



# STUDENT HANDBOOK

## 2025 - 2026

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*Victoria Park High School is a welcoming community where every student can find success and support from caring humans. Our school feels like a family, evident in the warm atmosphere and positive interactions between students, staff, and caregivers. We are excited to invite you to join our family this school year.*

*As our students journey through high school, we expect them to put a sincere effort into their progress, and to make the most of their years at Victoria Park High School. Students, we believe that you can succeed. We also believe that you will develop pride in your educational accomplishments and know that a bright future lies ahead. We believe that you too, are dedicated to making a difference in your own life and we encourage you to think of every moment spent at Victoria Park High School as a valuable investment in your future.*

*We hope students will take the opportunity to participate in some of the many activities we offer, building knowledge, skills, character traits, friendships and memories to last a lifetime. For some students, joining the Victoria Park High School community and putting real effort into making positive change, is lifechanging. We encourage each of you to get involved and to make connections that may prove to be one of the healthiest of experiences you've had so far in your schooling. Every one of you has the potential to excel if you get involved in the positive opportunities that await you at VPHS.*

*All the best in the 2025– 2026 school year!*

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## MISSION AND VISION OF VICTORIA PARK HIGH SCHOOL:

**MISSION:** To provide genuine alternative school experiences to support students as they move toward their preferred future.

**VISION:** Students move forward on their individual path, connecting value and purpose to their choices.

## SCHOOL OFFICE HOURS:

The school office is open during the following hours:

Mondays - Thursday: 7:30 AM – 4:00 PM  
Friday: 7:30 AM – 1:00 PM

## SCHOOL WEBSITE:

<https://lasp.lethsd.ab.ca/>

## School Year Calendar

For a comprehensive yearly school calendar, click here.

<https://lasp.lethsd.ab.ca/calendar>

## BELL SCHEDULE:

### Monday – Thursday

8:30	10:00	Block 1
10:00	11:30	Block 2
11:30	12:00	Block 3 - LUNCH
12:00	1:30	Block 4
1:30	3:00	Block 5

### Open Fridays

8:30am      12:00pm

## **COMMUNICATION:**

Regular communication about upcoming events will be posted to our school website and the calendar will be updated frequently. Communication to homes will also be sent via School Messenger and will arrive in parent and caregiver inboxes. As always, individual, two-way communication is a practice with all staff at the school and will often occur in person, via phone, text, teams or email, depending upon individual needs. Please do not hesitate to call the advisor or the office if you are unsure of who to reach out to in any given situation.

## **Safe Arrival (AUTOMATED CALL OUT):**

When a student misses a regularly scheduled class (not D.L.), our automated telephone system, will contact the students' Priority 1 and 2 Contact in the Power School Contact list.

## **PARENT/GUARDIAN CONVERSATIONS AND APPOINTMENTS:**

We appreciate the value of two-way communication that we have with parents, guardians and caregivers and would like to facilitate opportunities for connection. To be involved with the progress of a student, please do not hesitate to reach out to school staff, and we will certainly be making an effort to reach out to you. Teachers, administrators, and counsellors are available for appointments during the school day, and parents/guardians can either call the school or email the teacher directly to schedule an appointment.

Parent/Guardian Conferences are held two times per year and caregivers are urged to attend these conferences in person. If an in-person meeting is not possible, a phone meeting can be arranged. Please look to our school calendar for current dates for conferences.

<https://lasp.lethsd.ab.ca/calendar>

## **STUDENT ASSESSMENT AND REPORTING:**

Students are assessed in accordance with latest practice in education that fit our students' needs. We pride ourselves in being open and flexible when assessing students' knowledge and skills within the Alberta Programs of Study.

Report cards are issued four times per year. These reports are important to provide students and families with information about the progress in courses. Report cards will be sent to parents/guardians/caregivers by email and to students via Teams.

Please look to our school calendar for current dates for report card periods.

### **SCHOOL FEES:**

All students in Lethbridge School Division must pay school fees to cover the cost of textbooks, materials, supplies, etc. School fees for Victoria Park School students, under 20 years old as of September 1, of the current school year, are a flat rate of \$80.00. "Shared Students" taking course(s) at VPHS pay a fee of \$180 and \$100 refunded Summer School has separate fees found in the Summer School Fees can be paid using School Cash Online or in person at the office with debit or credit cards. The link to School Cash Online is:  
<https://lethbridge.schoolcashonline.com>

Students are held accountable for lost or damaged books and will be charged a replacement fee. If a lost book has been paid for and then found, the student will be given a refund, as long as the book has not been damaged. This will take place through the main office.

### **OVERAGE STUDENT FEES:**

Any student 20 years old or older on September 1<sup>st</sup> of the current school year must pay the \$75.00 registration fee, plus \$100.00 per credit. A subsequent course will not be offered until the first one is paid for.

For example:

3 credit course \$100.00/credit x 3 = \$300.00 = \$300.00

5 credit course \$100.00/credit x 5 = \$500.00 = \$500.00

\*Overage students must pay in full prior to starting their course. Otherwise, payment arrangements must be made through the office.

## **CURRICULUM HIGHLIGHTS**

### **DIPLOMA EXAM COURSES:**

All course work and tests must be completed by the course deadline before writing the diploma exam. For those taking courses through the Distributed Learning Format (DL), following the individual timelines is essential to successful completion. Pay attention to notices in Teams or your GSR and posted schedules. Ask an advisor and/or teacher for any of the information needed.

**CERTIFICATE OF ACHIEVEMENT /DIPLOMA REQUIREMENTS:****High School Diploma Program**

<b>GENERAL HIGH SCHOOL DIPLOMA – 100 Credits</b>	
English Language Arts - 30 Level	English 30-1, English 30-2
Mathematics – 20 Level	Math 20-1, Math 20-2, Math 20-3
Science – 20 Level	Science 24, BIO 20, Chem 20, Physics 20
Social Studies – 30 Level	Social 30-1, Social 30-2
Physical Education 10	3/5 Credit
Career and Life Management 20 (CALM)	3 Credit
10 Credits in any combination from:	CTS, Fine Arts, PE 20/30, RAP, LDC
10 Credits in any 30 – Level Course in addition to English and Social 30 Level	Work Experience, CTS, RAP, Green Certificate

**Knowledge and Employability (K&E) Program**

The requirements indicated in this chart are the minimum requirements for a student to attain a Certificate of High School Achievement through the Knowledge and Employability Program (K&E). The requirements for entry into post-secondary institutions and workplaces may require additional courses. Typically, our students progress through the following sequence of courses:

<b>HIGH SCHOOL CERTIFICATE OF ACHIEVEMENT</b>	
English Language Arts 10-4, 20-4, 30-4	Physical Education 10
Mathematics 10-4, 20-4	Career and Life Management 20 (CALM)
Science 10-4, 20-4	Occupations Course 10-4, 20-4, 30-4
Social Studies 10-4, 20-4	Work Experience 10, 20, 30
	Elective Courses, as offered

- Occupational courses are selected from eight occupational clusters: Art Design and Communication, Business Services, Construction Building, Cosmetology, Fabrics, Foods, Human Care (Childcare) and Workplace Readiness.
- When students are 14 years or older, they are offered work experience opportunities in the community. (See Off-Campus Education Placement Program).



- Students are able to earn a regular high school diploma by completing five additional courses (five credits each) beyond the K & E Certificate of Achievement: English 30-2, Social Studies 20-2 and 30-2, Mathematics 20-3 and Science 24. **It is recommended that students achieve a minimum of 65% in Knowledge and Employability core courses prior to receiving instruction in diploma level core courses.**

### **DISTRIBUTED LEARNING (DL):**

Distributed Learning (DL) offers students the flexibility to complete an independent study course or program. Rather than attend a class directing by teacher instructor, students may explore and practice concepts and skills through carefully prepared learning modules. Students are deeply encouraged to attend the school on a weekly basis to engage in a check in with the DL coordinator or teacher on site, as this type of support will lead to greater opportunity of success and a decreased potential for feelings of frustration. After completing all of the work in each module booklet, the student completes a summative assessment, and submits the assignment booklet for marks. The timelines and course selection must be agreed upon between the student and their advisor.

### **VICTORIA PARK ELECTIVE COURSES AND PROGRAMS**

Students at Victoria Park High School are afforded the opportunity to participate and partake in a variety of elective courses and programs. It is our intent to offer a compliment of courses that contribute to a student's pathway to their preferred future by exposing them to a blend of courses that may spark in interest or hone a skill that may contribute to a career path. In addition, students will experience a course that reflects staff's passions, interests, training, and expertise.

### **SUMMER SCHOOL:**

Students who wish to access courses during the summer should book an appointment at Victoria Park High School, beginning May 1. Summer school Diploma Classes run four weeks in July. Distributed Learning courses must be completed and submitted by the third week in July. Students may begin their summer DL course as early as May 1.

Summer School brochures are available starting in February of each year with updated and detailed information at Victoria Park or online at

<https://lasp.lethsd.ab.ca/courses/summer-school>

## STUDENT PROGRAMS AND SERVICES

### WELLNESS TEAM AND CENTRE:

#### Members of the Wellness Team include:

- Tessa Keenan – Family School Liaison Counsellor (FSLC)
- Garth Palmer – Student Support Team Member
- Nikki Cale – Fast Forward High School Completion Teacher
- Taryn Rodzyniak – Learning Support Teacher
- Shawnee Big Bull – Niitsitapiisini Teacher and Indigenous Grad Coach

Throughout a student's secondary school years, there are many times when support is needed beyond what the teachers/advisors/wellness team members are able to provide. Victoria Park High School is fortunate to have a number of support services available for students, to assist them in academic counselling, career choices and personal wellness decisions. Students may seek support from: their advisor, classroom teachers, administration, Wellness Team Members, Lethbridge School Division student support services (i.e. school psychologist), and, referrals to community agencies. We believe that it takes a village to support our youth in reaching their healthiest and fullest potential. Please reach out to the office or the wellness team for additional questions, concerns, ideas or answers in these areas.

Here are a number of the organizations that we partner with:

- Access Mental Health (Recovery Alberta Child and Youth Mental Health Clinic) 1-888-594-0211
- Lethbridge Youth Justice 403-394-7725
- Lethbridge Children's Services – 403-381-5555
- Youth Advocate Lethbridge – 403-694-1094
- Lethbridge Legal Guidance 1-866-845-3425
- Kids Help Phone – 1-800-668-6868
- Woods Youth Centre – 403-317-1777
- Lethbridge Food Bank Society – 403-320-1879
- Talk Suicide Canada: 1-833-456-4566 (toll free 24/7) or text 45645 (4 pm–midnight EST)
- Kids Help Phone: 1-800-668-6868 (toll free 24/7), text CONNECT to 686868, visit [KidsHelpPhone.ca/Messenger](https://kidshelpphone.ca/messenger) or connect using Live Chat at <https://kidshelpphone.ca/live-chat> (7 pm–midnight EST)
- Crisis support by province: <https://thelifelinecanada.ca/suicide-prevention> -crisis-centre-contact-information/crisis-centres/ Canadian-crisis-centres Mental health crisis lines and resources for Indigenous community members

- Hope for Wellness Helpline: 1-855-242-3310 (toll free 24/7) or chat online at [www.hopeforwellness.ca/](http://www.hopeforwellness.ca/)
- Indian Residential School Crisis Line: 1-866-925-4419 (toll free 24/7)
- Talk Suicide Canada: 1-833-456-4566 (toll free 24/7) or text 45645 (4 pm–midnight EST)
- Kids Help Phone: Indigenous peoples can connect with an Indigenous volunteer crisis responder, when available, by texting FIRST NATIONS, INUIT or METIS to 686868 for youth or 741741 for adults
- Government of Canada: [www.sac-isc.gc.ca/eng/1576089278958/1576089333975](http://www.sac-isc.gc.ca/eng/1576089278958/1576089333975)

### **LEARNING COMMONS:**

Our Learning Commons at Victoria Park High School is a comprehensive learning space and houses our Distributed Learning Program and is staffed with our Learning Commons Facilitator and a rotating teacher throughout every block of the school day. We have an assorted collection of fiction, non-fiction and reference books, as well as a collection of puzzles and games. We facilitate a computer lab and student working area, which supports students who are working independently or requiring additional one to one assistance. The Learning Commons is available to staff and students throughout the school day.

#### **Our Learning Commons hours are:**

Monday – Thursday 8:00AM – 4:00PM

Fridays 8:00AM – 11:30 PM

### **INDIVIDUALIZED EDUCATIONAL SUPPORTS:**

Many of our students receive educational supports outlined in an Individual Support Plan (ISP). Policy mandates that parents or guardians must sign all student ISP's. Our Learning Support Teacher will send documents requiring parent/guardian signatures home at the beginning of October. Student advisors will follow-up on the return of these documents. Parents who have questions concerning student ISP's are asked to contact their student's advisor or our Learning Support Teacher directly. If a parent, guardian, or caregiver would like a Learning Team meeting with staff to discuss their student's ISP please contact the Learning Support Teacher.

### **FIELD TRIPS:**

Within the curriculum of each grade there exists many opportunities to take the learning out of the classroom to a better learning environment in the community. These field trip adventures create a better place to learn, in a more realistic setting. Parents, guardians and caregivers will be informed about all field trips and must provide signed consent for any trip outside of the City of Lethbridge limits. A reliable and frequently

checked email address is essential for the digital versions of the field trip forms, as they will come directly to the caregiver inbox. The staff of Victoria Park High School believes that these field trips enhance the learning for the students and result in increased school engagement and success.

#### **FOOD SERVICES:**

Fresh fruit and snacks are available in the front foyer and throughout the school, and Hot Breakfasts are served on most Fridays from 10:00am – 10:30am.

During the lunch break, the school provides a \$1 Hot Lunch option. Hot Lunch is available Monday to Thursday and punch passes can be purchased using School Cash Online. The Hot Lunch program does not begin until the third week of the school year to allow for sufficient health and safety training of our students and facility.

<https://lethbridge.schoolcashonline.com>

#### **LOST & FOUND:**

Items that have been found should be turned in to the office immediately so that the owner may claim them. Inquiries concerning lost articles may be made at the office.

Students are asked not to bring valuable items or large amounts of money to school. The school cannot be responsible for the theft of such articles. If it is necessary for such articles to be brought to school, the student should deposit them in the office for safekeeping.

#### **LOCKERS:**

At the beginning of the school year, students may request an individual hall locker. Students are held responsible for the cleanliness of their lockers and are not to share or trade them with other students. Each student is responsible for locking the locker to prevent against intrusion by other students.

Families and students should note that lockers are provided as a service, are the property of the Lethbridge School Division, and Division policy authorizes school officials to enter lockers at any time.

All lockers will be locked with combination locks supplied by Victoria Park High School. Students are not allowed to replace these locks with others, for safety reasons. Please contact the administration for concerns related to this practice.

#### **INSURANCE:**

Lethbridge School Division has Base Blanket Student Accident Insurance coverage. For more information on this student insurance, go to the division website:

<https://www.lethsd.ab.ca/parents/student-insurance>

In addition to the division base coverage, we recommend that students, particularly those involved in athletic programs and those enrolled in Physical Education, obtain personal insurance. Forms are available at the school.

## VICTORIA PARK POLICIES and PROCEDURES

### VPHS STUDENT CODE OF CONDUCT:

**We ask that all students of the VPHS community adhere to the Student Code of Conduct:**

- Victoria Park High School students who are present on campus or off, participate and contribute to the overall safety and well-being of the school and community population, as well as the physical school site.
- Those who contribute to a lack of safety (real or perceived) for the students, staff, school, and community setting may be removed from the school.
- Depending on the severity and magnitude of the incident(s) and the student's age, maturity, and individual circumstances, responses to the lack of safety may include:
  - School-based interventions or consequences
  - Violence, Threat/Risk Assessment (VTRA)
  - Suspension
  - School removal/discharge
  - Involvement of police/authorities
  - Formal expulsion

**We ask that all members of the VPHS community participate in exercising social responsibility, ensuring that they:**

- Respect the rights of all students and staff
- Value diversity
- Use appropriate language that is respectful and polite
- Contribute to the school community

### **ATTENDANCE FOR STUDENTS IN CLASSROOM-BASED COURSES:**

School staff and caregivers must work together to promote the importance of regular attendance at school. Every class period contains instructional material or activities of significant importance to the student. Regular attendance is essential for successful work in school and is also a prerequisite for success in the workplace. It is our belief that academic success is directly related to attendance.

When a student is absent, the home is responsible for contacting the school to inform us of the student's absence.

During the school day, a student must formally check out at the office before leaving the school. For students under 18 years of age, parental or guardian contact is necessary before a student can be excused from school.

### **ATTENDANCE FOR DISTRIBUTED LEARNING (DL) STUDENTS:**

Students working on a DL-based program may have weekly attendance requirements as negotiated with their teacher advisor. It is critical that the student access the appropriate degree of academic support, including tutorial support, to ensure their success. Students need to connect with a supportive adult either in the Learning Commons or the classroom for assistance on a regular basis as agreed upon during intake. Students who are not accessing an official learning space (Learning Commons or Classroom) are asked to work off site.

### **BUS PASS POLICY:**

Students living more than 2.1 km from their boundary school are eligible to receive a city bus pass paid for by the school division.

Passes are distributed through the school office. If students or parents have questions, they are encouraged to reach out to the office staff.

### **CHANGE OF ADDRESS OR TELEPHONE:**

In order to keep up-to-date information about students, a Student Update Form needs to be complete for any change of address and/or telephone number, so that contact with the home can be made when necessary, as in the case of emergencies. This form is provided by the office in print or digital form.

### **Personal Mobile Devices:**

Victoria Park High School will allow students to possess cell phones/electronic devices at school, providing the following are adhered to:

- Personal mobile device is in your bag, in your locker, or the space provided by your teacher (not on your person).
- Headphones and earbuds are not in use during class or instructional time
- No personal digital devices in washrooms or change rooms
- Smartwatches notifications are turned off during class time
- Teachers will indicate in advance if there are specific learning situations that support personal mobile device usage
- Students are welcome to access their devices during breaks and or at lunch

### **RESPONSIBLE USE OF TECHNOLOGY:**

This Responsible Use of Technology summarizes the responsibilities of Victoria Park students using the school computer network. The network includes all computers or computer related equipment and applications, the local area network, and access to the Internet. Students are responsible for good behavior while using school computers, just as they are in a classroom or school hallway. Failure to adhere to the school's guidelines may lead to a loss of computer privileges.

The following and any other similar abuses are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems or computer networks
- Using other student's network account
- Trespassing in others' folders, work, or files
- Intentionally wasting resources

Computer storage areas and student file spaces may be treated like school lockers. Program administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

### **DRESS:**

Students ought to dress in a manner appropriate for school. Clothing which displays unacceptable language or images will be considered inappropriate for a school setting. Through the Education Act, school personnel are given the authority to determine the acceptability of student dress. Students with unacceptable dress will be asked to change their clothing, acceptably alter their clothing, or be sent home to do so.

### **EXPECTATIONS OF STUDENTS NOT IN CLASS:**

Students are encouraged to utilize the Learning Commons for individual study when not in a scheduled class. Students may also leave school property during their spare time. Students are not to be in the hallways or around school property during class time. When students have completed their classes for the day, they are asked to pursue additional help from a staff member or are asked to leave the school property and its surrounding areas.

### **MOTOR VEHICLE USE AND PARKING:**

Students are to operate their vehicles in a safe, responsible manner always, both on school grounds and in the vicinity of the school. Authority to govern such use is included in the Education Act of Alberta. Students who use their vehicles to transport themselves and/or others on school-sanctioned activities must submit a waiver form signed by a parent or guardian. Parents or guardians of passengers must also complete a waiver form before this passenger may accompany a student-driver. These forms may be obtained from the office. The on-site lot is available for **staff parking only**. Students are expected to make use of parking on the streets/avenues surrounding the school.

### **VOLUNTEER DRIVERS:**

All volunteer drivers must submit a completed "Volunteer Automobile Driver Authorization" form that can be obtained at the office. Where a volunteer driver is a student, parental permission is required for both the driver and all passengers. These special forms can also be obtained through the office.

### **POWERSCHOOL:**

VPHS believes in ample communication between home and school. Our online tool and app, PowerSchool ([ps.lethsd.ab.ca](http://ps.lethsd.ab.ca)) provides current grades, timetables, and attendance information. Parents and caregivers can sign up by going to our web page, under Parent Information.

Students and parents/caregivers are provided with a username and password to help them track academic achievement. The website also will provide individualized access to student timetables for students if they lose their paper copy of their timetable. Many parents and students find the PowerSchool app to be very helpful. This can be downloaded directly to your smart phone or device.



### **SUPERVISION:**

Staff supervision is provided at Victoria Park High School during each lunch break, during the breaks, and at all school activities and functions in accordance with School Division Policy.

### **GRADUATION PARTICIPATION:**

The Lethbridge School Division recognizes and appreciates the significance of formal leaving ceremonies for students. Graduation ceremonies at Victoria Park High School will be held in late June. Depending upon the student's program, they may be awarded a "Certificate of Achievement" or "General High School Diploma." Other students who have not met all the standards for certification, must have a minimum of 90 credits in order to participate in the convocation exercises. A student will receive their individual certificate as soon as Alberta Education has validated each student's course record, usually occurring in the summer.

Individualized graduation ceremonies are held in June of each year for all students in the graduating class. These individual ceremonies celebrate the unique efforts that the student has made and acknowledges all the supporters who have helped the young person on their journey to high school completion. More information will be shared beginning in April and students wishing to participate in lead roles to organize further celebrations for their peers are welcomed

The school will arrange for graduation photo sessions.

## **Crisis Response**

### **FIRE DRILLS & LOCKDOWN PRACTICES:**

A minimum of six fire drills and two lockdown drills are conducted each year. Drill response is monitored closely to ensure that procedures and practices protect the safety of students and staff. The school has a Crisis Response Plan in place, should the need arise.

### **FAIR NOTICE OF THREAT/RISK ASSESSMENT:**

We believe in creating safe and caring environments for students and staff. Any incident where someone engages in behaviour which threatens or appears to threaten the safety of self or others will be investigated. Administrators can implement a "Risk Assessment" for behaviours that are worrisome including writing or drawings with

violent themes; references to or involvement in violent activity at school; or an increased interest in activities that are deemed as dangerous to the safety of self or others.

A “Threat Assessment” is implemented when a student threatens to kill or injure self or others, brings a weapon to school, or makes direct verbal or written violent threats to self or others. The Threat/Risk Assessment regulations are outlined in Policy 504.9 available in the School Division Policy Handbook available on the Lethbridge School Division website.

### **SEARCH AND SEIZURE OF SCHOOL OR STUDENT PROPERTY:**

The board authorizes school principals or designates through the powers granted them through the Education Act, in connection with the enforcement of Division or school rules, to carry out searches of student desks, lockers, clothing and personal property such as back packs, book bags, or purses.

### **ALCOHOL, CANNABIS, DRUGS, TOBACCO AND ELECTRONIC SMOKING**

#### **PRODUCTS:**

The following are prohibited on school property and at authorized student activities:

- possession and/or use of alcohol or cannabis
- possession and/or use of illicit drugs;
- use of tobacco and/or electronic smoking products;
- inappropriate use of prescription and non-prescription medication

Persons under the influence of alcohol, cannabis, or other drugs are prohibited from being on school property or participating in authorized student activities. Students who contravene this policy shall be subject to discipline by school administration and/or the police. Students who contravene this policy shall be made aware of the support services available through internal and/or external agencies.

Division employees shall co-operate with law enforcement agencies in matters related to the possession and/or trafficking of controlled substances on school property or at authorized student activities. Division employees’ cooperation shall be in accordance with appropriate statutes and in compliance within loco parentis.

The designated smoking/vaping area is on the sidewalk behind (North) of the school building/staff parking lot. Use, possession, or distribution of drugs, alcohol, tobacco,

and vape products are otherwise strictly prohibited on school property. Individuals who present on school property, under the influence of drugs or alcohol, will be asked to leave immediately and a meeting to discuss the parameters of re-entrance will be required before a return to school is considered.

### APPEALS:

The Board of Trustees of the Lethbridge School Division believes that students (through their parents or caregivers) have the right to appeal any decision made by school personnel with which they disagree. Policy has been developed which provides guidelines for making such appeals and is available from the school office on request. The general terms of the policy provide that the first appeal should be made to the person who made the decision in question with subsequent appeals to the Principal, the Superintendent, and the Board. Initial appeals may be made verbally but all appeals that go beyond the school itself must be made in writing.

### MEDICAL CONCERNS:

If a student is not feeling well, the student should report to the office. School Board policy prohibits us from sending a student home unless parents are notified. If contact with parents cannot be made, we will keep the student and administer to him/her as best we can. **Board policy also prohibits schools from administering medication of any sort to students unless special circumstances prevail and proper procedure has been followed.** If a student requires regular medication, the parent should contact the office for further information.

### ADMINISTRATION OF MEDICATION

Division staff may assist in the self-administration of medication by a student if so requested by the parent/guardian and the proper forms have been completed. More details here. <https://www.lethsd.ab.ca/download/187501>