**Parent/Guardian Reminder – Medication & Student Check-Out Procedures**

Dear Parents and Guardians,

As we continue through the school year, we would like to remind our families of a few important procedures that help us maintain a safe, organized school environment and minimize disruptions to classroom instruction.

**Medication at School**

For the safety of all students, medication should be administered at home whenever possible. If a student needs medication during the school day, the school office/health room must handle all medication according to district procedures.

Please remember:

- All medication must be in the **original prescription bottle with the pharmacy label or the original over-the-counter container**.
- Medication must be accompanied by the appropriate written instructions/permission indicating the dosage and time it is to be administered.
- Please do not send loose medication, medication in plastic bags, or medication in an unlabeled container.
- Students should not keep medication in their backpacks, desks, or personal belongings unless specific self-administration arrangements have been approved in accordance with district policy and applicable law; inhalers and EpiPens only.
- Medication should be brought directly to the school by a parent/guardian or responsible adult and given to the office.

These procedures are in place to protect your child as well as all students in our building.

**Signing Students Out During the School Day**

We also want to clarify our procedure when picking up a student before the end of the school day.

When you arrive to pick up your child, **please come directly to the school office and remain in the office area**. Please do not go to your child's classroom or other areas of the building to retrieve your child.

Once your child has been properly signed out, **an administrator or designated staff member will contact the classroom and have your child come to the office or will go to the classroom to get your child for you.**

We understand that it may seem quicker to go directly to the classroom, especially in our small school where our families know our staff so well. However, knowing exactly who is entering and

leaving our building and ensuring that every student is properly accounted for are important parts of maintaining school safety.

This procedure also helps protect instructional time by limiting unnecessary classroom interruptions.

Our goal is never to make things more difficult for our families. These procedures help us maintain a safe and secure building while ensuring our staff always knows where students are and who they are leaving with.

Thank you for your cooperation, understanding, and continued support of Hardeman R-10. We greatly appreciate our families and the partnership we share in keeping our students safe.

Sincerely,

**Mrs. Hadley Sims**
Principal
**Hardeman R-10 School District**
660-837-3400