic participation fee(s) will be waived for students who qualify and apply for fee waivers.

District 155 has a no refund policy after the first IHSA event/contest. Athletes who quit their sport prior to the first IHSA event/contest are eligible for a full refund, but must meet the following conditions:

- Notify the coach and athletic office (Athlete should notify coach and athletic office via email)
- Must be cleared of all uniform/equipment rentals by coach

Athletic Passes

Admission Price to Athletic Events

Admission prices to Fox Valley Conference and other athletic contests are \$4.00 for adults, \$3.00 for students with ID cards and \$2.00 for children in 5th grade and younger. Football, volleyball, boys/girls basketball, and wrestling home events are free if a student has a CLS activity pass. Costs for IHSA tournament events will differ, and no passes can be accepted for such events.

Family Passes

South offers family passes for individual sports. If you would like to purchase a pass or have any questions regarding family passes, please contact Paty Valdivia in the Athletic Office at pvaldivia@d155.org.

Golden Age Passes

For those in the community who are over the age of 60, a Golden Age Pass is provided at no charge. Anyone wishing to obtain a Golden Age Pass for our activities should contact the principal's office. The pass may be used to gain admittance to all school-sponsored activities throughout the district for the holder and his/her spouse. Please note that these passes may not be used at IHSA tournament events.

Extracurricular Activities

Activities Aboard: What will you join?

For freshmen, new students, and those looking to explore new options, many questions revolve around extracurricular activities. Most students find that being involved in activities makes school more fun, helps them academically, and looks good on a resume when applying to colleges, scholarships, awards, and jobs. Encourage your student to check out the website for a description of each activity as

well as check the announcements. Most organizations post "beginning of the year" meeting information on hallway walls in visible locations. Below is a list of activities, sponsors, and where to find them. Students should contact the sponsor via email with questions or seek them out once school starts.

For more information, students can check out the CLS Activities page through the link at <https://cls.d155>.

Yearbook Distribution

The 2018-2019 yearbook will be distributed during Distribution Days, August 6-8 from 11:00 a.m. - 2:00 p.m. and 3:00 p.m. - 6:00 p.m.

Graduates who cannot attend may have a friend or family member pick-up the book on their behalf. Email Ms. Contois (mcontois@d155.org) with any questions.

2019-2020 CLS yearbooks can be ordered directly from Josten's at www.jostens.com. Be sure to get your order in early! And now is the time to include your student's baby ads! Information on baby ads is available on Josten's.com.

Calendar & Schedules

School Calendar

The 2019-2020 school calendar is available to download on the school website, [click here to download the calendar](#).

Class Schedules

Daily Class Schedule

1	7:25-8:10 a.m.
2	8:15-9:00 a.m.
3	9:05-9:50 a.m.
4	9:55-10:40 a.m.
5	10:45-11:30 a.m.
6	11:35 a.m.-12:20 p.m.
7	12:25-1:10 p.m.
8	1:15-2:00 p.m.
9	2:05-2:50 p.m.

Late Start Monday Class Schedule

1	8:10-8:50 a.m.
2	8:55-9:35 a.m.
3	9:40-10:20 a.m.
4	10:25-11:05 a.m.
5	11:10-11:50 a.m.
6	11:55 a.m.-12:35 p.m.
7	12:40-1:20 p.m.
8	1:25-2:05 p.m.
9	2:10-2:50 p.m.

Early Release Class Schedule

1	7:25-7:57 a.m.
2	8:02-8:34 a.m.
3	8:39-9:11 a.m.
4	9:16-9:48 a.m.
5	9:53-10:25 a.m.
6	10:30-11:02 a.m.
7	11:07-11:39 a.m.
8	11:44 a.m.-12:16 p.m.
9	12:21-12:53 p.m.

Parents' Night

Naviance Open House Presentation for Parents of Freshmen and Sophomores: Join Crystal Lake South's school counselors at 6 p.m. for a presentation about Naviance and how it can help students plan for life after high school through career and college exploration. You'll also learn about the course selection and course planning process.

Wednesday, October 16

7:00 p.m.

Please begin the evening in your child's first period class. If your child has study hall or physical education for first period, begin in the cafeteria or theater commons area. All members of the faculty will be in classrooms from 7-9:07 p.m. to meet with you according to your child's daily schedule. Please ask your son/daughter to fill in his/her schedule for Wednesday, or you may print a copy of your child's schedule through Family Access. There will be no scheduled study halls, instead you are invited to visit the cafeteria for refreshments.

We continue to extend our heartiest welcome to all parents to contact or visit the school on other occasions, but we particularly encourage you to attend Parents' Night.

Please bring this completed form with you on.

	7:00-7:10	1st Period Classroom		Josh Nobileo, Principal
1	7:15-7:23			
2	7:28-7:36			
3	7:41-7:49			
4	7:54-8:02			
5	8:07-8:15			
6	8:20-8:28			
7	8:33-8:41			
8	8:46-8:54			
9	8:59-9:07			

Community High School District 155

Cary-Grove: 847-639-3825/ fax 847-639-3873
Crystal Lake Central: 815-459-2505/ fax 815-459-4169

Prairie Ridge: 815-479-0404/ fax 815-459-8993
Crystal Lake South: 815-455-3860/ fax 815-477-6907

AUTHORIZATION FOR ADMINISTRATION OF MEDICATION

Parent Permission

Date: _____

Student's Name: _____ Date of Birth: _____

Address: _____

School (circle one): Cary-Grove CL Central CL South Prairie Ridge

Medication: _____ Dose: _____ Time: _____

Your signature below verifies the school nurse may administer this medication. For asthma medication and Epi-pen only your son/daughter is able to carry and self-administer this medication. It is recommended that you provide an additional dose of the medication to be kept at school in the event that your student forgets or loses his/her medication.

Community High School District 155, along with its employees and agents, incur no liability (except for willful and wanton conduct) as a result of any injury arising from the pupil's self-administration of asthma medication or Epi-Pen use.

Parent/Guardian Signature _____

Home Phone: _____ Work Phone: _____

Physician's Orders:

Medication: _____ Dose: _____ Time: _____

Duration: From (date): _____ To (date): _____

Condition requiring medication: _____

Possible side effects: _____

I hereby request that the school nurse or authorized school personnel administer the above prescribed medication as it is medically necessary to do so during school hours. For asthma medication and Epi-pen only: student is able to carry and self-administer this medication.

Physician's Signature _____

Date _____ Phone _____

Authorization for Administration of Medication Procedure

Whenever possible, the parent or guardian should make arrangements for medication to be administered at home, before or after school hours. In situations when a student's health could be compromised by not receiving medication during school hours, school district policy and procedures must be followed for administering all medications.

1. Medication is defined as prescription or non-prescription (over the counter) drugs.
2. Medication cannot be administered without written physician's order and written parent/guardian permission.
3. Prescription medication must be in a pharmacy or physician labeled container. Over the counter medication must be brought in with the original manufacturer's label, clearly marked with the student's name.
4. It is the parent/guardian's responsibilities to supply prescribed medication and assure that a responsible person brings it to school.
5. All medications to be taken during school hours will be kept in the nurse's office. It is the responsibility of the student to report to the nurse' office at the proper time to receive his/her medication.
6. For metered dose inhalation medication and Epi-pens only: students may carry their inhalers and Epi-pens and self-administer medication as prescribed. Inhalers and Epi-pens must be properly labeled and stored in a safe, accessible location.
7. If a student is unable to self-administer inhaler or Epi-pen, parent must notify the school nurse.
8. The parent/guardian must assume responsibility for informing the school (in writing) of any change in the student's health or change in medication.
9. The school district retains the discretion to reject requests for administration of medication if all required information is not received on the authorized form.
10. Medication authorization must be renewed each school year.