



INFORMATION HANDBOOK

2017-2018

HUNT MIDDLE SCHOOL HANDBOOK

PHILOSOPHY AND MISSION STATEMENT	3
SCHOOL CLIMATE	4
Attendance	4
School Scheduling.....	5
Bus Transportation.....	5
TEAM STRUCTURE	5
Curriculum	6
Activities.....	6
STUDENT PROMOTION STANDARDS	7
Standards	7
Grade Placement	7
STUDENT PLACEMENT POLICY AND PROCEDURE	7
Request for Change Procedure.....	8
Procedure for Request for Change	8
School Schedule	5
PARENT INVOLVEMENT	8
Guidance Information.....	8
Child Custody.....	8
Special and Compensatory Education.....	8
STUDENT RESPONSIBILITIES / INFORMATION	9
Student Behavior.....	9
Student Dress	9
Lockers.....	9
STUDENT PROPERTY	9
Electronic Devices	9
Backpacks.....	9
Lost and Found.....	9
Bicycles, Skateboards and Scooters.....	10
PHYSICAL EDUCATION	10
DANCES	10
SCHOOL VISITORS	10
HARASSMENT	10
HEALTH SERVICES	11
Medication Policy	15
Request for Administering Medication by School Personnel	16

LYMAN C. HUNT MIDDLE SCHOOL

Welcome to Hunt Middle School!

We encourage all students and parents to take an active, involved role in our school. We know that a school and family partnership will help make your child's middle school experience exciting, productive and rewarding.

MISSION STATEMENT

Hunt Middle School strives to engage its students in an education that promotes academic excellence, fosters a sense of community, provides a safe and respectful environment, and values individuality and diversity.

PHILOSOPHY

The Hunt Educational Community of Burlington shares the responsibility for our school's educational mission. We dedicate ourselves to this mission in order to offer our students the knowledge and tools necessary for attaining their individual goals and for assuming responsible roles in a diverse democratic society. To be successful in this mission, we prepare all members of the Hunt Community to be respectful, kind, and effective communicators, resourceful and lifelong learners, and well-informed citizens who give back to their community. We teach students to think creatively, flexibly, independently, and logically. We strengthen their foundation of ethical behavior and intellectual integrity. We design programs that are challenging and stimulating in an environment supportive of social, emotional and intellectual growth.

We believe that each student has the capacity for excellence and can achieve it when provided with opportunities and guided by high and clearly defined expectations. Our goal is to provide a creative middle school setting which encourages teaming, appropriate grouping, recognition of diverse learning styles, interdisciplinary, integrated and innovative learning, exploratory and extra-curricular activities.

We believe that education is a cooperative endeavor and that students should feel a sense of community within their school, valuing the richness of individual differences and recognizing each other's' successes. This will prepare them to act responsibly toward interpersonal, local, and global issues as they continue to learn and grow into adulthood.

SCHOOL CLIMATE

It is the responsibility of Hunt Middle School to provide an atmosphere for learning which is safe and reflective of middle school philosophy. Teachers and administrators expect the cooperation and support of both students and parents in our efforts to provide for an outstanding learning environment. The ultimate responsibility for maintaining a **Respectful, Responsible and Safe** learning environment rests with the student and parent or guardian. Working together will ensure an atmosphere that fosters respect, safety and productivity.

Attendance

Parents are legally responsible for their child's regular school attendance. School attendance is the foundation of a positive school experience. Should an absence be necessary, we ask that you follow our attendance procedure.

We expect students to arrive for school on time, and be in class at 8:00AM. When students are late, they have missed instructional time and time with their peers. Additionally, their late arrival is disruptive to the learning of others. If your child is tardy, they must sign in at the guidance office when they arrive. A note should accompany the student, stating the reason for an absence or tardy. Excessive tardiness will be referred to the administration for disciplinary action.

If your child is **absent**, please call 802-864-8470 to report his/her absence as soon as possible. This call is to ensure the **safety** of your child. When your child returns to school, they must check in at the guidance office with a written note for the absence.

Students who are absent from school or arrive after 11:00 am **may not participate in any** school-sponsored after school activities or athletics on that day.

If your child has an **appointment**, please send them in with a note in the morning of their appointment. They should report to the guidance office upon arrival at school to get an **early dismissal** slip. This ensures that your child is ready for you when you need to pick them up. Your child should leave class at their dismissal time, and sign out in the guidance office before they leave the building. If an appointment is made after your child leaves for school in the morning, please call the guidance office at 802-864-8570.

We can only take **emergency** messages for students during the school day. Please make necessary arrangements with your child before they leave for school. You may leave other messages before 2:00, so that we may call your child down during the afternoon announcements to give them the message.

We are always happy to discuss problems regarding absences or tardiness with parents. Please feel free to call if you have questions or need support.

Planned Absences

Parents should make written requests to the principal well in advance of the absence. Assignments for missed days are the responsibility of the student. For extended absences, call the guidance office to make arrangements for assignments.

School Schedule

Main Office hours are 7:30AM – 4:00PM.

Sixth graders enter the building at 7:45AM. Seventh and eighth graders enter at 7:50AM and report to their classroom by 8:00am. Sixth graders are dismissed at 2:55PM, and Seventh and Eighth graders are dismissed at 3:00PM on Monday, Tuesday, Thursday and Friday. Each Wednesday, students will be dismissed at 2:00PM. **Neighborhood Specials will not run on Wednesday afternoons.**

Bus Transportation

All busing of students is done via public transportation. The GMT (Green Mountain Transportation) schedules special routes before and after school. Buses pick up students at various points in neighborhoods around the city and drop them off at the schools. Details for these routes can be obtained from the GMT website or 864-2282. Students who live one mile or more from school receive a bus pass to be used for school purposes only. Students must present their school ID card with the GMT logo to ride for free.

TEAM STRUCTURE



Our staff works continually to refine and improve our middle school philosophy and structure. We are organized into teaching teams. Sixth grade students are members of a solely sixth grade team which offers students a transition year from an elementary setting. Students spend most of their day with their academic team and leave those classes periodically for exploratory classes.

Seventh and eighth graders are on multi-year, multi-age teams. Seventh graders are assigned to one of three teams and remain with that team for two years. One of the goals of this design is to offer continuity for students, parents and teachers. Teachers from different subject areas work together to design curriculum units and activities which are often interrelated. Students spend most of their day with their academic team and leave those classes periodically for exploratory classes.

Curriculum

In keeping with best middle school practice, we offer a broad range of curricular offerings. Our core curriculum includes language arts, math, science, and social studies. Every student participates in these classes every day.

Sixth grade students participate in a variety of exploratory classes. Each student will have the opportunity to take Physical Education/Health, Music, Design & Technology Education and Visual Arts. Sixth graders may elect to take band, chorus and/or strings.

Seventh and eighth grade students take Physical Education/Health, Music, Design & Technology Education and Visual Arts. They participate in physical education every other day, and may also elect to take band, chorus, or strings. Students in seventh grade choose French or Spanish and remain in that foreign language for their two years at Hunt.

Activities

Though not a formal part of our curriculum, Hunt offers a broad range of extracurricular activities. Interscholastic and intramural sports and activities offer students many opportunities to become involved. All sports and activities are open to all students, and all three grades are mixed on all teams and in all activities.

Students are informed of the time and place to sign up for sports and activities during school announcements. All sports require a significant time commitment. Practices or games are generally held daily during the season, and attendance at practice is required to play in games. However, accommodations can be made if a student has a regular commitment after school that conflicts with practice or games. Coaches should be notified in advance of such conflicts.

There is a variety of student activities including yearbook, student council, VKAT, QSA, Math Counts, drama and special interest clubs offered at Hunt. Most clubs and activities meet weekly or several times each month. Students should listen to announcements for more information. We strongly encourage all students to participate and support these activities.

Burlington School District is involved in a 21st Century Grant, which helps us offers additional after-school and summer activities that serve an extensive range of interests. Information regarding these activities is mailed home in advance of the activity sessions and posted on our website. For more information regarding this collaborative program with Sara Holbrook, contact Rebecca Reese at 802-316-1454 or rreese@bsdvt.org.

Homework Help is offered every weekday morning beginning at 7:00 AM and Monday through Thursday after school until 4:30PM. This is an excellent opportunity for students to receive assistance from school personnel in order to complete their homework. We encourage students to take advantage of this opportunity, and to gain additional access to school computers.

STUDENT PROMOTION STANDARDS

Our goal is to help students develop a strong work ethic, reach high levels of academic success, and become socially and emotionally mature. We hope that students will be more successful and be better prepared for their future learning through their middle school experience. The following promotion standards apply for Hunt Middle School students:

Standards

A student must pass three core academic classes. Core academic classes are language arts, social studies, math and science. A student must also pass three non-core academic classes. These include enrichment, physical education, exploratory classes, foreign language, and/or music electives.

If a student is in danger of failing at the time that interims are sent home, s/he should consider attending after school study hall, which is held Monday through Thursday in our library. Homework help is also available every morning before school begins. In addition, students can complete make-up work independently, or attend after school study halls with their team teachers.

If a student does not successfully meet these promotion standards, s/he will have the option to attend summer programs if available. If the student does not successfully complete an appropriate summer program, s/he will be assigned to the same grade for the following year.

Any eighth grader who has not successfully met these promotion standards will not participate in the eighth grade commencement ceremony or other year-end activities. All decisions regarding promotion will be made by the Hunt Educational Support Team, in collaboration with team teachers. Decisions may be appealed to the Superintendent.

STUDENT PLACEMENT POLICY AND PROCEDURE

Grade Placement

Students will spend one year with their 6th grade team and two years with a 7/8 team. Variations of this process may result according to individual needs and circumstances including attendance, academic achievement, developmental level, social maturity or other pertinent factors.

A student placement committee, consisting of the principal, assistant principal, guidance counselors and special educators will make decisions regarding the placement of all students. Students are placed equitably among the various teams, in regard to academic levels, special needs and other pertinent factors.

Parent and teacher questionnaires regarding a child's learning styles will assist in the placement process. Requests by parents or students for a particular teacher or team are considered on an individual basis.

Request for Change Procedure

Student placement is determined according to the policy stated above. It is intended that any subsequent changes in placement be made only after significant issues have been identified and conscientious efforts and follow through have been made to resolve those issues. Under such circumstances, it is assumed and understood that changes in student placement will be rare.

Procedure for Request for Change

1. Requests will be considered only after a student has been in a teacher or team assignment for at least four weeks and only after adequate efforts have been made by parents, teacher(s) and/or the student to resolve the identified problems.
2. Requests will be submitted in writing on the required request form to the principal and will be reviewed within one week by the placement committee. Requests made during the summer will be considered when all members of the placement committee return to work.
3. The placement committee will consider all information presented and make its decision known to the applicant in writing within one week of the meeting.

PARENT INVOLVEMENT

There are numerous opportunities for parent involvement at Hunt Middle School. We welcome and encourage parents to stay involved in their child's education throughout the middle school years. Parents are encouraged to volunteer with team and school activities. Parents assist by working in the library or computer lab, chaperoning field trips and dances, driving for sporting events, making phone calls, or helping with fundraising activities. The Hunt PTO and the School Family Partnership Team offer support and an active role in school for parents. PTO information can be found on the Hunt Middle School website or you can email them at huntmiddleschool@gmail.com

Guidance Information

Guidance services include classroom instruction, small group discussions and individual counseling services. Students may make appointments in the guidance office. Parents may schedule an appointment by calling the guidance office at 802-864-8470. If you wish to reach our guidance counselor Mrs. Stergas, please call 802-865-5378.

Child Custody

Custodial and non-custodial parents have the same rights of access to their child's records, unless specifically prohibited by court order. If non-custodial parents are not receiving school information, please contact the guidance office at 865-5378.

Special and Compensatory Education

Hunt Middle School uses an inclusion model that may also include small group instruction, to serve students with special needs. Individual Education Plans are implemented to meet the individual needs of special education students. Any student who needs help in any area may ask for assistance, regardless of whether or not s/he is eligible for special services.

STUDENT RESPONSIBILITIES / INFORMATION

Student Behavior

Behavior which is unacceptable and disruptive to learning will result in disciplinary action and may result in a referral to our planning room. Behavior that is chronic or more serious in nature may result in a suspension and/or expulsion from school.

See Burlington School District Policy F 13: STUDENT CONDUCT AND DISCIPLINE POLICY
<http://district.bsd.schoolfusion.us/modules/cms/pages.phtml?pageid=330234>

Lockers

A corridor and gym locker is provided for each student. Students are responsible for providing locks for corridor lockers. **The school is not responsible for stolen items. Students are encouraged to lock their belongings in their lockers for safe keeping during the school day.**

Student Dress

School is a student's place of work. We expect students to dress in a manner that maintains a productive and focused educational atmosphere. Clothing which is distracting or inappropriate will not be tolerated. No midriff shirts or shirts with spaghetti straps are allowed, nor is any clothing which exposes a student's underwear. Hats, bandanas and other decorative headwear may not be worn. Any clothing that promotes the use of alcohol or drugs is not appropriate for school. Shorts and skirts must be as long as the student's arm when relaxed at their sides. Please discuss with your child the difference between school and other social settings, and guide them in making good choices. It is important for us to maintain a productive learning environment for all students.

STUDENT PROPERTY

Students are responsible for all textbooks, library books, or other items issued or loaned by the school. Parents/Guardians will be charged appropriately for lost or damaged items. Students are responsible for all personal property brought to school, but we strongly discourage students from bringing expensive items or large sums of money to school.

Lost and Found

The school maintains a lost and found, which is located in the health office. Items in the lost and found are held for a reasonable amount of time, and items not claimed are disposed of at the school administration's discretion (Salvation Army, etc). Families are asked to label all articles of clothing to help with the prompt return of lost items.

Electronic Devices

Student use of cell phones, pagers, cameras and other electronic devices is **not permitted** during the school day. If a student brings any personal electronic devices to school, they are to be **locked** in lockers throughout the school day. The school staff is not responsible for trying to locate these items if they are stolen.

Backpacks

Backpacks are to be used only for carrying items to and from school. All backpacks are to be put in student lockers at the beginning of the day and picked up at student dismissal. This is to help increase safety in the hallways and classrooms and to help alleviate crowding.

Bicycles, Skateboards and Scooters

Are allowed for transportation to and from school, but must be secured at all times during the school day (7:30 am -3:30 pm) Bike racks are provided, and students are encouraged to lock bicycles during the school day. In-line skates, scooters and skateboards should be secured in a locker or in a teacher's secure area, with permission of the teacher. Not following this expectation may result in confiscation of the prohibited items. If a student is in need of a lock they may check one out from the school's library.

PHYSICAL EDUCATION

Personal locks may be used or a school lock may be obtained from the physical education teacher with a \$4 deposit which is refunded when the lock is returned in good working order. Students are expected to change every day for class into a T-shirt, loose shorts or sweatpants, socks and sneakers. Students are expected to change back into their school clothes before reporting to their next class.

Illness, injury or other physical limitation which requires that a student be withheld from normal physical education activities for more than one day must be designated by a doctor. **Written requests from a parent excusing a student are accepted for one day only.** Any student who does not participate in regular physical education class will not be permitted to participate in extracurricular sports.

DANCES

Dances are for Hunt students only. Students who have been suspended are not eligible to attend the next dance. Students who are absent from school on the day of a dance are not eligible to attend.

SCHOOL VISITORS

All visitors are required to sign in at the main office upon arrival at school. This is to ensure that we know who is in the school building at all times so we can maintain a safe school responsive to any emerging situation. Visitors will be issued a name tag label that should be visible at all times.

HARASSMENT

Student Harassment

Harassment is a form of unlawful discrimination that will not be tolerated by the Burlington School District. The District will address all complaints of harassment promptly and take the responsible steps to end harassing conduct in accordance with its policy, Prohibition of Student Harassment, JBAA.

Prohibited Harassment:

Harassment: is an incident or incidents of verbal, written, visual, or physical conduct, including electronic, based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, gender identity or gender expression that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment.

1. **Sexual harassment:** conduct that includes unwelcome sexual advances, requests for sexual favors and other verbal, written, visual or physical conduct of a sexual nature.
2. **Racial harassment:** conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to racial customs.
3. **Other protected categories of harassment:** Conduct directed at the characteristics of a student's or a student's family member's actual or perceived creed, religion, national origin, marital status, disability, sex, sexual orientation, gender identity, or gender expression; includes but is not limited to includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to customs related to any of these protected categories.
 - a. **Creed or religious harassment** means harassment based on or motivated by a student's or a student's family member's actual or perceived creed or religious beliefs or practices, including manner of dress.
 - b. **National origin harassment** means harassment based on or motivated by a student's or a student's family member's actual or perceived national origin, including manner of dress.
 - c. **Marital status harassment** means harassment based on the status of being an unwed mother or father directed at, or motivated by a student's or a student's family member's actual or perceived marital status.
 - d. **Sexual orientation harassment** means harassment based on or motivated by a student's or a student's family member's actual or perceived sexual orientation.

- e. **Gender identity harassment** means harassment based on an individual's actual or perceived gender related identity or gender related characteristics, intrinsically related to an individual's gender or gender identity, including but not limited to appearance or behavior, regardless of the individual's assigned sex at birth.
- f. **Gender expression harassment** means harassment based on or motivated by an individual's or individual's family member's actual or perceived gender expression, including, but not limited to, appearance or behavior, regardless of the individual's assigned sex at birth.
- g. **Disability harassment** means harassment based on manner of speech or movement, cognitive ability, receipt of educational services outside of the general education environment, or other manifestation of a person's disability directed at, or motivated by a student's or a student's family member's actual or perceived disabling mental or physical disability.

Reporting harassment: All staff, students, parents/guardians, and school community members are encouraged to report incidents of misconduct or student harassment to a school employee or one of the two Designated Employees at your school/building. Any adult school employee who sees or hears, or receives a report either written or oral, of student harassment, the employee must immediately inform a Designated Employee. Currently, the Designated Employees are:

Designated Employees 2017-18

Mattie Scheidt	Principal	802-864-8469
Kathy Stergas	Guidance Counselor	802-865-5378

Investigation: A Designated Employee who is not the subject of the complaint or another designated individual shall begin an investigation upon notice of the complaint. When the investigation is complete the complainant and the accused will be notified.

Consequences: If an individual is found to have engaged in misconduct or harassment, he/she will receive education; training; discipline, up to and including suspension, expulsion or termination; banning from school property or other consequences that are appropriate to the offense and that are designed to prevent future harassment.

Independent review: A complainant may make a written request to the Superintendent for an independent review of the matter if the complainant (1) believes that the school did not correctly analyze the complaint and failed to conduct an investigation of the matter because the school believed the alleged conduct was not possible harassment, (2) is dissatisfied with the final determination made after the investigation as to whether harassment occurred, or (3) believes that although a final determination was made that harassment occurred, the school's response was inadequate to correct the problem. The independent review shall be conducted by a neutral person in accordance with the Policy.

Retaliation: Retaliation against anyone who files a harassment complaint or cooperates in making or the investigation of a complaint is strictly prohibited, is a basis for separate discipline, and illegal pursuant to 9 V.S.A. 4S03(a).

Privacy: Complaints, and any resulting consequences, will be confidential by investigative needs, duty to act on certain results and consistent with the family Education Rights Privacy Act.

Alternative Complaint Process: Complaints of harassment can also be filed with either:
Regional Director, Office for Civil Rights,
U.S. Department of Education; 8th floor,
5 Post Office Square,
Boston, MA 02109-:3921;
Email: OCR.Boston@ed.gov
(617) 289-0111 or (877) 521-2172(tDD); or the

Vermont Human Rights Commission,
14-16 Baldwin St.
Montpelier VT 05633-6301,
Email: human.rights@state.vt.us,
(800) 416-2010 (Voice) or (877) 294-9200 (TTY).

For additional information, full copies of the Policy, Prohibition of Student Harassment, JBAA, can be obtained from the main office of your building or on the world wide web at <http://bsdweb.bsdtv.orllBoardIBoardPolicy.php>.

Prohibition of Discrimination and or Harassment of Employees and Others: In summary, discrimination and or harassment of an employee or other person protected by the laws listed below on the basis of any of the following characteristics of his or her race, national origin, color, creed, religion, age, sex, disability, sexual orientation, gender identity ancestry, marital status, or place of birth is a form of unlawful discrimination and is prohibited by School District Polices and as provided for in

- Title V, Section B, 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, et seq.;
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, et seq.;
- Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e, et seq.;
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.;
- The Age Discrimination Act of 1975, 29 U.S.C. § 623, et seq.;
- The Americans With Disabilities Act of 1990, 42 U.S.C. § 12101, et seq.; and
- Fair Employment Practices, 21 V.S.A. Chpt. 5, subchpt. 6; Public Accommodations, 9 V.S.A §§ 4500 et seq. all as they may be amended.

Prohibited harassment includes verbal or physical conduct including, but not limited to, comments, slurs, jokes, innuendos, cartoons, pranks, physical contact, etc., directed at a protected characteristic of the protected person where submission to the conduct is explicitly or implicitly a term or condition of employment, or submission or rejection of the conduct is used as a component of the basis of an employment decision or has the purpose or effect of substantially interfering with a person's work or education performance or creating an intimidating, hostile or offensive work environment.

If you believe you may have been discriminated against or harassed in violation of this Policy, there are **Complaint Procedures- Internal** available for your use to resolve this matter. A complaint may be initiated by contacting the building principal or program director where appropriate or the Human Resources Director at the Ira Allen Administration Building, 150 Colchester Avenue, Burlington, VT 05401; (802)864-2150; 1 (800) 253-0 191 (TDD). All complaints alleging either harassment or discrimination will be investigated and reasonable steps taken to end inappropriate conduct. Complaints may also be filed with either:

Regional Director, Office for Civil Rights,
U.S. Department of Education; 8th floor, 5 Post Office Square,
Boston, MA 02109-3921;
Email: OCR.Boston@ed.gov
(617) 289-0111 or (877) 521-2172 (TDD);

Vermont Human Rights Commission,
14-16 Baldwin St.,
Montpelier, VT 05633- 6301,
Email: human.rights@state.vt.us.
(800) 416-2010 (Voice) or
(877) 294-9200 (TTY).

Complaints of Discrimination and or harassment will be promptly and effectively investigated. If it is determined that discrimination and or harassment occurred, the consequences can range from education, banning from school property, and discipline measures, including termination. Retaliation against a person who makes or participates in an investigation of a complaint of discrimination or harassment is prohibited and can be the basis of separate discipline.

For full copies of the applicable Policies please request from your buildings main office or refer to the District's website (<http://www.bsdrv.org/Board/BoardPolicy.php>) copies of ACAA, Sexual Harassment, ACAD Equal Employment Opportunity and Non-Discrimination, ACAG Prevention of Harassment on the Basis of Protected Characteristics - Employees and Others.

101030-5 BSD Handbook text 6-8-12

HEALTH SERVICES

Our Health Assistant works closely with school personnel and families. The health assistant coordinates the health needs of students and acts as a liaison between school and home on health-related issues. It is not the role of the health assistant to diagnose or treat illnesses, beyond the immediate and emergency needs of students. In the event of an emergency, every effort will be made to contact a parent, but the school will utilize local rescue services if such action is deemed necessary or appropriate. Please refer to the medication policy if administration of medication by school personnel during school hours is necessary.

Please contact the school nurse for directions and procedures for getting medication safely to school. It is a safety issue to bring medication on the school bus.

Medication Policy

Most parents whose children require medication are able to give it to them at home. There are occasional times when medication may have to be given during school hours.

For prescription medications:

The physician and the parent must sign the medication administration form **ON THE NEXT PAGE**. The medication must be in its original labeled container. If it is a long-term prescription, the permission must be renewed each school year.

For non-prescription medications:

The parent must fill out and sign the medication administration form or write all the information on a paper. The medication must be in the original labeled container. The medication will only be given for 48 hours with each form. If the need for a longer term administration exists, please call the principal. The principal or designee reserves the right not to give the medication when they have a safety concern about it. Parents will be notified and medical clarification requested. Parents can always come to school and administer the medication themselves.

BURLINGTON SCHOOL DISTRICT

Request for Administering Medication by School Personnel

(To be submitted to the building principal)

NAME OF STUDENT _____

SCHOOL _____ GRADE _____

MEDICATION _____

DOSAGE _____

DIRECTIONS _____

REASON FOR GIVING _____

DATE

SIGNATURE OF PARENT/GUARDIAN

(No medication will be given at school until the school receives this completed form with the necessary signatures, and the prescribed medication in a container appropriately labeled by the pharmacy or physician.)

FOR PRESCRIPTION MEDICATION ONLY

I hereby request that _____ be given the above prescription at school as ordered.

DATE

SIGNATURE OF PHYSICIAN

SPECIAL INSTRUCTIONS

