

SciTech Parent Newsletter

AUGUST / SEPTEMBER 2014

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Important Upcoming Dates:

9th Grade Students:
9th Grade Nation
Friday, August 22nd
7:38am-10:59am

All Students:
Monday, August 25th
First Day of School

Helpful School Contacts

Principal-Mr. Shawn McNeil
Director-Mr. James McCoy
Secretary-Ms. Jacqueline Bowman-Porter
Guidance Counselor-Ms. Elaine Ashcom
Social Worker-Mrs. Holly Blattler Eidinger
Nurse Practitioner-Ms. Bridgetta Devlin
PSE teacher-Ms. Angela Stubbs
PSE teacher-Mrs. Marlene Cabiness
CAS Facilitators-Ms. Jean Simcic, Mr. Oscar Huber, Mr. Kevin Shevitz, Mr. Brian Rose, Mrs. Jennifer Miller, Ms. Wendy Moore
Athletics-Mr. Kevin Shevitz
Family and Community Engagement (FACE) Coordinator-Ms. Stephanie Theuret
Student Data Systems Specialist-Ms. Kimberly Reddy
Technology Specialist (laptops)-Ms. Kimberle Mitchell

School Address and Phone Number

Pittsburgh Science & Technology Academy
107 Thackeray Street
Pittsburgh, PA 15213
Phone: 412-325-7620
Website: www.pghscitech.net



Bell Schedule

The Pittsburgh Science & Technology Academy will utilize multiple bell schedules during the school year. The “regular” bell schedule will be used on **Monday’s, Tuesday’s, Thursday’s and Friday’s**. On these days, students are permitted to come into the **building starting at 7:10 and first period begins promptly at 7:36 AM with the last period of the day ending at 2:46 PM**. All of our schedules include four academic periods, one lunch period and one activity/advisory period.

Every Wednesday, there is a one-hour early dismissal for students. On these days, students are permitted to come into the **building starting at 7:10 and first period begins promptly at 7:36 AM with the last period of the day ending at 1:46 PM**. The early dismissal every Wednesday allows us to engage in weekly professional development with our staff members. With so many of the unique things that we do at SciTech, our professional development program is vital to the success of the school.

Included in this mailing is a copy of the bell schedules for the 2014-2015 school year. Please note that the schedule for students in grades 6-9 is slightly different than the schedule for students in grades 10-12.

Students Leaving the Building

Students are NOT PERMITTED to leave the school campus during the school day. Students who leave the campus without an appropriate early dismissal will be disciplined in accordance with the School Discipline Code.

Closing and School Delays

Sometimes it is necessary to close or delay the opening of school when extreme weather or building emergencies make it impossible to open. If you suspect that school might be delayed or closed due to inclement weather, **please do not call the school**. Announcements will be made on television and radio stations. In addition, the school district will post all school closures and delays on the school district website www.pps.k12.pa.us. In the event of a **2-hour delay**, students' buses will arrive 2 hours later than usual and **first period will begin at 9:36 AM**.



Visiting the School

Parents and guardians are welcome to visit the school at any time. All visitors must check in at the main office. If you are interested in meeting with a particular individual, please call ahead to ensure that the individual is available to meet. If a parent or guardian is interested in observing their student's class(es), he or she must provide 24-hours notice to the teacher. This is to ensure that appropriate seating is available in the class-

Grade Level Labels

SciTech utilizes labels for each of the traditional grade levels. These labels are consistent with the levels that many students may find themselves moving through in their professional careers.

- Novice (grade 6)
- Apprentice 1 (grade 7)
- Apprentice 2 (grade 8)
- Associate (grade 9)
- Manager (grades 10-11)
- Executive (grade 12)

Transportation

The Pittsburgh Public Schools provides transportation for high school students who live 2 miles or more from the school and for middle school students who live 1.5 miles or more from the school. Please reference the section on "Building Access" which notes the specific door students will need to enter in the morning. Board policy states that "the privilege of being transported shall be withdrawn in respect to any pupil who is unmanageable or by his/her conduct endangers the property or safety of others." Once students are dropped off school, they are not permitted to leave school property.

Novice and Apprentice Levels (Grades 6-8)

Students at the Novice and Apprentice Levels are picked up at or near their homes via yellow school buses and transported to SciTech. This process is coordinated through the Pittsburgh Public School Transportation Department. The transportation department can be reached by calling (412) 338-8125

The transportation department sends out a mailing to all families that will tell you the bus number, pickup and drop-off time, the place to catch the bus, the telephone number to the bus garage and all other information that you might need. You will receive this mailing prior to the start of school. Once students are dropped off school, they are not permitted to leave school property.

(Transportation Continued...)

Associate through Executive Levels (Grades 9-12)

Students in the Associate through Executive Levels will be picked up at or near their homes via yellow school buses and transported to SciTech, provided they live more than two miles from school. This process is coordinated through the Pittsburgh Public School Transportation Department. The transportation department sends out a mailing to all families that will tell you the bus number, pickup and drop-off time, the place to catch the bus, the telephone number to the bus garage and all other information that you might need. You will receive this mailing prior to the start of school. The transportation department can be reached by calling (412) 338-8125

If a student receives a bus pass, he or she will receive the pass in school.

Building Access

You will receive a notice from the Transportation Department prior to the start of school regarding whether you are a walker, receive a PAT bus pass or will ride a yellow bus. The school does not have this information.

Please read the procedures below regarding the arrival to school. The building will open at 7:10 AM for student entry. For the safety and security of our students, metal detectors will be used at all entrances.

Entrance Procedures for **Grades 9-12 students (Walkers or PAT Bus Pass)**

These students will enter through the Bouquet Street entrance and move into the cafeteria where breakfast will be available. Entrance Procedures for **Grades 9-12 students (Yellow Buses)**

These students will be dropped off on either the Bouquet Street entrance or Thackeray Street entrance and move into the cafeteria where breakfast will be available. The exact side of the drop off will be determined closer to the start of school.

Entrance Procedures for **Grades 6-8 students (Yellow Buses)**

These students will be dropped off on either the Bouquet Street entrance or Thackeray Street entrance and move into the cafeteria where breakfast will be available. The exact side of the drop off will be determined closer to the start of school.

Entrance Procedures for **all students being dropped off by a parent**

All parent drop offs will take place at the Thackeray Street entrance. Students will then move into the cafeteria where breakfast will be available.

Arriving Late to School

If any student comes to school after 7:29 AM, he or she must enter through the Thackeray Street entrance. Students that arrive to school after 7:36 AM will check in at the tardy desk.

Visitors

All visitors must enter through the doors on Thackeray Street. If you require an ADA accessible entrance, please call the main office before you arrive and a staff member will meet you at a ground level entrance in the main parking lot facing 5th Avenue. An elevator is available.

9th Grade Nation

Beginning this year, as part of our 9th Grade Nation transition program, students have the opportunity to participate in the Pittsburgh SciTech Prep 9: Freshman Focus program. This program is especially important for 9th grade students that are new to SciTech. Our Prep 9 program is held at SciTech from Monday, August 11th through Friday, August 15th. During this week long orientation, students will be introduced to the technology skills that are essential to our SciTech program and additional study skills that are necessary for success in high school. Students will also learn about the specific expectations for graduation and be introduced to their principal, teachers and counselor.

All of our 9th grade students (class of 2018) are part of 9th Grade Nation. We look forward to seeing you on **Friday, August 22, 2014 for your first day of school** at SciTech! On this day, you will have an opportunity to meet your new teachers, tour the building, and connect with new and old friends. We look forward to your attendance! The doors on the Thackeray Street entrance will be open from 7:18-7:38 AM and the day's activities will end at 10:59 AM. Breakfast and lunch will be available for students.



Students

Schedules

Student schedules will be mailed to families the first full week of August.

Field Trips

Given our unique program, and the fact that we are located in the heart of Oakland, our students are often learning outside the classroom walls. We refer to these experiences as "walking field trips" given that our proximity allows us to walk to and from the activity. Teachers may not always send home information regarding walking field trips.

Students will also take part in more traditional field trips that will require transportation and may take a longer period of time. In these cases parents will be informed of the trip.

Special Education

Middle and high school special education delivery is completely aligned with that of the District, focusing on inclusion and support. Our PSE teacher is responsible for the development of student Individual Education Plans (IEP's) and ensures that teachers are implementing the specially designed instruction. Special programs for academic support, such as Read 180, are available to students in certain grade levels, and not exclusive to students with identified special needs. Additionally, students may use their third period for additional academic support if needed.

Gifted Education

The Pittsburgh Science & Technology Academy will provide gifted education services designed to meet the individual needs of each identified student. Instead of attending the Pittsburgh Gifted Center, students will receive gifted services within the school. Specially designed instruction based on each student's interests and strengths will be offered on an ongoing basis. Gifted Individualized Educational Plans (GIEPs) will be written prior to school starting and in the fall by CAS facilitators at the school.

Backpacks

All students new to SciTech receive a backpack that is appropriate for carrying a laptop computer throughout the day. If you are looking to purchase a replacement backpack for the coming school year, be sure that it is rated for a laptop computer. This often means that there is additional padding inside and usually includes a specific pocket or flap for the computer. This is a requirement for all students and something that is checked and verified on a daily basis as students enter the building.

Three Year Graduation Information



SciTech provides the unique opportunity for students to graduate in 3, 4 or 5 years. The vast majority of students will still graduate in the traditional 4-year sequence, however some students may be interested in accelerating their graduation requirements and graduating in 3-years. Students must be in a higher-level math class (at least Algebra 2) during their Associate year in order for this to occur. If you are interested in exploring the 3-year graduation plan, please contact the guidance counselor. Ideally, this decision should be made prior to the start of the Associate year. The 5-year graduation plan is designed for those students who need additional time to master many of the math and reading concepts in school in preparation for their advanced science concentration course work.

Science Forum

This ongoing forum will explore how science in the classroom connects to science outside the classroom. Guest presenters from an industry or university setting share their experiences in an interactive format. Most of our Science Forum activities will separate our high school (grades 9-12) and middle grades (grades 6-8) students. The high school Science Forums are typically held off-site and the middle grades Science Forum activities are usually held within the school and involve a number of competitions. Science Forum dates are noted on the bell schedule included in this newsletter.

Students Lockers

Each student will be assigned a locker for the storage of books and other belongings. It is the student's responsibility to see that his/her locker is secured at all times. The school will not be responsible for lost or stolen property. Students must only use their assigned lockers. Good judgment should be used in what you bring to school. Lockers are school property and may be searched at any time if reasonable cause exists to do so. Students are required to bring a lock from home. Locks are available for purchase in the main office.



Pittsburgh Promise

The Pittsburgh Promise is a big idea and a concrete commitment to all children who graduate from Pittsburgh Public Schools and who live in the City of Pittsburgh. If they maintain an **average GPA of 2.5 and an attendance record of 90%** they will earn up to a **\$40,000 scholarship** to attend any accredited post-secondary institution in Pennsylvania. At SciTech, we create opportunities and provide support for all students to graduate Promise-Ready.



Final Exams

Semester examinations are to be administered to high school students in all subjects. No student is excused from taking semester examinations for any reason. Students who are late for a final exam will not be permitted to take the test and will receive a zero for the exam. It is imperative that students arrive on time for end of semester finals.

Pictures

All students must have their picture taken as they are used for student ID's. Students and their families will have the opportunity to purchase various picture packages from the photography company. Information regarding the date of the picture day will be communicated at a later time.

In addition, we will have information available to our Executive students regarding special senior picture packages and sittings once we return to school.

The 5P's

All students and parents/guardians signed the "compact of understanding" when accepting their placement at SciTech. This compact outlines the agreements students, parents/guardians and staff members make regarding their commitment to success at the Pittsburgh Science & Technology Academy. All students agreed to the five P's:

- Be prompt
- Be prepared
- Be polite
- Be productive
- Be positive

These five P's outline the responsibilities of each student every day. Students will see constant reminders of these five P's in classrooms and other areas throughout the building.

Cell Phones, iPods and Other Electronic Devices

Students are permitted to carry cell phones, iPods and other electronic devices to and from school; however the **phones, iPods, laser pointers and other electronic devices must be kept out of sight and turned off upon entry into the school and throughout the school day.** Students who violate this rule will be subject to having the item confiscated and will be assigned Saturday detention if he or she refuses to handover the device as expected. These items will only be returned to a parent. **Juniors and seniors that have repeated violations of this policy will be subject to loss of privileges, such as Junior/Senior Prom.**

Dress Code

The Pittsburgh Science & Technology Academy has a unique dress code exclusive to the school. We are working diligently to create a culture of high expectations and academic excellence for all learners. It is our hope that the dress code helps foster a positive learning environment free of distractions and disruptions.

A copy of the dress code is included with this mailing. Please take the time to familiarize yourself with the dress code. Our dress code is designed around a "business casual" framework. If a student is not dressed appropriately, the parent or guardian will need to bring appropriate clothes to the school.



Below are the dress code requirements for physical education classes.

Expectations of Dress for Physical Education Class:

All students are expected to fully participate in physical education class wearing the following appropriate attire:

- Athletic shorts or pants - Must be of appropriate length and worn at one's hips
- T-shirt or sweatshirt - Long enough to cover the top of pants even when arms are raised above head
- Socks and athletic shoes - Boots, sandals, or dress shoes will not be allowed

Expectations of Dress for Swimming:

- Boys- will wear swimming trunks (no athletic shorts)
- Girls- will wear a one piece suit or a tankini (or a 2 piece with a dark non-see through t-shirt on top)

Attendance Requirements

We realize that it will be necessary for students to be absent on occasion when a student is prevented from attendance for certain reasons (illness, health care, bereavement, religious holidays, school activities). It has been proven, however, that students who attend school regularly achieve more than those who do not. Class attendance and participation are imperative for academic achievement and necessary for the accomplishment of curricular objectives, especially at SciTech where we implement a block schedule. Therefore, it is the policy of the School District that all students be in attendance unless absent for an approved reason.

Students must bring an excuse to school the day after an absence and turn it into the main office. Only ten parent excuses are allowed per year. If a student does not bring in an absent note from a parent or guardian after three days following the absence, the absence is then considered unexcused. Unexcused absences violate the Pennsylvania school compulsory attendance laws and can lead to a citation being filed with the local magistrate.

It is important to note that the Pittsburgh Promise uses attendance as one of several criteria when determining eligibility for scholarships. Suspensions and unexcused absences shall count against a student when determining eligibility for the Promise. All excused absences are not counted against a student in determining eligibility for the Promise.



Outstanding Obligations

(Textbooks/Calculators/Technology Items)

Students are responsible for all school books, calculators and technology items issued to them. If damaged or lost, it is the student's responsibility to replace them. **The deadline to pay all outstanding obligations is Tuesday, September 30, 2014. If a returning student has not paid their obligation by this date, he or she is not considered in good standing until the debt is paid. While a student is not in good standing, he or she is not permitted to participate in extracurricular activities (sports, school dances, prom, commencement, etc.).**



Code of Student Conduct

A copy of the updated Code of Student Conduct will be included either in a Welcome Back mailing from the Pittsburgh Public Schools central office or a packet of materials distributed to students during the first days of school. A copy of the Code of Student Conduct can also be found on the District website. It is very important that students and families familiarize themselves with this document.

Early Dismissal Policy

A request for an early dismissal must be submitted in writing to the main office the morning of the day of the dismissal. The request must include a telephone number at which the parent/guardian can be contacted to verify the early dismissal request. Students can then pick up their early dismissal pass after 2nd period. **Please note that it is necessary for students to remain in class at the end of the school day. Early dismissals near the close of fifth period will not be given without the main office having received an early dismissal note in accordance with the school policy.**

Parent/School/Community

Council Meetings

The purpose of the Pittsburgh Science & Technology Academy PSCC is to provide ongoing communication between the school and parents, guardians and community groups regarding issues that are important to the success of our students. The council meets monthly and meetings are open to all those who are interested in attending. All PSCC meetings will take place from 6:00-7:00 p.m. at the school and a light dinner is served. The dates for each monthly meeting are below. We look forward to your attendance!

September 11, 2014	January 8, 2015	May 14, 2015
October 9, 2014	February 12, 2015	June 4, 2015 (breakfast)
November 13, 2014	March 12, 2015	
December 11, 2014	April 9, 2015	

Parent Volunteers

We recognize that a great school has great parental support and engagement. Our Parent Engagement Liaison, Ms. Theuret, is working on developing a strong and active group of parent volunteers to help sustain the collaboration among staff members and our parents and guardians. If you are interested in volunteering, please contact her at stheuret1@pghboe.net or 412-325-7652. Also, be sure to sign up for the SciTech emails at www.pghscitech.net and click on the button at the top of the page, all volunteer opportunities will be sent out via email.

Parent Involvement Policy

Please find the current "Parent Involvement Policy" on the SciTech website—www.pghscitech.net. Click on the resources tab.

Communicating with Teachers

All teachers have their own phone extensions, voicemail and email. Teachers will provide all of their contact information to their students at the beginning of the school year. A staff directory is included in this mailing and can be found on our website as well. If you have difficulty finding this information, please call the main office at 412-325-7620.



Athletics

SciTech students who are interested in participating in athletics have the opportunity to do so with our partner schools through a cooperative sponsorship. This is the arrangement that was utilized the last four school years and many of our students took advantage of these opportunities. Mr. Shevitz serves as our athletics liaison with these schools.

Associate, Manager and Executive Level (Grades 9-12)

Our high school students partner with Pittsburgh Obama and University Prep for varsity athletics. Our students may participate in any sport that is offered. The following sports are available in the fall: Boys soccer, girls soccer, co-ed cross country, co-ed golf, girls tennis, girls volleyball and football.

The official start date for fall varsity sports is Monday, August 11th. If you have further questions, please contact the Pittsburgh Obama Athletic Director, Mrs. Liza Simmons by email at lsimmons2@pghboe.net or by phone at 412-897-5645. Students can only tryout for an athletic team with a completed physical.

(Athletics Continued...)

Novice and Apprentice Levels (Grades 6-8)

Our middle school students partner with University Prep and information regarding the middle school athletic program will be available closer to the start of school. The location of all practices and games will be primarily at University Prep but will be determined on a sport by sport basis. Information will be available for students once the school year begins. Please direct any questions regarding the middle school sports program to the SciTech Athletics Liaison, Kevin Shevitz, at kshevitz1@pghboe.net or call 412-325-7658.

Laptops

Grades 9-12

Every 9th through 12th grade student at our school will receive a personal laptop computer to use at home and school throughout the school year. In addition to specialized technology classes and training for our students, we will offer on-site technology repair and assistance. **Given this, all 9th grade students, and NEW 10th grade students, and a parent or guardian MUST attend one of our laptop program orientation meetings.** These sessions are scheduled during the dates and times below at the school. Please call the school 412-325-7620 to RSVP for the date you plan to attend.

9th grade and new 10th grade student Laptop Orientation Dates (you must attend one)

- Thursday, August 14th 6:00 PM
- Thursday, August 19th: 6:00 PM

Non-Refundable Technology Deposit

Students in grades 9-12 are required to pay a mandatory \$40.00 technology deposit each year. This deposit is designed to increase the involvement and investment of students and act as insurance for non-negligent damages. **Students in grades 6-8 are encouraged but not required to pay the \$40.00 technology deposit each year to act as insurance for non-negligent damages.**

You may pay your \$40 deposit during the laptop orientation session. If you are a returning student in grades 10-12, you may submit your \$40 laptop deposit to main office at the beginning of the school year. The full amount of the deposit must be received by Friday, October 17, 2014, and will be considered an obligation following that date.

Grades 6-8—All 6th, 7th and 8th grade students will have access to a laptop computer throughout the school day. These procedures will be explained to students during special sessions occurring during the school day at the beginning of the year.

**All 9th Grade students
and NEW 10th Grade
students MUST attend
Laptop Orientation.**

Technology Use

A technology acceptable use policy (AUP) will be shared with students once the school year begins. Given that SciTech utilizes technology as a learning tool every day, communication of the AUP is incredibly important so that all students are aware of the policy. In the student handbook/planner there is a section titled "Laptop Program Guidelines and Agreements" that clearly outlines the acceptable use of technology at SciTech. A copy of the District's AUP is available on the Pittsburgh Public Schools website.



Academic Honesty

As an academic community committed to the preparation of intellectually-sound students, the Pittsburgh Science and Technology Academy requires that every student use intellectual honesty in the preparation of all assigned academic work.

Cheating

Cheating is defined as giving or attempting to give or receive during an examination any aid unauthorized by the instructor. An examination is any quiz, pre-announced test, hourly examination, final examination or homework.

Plagiarism

Plagiarism is passing off another person's work as one's own. It is taking and presenting another's ideas, research, writings, creations, or inventions as their own. It makes no difference whether the source is another student or a professional in some field.

For example, in written work, whenever as much as a sentence or key phrase is taken from the work of another without specific citation of the source, the issue of plagiarism arises.

Paraphrasing is the close restatement of another's idea using approximately the language of the original. Paraphrasing without acknowledgment of authorship is also plagiarism and is as serious a violation as an unacknowledged quotation. When in doubt, it is best to consult with your teacher and heavily cite your work.

Specific examples of things that violate academic integrity:

- Providing another student with your assignment, whether for them to intentionally or unintentionally submit as their own
- Submitting another individual's assignment as your own
- Having another individual complete an assignment and submit it as your own
- Taking another individual's assignment, making some changes to it and submitting it as your own
- Physically editing another student's document
- Copying homework
- Talking during an examination
- Using another person's ideas from a website without proper citation.
- Turning in a paper that you completed for another class

Consequences for Academic Dishonesty:

1st Offense:

Receives a zero for assignment
Call home from teacher with explanation of academic dishonesty
Referral Documentation

2nd Offense:

Receives a zero for assignment
Disciplinary Referral
Possible Failure of Quarter

Additional Offenses:

Failure of the specific quarter would result after the second offense even if a past quarter already resulted in a failure due to academic dishonesty.



Academic Honesty (continued)

Role of the Faculty

At the beginning of each term, instructors are strongly encouraged to discuss issues governing academic honesty as they relate to a particular course.

Student Responsibilities

Assignments should be the work of the individual student, unless otherwise directed or as permitted by the instructor. Each student is responsible for ensuring that their work does not involve plagiarism. Ignorance is not an excuse. Students with uncertainties and questions on matters relating to issues of academic integrity should consult with the course instructor for whom they are preparing the work.

Tardy Policy

If you arrive late to school or are not in your Period 1 class on time:

- Report directly to the tardy desk or office to be marked tardy to school and receive a slip to class.
- Students who are tardy to school five (5) times will be issued detention.
- Repeated offenders can expect increased consequences.
- All instances of lateness (excused and unexcused) will accumulate on a yearly basis.

Unexcused Tardy

- Only unexcused instances of lateness accumulate for disciplinary reasons.
- Students cannot make up work in any classes that were missed due to an unexcused lateness. To avoid this, students who are tardy must have their valid excuse available when they arrive at school.
- The following reasons are considered to be unexcused tardies: Sleeping in, alarm did not go off, no one got me up, car failure, missed the bus, missed ride or any other excuse not covered under the State exemption clause for mandatory attendance.



Parent Addresses and Phone Numbers

Families are reminded that if their address, phone number or email address changes during the summer or into the school year, it is very important to call and notify the main office. At 412-325-7620. The addresses we have on file are used for mailings and the phone numbers are used for our automatic calling system as well as for emergency purposes.



Breakfast and Lunch Program

Breakfast will be available for all students in the cafeteria from 7:10-7:29 AM. No “snack” items will be sold during breakfast. Each student will have one lunch period in the middle of the day. Students may bring their own lunch to school or they can purchase one in the cafeteria. For students who qualify for free or reduced lunch, please be sure that you complete the appropriate paperwork when you receive it. Students may not take food out of the cafeteria area and must dispose of all items properly.



Immunization and Health Information

The health and well-being of our students is very important. Please don't hesitate to inform our school nurse practitioner of any medical concerns that you may have about your student's health throughout the school year. Mrs. Devlin, the school nurse practitioner will be available to answer all health related questions after August 15, 2013 at 412-325-7654.

All medical forms can be downloaded from the District website.

The school health program has several requirements for the upcoming school year:

All students are required to have documentation of the second varicella (chicken pox) vaccine in order to be admitted to school. If you have not previously submitted documentation of the 2nd varicella vaccination, please send this documentation to the school health office by **October 13, 2014**.

Students entering 7th grade are required to submit documentation to the school health office of the Tdap, meningococcal and second varicella vaccines by **October 13, 2014**.

All 6th and 9th grade students are required to have a physical examination. Any physical completed by your child's health care provider dated on or after **June 1, 2014** will be accepted. All 6th and 9th grade physical forms are due in the school health office **October 13, 2014**. Please indicate on the emergency care form if you would like to have the physical examination completed at school.

All 6th grade students are required to have a dental examination. This examination will be performed at school unless a completed dental form has been submitted.

If your child requires the administration of prescription or over the counter medication during the school day, a completed medication administration form is required on the first day of school. All medication must be in the original prescription labeled container to be administered by the school health office.



