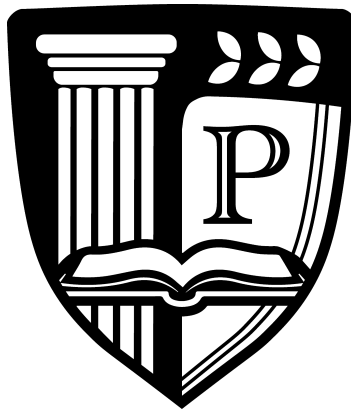


Providence Academy

**Parent/Student
Handbook**



Date: August 8, 2018

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School Overview

1.1 *Mission*

Equipping students with the wisdom to distinguish the true, the good, and the beautiful for the glory of Christ.

1.2 *Statement of Faith*

Providence Academy is a non-denominational Christian school. We embrace the historic tenets of Christianity as presented in this Statement of Faith. Beyond these primary doctrines, we respect and acknowledge the primacy of the family and refer any secondary doctrinal questions to parents for clarification.

1. We believe there is one eternal God existing in three persons: Father, Son and Holy Spirit.
2. We believe the Bible is the Word of God, verbally inspired and inerrant, and is the supreme and final authority in faith and life.
3. We believe God created the Heavens and the Earth, and created man in His image.
4. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. We believe that God's design for marriage is the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other.
5. We believe that humankind, by disobedience, fell from a sinless state at the suggestion of Satan. This fall plunged humankind into a state of sin and spiritual death, and brought upon all humanity the sentence of eternal death. From this condition, regeneration by the Holy Spirit is absolutely necessary for salvation.
6. We believe that God offers redemption and restoration to all who repent of their sin and trust Christ. Salvation is by God's grace alone, through faith alone, in Christ alone.
7. We believe Jesus Christ is God manifested in the flesh, born of a virgin; He lived a sinless life, suffered and died on our behalf, and He arose bodily from the grave, ascended to the right hand of the Father and is coming again in power and glory.
8. We believe faith without works is dead. The present ministry of the Holy Spirit is to indwell (live within) the Christian, enabling him to live a godly life.
9. We believe there will be a bodily resurrection of the saved to life and of the lost to damnation.

1.3 *Educational Philosophy*

At Providence Academy we believe that the aim of education is to cultivate wisdom and virtue in every student for the good of the child and the glory of Christ. The school comes alongside to partner with parents to immerse the child with a thoroughly Christian worldview. To accomplish this aim, the school provides students with an academically rigorous curriculum and formal discipleship program in a joyful learning environment.

1.4 School Distinctives

Providence Academy is committed to three fundamental principles.

A. Christ Centered Worldview

A worldview is not something that is developed through one Sunday school lesson a week. A worldview is shaped every minute of everyday in the life of a child. That is why the Biblical command for parents is to teach the Word of God to children when you sit, when you walk, when you lie down, and when you rise (Deut. 6:7). Providence Academy's first distinctive is to partner with parents to help create a consistent Bible saturated culture where the child's worldview can be shaped in Christlikeness.

B. Classically Based Curriculum

What will distinguish the curriculum of Providence Academy from the majority of secular schools is not merely a Bible verse thrown on top of our worksheets. Instead, we see the modern trend of secular education as rejecting a legacy of deep learning that impacted the very foundations of our society. We seek to reclaim this model of education that has come to be known by the term "classical." A classical education seeks to equip students with the tools for learning and thereby instilling a love and passion for a lifelong pursuit of knowledge.

C. Community Driven Philosophy

What every person remembers from their school years is not necessarily the specific content that was taught. However, most remember the teachers that took an interest and made an impact, the peers that laughed and cried together, and the environment that hopefully brought a sense of safety and belonging. Unfortunately, this is increasingly more difficult for Christ followers to find in secular schools. Providence Academy desires to create an environment of learning that is not only academically rigorous but also full of love, peace, and joy, for this is where the best learning takes place.

1.5 History and Governance

Providence Academy was founded upon a set of core convictions shared by numerous Christian families in the southern suburbs of Cleveland, Ohio. These families believed that the responsibility for discipling the next generation rested primarily on parents. These families also believed that partnerships in education would be required because specialization in various fields is unavoidable as children continue to mature and grow in knowledge. Finally, these families believed that partnerships with government institutions pushing agendas often directly opposed to the Word of God is something that should optimally be avoided. The outcome of these convictions led to an obvious, albeit difficult direction, a new private Christian school needed to be started in the community.

With the help of many churches, businesses, and individuals in the community Providence Academy launched as a K-2 school in fall of 2019. With each subsequent year we hope to add a grade level. The ultimate goal is to have an independent, self-sustaining, K-12 classical Christian school in the southern suburbs of Cleveland, Ohio.

Providence Academy's Board of Trustees is responsible for governing the affairs and operations of the school in accordance with the Scriptures, the bylaws, and the mission & philosophy of Providence Academy.

1.6 Non Discrimination Policy

Providence Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship, financial assistance and loan programs, athletic programs, and other school administered programs.

1.7 *Accreditation*

Providence Academy is an active member of the Association of Classical and Christian Schools (ACCS).

1.8 *General Information*

Office Hours

Office hours are generally 8:00 AM - 4:00 PM Monday through Friday.

Physical Address

12193 W. Pleasant Valley Road, Parma, OH 44130

Mailing Address

PO Box 29122, Parma, OH 44129

Admissions

2.1 *Application Procedures*

As a private school, Providence Academy reserves the right to admit and retain students selectively. However, the selection process will never be based on race, color, national or ethnic origin. The application process includes:

- A. Complete and **submit application** online (www.providenceCLE.com/admissions).
- B. The Admissions Director will contact the family to schedule an **initial interview** (both parents must be present, if applicable).
- C. Following the interview, the family will schedule an **academic assessment** and **shadow day** for the prospective student.
- D. Upon review of all the relevant data, the admissions committee will make a decision and the office will send the parents a **notification by email**.
 - a. If accepted, the family will receive an Acceptance Email & access to the online enrollment portal.
 - b. If denied, the family may **appeal** with a written letter to the office of admissions.

2.2 *Enrollment Procedures*

Upon receiving access to the enrollment portal families must submit all the relevant data by the appropriate dates. The enrollment process include:

- A. Complete and **submit enrollment packet** online.
- B. Complete **FACTS Financial Aid** online (www.providenceCLE.com/admissions), if applicable.
- C. Upon review of all the relevant data, the admissions department will email the family with a final acknowledgment of enrollment.

2.3 *Timeline*

Providence Academy accepts students throughout the year. However, enrollment for the following school year is on a schedule:

December | Re-enrollment opens for current families

January | Applications are open to prospective families

March | Tuition Assistance Application Deadline for 1st Round Applicants

2.5 *Returning Students*

For returning families the re-enrollment process will begin on December 1st, a month before external applicants can apply. If families do not take advantage of the early re-enrollment period, they may lose their spot in the program if the number of external enrollments exceeds the classroom size.

Academics

3.1 Grading Configuration (Grammar School)

Academics Achievement

A =	Excellent (90% - 100%)
B =	Above Average (80% - 89%)
C =	Satisfactory (70% - 79%)
D =	Below Average (60% - 69%)
E =	Unsatisfactory (>59%)

Enrichment & Character Development

3 =	Exceeds Expectations
2 =	Meets Expectations
1 =	Below Expectations

Each term will equal 25% of the final grade.

3.2 Grading Configuration (Logic School)

Academics Achievement

A+	97% - 100%	(4.0 GPA)
A	93% - 96%	(4.0 GPA)
A-	90% - 92%	(3.7 GPA)
B+	87% - 89%	(3.3 GPA)
B	83% - 86%	(3.0 GPA)
B-	80% - 82%	(2.7 GPA)
C+	77% - 79%	(2.3 GPA)
C	73% - 76%	(2.0 GPA)
C-	70% - 72%	(1.7 GPA)
D+	67% - 69%	(1.3 GPA)
D	60% - 66%	(1.0 GPA)
B-	0% - 59%	(0.0 GPA)

3.3 Honor Roll

Eligibility for honor or merit rolls will begin in the first grade.

Honor Roll - Student earns A's in every subject for the marking period

Merit Roll - Student earns A's & B's in every subject for the the marking period

General Policies & Procedures

4.1 Attendance

Absences

Contact must be made between the school and parent before the day of the absence or before 8:15 A.M. on the day of the absence.

Late arrivals and early dismissals

Students arriving after the first bell will be considered tardy. After this time, parents must come into the school office to sign in the student directly.

Early dismissal must be coordinated between the school and parent. Parents must come into the school office to sign out the student directly.

Attendance Codes

P - Present

A - Absent

L - Late Arrival

E - Early Dismissal

4.2 Bell Schedule

Preschool

Drop-Off Time Begins 8:30 A.M.

First Bell 9:00 A.M.

Grammar School

Drop-Off Time Begins 8:15 A.M.

First Bell 8:45 A.M.

Logic School

Drop-Off Time Begins 8:00 A.M.

First Bell 8:30 A.M.

4.3 Arrival

Enter the parking lot through the Pleasant Valley Road entrance to drop off the student at the main entrance in the back of the school (under the rear awning). Exit the parking lot through the Pleasant Valley Road exit.

4.4 Lunch

Students may bring packed lunches every day. A paid hot lunch option will be available for students on certain days of the week. Hot Lunch orders are placed online every month.

Conduct & Discipline

5.1 *Student Covenant*

Student Covenant

I commit to respect God. I will diligently pursue my education knowing he is the source of truth, beauty and goodness. I will thoughtfully engage in chapel, prayer, and Bible study. I will respect God by respecting his Name and his Word. (1 Cor. 10:31; Ps. 27:4)

I commit to honor others. I will honor my teachers, school staff, and other students. I will seek to be respectful, kind and considerate in my interactions with others. (Gen. 1:27; 1 Pet. 5:5)

I commit to being honest in my speech and conduct. I will not cheat in my work or plagiarize. I will not lie about others. I will not give false reports. (Col. 3:9; Prov. 11:3)

I commit to work hard. I will actively participate and engage in my education. (Prov. 14:23; Col. 3:23)

I commit to our community standards. I understand that Providence Academy is an institution founded on the principles of God's Word with standards that seek to honor him. I understand that my involvement in Providence Academy is contingent on my compliance to the Student Handbook. (Ps. 19:7; Is. 40:8)

5.2 *Discipline Philosophy*

Classical Christian education uniquely recognizes that education is the process of training student affections. We want students to love our rules, love our standards, love their neighbors, and most importantly, love God. To love God, a student must love what God loves. God has set forth authority in the lives of students, and these authorities set up standards. The school and its rules are part of that structure. To bring students to love our standards, we disciple them in love, as Christ loved and trained his disciples. This involves a close, loving community and high standards.

Discipline is based on biblical principles and administered with love and consistency in light of the student's behavior and attitude. In imitating what God does with His people, we strive to teach students how to behave with good character, practice with them in exhibiting good character so the student understands what is expected, reward students who show exceptional character, and discipline students who lapse until they reach a state of true, heartfelt repentance. In all of these steps, love and forgiveness are integral parts of the discipline of a student.

5.3 *School Rules*

1. Students are expected to maintain Christian standards of behavior and attitude in all actions and forms of communication, including speech, both public and private, writing, and body language.
2. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.
3. Students and parents may not bring guns or weapons on school grounds.
4. Students are not to have or chew gum while at school. Gum on school grounds creates problems.
5. Students are not to eat and drink (except for water, at the teacher's discretion) in the classroom except on special occasions, designated snack times, or parties as allowed by the teacher.
6. If students bring cellular phones, iPods, or personal electronic devices to school or to school functions, they should be kept out of sight. During school hours cell phones should be kept in the locker and turned off, never to be used during school. There are no exceptions to this rule. If a student needs to make a phone call, he can receive permission to use the office phone. Younger students may not bring toys to school, unless approved by teacher.

7. Students will be held responsible for damage done to school property, including textbooks. Replacement or repair costs will be assessed.
8. Public displays of affection are not permitted at school or school activities. School is not the place to begin or develop relationships between boys and girls. The school assumes that all matters pertaining to courtship will be handled by parents in whatever manner a particular family may handle the matter; it is not a matter for the school to oversee.
9. Students are not to leave school without reporting to the school office.
10. Students arriving late to school are to report to the office before going to class.
11. No drugs, alcohol, or tobacco products are allowed at school or school functions. The known and illegal use of drugs, alcohol, or tobacco products outside of school will be considered as detrimental to the reputation of the school and will result in a meeting with the student, the parents, and the headmaster.

5.4 Dress Code

Dress Code Philosophy

Providence Academy seeks to establish a culture of godly living and rigorous study. School uniforms play a significant role in helping us achieve this goal. However, to keep our community from growing legalistic and stale (which are the very things opposed to godly living and rigorous study), we ask families to examine our multifaceted rationale for a dress code policy.

Identity

School uniforms help to remind the student of his or her role in an academic setting, the role of a student. Providence Academy is not a student-centered school but a Christ-centered school. Thus allowing students to express their individuality in the way they dress is not seen as a high priority. Instead, our desire is for students to submit themselves first and foremost to the Lordship of Christ and secondarily to their instructors. Uniforms help to remind each student that our lives are not primarily about expressing ourselves but proclaiming the glory of Christ.

Order

School uniforms help to promote order in the academic setting. Even secular scholarship admits that school uniforms decrease negative behaviors in the school environment and promote concentration in the classroom (see rationale for uniforms from the Cleveland Metropolitan School District). School uniforms create a visually neat and organized environment. Just as an organized work space increases labor productivity, so an organized school environment increases academic productivity.

Unity

School uniforms help to create a sense of belonging and unity in the school building. Every sports team has a particular uniform identifying the players who play for that team. There is of course a functional reason for identifying the players of your team as opposed to the players of another team, but there is also a social reason. Players who put on their team's uniform are proclaiming an allegiance to that team. That is why a team's fans will also put on the uniform, to show solidarity. School uniforms function in a similar way, students who put on the uniform show allegiance to the school they belong to.

Modesty

School uniforms help to create an environment of modesty in the school setting. Teachers at Providence Academy should not take on the role of policing modest attire. It is becoming increasingly difficult in our culture to find modest standards of attire when you open a magazine or turn on the television. Children (and unfortunately adults) will often want to fit in with the culture and emulate inappropriate dress standards. School uniforms takes this battle out of the school and places it where it should be, with the family.

Efficiency

School uniforms have many functional benefits for the school and the family. For the school, uniforms minimize economic differences between children and make students easily identifiable. For families, uniforms are cost-effective and expedite the process of choosing what to wear every morning.

Dress Code Description

Please see our website for the most recent uniform description.

Dress Code Violations

When a student violates the dress code a form will be sent home notifying the parents of the particular infraction. Five infractions of the same category will result in an email from administration. Five more infractions will result in a meeting with the administration to discuss a plan for not violating the dress code moving forward. Five more infractions will result in a disciplinary hearing for the family.

5.5 *Merits & Demerits*

Merits

Providence Academy, at its core, is a school of joy! For the Christian, joy is ultimately found in living according to the will of God. Behavior Plans help to enforce behavior policies in order for a school to function according to that purpose. However, Behavior Plans not only seek to restore students from negative behaviors but must also focus on rewarding students for positive behaviors. Small rewards are meant to be pointers to the greatest reward: abiding in Christ.

See current Merit Chart

Demerits

The ultimate goal of Providence Academy's Behavior Plan is restorative and not punitive. Our aim is to help cultivate Christ-honoring virtues in children, and we understand that this is difficult and time-consuming work, work that ultimately needs to happen in the power of God's Spirit. Teachers will always strive to affirm positive student behavior and be patient with behavior that needs correction. However, as an academic institution, we need to ensure that the culture of the school is maintained. To help accomplish this important task, a system of progressive consequences in this Behavior Plan will be strictly enforced. Accumulated demerits can lead to a suspension and eventually expulsion from the school.

See current Demerit Chart

Student Life & Culture

6.1 *Athletics*

Our athletic and physical education activities are considered an important component of our classical and Christian curriculum. We recognize that the training of the body has been part of the classical approach to education from the very beginning. Further, our understanding of the Christian worldview does not permit us artificially to limit a course of training to the mind only. Our goal has always been to educate our students in all aspects of life, with the Scriptures at the center of all things as the point of integration. We have the same standard for our athletic program and physical education classes, and see this point of integration as particularly important.

6.2 *After School Programs*

In order to promote a healthy student body, Providence Academy is committed to clubs and afterschool programs. All programs will be focused on student based activities and will be led by a staff advisor. We anticipate a variety of afterschool programming options including: group music lessons, foreign language acquisition, STEM, tutoring, and sports. After school programming will generally include a small fee to cover instructional costs. t.

Families & Communication

7.1 *Philosophy*

Providence Academy fully affirms that the primary responsibility as to the discipleship of children is placed upon parents. The role of the private school is to come along and partner with parents in this endeavor. Parents are thus strongly encouraged to become involved at Providence in manifold ways, especially helping teachers in and classroom and joining the Providence PTO (Parent Teacher Organization). To help ensure the continued high quality of that support when visiting or volunteering please observe the following guidelines:

1. Please schedule volunteering hours prior to your visit. Individual teachers and the administration will have various volunteer sign up lists that will be handed out quarterly.
2. Please first check in with the school secretary, sign in and pin on a volunteer badge to identify yourself as a volunteer that day.
3. Please follow closely the directions provided by the person or office staff for which you are volunteering. Teachers depend on the work being completed exactly to the standard communicated.
4. If you are scheduled to volunteer but cannot be present, please arrange a substitute and contact the school to inform the teacher as far in advance as possible of your absence.
5. Please make arrangements for child care when volunteering at Providence. Children not enrolled at Providence may not be brought to school to play on the playground, complete work in another room, or sit with you in the class in which you are volunteering or visiting. Exception to this guideline can be made by the Head of School on a case-by-case basis.
6. As a parent-volunteer, information or observations regarding individual children in the school are to be kept confidential. If you have a concern about a particular child please notify his or her teacher.

The Role of the Volunteer

In the Classroom:

- Project coordinators and assistants
- Field Trip coordinators, drivers and chaperones
- Classroom scrapbooker
- Phone callers
- Grading papers
- Recess duty – morning and lunch
- Drop-off & pick-up duty
- Other duties as need by the teacher

Parent Teacher Fellowship Officers/Tasks:

- President
- VP Late Summer/Fall Activities
- Secretary
- VP of Winter/Spring Activities
- Treasurer
- Prayer group
- Teacher appreciation
- Uniform sale
- Reformation Day

Volunteer Responsibilities and Expectations

All volunteers will be responsible for the following:

1. Promoting the aims of Providence Academy as outlined in the mission and covenant of the school.
2. Ensuring that their responsibilities as outlined in their respective job description are fulfilled to the best of their ability.
3. Cooperating with their supervisor.

7.2 *Parent Teacher Conferences*

Parent/teacher conferences will be held two times throughout the school year. Since parental partnerships are viewed as a central component to our philosophy, 100% attendance is expected. Teachers will notify parents of specific time slots up to a week before the conference.

7.3 *Providence U*

Providence U will function primarily as a resource hub for the families of Providence Academy. Our hope is to consistently offer access to quality resources to help families better understand topics like education, worldview, and the Christian life. Providence U will put on two short conferences throughout the year to continue building up our school identity and vision.

Health & Safety

8.1 *Illness and Health Related Concerns*

Students with a contagious illness are asked not to attend school. Other communicable diseases or infestations (including head lice) must be reported to the office immediately upon their discovery or diagnosis.

Immunizations

Providence Academy will keep records on file of all immunizations for every student.

8.2 *Visitors on Campus*

For student safety the doors of Providence Academy will be locked throughout the school day. All visitors must have an appointment or call ahead of time to schedule an appointment with the front office.

8.3 *Administering Medications to Students*

Providence Academy urges parents to schedule, to the extent possible, a student's medication to be given outside of school hours. If medication, including over-the-counter medication ("OTC"), must be administered during the school day, it must be done in accordance with the following policy.

The purpose of this policy is to provide control over the administration and use of medications by students of Providence Academy; to assure that such drugs prescribed by a physician are administered according to the instructions of the prescribing physician; and to promote and facilitate good health and medical treatment of students of Providence Academy.

I. Definitions:

"Drug prescribed by a physician" defined: As used in this policy, "drug prescribed by a physician" means a drug described in O.R.C. 4729.01 that is to be administered pursuant to the instructions of the prescribing physician, whether or not such drug is required by law to be sold only upon a prescription.

"Controlled substances" defined: As used in this policy, "controlled substances" means any drug or other substance or immediate precursor, included in Schedule I, II, III, IV, or V of the Controlled Substance Act as more fully defined in 21 U.S.C. § 812 and 21 CFR §§ 1308.11-15. Controlled substances include narcotics, depressants, stimulants, hallucinogens, and anabolic steroids.

II. Persons Authorized to Administer Medications:

No drug shall be administered to a student except by the following classes of persons employed by Providence Academy: 1) school nurse or 2) If a school nurse is not on site at the time the drug must be administered, a principal or designee (designee is limited to professional staff, principal's secretary, and coaches).

If the administration of any drug prescribed by a physician requires specific training, such as injection, no such person shall administer such drug to a student unless trained to use such procedures. The training and delegation of medication administration responsibilities to designated staff is the responsibility of the school nurse only.

III. Authorization Requirement:

A. For a student whose medication must be administered at school, the “Authorization to Dispense Medication” form must be completed by the student’s parents or legal custodians and submitted to the school.

B. In order to allow medication administration, the forms must include the following information:

1. Name and date of birth of student;
2. Teacher and Grade Level in which the student is enrolled;
3. If the medication is prescribed the following is required: Name and Phone Number of the prescribing physician, and the signature of the prescribing physician.
4. Name of medication, strength and dose to be administered;
5. Time or intervals at which each dose of the medication is to be administered;
6. Reason for which the medication has been prescribed;
7. Date the administration of the medication is to begin;
8. Date the administration of the medication is to cease;
9. Any severe reactions which should be reported to the prescriber and the telephone number at which the prescriber can be reached in an emergency;
10. Special instructions for the administration of the medication, including sterile conditions and storage; and
11. In the case of prescribed inhalers, instructions must be provided for severe reactions that may occur to another child, for whom the inhaler is not prescribed, should such child receive a dose of the medication.

C. New forms must be submitted at the beginning of each school year and for each new medication. Forms are to be submitted to the school office.

D. New forms must be submitted, according to policy, if any of the information provided by the physician or parent, changes in any way. (i.e., strength, dose, frequency, etc.).

E. The medication and signed forms must be brought to the school before medication may be administered by designated personnel. THE PARENT OR OTHER RESPONSIBLE ADULT MUST PERSONALLY DELIVER THE MEDICATION TO THE SCHOOL.

F. Prescribed medication shall be received in the container in which it was dispensed by the licensed prescriber/licensed pharmacist and labeled with:

1. Student’s name;
2. Name of medication and strength;
3. Dose of medication;
4. Times or intervals of administration;

G. OTC medications must be in the original container labeled with the child’s name.

H. Providence Academy personnel are not obliged to administer experimental medication or medication dosages that exceed those approved by the US Food and Drug Administration.

I. Medications not regulated by the U.S. Food & Drug Administration (i.e., herbal supplements, homeopathic remedies), will be treated as prescription medications, and physician authorization must be provided using the forms previously described in this policy.

J. First doses of medication should always be administered at home to ensure that the student is not allergic to medication.

IV. Record Keeping and Medication Storage

A. A locked storage area shall be designated in each school building for the storage of medication. Medication requiring refrigeration shall be kept in a refrigerator in an area not commonly used by students. School personnel must implement such other appropriate precautions as may be necessary to ensure there is no student access to any medication stored on school property.

B. Medications remaining at the end of the school year must be claimed by the parent, or they will be discarded.

C. The school nurse or principal shall be the liaison between the physician, parent or guardian, student, and school personnel concerning medication.

D. Only school nurses, in accordance with section 4723-13-04 of the Ohio Revised Code, may delegate the administration of medications to eligible school personnel (building principal, professional staff, principal's secretary, or coaches) with proper training and documentation.

E. Documentation of all medication administered by school personnel will be made on the student's individual Medication Administration Record. Such records will be filed in the student's permanent health record at the end of each school year.

F. The school nurse or principal shall establish a system for filing and retaining copies of all parental and physician requests and statements concerning medication administration to students.

G. No person who has been authorized by the Board to administer a drug to a student under this policy shall be liable in civil damages for administering or failing to administer the drug, unless such person acts in a manner that constitutes gross negligence or reckless misconduct.

H. Nothing in this policy shall require a person otherwise authorized under this policy to administer a drug to a student if such an employee objects, on the basis of religious convictions, to administering the drug, provided however that said employee ensures that another District employee authorized to administer medication to students under this policy is available and able to administer any necessary medications to students.

I. In the event that a medication error is made, the parent will be notified and encouraged to call their child's physician as needed. In the case of an emergency resulting from a medication error, Providence staff shall take necessary reasonable actions to ensure the health and welfare of the student. An incident form will be completed by the staff person responsible for the administration of the medication in question.