Ralph Wilson Elementary School

Empowering students to become limitless through academic excellence.

Parent & Student Handbook 2020-2021

1400 Opelousas Street
Lake Charles, LA 70601
337-217-4750

Ms. Erica Guillory
Principal

Mr. Chad Theunissen
Assistant Principal

The Ralph F. Wilson Elementary faculty and staff will provide educational opportunities through a unified and positive learning environment, in order to inspire students to persevere in their journey toward becoming college and career ready.

From the Desk of our Principal

Welcome to the 2020-2021 school year at Ralph Wilson Elementary School!

The faculty, staff, and I are here to create a safe and supportive environment in which students can learn and become life-long learners. This year we are going to offer a variety of programs and activities, as well as continue to use exceptional Tier I curriculum that assists in the growth and development of our students.

You will find in the Parent/Student Handbook important information regarding policies and procedures established for the safety of our students and the smooth operation of the school. Please read this information carefully and keep it for future reference.

Should you have questions, feel free to contact school staff at (337) 217-4750.

Effective communication and participation between students, teachers, staff, and administration is the key to educational success for all students. It is my vision that continuous cooperation and involvement of all members will help drive our school to the next level. For this reason, we invite you, as parents and families, to share actively in this partnership as we work nobly towards education excellence.

We are looking forward to working together with everyone to make this a great year.

Ralph Wilson Jaguars are LIMITLESS!

-Ms. Guillory

Ralph F. Wilson Elementary

Erica Guillory, Principal Chad Theunissen, Assistant Principal

Dear Parents/Guardian

Ralph Wilson Elementary will follow a Positive Behavioral Interventions and Support (PBIS) plan during the 2020-2021 school year. The purpose of PBIS is to foster your child's ability to be self-disciplined and show respect. Ralph Wilson Elementary seeks to create an atmosphere conducive to learning, leadership, creativity, and character growth. The school support a partnership of parents, teachers, and administrators to fulfill the obligation to teach students the role of responsible leadership and citizenship in a school community.

At Ralph Wilson Elementary, we will follow a progressive discipline management plan where discipline interventions begin at the least intrusive levels, through restorative practices, and work up to more restrictive levels as students continue to repeat poor choices and demonstrate frequent disregard for good behaviors.

It is our goal to provide quality instruction, without interruption, to every student on our campus; teacher have a right to teach, and students have a right to learn. Daily disturbances and unnecessary interruptions will not hinder student learning and will be handled in a professional and efficient manner. Parental support and cooperation is vital to the academic and social success of Ralph Wilson Elementary; thus, parent contact will be made to help resolve behavior issues that may arise at all levels.

Thank you in advance for your support.

Sincerely,
The PBIS Committee of Ralph F. Wilson Elementary School

Faculty & Staff Roster

ADMINISTRATIVE STAFF	**PRINCIPAL**	**Erica Guillory**	
	ASSISTANT PRINCIPAL	**Chad Theunissen**	
Curriculum Support	Master Teacher	Johnethia Bellard	Uvumilivu
Student Evaluation	Counselor	Debbie Lemonier	Imani
Medical	School Nurse	Denise Lemelle	Uamuzi
Support Staff	Attendance Clerk/Secretary (a.m.)	Lorraine Thomas	Uamuzi
	Attendance Clerk/Secretary (p.m.)	Paula Mitchell	Uvumilivu
	Bookkeeper	Machaela Larce	Uamuzi
Special Services	Speech	LaTishia Sullen	Imani
Special Services	Resource/Self-Contained	Mike Ford	Uamuzi
	Combination Class	Para – Debra Danja	Uamuzi
Special Services	Resource	Catherine Reed	Uamuzi
		Jessica Labiche	Uvumilivu
		Para – Tyra Chretien	Uvumilivu
Instructional Teacher	3rd Grade Teacher	Lisa Giles	Uvumilivu
Instructional Teacher	3rd Grade Teacher	Amber Seal	Uamuzi
Instructional Teacher	3rd Grade Teacher	Rachel Mahoney	Imani
Instructional Teacher	4th Grade Teacher	Victoria Caesar	Imani
Instructional Teacher	4th Grade Teacher	Kianna Patton	Uamuzi
Instructional Teacher	4th Grade Teacher		Uvumilivu
Instructional Teacher	5TH Grade Teacher	Logan Hebert	Imani
Instructional Teacher	5TH Grade Teacher	ShaRhonda Hernandez	Uvumilivu
Instructional Teacher	5TH Grade Teacher	Aexia Smith	Uamuzi
Enrichment	STEM	Ruth Adams	Uvumilivu
Enrichment	CAI Lab	Abby Brown	Imani
Enrichment	P.E.	Patrice Simon	Imani
Enrichment	Library	Kelli Richard	Imani
Food Services	Cafeteria Manager	Katherine Jones	Uamuzi
Food Serivces	Cafeteria Tech	Tracie Redmond	Uvumilivu
Food Services	Cafeteria Tech	Carolyn Latigue	Imani
Food Services	Cafeteria Tech	Mary Jackson	Uvumilivu
Facilities/School Grounds	Head Custodian	Troy Davis	Imani
Facilities/School Grounds	Custodian	Earline Keyes	Uamuzi

Ralph Wilson Elementary School

At Ralph Wilson Elementary School, we are committed to maintain a culture wherein words are silenced by actions. We deliberately practice excellence, empowering students to obtain goals and utilizing resources that will enable them to become lifelong learners. The collaboration of parents, faculty, staff, and community provides a caring, academically challenging, and technologically-skills, and interest for life. It is our goal to achieve excellence through the provision of a rigorous and challenging academic program that nurtures and expands the skills, talents, and interests of our students.

PHILOSOPHY

We are LIMITLESS

We will not allow anything to stop us from reaching our goals

PBIS

Jaguars ROAR

Mission

Empowering students to become limitless through academic excellence.

Vision

The Ralph F. Wilson Elementary faculty and staff will provide educational opportunities through a unified and positive learning environment, in order to inspire students to persevere in their journey toward becoming college and career ready.

To achieve our goals we will deliberately and consistently practice the expectations set forth in our school's Mission and Vision statements.

Calcasieu Parish Schools

School Calendar 2020-2021

HOLIDAYS

Labor Day	September 7, 2020
Election Day	November 3, 2020
Veterans Day	November 11, 2020
Thanksgiving Break	November 23, 2020 through November 27, 2020
Christmas Break	December 21, 2020 through January 1, 2020
Martin Luther King, Jr. Day	January 18, 2020
Mardi Gras Break	February 15, 2020 – February 17, 2020
Easter Break	April 2, 2020 through April 9, 2020
END OF SESSION:	May 26, 2020 (half day for students)

NINE-WEEK PERIOD END

First Nine-Weeks Period IPRs: Sept 3 & Sept 25 Report Cards: Oct 21	October 16, 2020
Second Nine-Weeks Period IPRs: Nov 9 & Dec 7 Report Cards: Jan 14	January 8, 2020
Third Nine-Weeks Period IPRs: Feb 2 & Feb 25 Report Cards: Mar 23	March 18, 2020
Fourth Nine-Weeks Period IPRs: Apr 16 & May 6 Report Cards: May 27	May 26, 2020

TEACHER IN-SERVICE DATES

(Students will NOT attend school on these dates)

August 10 & August 11 (first ½ day on 11)	System-Wide Inservice
August 7 & August 11 – 13 (2nd ½ day on 11)	School Level In-Service
October 19	Teacher In-Service
January 11	Teacher In-Service
March 19	Teacher In-Service
May 27	Teacher In-Service

Student ½ Days

November 20 December 18 May 26

Bell Schedule

Students are to be dropped between 7:15 and 7:45 in the morning.

Breakfast begins at 7:15 and ends at 7:35

Period	Bell
Breakfast Ends	7:35
School Begins	7:45
Classroom Instruction Ends	3:00
Dismissal Begins	3:00
Teacher Planning	3:00 – 3:30
School Closes	3:30

Students are late after 7:45 a.m., an adult must escort must escort students in and sign them in

Early student checkout ends at 2:00 p.m. daily. Students are not allowed to be checked out after this time, unless an emergency. Doctor appoints do not constitute and emergency

Please ensure that your child knows how he/she will be getting home.

Bus/Car Drop off and Pick up of Students

Bus drop off/pickup is at front entrance

Car drop off/pickup is on the east side of school

Walkers

Walkers enter through front entrance and exit through northwest front door.

Please plan prior to 2:00 p.m. for inclement weather.

Attendance

The Louisiana Compulsory School Attendance law, R. S. 17:2214, mandates that all children residing in the State of Louisiana between the ages of seven and eighteen must be enrolled in a public or private day school.

This law also applies to any child below the age of seven who legally enrolls in school. In addition, state and local attendance policies require students in grades kindergarten through eight to be in attendance 167 days of the school year in order to receive credit for the year's work.

In other words, your child can be retained if he/she has 10 absences.

Calcasieu Parish Schools, the office of Child Welfare and Attendance, and the Calcasieu Parish District Family Court enforce the attendance laws and policies.

Absences

Students are excused from school for personal illness, serious illness in the family, death in the family, or for recognized religious holidays of the student's own faith.

When a student returns to school, he/she must bring a dated note from the parent or a doctor's excuse stating the reason for the absence.

Failure to send a note makes the absence unexcused and undocumented. Unexcused absences do not allow an opportunity for students to make up missed assignments.

Students with five or more unexcused absences, two out of school suspensions, or excessive tardiness will be referred to the Office of Child Welfare and attendance for investigation.

All excused and unexcused absences will count toward your child’s 10 absences.

A full day absence is recorded when a student is absent for 75% or more of the school day.

A half-day absence is recorded when the student is absent for at least 50% of the day, but less than 75% of the school day.

Arrival/Dismissal

Those students who arrive by car must not be dropped off at school prior to 7:15 a.m., as there is no teacher on duty until that time.

Car rider drop off is located by the east entrance doors. Cars are not allowed to enter the bus ramp for drop off nor pick up.

If a student arrives at school after 7:45 a.m., a parent or other adult must sign him/her in at the front office.

Check-in and Check-out Procedures

When signing out a child, the parent or other responsible adult must do so through the front office. The adults must be on the emergency card and must be ready to present picture identification.

Only those persons on the emergency card will be allowed to check out that student unless other arrangements have been made with the office. **No student will be checked out after 2:00 p.m.. Parents must call the office before 2:00 p.n. if they are making a change in how the student normally gets home from school.**

Note: Early check-outs will be counted against students with regards to participating in the End of the Nine Weeks Celebrations and End of the Year Celebration.

Illness/Accidents at School

If your child becomes ill at school, you will be notified. A fever, vomiting, loose stools, or other such symptoms do demand that students be picked up from school. This is another reason for current emergency information.

If a child is injured at school, every effort will be made to contact the parent or other responsible adult as listed on the emergency card. If no adult can be contacted and the child requires medical attention, the administration may transport the child to his/her doctor or to the nearest emergency facility as deemed necessary.

If you are notified that your child is sick and needs to be sent home, please make every effort to report to the school as quickly as possible. We understand that this might require you to make childcare arrangements; however, we do not have the facilities to house ill students.

Tardiness

Any student arriving after 7:45 a.m. will be marked tardy. An adult must sign in students arriving at school after the tardy bell rings in the office.

**In 2008-2009, a new legislative bill, ACT 745, regarding tardiness and early dismissals was passed. Under this new act passed by the legislature and signed by the governor, a student is considered habitually absent or tardy when they have accumulated five unexcused absences,~~)~~ have been checked out of school prior to the end of the regular school day five times within any school semester.

According to the bill, the parents of children found to be habitually absent or tardy **shall face consequences** as follows:

First Offense—Verbal Warning.
Second Offense—Conference with administration
Third Offense – Conference with administration with warning letter issued
Fourth Offense and Future Offenses Within the Semester- Referred to CWA

Dress Code

Requirements	Violations
Tops	
Red, Black, Gold, White, Hunter Green or Navy-Blue polo/golf style shirts (short or long sleeves with a collar) or shirts that button down the front with a collar.	Emblem, logo, decoration, or decorative trim is allowed.
Red, Black, Gold, White, Hunter Green or Navy-Blue turtlenecks can be worn separately or under uniform shirt.	Turtlenecks with emblem, logo, decoration or decorative trim
T-shirts (red, black, gold, solid white, hunter green or navy blue)	
Spirit shirt/club shirt may be worn on day(s) determined by the school administrator.	
Shirts must always be tucked in.	
Bottoms	
Khaki (shades may vary) or navy-blue pants, skirts, shorts, skorts, or jumpers must be uniform style and color.	Blue jeans, corduroy or wind-suit materials, sweatpants, stretch pants or leggings, spandex, baggy pants, bell-bottoms, carpenter or cargo styles, hip-huggers, side-knee pockets, emblems, logos, or decorations are not allowed.
• Shorts and skorts must measure (front and back) no shorter than three inches above the knee and no longer than mid-knee. • Skirts and jumpers must measure no shorter than three inches above the knee.	
• Belts should be black, brown, navy blue, hunter green, or khaki • Belts must be worn with slacks and shorts that are designed to have belt loops. • Belts must be visible and worn around the waist.	No emblem, logo or decoration on belts
Socks (or stockings/tights for girls) are required and should be hunter green, navy blue, khaki, black or white	No emblem, logo or decoration and socks must cover the ankle and be visible.
Appropriate shoes must always be worn.	• Flip Flops are not allowed. • Sandals are not allowed in elementary grades.
• Acceptable outerwear for classroom is limited to include sweater, sweater vest, sweatshirt, and light jacket. • During class time, jackets are to remain open, not zipped or buttoned. • Colors for classroom outerwear include khaki, navy blue, hunter green and white. • The uniform shirt must be worn under outerwear.	• No emblem, logo, or decoration is allowed on classroom outerwear.
Heavy coats and jackets worn to and from school and/or outdoors are not restricted, but recommended colors of navy blue, white, khaki and hunter green .	
Body Armor (bullet-resistant metal or other material intended to provide protection from weapons or bodily injury) is prohibited.	No headwear shall be worn on campus apart from knit caps in extremely cold weather.
	Wearing dress or attire signifying gang affiliations is strictly prohibited on campus and at school-related activities.

Cont. Dress Code

Expectations	Violations
Exceptions	
	Prohibited items include bandannas, hair rollers, extreme hairstyles, psychedelic hair colors, lines, letters, or designs shaved in the head.
Ear Piercing (boys and girls)	Sunglasses, nose rings, visible body piercing, and excessive or inappropriate jewelry are prohibited.
	Prohibited items include excessive and inappropriate makeup, painted faces, inappropriate tattoos and stick-on tattoos are prohibited.
	Clothing worn is not to be suggestive or indecent.
	Clothing, jewelry, and general appearance shall not be of the type that would cause a disturbance, distract or interfere with the instructional programs.
	Clothing, jewelry, and general appearance shall not be such as to constitute a health or safety hazard.
Principals may declare spirit or club days and allow students to wear school spirit shirts, or dress up days (i.e., when school pictures are scheduled) or allow students to wear other uniform attire such as uniforms or special dress for Boy Scouts, Girl Scouts, athletes, cheerleaders, band, chorus, etc.	
Guidelines for any other dress code attire not addressed by the Dress Code Expectations will be at the discretion of the school's administration.	
Other questions about dress code should be referred first to the school authorities, then to the central office staff.	
	Students who violate the dress code shall be disciplined in accordance with the Student Code of Conduct.
.	A student enrolled in grades prekindergarten through five shall not be suspended or expelled from school or suspended from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies.
	Staff will direct students to correct inappropriate attire that can be immediately corrected with no further action.

Academic Information

Grading

The following grading scale is in effect for all Calcasieu Parish elementary schools for reading, mathematics, language, spelling, social living, science, and social studies:

Grade	Percentage
A	**100 – 93**
B	**92 – 85**
C	**84 – 75**
D	**74 – 67**
F	**66 – 0**

Homework

Home learning is designed to support the learning process and to enrich and reinforce subject matter taught at school.

It is the student's responsibility to complete all homework and turn it in as assigned.

If a student is absent from school, please call the office by 8:30 a.m. to obtain homework that day or for several days.

If a parent requests homework, then it must be picked up in the office after 2 p.m. of the day requested.

Instructions may also be given to send work home with a sibling or friend.

Academic Information

Student Expectations

Student will be responsible for all homework assignments.
Student will complete all assignments carefully and return by due date.
Student will seek help if necessary.

Teacher Expectations

Teachers will be familiar with local school homework policy.
Teachers will provide appropriate learning environment.
Teachers will communicate with parents if homework is not being done.

Parent Expectations

Parents will be familiar with local school homework policy.
Parents will provide appropriate learning environment.
Parents will communicate with teacher if homework is not being done.

Parent/Teacher Conferences

The CPSB requires a teacher to schedule at least 2 conferences per year with a child's parent/guardian, one in the fall and spring.
A parent or teacher may request additional conferences by making contact via e-mail, voice mail, or through the school office or counselor.

Promotion Policy

Teachers shall, on an individual basis, determine the promotion of each student according to the local Pupil Progression Plan. Particular emphasis shall be placed upon the student's proficiency in grade appropriate skills.

The **Pupil Progression Plan** is located on the Calcasieu Parish School System's Home Page under the section on Policies.

All elementary students in Louisiana must be in **attendance 167** days of the school year in order to be considered for promotion to the next grade.

In order to promote to the next grade, students in grades **3-5** must:

- earn a passing session grade in both ELA and Mathematics,
- be in attendance a minimum of **167 days**

Report Cards

Report cards for all students in grades 3– 5 will be sent home on the Wednesday following the end of the nine weeks period. The CPSB calendar indicates the end of each 9 weeks.

Note: All school fees (including but not limited to assessment fees, cafeteria fees, and lost textbook fees) must be paid at the end of the nine weeks before the report card will be issued.

Nine weeks grades will be an average of daily/weekly tests and assignments. The following scale will determine the overall grade:

Elementary/Middle/ High School Regular & Gifted Course Grading Scale
100% - 93% = A
92% - 85% = B
84% - 75% = C
74% - 67% = D
66% and below = F

Handwriting, social living, physical education, art, and conduct will be graded according to the following scale:

O – Outstanding
S - Satisfactory
N – Not Satisfactory

Extensions to the Curriculum

Library

The Ralph Wilson library provides a place for reading, researching, or pursuing other activities that support the total school curriculum. Students use their ID number to check out books.

Accelerated Reader Program

AR is encouraged but for the enjoyment of reading only. Encourage your students to read and take AR tests.

This is a CPSB program that encourages students to read by allowing them to assess their knowledge of the book read by taking an evaluation via the computer. Each classroom teacher works with the librarian to use this program to motivate children to read. Parents should ensure that their child is reading at least 15 minutes each night.

Research shows that full participation in AR will make a student

- a better reader
- improve their spelling and vocabulary skills
- Students learn an average of 45 words with each novel they read.
- Word meaning is picked up 10 times faster by reading than intensive vocabulary instruction.
- demonstrate higher achievement on standardized tests and school performance
- improve their writing skills
- Research shows that both style and complexity of sentence structure is increased as the amount of reading increases

Physical Education

With one full time physical education teacher on staff, students at Ralph Wilson experience well-planned developmentally appropriate physical activities as they participate in PE as part of the total rotating enrichment program.

SuccessMaker Lab

Success Maker is a software-based intervention matched to students' specific needs that has been proven to positively impact student achievement.

Services for Students with Academic Needs

Ralph F. Wilson Elementary is committed to educating each child, the maximum extent appropriate, in the school and classroom he or she would otherwise attend.

Ralph F. Wilson is committed to bringing the support services to the student. Opportunities are provided for all students, regardless of their disability, to be educated in age appropriate general education classes in their neighborhood school.

504 Classification

This classification allows for qualifying students to receive accommodations and/or modifications in the classroom to help the students be successful. Teachers and/or parents may request that the school counselor conduct a 504 screening.
This must be done before a student can be referred to Pupil Appraisal for Special Education.

Special Services

Students experiencing difficulty in any area of school life may be referred to the School Building Level Committee (SBLC) for consideration.

That committee with the counselor as the chairperson will provide suggestions and modifications to the teacher and parent. If deemed necessary, **Pupil Appraisal** personnel may be brought in for an evaluation. Those students qualifying according to the state regulations may receive special assistance in these areas:

1. Speech - Speech classes are available for students who have been diagnosed with a speech, language, voice or fluency problem

2. Mild/moderate generic classifications – Those students identified by Pupil Appraisal of meeting the guidelines for a disability according to Bulletin 1508 may receive special assistance according to the individual education program (IEP) that is written with the assistance of the special education teacher, a representative of the testing team, the counselor, parents, and student. All students with this classification in grades KN-5 are included in the general educational setting at Wilson. The Special Ed teacher and Regular Ed teacher will work collaboratively to ensure that each child is addressing the general curriculum and has goals and objectives that reflect strengths and concerns for each student..

Discipline

Ralph Wilson Elementary Plan for Positive Behavior

Ralph Wilson believes in using Positive Behavior Intervention and Support (PBIS) as an effective way to address the behavior of all students.

At Ralph Wilson we believe that our students are responsible for their learning and behavior.
Every teacher in our school is authorized to hold each student to strict accountability for any misbehavior in school, on the playground, or on the way to and from school.

To best maintain order in school and establish an environment conducive to learning, it is the responsibility of the student to respect the rights and privileges of other students, teachers and staff. It is the responsibility of the student to arrive at school with the appropriate materials and assignments.
It is also the student's responsibility to obey all school rules and to behave in an acceptable manner.

An additional booklet entitled, "Calcasieu Parish Student Code of Conduct" will is included in the ***Beginning of the Year Packet***.
Please be sure to go over the information in this book with your child.

Revisions to the Code of Conduct:

Electronic device revision that target videoing, recording, or photography of incidents on campus (Code of Conduct pg. 11)

CPSB will not be responsible for any electronic device carried onto campus by a student or parent (Code of Conduct pg. 11).
Removal of Zero Tolerance pages in the Code of Conduct (We will proceed as we have in the past using **Zero Tolerance** checklist, until new procedures are in place pending agreement reached by judges, CPSO, & CPSB)

School-wide Procedures

To ensure that Ralph Wilson Elementary is a safe and orderly campus, procedures have been developed for arrival and dismissal from school, cafeteria, hallway, restroom, and playground.
During the first week of school, each procedure is presented, modeled, and practiced.

School-wide Reinforcement System

Positive recognition for good behavior may include, but not be limited to, the following:

Jaguar Points – PBIS Reward System
Student of the Week – One per class
Student of the Month – One per grade-level
Individual recognition by teacher
Students receiving O's and S's in conduct and no classroom removals each nine weeks will have the opportunity to participate in a PBIS celebration.

Ralph Wilson Elementary School-Wide Expectations –

Jaguars

ROAR

Respect all

Obey school rules

Act safely

Remember to be positive

School Nurse

The school nurse, in collaboration with the principal, shall supervise the implementation of the school policies for he administration of medications in the school to ensure the safety, health and welfare of the students.

Administration of Medication

The administration of medication to students must be in compliance with the requirements of La. Rev. Stat. Ann. §17:436.1 and the policy established by the Louisiana Board of Elementary and Secondary Education (BESE). It shall be the policy of the Calcasieu Parish School Board that no school employee other than a registered nurse or licensed medical physician shall be required to administer medication until all following conditions are met. As used in this policy, the term medication must include all prescription and non-prescription, which includes aspirin and all other over the counter drugs.

The parent or guardian who wishes medication to be administered at school to his/her child has the following responsibilities:

1. To obtain a written order for each medication to be given at school, including annual renewals at the beginning of the school year. The new orders dated before July of that school year will not be accepted. No corrections will be accepted on the physician's medication order form. Alteration of this form in any way or falsification of the signature is grounds for prosecution. Orders for multiple medications on the same form, an incomplete form or a form with a physician's stamp, or orders that are faxed will not be accepted.
2. To obtain a prescription for all medications to be administered at school, including medications that might ordinarily be available over-the-counter. Only the physician or his/her staff may write on the medication order form. The physician must sign this form.
3. To arrange for the safe delivery of the medication to and from school (by a responsible adult), in a properly labeled container as dispensed by the pharmacist. The parents/legal guardian will need to obtain two containers for each prescription from the pharmacist in order that the parent/legal guardian, as well as the school, will have a properly labeled container. If the medication container is not properly labeled and does not match the physician's orders exactly, the medication will not be given.
4. To provide an authorization form that contains the students' name; clear instructions for school administration; Rx number, if any; current date; student diagnosis; name, amount of each school dose, time of school administration, route of medication, and reason for use of medication; physician's or dentist's name; the parent/guardians' printed name and signature; parent/guardian's emergency phone numbers; statement granting or withholding release of medical information.
5. To provide a list of all medications the student is currently receiving at home and at school.
6. To list names and phone numbers of persons to be notified in case of a medication emergency in addition to the parent/legal guardian and licensed prescriber.

7. To request unit dose packaging whenever possible.
8. To provide no more than a 20-school day supply of medication, in a properly labeled container, to be kept at school.
9. To administer the initial dose of a medication outside the school jurisdiction with sufficient time for observation for adverse reactions.
10. To cooperated in counting the medication with the designated personnel who receives it and signs the Drug Receipt form.
11. To cooperate with the school staff to provide a safe, appropriate administration of medication to the students, i.e. provide information such as positioning, and suggestions for liquids or foods to be given with the medication.
12. To assist in the development of the emergency plan.
13. To comply with written and verbal communications regarding school policies.
14. To grant permission for school nurse/physician consultation.
15. To remove or give permission to destroy unused, contaminated, discontinued, or out-of- date medication according to the school guideline

Medication on Field Trips

School personnel certified to give medicine may do so on a field trip.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.)

The Family Educational Rights and Privacy Act (FERPA) information can be found HERE or by going to https://www.cpsb.org/site/handlers/filedownload.ashx?moduleinstanceid=290&dataid=96&FileName=annual%20parent%20notification.pdf