



**2024-2025
Handbook**



Remington Traditional School

102 Fee Fee Road
Maryland Heights, MO 63043-1395
(314) 213-8016
Fax (314) 213-8616
www.psdr3.org

Barry Nelson, Ed.D., Superintendent of Schools
Dr. Don Furjes, Principal

Dear Students and Parents,

At Remington Traditional School, we strive to ensure the best possible educational experience for every Remington student! When families and school staff work together, each child is nurtured and supported through many positive experiences. This handbook is intended to introduce you to school policies and practices designed to foster a caring, safe, and organized environment where your child can achieve success intellectually, emotionally, and socially. We encourage you to read this handbook & discuss it with your child(ren). We want you to be informed and involved in your child's school, its programs, policies, and activities.

The student handbook may be viewed on the Pattonville website at <http://psdr3.org>. You may request a hard copy from the school office.

Parents are welcome to visit Remington. We invite you to become actively involved in classroom volunteering and our PTO. If you have any questions or concerns, feel free to contact the Remington office.

Welcome to the Academy of Innovation at Remington!

Dr. Don Furjes
Principal

SCHOOL HOURS

Grades K - 8:

7:40 a.m. Students enter the building.

8:00 a.m. School day begins.

2:50 p.m. Students are dismissed, school day ends.

ARRIVAL/DISMISSAL PROCEDURES

Arrival:

Students may enter the building when the 7:40 a.m. bell rings (students may NOT be dropped off prior to the 7:40 a.m. bell as no supervision is available). School begins at 8:00 a.m.

1. Parents dropping off their child in the morning should enter the parking lot. Keep left and pull around to the back of the building. Staff members will be present to meet students as they exit vehicles and will escort them in through the entrance. Students should exit the REAR DRIVER'S SIDE door in order to not cross the path of traffic and ensure safety. Do not exit your car; staff members will assist. Once your child has left your vehicle with a staff member, it is critical that you pull away slowly to maintain the flow of traffic.
2. Parents who want to walk their child into the building will have to park in a designated parking space. There will be no parking in front of the building or any other non-designated parking area. You may escort your child into the main office. As a visitor, you must sign in at the main office if you wish to visit any part of the school during arrival, including the classroom. Students cannot be dropped off at the front entrance.
3. Buses will drop off students at the rear entry of the school. Staff are out there to monitor students going into the building.
4. Students who wish to eat breakfast should enter the building and proceed directly to the cafeteria.

Dismissal:

School dismisses at 2:50 p.m. (early release days dismiss at 11:10 a.m.).

1. Bus riders are escorted directly to the buses by their teacher.
2. Students enrolled in the Pattonville aftercare program will go directly to the cafeteria.
3. Students being picked up will proceed to the Parent Pick Up area. Students will be escorted to parent/guardian vehicles lined up in back of the building.
4. If you need to change the dismissal for your child, this change must be made before 2:00 p.m. preferably in writing.

WALKERS & BIKE RIDERS

For safety reasons, all children who are assigned to a school bus are expected to ride the bus to and from school. If a parent or guardian would rather have their child walk to and from school, a request must be made in writing to the principal. The note requesting this change should list the dates the child will walk. If long-term permission is given, please indicate this on the Elementary Dismissal Plan form for your child.

Riding a bicycle to school is discouraged because of problems with safety and security. As with students who walk, written parent permission is needed for students to ride a bicycle to and from school. If a student must ride a bicycle to school, **a bike helmet is required by St. Louis County**, and a chain with a lock should be used. School personnel cannot be responsible for the security of bicycles nor the damage, which might be done to them.

EARLY PICK UP

If a student is to be picked up from school during school hours, parents/guardians are asked to please notify the office or classroom teacher, preferably in writing that morning.

Picking up a child during the school day may be done by a parent/legal guardian by signing the child out in the office. By intercom, your child's teacher will be notified that your child should report to the office.

If someone other than a parent is picking the child up from school, the office needs to be notified preferably in writing. Identification will be requested with a photo ID of anyone picking a child up from school.

ATTENDANCE

Students may enter the building between 7:40 and 8:00 a.m. There is no adult supervision of students before 7:40 a.m.

Please remember that unless a student is ill, he or she should be in school for all school days.

Parents are encouraged to call the school office before 9:00 a.m. when their child will be absent from school. The Remington Attendance Hotline number is 314-213-8116. If we do not receive a call from a parent by 9:00 a.m., an effort will be made to contact the parent to verify the student's absence from school.

Excessive absences, whether excused or unexcused, may affect the child's progress in school. Students cannot make up certain activities done as a class throughout the

day (i.e. discussions, lab work, physical exercises, etc.)

Each school keeps accurate records of student daily attendance as required by Missouri Law.

A. Excused Absences:

1. Illness or hospitalization
2. Death in the student's family
3. A religious observance
4. Medical or dental appointment. (Parents are encouraged to make medical and dental appointments at a time that does not conflict with the regular school day.)
5. Court appearance
6. School-related activities (approved by the school principal)
7. Personal emergencies (approved by the school principal); and
8. Anticipated absences (absences anticipated in advance by parents and students). These types of situations will be handled at the discretion of the building principal.

B. Unexcused Absences:

An absence which fails to fall within the area listed under excused absences may be considered an unexcused absence. The Remington Attendance Hotline Number is 314-213-8116.

TARDIES

Students arriving to school late must be escorted into the office and signed in by an adult for attendance records. Students arriving after the 8:00 a.m. bell are considered tardy.

BEFORE AND AFTER SCHOOL RULES ON SCHOOL GROUNDS

Students should arrive at school between 7:40 and 8:00 a.m. and enter the building at that time.

Students are to leave school grounds when dismissed at 2:50 p.m. unless staying for a sponsored activity for which parent permission has been given in writing.

WHEN IT SNOWS....

In-person classes may be canceled due to inclement weather or other emergencies. Pattonville may hold a virtual learning day on inclement weather days. In this case, students will experience a combination of independent work with virtual support via Zoom from their classroom teachers. Students should log into Canvas or Seesaw to view instructions from their teachers and to find out when their teachers are available for support.

Any decision to close schools due to weather will be announced using Pattonville's automated messaging system (email, texts and/or phone calls). Announcements will also be made on local television stations, the district website and Pattonville's Facebook, Instagram and Twitter accounts. When possible, announcements regarding inclement weather days will be made before 10 p.m. the day before or at approximately 5:30 a.m. the day inclement weather is expected. Pattonville may use a delayed start on inclement weather days. Under a delayed start, all Pattonville schools start two hours later than normal (i.e., elementary schools start at 10:55 a.m. instead of 8:55 a.m.) and would end at the normal dismissal time.

NOTE: If you are a parent/guardian and did not receive a phone call on a day when school is closed due to weather, please contact your child's school office to ensure the district has the correct contact information on file for your family.

Facebook: <http://www.facebook.com/PSTR3>

Twitter: @PattonvilleSD or <http://twitter.com/PattonvilleSD>

OTHER EMERGENCIES

Pattonville will use a number of ways to provide important information to Pattonville families about other emergencies or major school events. Depending on the situation, Pattonville may use e-mail, an automated telephone calling system, the district website, U.S. mail or the local media to keep families informed of important information. For this reason, it's important that all parents provide their school office with their most current phone numbers (home, work or cell phone). In addition, if parents wish to be notified via email of important information or updates, they should provide their email information to the school on the school enrollment forms. Pattonville will use the contact information it has on file in its student information system when communicating with parents.

EMERGENCY SITUATIONS AT SCHOOL

In case of a school emergency, (fire, tornado, earthquake, etc.), only a child's parent or guardian may take the child from school unless that parent or guardian has given written permission for another person to take the child.

Remington's Off-Campus Evacuation site is located at the *Pattonville Heights Middle School 195 Fee Fee Road*. ALL STUDENTS MUST BE SIGNED OUT THROUGH THE MAIN OFFICE OR EMERGENCY MAIN OFFICE BY A PARENT OR GUARDIAN OR PERSON RECEIVING WRITTEN PERMISSION FROM THE PARENT OR GUARDIAN TO TAKE THE CHILD.

LUNCH

Effective 8/23/21-5/24/22

Breakfast and lunch meals will be available to all students at no charge for this school year. However, additional family savings apply to those who qualify for the free and reduced meal program. To find out more information and how to apply, click this link. <https://sites.google.com/psdr3.org/mealeligibility/home>

The cafeteria serves a Type A meal which has five components. These include meat or a meat alternate, milk, grain, fruit, and vegetable. A choice of chocolate milk, or white milk is offered. A menu is sent home with the students each month. You can access nutrition and allergen information as well as the menu with pictures of food items and monthly newsletters at <http://www.psdr3.nutrislice.com>. A phone app is available also.

Parents who feel that their child may qualify for free or reduced lunch prices should complete the appropriate form (available under "Forms" in your parent portal online) or in the office and return it as soon as possible. Parents will be notified if their child is eligible for free or reduced lunches after they have submitted a completed application. You must submit a new application every year. Please submit early to allow adequate processing time.

BREAKFAST

Through the school Breakfast Program, students can receive a no-cost breakfast in the school cafeteria between 7:40 and 8:00 a.m. Breakfast is planned to meet 25% of student daily food requirements. It consists of milk, grain and/or meat, and fruit or juice.

CHANGE OF ADDRESS AND/OR PHONE NUMBER

Please keep your Parent Portal in PowerSchool updated if there are changes of phone number, work phone number, or emergency phone numbers. Updates to address must be made by the school office, after receiving proof of residency at the new address. Keeping this information current ensures that the school can properly contact you in case of emergency.

VISITORS AND VOLUNTEERS

All visitors and volunteers are required to report to the office. Visitor and volunteer badges are to be worn after signing the registration book in the office. Persons not wearing any identification will be asked to sign in at the office. No exceptions. Please understand that this is district policy to ensure the safety of our students.

Parents are always welcome to visit their child's school and watch their child at work in the classroom. Parents must schedule an appointment with the teacher at least one day before the visit.

If parents need to meet with a teacher, he or she will be required to schedule a meeting. To protect instructional time, parents will not be allowed to drop off items in the classroom when school is in session.

We must ask that parents and other visitors not go to the playground area while children are at recess.

Parent Volunteers

Pattonville requires all volunteers to complete a background check. Volunteers who meet one or more of the following criteria will need to complete the confidential volunteer background screening every three years.

- Volunteer will have contact with students, such as working with students in the classroom (this does not include supporting school parties or attending school events when the teacher is supervising students)
- Volunteer has a regular and ongoing assignment at the school - such as working in the library, serving on PTO/PTA, or assisting the classroom
- Volunteer will be off campus with students - such as on field trips
- Volunteer is a mentor or tutor to a student(s)
- Volunteer helps with a before/after school club or student organization

In the event there are concerns related to a volunteer's background screening, the director of student services will contact the volunteer and have a confidential

conversation to determine next steps. An individual with a background screening issue will not automatically be disqualified from volunteering in the district, as we will

consider each situation independently.

The success of our school community greatly depends on the work of volunteers! If you have any questions regarding the background screening process, please contact the Pattonville School District Student Services Office at (314) 213-8090

Volunteer Checklist

(NOTE: Both must be completed and turned in order to finalize the background check)

Online Screening Form

Complete and submit the online screening form via the following web link:

<http://www.applitrack.com/pattonville/StartForm.aspx?id=21726408>

Missouri State Highway Patrol / Missouri Department of Social Services Request for Child Abuse or Neglect / Criminal Record Form

Complete and return the Missouri State Highway Patrol / Missouri Department of Social Services Request for Child Abuse or Neglect / Criminal Record Form to the receptionist at the Pattonville Learning Center or to your child's school. Please note that it may take slightly longer to process forms returned to your child's school. The form can be downloaded via the following web link:

<http://www.psd3.org/newsinfo/pdf/centralregistrysearch.pdf>

FIELD TRIPS

We believe that educational field trips often enhance the program of instruction and add much to the education of the child. Parents of students who are eligible to participate in field trips will be notified by their child's teacher of the activity and shall approve the student's attendance and participation in the field trip. If a parent fails to give permission for their child to participate in a field trip, the child will remain at school. All school rules concerning student conduct and bus safety are adhered to on student field trips. It is Remington's policy that siblings are not allowed to attend field trips at any time.

ROOM PARTIES

Each classroom may have three parties during the school year with parents assisting. Remington allows a Fall Party, a Winter Party, and a Valentine Party. Teachers are in charge of their classroom at all times. Parents can help with refreshments, crafts, quiet games, and clean up after the party.

Your child's teacher will be contacting you about the room parties to seek your help in

making these parties enjoyable for your child.

STUDENT DRESS

Appropriate dress and grooming are the responsibility of parents and students using the following guidelines:

1. Students should be clean and in keeping with health, sanitary, and safety requirements when they come to school. Please refer any concerns to the nurse or office.
2. All students must wear shoes, boots, or other types of footwear that serve to protect the child's foot and help the child walk or run safely. We recommend tennis shoes and discourage open toed or loose fitting sandals. Heelies and shoes with LED lights are not allowed due to safety concerns.
3. Students should wear clothing that does not disrupt the teaching/learning process or cause undue distraction within the school.
4. Brief clothing with undue exposure of skin is not permitted. For example, shorts should be close to fingertip length. Tops need to have at least a one-inch wide strap and the midriff should remain covered even with raised arms. See-through clothing worn without proper undergarments are considered inappropriate. Biker shorts or leggings must be covered with other shorts or clothing. All clothing must be worn as it is designed to be worn. All pants, jeans, or shorts should fit snugly at the waist.
5. Articles of clothing with insignias or slogans that are offensive or inappropriate within the school setting are prohibited. This includes clothing and accessories advertising tobacco, liquor (including beer), drug paraphernalia, or inappropriate pictures of sports persons or famous personalities.
6. No head coverings are allowed unless they are part of a school sponsored activity, such as Hat Day, or for religious reasons.

When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health and safety, the student may be required to make modifications. If modifications cannot be made by the student at school, a parent will be called to provide an appropriate remedy.

STUDENT SUPPLIES

Supply lists are posted on the school website <http://rt.psd3.org>. You can also come to the office and get a copy of the supply list. Please do not use backpacks with wheels.

PERSONAL PROPERTY

As a general rule, students should not bring toys, balls, or iPods, MP3 players to school unless given specific permission to do so. Knives, fireworks, toy guns, and other items, which could injure the child or others, are strictly forbidden on school grounds and will result in serious consequences. Please review the Student Behavior Handbook.

The teacher or principal will keep any toys brought to school without permission until parents come to school to retrieve them. Items brought to school, which are hazardous or dangerous, may necessitate a parent conference with the principal.

Cell phones are discouraged at school. However, if cell phones are brought to school, they must be turned off and placed in the student's backpack. If a cell phone is seen or heard, it will be sent to the office and the parent must come pick it up. The school is not liable for lost or stolen cell phones.

LOST AND FOUND

Remington Traditional School has a lost and found located in the hallway by the gym. If your child has lost something, please check in the lost and found box. Often parents check for lost items at PTO Meetings and during our Parent-Teacher Conferences.

We recommend you mark all coats, hats, book bags, lunch boxes, etc. with your child's first and last name using a permanent ink marker.

STUDENT BEHAVIOR

At Remington, we strive to maintain an orderly atmosphere within the school. Maintaining an orderly school environment is approached in a positive manner by teachers and staff. School and classroom rules and expectations are clearly communicated to students and their parents through written communication and careful explanation. When students comply with rules and meet or exceed expectations, they are praised and rewarded for their behavior.

When rules are broken and consequences result, every effort is made to ensure that these consequences are logical and reasonable. Consequences are administered fairly, consistently, objectively, and in a manner that maintains student dignity.

A copy of the Pattonville School District K-8 Behavior Guide is available under "Forms" in your parent portal inside E-Registration. ***Parents are strongly encouraged to read these policies and the behavior guide,*** and share the information with their children.

BUS SAFETY RULES

Students are assigned to a bus and may not ride a different bus unless prior arrangements have been made through the principal's office.

The majority of Remington students ride the school bus to and from school. Our foremost concern is child safety. **Parents are asked to please read the bus safety rules very carefully with their children so everyone understands the expected behavior of bus riders.**

When dismissed, students must go directly home from the bus or school.

If all students observe these rules carefully, the buses will be a great service to everyone concerned, and it will be a pleasure for a child to ride on them. Transportation may be denied to those students who fail to observe our safety rules. Additional bus rules may be found in the Student Behavior Guide, which is found in your parent portal online.

Please read the following rules carefully so you can do your part to keep the bus safe and enjoyable for everyone:

- ❖ Be on time, arrive 5 minutes early at your bus stop and stay there until the bus arrives.
- ❖ Wait for the bus on the sidewalk, not in the street. Do not stand on the porches or steps of other people. Line up to board the bus. Do not push or crowd the other students.
- ❖ Wait for the bus to come to a full stop before getting on or getting out of your seat if you are already on the bus.
- ❖ Report any damage of seats or windows to the driver as soon as you can.
- ❖ Do not eat or drink on the bus. Put any trash in the container near the bus driver's seat.
- ❖ Students who must cross the road after leaving the bus, or to board the bus, shall cross in front of the bus and only upon the signal given by your bus driver.

Parents, please stress the importance of following these rules so that your child and others can safely ride the school bus.

CONTACTING TEACHERS

If parents wish to talk with their child's teacher, we encourage them to call and leave a message on the teacher's voicemail so that he or she can return the call before or after school, at lunch, or during a planning period. Phones will not ring into the classrooms during the instructional time in order to avoid distractions. Teachers have phones in their classrooms so they can return your call when they are free. Parents may also send a note or email the teacher in place of a phone call. Staff email contact information may be found on the Remington website. <http://rt.psdr3.org>

Please do not interrupt instruction to talk to teachers. This includes AM arrival time when teachers need to be greeting students and prepare for the start of the day.

HOMWORK PHILOSOPHY

We believe homework is a positive and engaging activity for students. Homework also serves as a means to teach students self-expression and about fulfillment of personal responsibility.

Homework is viewed as:

1. Extending activities beyond the regular school day.
2. A family opportunity and responsibility.
3. A chance for students to be self-directed, independent thinkers and wise decision makers.
4. A means for students to be better prepared to succeed in class and in life.
5. Preparation for students to develop the skills and attitude toward homework that will aid them in achieving their future academic goals.

Homework is an extension of class. Time and effort, both at school and at home, are required to attain the goals of the educational program. Homework is a learning activity which should increase in complexity as the student's maturity grows. With increased maturity, learning becomes more of an independent activity. Students receive homework at their teacher's discretion. Homework may include the following:

1. Work which can be done at home to help students catch up after an extended absence.
2. Work which students have failed to complete during the school day.

3. Occasionally students are asked to complete assignments at home that cannot be done at school. ie. Clipping magazine pictures, interviewing a family member, or other such activities.
4. Home study such as viewing selected TV programs, researching a topic at the library, etc.
5. At times, extra drill and practice is needed on routine fundamentals. Homework can reinforce concepts that have already been taught in school.

Students should understand that homework is a part of the regular school day and can become a significant extension of the day.

Parents can help by providing good home study conditions. Regular study hours help students develop a good homework routine. Choose a time that is convenient and when your child is alert. The length of study time may increase with student progress. Choose someplace with good lighting, as little noise as possible, and provide the necessary supplies (paper, pencils, erasers, dictionary, etc.). Parents should remind children to place homework in their backpack after completion.

COUNSELOR

The Remington Traditional School counselor is involved in many aspects of the school and education program. She is responsible for testing students, both individually and using group tests.

The counselor also works with teachers to meet specific needs of individual students.

Our counselor is available to work with individual students as needed and can refer parents to outside resources if a child or family has a particular need. Please feel free to call our school counselor with any questions or concerns about the guidance program or your child.

LIBRARY MEDIA CENTER

Students visit the school Library (Library Media Center - LMC) with their homeroom class regularly each week. In addition, individual students may go to the LMC as needed. Students may check out books, which must be returned before the student is permitted to check out additional books or magazines.

Students with overdue library materials will receive written notice to return the materials. Books must be cared for to prevent damage from weather, food, pets, etc. Fines for lost or damaged materials will remain on student accounts until paid.

SCHOOL PUBLIC RELATIONS

From time to time, pictures are taken of students to be used by the local newspapers and television stations involving Remington and the Pattonville School District. If you would prefer your child's picture not be taken and used for these purposes, please complete the media exclusion permission in your Parent Portal to indicate this. This permission must be completed each year.

STUDENT TRANSFERS

Any student transferring to another school must turn in all books, library books, and supplies, as well as pay any fines or for any damages due before a report card or transfer of records will be forwarded to the new school. A note from the child's parent should be sent to the principal informing them of the last day of attendance at Remington Traditional School and the name of the new school the child will be attending.

PHYSICAL EDUCATION

Instruction in a variety of developmental physical education activities is provided for all students beginning in Kindergarten. All students are required to participate in physical education classes unless excused with a parent note (for up to 3 P.E. classes) or with a written doctor's order.

Children are asked to wear clothing appropriate for physical education activities on P.E. days. Rubber soled shoes are a requirement.

RECESS

Outdoor recess is scheduled each day of school. Parents are asked to send their children dressed in clothing appropriate for outside temperatures and outside play. Indoor activities are planned during inclement weather when children cannot be outside.

After an illness, a child who presents a written request from a parent may stay inside for recess for up to one week.

HEALTH SCREENING

Children are screened for vision concerns in 1st and 3rd grade. Children are screened for hearing problems in grades Kindergarten, 1st, 3rd, and 5th. All new students to Remington are screened for vision and hearing.

Parents will be notified in writing if a problem or difficulty is experienced in vision and/or hearing during screening.

COMPLETE IMMUNIZATION RECORDS

Complete immunization records must be on file in the Nurse's Office on the first day of student attendance. Missouri law states that students not in compliance on the first day of attendance will be excluded from school. The immunization record must include the day, month, and year the immunizations were given. Any objection to the immunizations required by law must be submitted in writing to the school nurse along with proper documentation from the Department of Health signed by a doctor.

ILLNESS AT SCHOOL

If a child becomes ill at school, parents are contacted and the child is sent home. If a parent cannot be reached, the person designated on the Pupil Emergency Information form may be called to care for the child until a parent can be found. It is expected for a sick child to be picked up within an hour.

For your child's well-being and safety, please be sure the school office has at least two emergency phone numbers to call in case parents cannot be reached and an emergency arises.

Please send a note to the school nurse if your child is allergic to any food so all staff & foodservice can be made aware of your child's needs. We may need a doctor's order.

The illnesses below are some special health concerns from our school nurse:

ASTHMA Any child with Asthma or another potentially life-threatening respiratory illness must have an Asthma Action Plan on file in the nurse's office. A current plan must be placed with the nurse each year.

CONJUNCTIVITIS (Pinkeye) Symptoms usually include eye inflammation, matting, and discharge. The child should remain out of school until all symptoms have disappeared or until written permission is received from a physician.

CHICKEN POX Chicken pox begins with a sudden onset of mild fever, and a

rash of superficial raised pimples will arise on the second day. These will soon become filled with clear fluid. Later, scabs form. The rash may continue to appear for several

days. The child may return to school when temperature free and all scabs are dry (7-10 days usually).

MEASLES:

Rubeola (10 day or 'hard' measles) begins with a fever, hacking cough, and cold type symptoms of eyes and nose followed by dusky-red blotchy rash on the face that spreads rapidly over the body. The child must remain at home seven days after the rash appears.

Rubella, Roseola (3 day or German measles) is a mild disease with a rash which usually lasts three days. When the rash appears, the child should remain home for 3 days.

MUMPS: Fever, nausea, or pain when chewing or swallowing may be the first symptoms. Chills and headache follow with swelling about the angle of the jaw and front of the ears. The child may not attend school for nine days after the swelling begins.

FIFTH DISEASE: Usually the only symptom is the appearance of a rash with possibility of a slight fever. The child may return to school when fever free for 24 hours. The rash may continue up to 5 weeks.

STREPTOCOCCAL SORE THROAT: Sudden onset of sore throat and fever. A fine rash may appear on the child's neck, chest, folds of the elbows and groin within 24 hours. Exclusion from school until antibiotic treatment is begun and the child is free from fever.

SKIN LESIONS: Children suspected of having impetigo or ringworm should not be in school until a written note is received from a physician stating that the child is receiving proper medical treatment and may return to school.

TEMPERATURE: A child with a temperature of 100 degrees or higher will be sent home and should not return to school until the temperature has remained normal for at least 24 hours without the use of fever reducing medication. Children who are nauseated and vomiting will be sent home from school.

HEAD LICE: Children with head lice will not be readmitted until treated. A letter to the parents or legal guardians will be sent home with each child who is found to have head lice. Students may return to school after treatment of head and home environment is completed. Parents must have proof of treatment (dated sales receipt or label from product) and be checked by our school nurse before the child will be readmitted to class. Retreating the child and home in 7 days is highly recommended.

ADMINISTERING MEDICINES TO STUDENTS

Elementary

It shall be our practice that "over-the-counter" medications will only be dispensed by school personnel with written authorization from medical provider and parent. When a physician feels it is necessary for a child to have a prescription medication at school, the following procedure should be followed:

1. Medicine must be in the proper container with the pharmacy label showing:
 - a. Name of child
 - b. Name of medicine
 - c. Dosage and schedule of administration
 - d. Physician's name
2. A written request from the parents giving the school permission to administer medication.
3. It is strongly recommended that medicine be brought to school by parents.
4. Long-term medication must be accompanied by a physician's written order.
5. The first dose of any medication will not be administered at school.
6. No child is to supply medications to any other students.
7. The school district may refuse to administer any medication not approved by the Federal Drug Administration or any medication with greater than recommended doses.

NOTE: In order to make this procedure easier for parents to follow, many pharmacies are willing to prepare an extra prescription container for use at school when necessary.