

Sir Francis Drake High School

A New American High School—A California Distinguished School

Principal Don Drake
Assistant Principals Eric Saibel & Katy Foster



July 2009

IMPORTANT INFORMATION ABOUT ADMINISTERING MEDICATIONS

Dear Parent/Guardian,

Attached are two forms for your review and signature which allow school staff to administer acetaminophen (Tylenol) and/or medications to your student. These forms are required by law to be renewed every year.

1. Authorization to Administer Acetaminophen

California law allows school staff to give acetaminophen (Tylenol) ONLY to those students with an authorization on file signed by a **parent** AND a **physician**. If you would like school staff to be able to provide acetaminophen to your child, the attached authorization must be signed by both parent and physician and returned to school.

2. Authorization to Administer Medication

This form gives your child permission to take medications other than acetaminophen, such as medication for allergies, ibuprofen, etc. The information in the box in the middle of Authorization #2 allows your child to carry medications at school. All medication must be in the original containers. Note that a **physician's signature** is required at the bottom of this form.

Return the signed authorizations to Drake High School:

- Fax to main office – 415-458-3479 – Attn: Health Specialist, or
- Deliver to the main office, or
- Mail to Drake High School, 1327 Sir Francis Drake Blvd., San Anselmo, CA 94930, Attn: Health Specialist

If you have questions or need further information, please call our Health Specialist at 415-458-3422.

Sincerely,

Donald J. Drake

Donald J. Drake
Principal

Attachments

Dear Drake Parent,

In accordance with Board Policy 5141.21 of the Tamalpais Union High School District, in order for school personnel to administer acetaminophen (non-aspirin pain reliever such as Tylenol) to your student, this authorization must be completed and on file at Drake High School. The authorization must be updated annually and **must be on file BEFORE the medication/treatment may be given. No exceptions to the policy will be made. All three signatures—physician, parent, student—are required.** Return the completed form to Health Specialist at Drake High School. Fax: 415-458-3479.

**AUTHORIZATION TO ADMINISTER ACETAMINOPHEN (non-aspirin)
FROM SCHOOL SUPPLY
2009-10**

_____ (*student*) has been informed regarding the proper use, dosage and administration of acetaminophen (non-aspirin), and we consider him/her to be responsible regarding its use. I, _____ (*parent*) request that the above named student be allowed access to acetaminophen from the school's supply as necessary, under the supervision of the school Health Specialist or other authorized school personnel, under the following conditions:

1. No aspirin (acetylsalicylic acid) or related compounds will be given, only acetaminophen (non-aspirin) pain reliever.
2. Dosage will be in accordance with the manufacturer's directions.
3. To monitor chronic use or persistent problems, records will be kept of all acetaminophen given.
4. No medication will be given if:
 - a. Fever is present.
 - b. There is a history of head trauma in the previous 24 hours.
 - c. There is no signed Authorization to Administer Acetaminophen (from the school's supply) on file at school.

All signatures (physician, parent, student) are required.

Signature of Physician (required)

Date

Signature of Parent or Guardian (required)

Signature of School Nurse

Signature of Student (required)

Grade

Sir Francis Drake High School ~ 2009-2010 School Year

**AUTHORIZATION TO ADMINISTER MEDICATION/TREATMENT
& AUTHORIZATION TO RELEASE INFORMATION TO PHYSICIAN**

Student _____ Phone _____ Date _____

Grade _____ Physician's Name _____ Physician's Phone _____

1. MEDICATIONS

Medication	Dose	Time	Duration	Common Side Effects
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

2. Additional information and/or precautions regarding medication or student's condition: _____

3. Authorization for Self-Administration of Medication

Is the student authorized to self-administer one or all of these medications while at school? Yes _____ No _____

If yes, please complete the contract below.

CONTRACT FOR SELF-ADMINISTERING MEDICATION AT SCHOOL

(Student's Name) _____ has been instructed in the proper dosage and administration of (name of medications) _____

I, (name of parent or guardian) _____ and (name of physician) _____ request that (name of student) _____ be permitted to carry his/her medication on his/her person and self-administer it as directed by our physician, and in compliance with District policy and procedures.

I, _____, am the parent or guardian of the above student and have lawful custody of said child. I hereby give consent to appropriate district personnel to administer or assist in administering, or allow my child to self-administer, medication and/or treatment as specified by Dr. _____, named above. I hereby give consent to the district to receive from or send to Dr. _____ any information concerning my child's medical condition.

Parent/Guardian Signature: _____ Date: _____

I am a PHYSICIAN actively licensed by the State of California, and I authorize the above specified medication/treatment.

Physician's Signature: _____, M.D. Date: _____

Student's Signature: _____ Date: _____

Please Note: It is the parent's/guardian's responsibility to see that this form is updated on a yearly basis or more often as needed should a child's medication/treatment change.



TAMALPAIS UNION HIGH SCHOOL DISTRICT

P.O. Box 605 – Larkspur, CA 94977 – (415) 945-3737 – Fax (415) 945-3766 – www.tamdistrict.org

California Distinguished Schools: Tamalpais, Drake and Redwood High Schools

Important Information: **Parent/Guardian *Refusal to Consent* for Students to Receive Condoms at School**

July 2009

Dear Parents/Guardians:

The Governing Board strongly believes the responsibility for promoting healthy and safe choices in life begins early and belongs primarily to the family. The Board also believes, however, that schools and communities need to support families and students in making sound choices.

Recent Public Health statistics indicate HIV/AIDS and other sexually transmitted diseases are a problem in our community and in Marin County. Research conducted by The California Department of Education and the Attorney General's Office shows increasing numbers of young people in their teens are engaging in sexual and substance using behaviors that put them directly at risk for infection, disease, pregnancy, and even death.

With that in mind, after months of extensive public hearings in February 1995, the Board of Trustees approved a comprehensive sexuality education program entitled "The 4th R (Responsibility) Program." The major components of this program include sexual health curriculum, parent education, student support services, and condom availability. The overall goals of The 4th R Program are to empower teens to change their risk-taking and sometimes life-threatening behaviors and to foster responsible behavior, knowledge and attitudes.

The 4th R Program promotes abstinence from sexual intercourse, monogamy, the avoidance of multiple sexual partners, and abstinence from use of harmful substances as positive, valued choices. To support these efforts, related curriculum provided students with the skills and information needed to make healthy, responsible choices; parent education programs and resources in the schools help support parents/ guardians in their difficult and demanding roles; and peer resource programs are established to provide students with a variety of accessible support services.

The District is concerned about the health and safety of all our students. We believe teens at risk of contracting HIV and other sexually transmitted diseases need access to information and resources that can increase their safety. To that end, The 4th R Program also supports safer sex practices among students who have chosen to be sexually active. The Board realizes young people infected with HIV today may unknowingly spread the virus for years to come. Therefore, a condom availability program was implemented.

A process for receiving condoms at school was recommended by a committee of health care professionals, parents, staff and students and was approved by the Board of Trustees.

PARENTS/GUARDIANS MAY REQUEST THEIR STUDENT(S) NOT PARTICIPATE IN THE PROGRAM AND THAT REQUEST SHALL BE HONORED.

Following is a description of the process students must follow in order to receive a condom:

1. Parents will be notified annually of their right to exclude their student from the program and that request will be honored. A confidential list of students not allowed to participate will be maintained and utilized. We encourage you to discuss your decision with your student.
2. Prior to receiving condoms for the first time, students must attend an educational session conducted by specially trained Peer Resource students and/or trained staff. Topics of information include the following: the choice and benefits of abstaining from sexual intercourse; signs and symptoms of pregnancy and STD's, including HIV/AIDS; how to reduce personal risk of exposure to STD's' the effects of alcohol and other drugs on decision-making and personal responsibility; the proper use of condoms and their effectiveness rates; legal issues related to sexual activity with minors; preventive health care and community resources. Yearly information updates are required in order to receive condoms.
3. After participating in the educational session, students will have an individual session with the health specialist or a trained staff person at which time they will 1) review that abstinence is the only 100% effective choice in preventing pregnancy and STD's; 2) confirm that the choice to be sexually active is voluntary; 3) answer any questions the student may have; 4) review positive/preventive health care and available community resources; 5) assure the student knows how to use the condom properly; and 6) provide the student with the condoms. In the past, the condoms were provided by The Marin AIDS Project at no cost to the District.
4. After the initial sessions, students may continue to receive condoms from the health specialist or other trained staff person at specific times during the week. Class time will not be used for the Condom Availability Program. Students whose names appear on the "non-participation" list will not be allowed to receive condoms. They may attend the educational session if so indicated by the parent on the negative consent form.

RETURN TO HEALTH SPECIALIST, MAIN OFFICE, DRAKE HIGH SCHOOL

Important Information:
**Parent/Guardian *Refusal to Consent* for Students
to Receive Condoms at School**

IF YOU DO NOT WISH YOUR STUDENT(S) TO RECEIVE CONDOMS AT SCHOOL, please complete the form at the bottom of the page and **return it to the Health Specialist at your school by September 4th.** **If you do not return the form, your student will be eligible to participate in the program.** If you have questions about the program or want to review the information given to students prior to making your decision, please call your school's Health Specialist, Nan Drummer at 458-3422 or Jessica Rutberg, Peer Resource Advisor at 453-8770, Ext. 4453.

Under state law, you may request that your student not receive AIDS prevention instruction. You may also request a copy of Education Code sections 51201.5 and 51553 related to AIDS prevention instruction.

Thank you for your cooperation.

Donald J. Drake

Donald J. Drake
Principal

COMPLETE this form only if your student may not receive condoms during the 2009-2010 school year. Please return by September 4, 2009 to Drake High School, Attention: Health Specialist.

Student Name _____ Grade _____

_____ My student MAY NOT receive condoms during the 2009-2010 school year, but MAY attend the educational sessions.

_____ My student MAY NOT receive condoms OR attend the educational sessions during the 2009-2010 school year.

Parent Signature

Date _____

**PARENT/STUDENT NON-CONSENT FORM
for
RELEASE OF STUDENT NAME, ADDRESS AND TELEPHONE
NUMBER TO MILITARY RECRUITERS**

According to provisions of the Federal No Child Left Behind Act passed in January 2002, the Tamalpais Union High School District is required to provide the names, addresses and telephone numbers of high school students to military recruiters.

Parents/Guardians and Students may request that this information **not** be released to military recruiters.

If you **do not want this information released**, please complete this form and submit it to your school office. This form will remain in place throughout the four years of high school unless the school is notified in writing to the contrary.

By signing and submitting this form, I am requesting the Tamalpais Union High School District not provide the name, address and telephone number of the student identified below to military recruiters. If this form is not signed and submitted, the name, telephone number and address of the student will be provided to military recruiters at their request.

This form will remain in effect unless the District is notified in writing to the contrary.

Student's Name: _____

Student's Address: _____

Student's Telephone Number: _____

School of Attendance: _____

Date: _____

Signature: _____ (Name: _____)

Please print clearly

Physical Education Department

Important Information for students taking P. E.

The required physical education uniform is a green P.E. t-shirt and black shorts. The cost for the Drake Physical Education t-shirt and shorts set is \$20.00 per set. Students can purchase their own black shorts.

Athletic shoes and athletic socks are also required part of the P.E. uniform.

A 1-inch 3-ring binder with clear cover and a pencil pouch are required for the class.

A check made out to Drake P.E. Department can be brought to school when students pick up their schedules or can be turned in to their P.E. teacher on the first day of class. Uniforms will be made available in P.E. classes during the first week of school.

*Please enclose the information below in the envelope with your check.
Address front of the envelope to P. E. Department.*

Student Name _____ **Grade** _____

Number of T-shirts _____ **Number of shorts** _____

Amount of check _____

Sir Francis Drake High School

Drake Parent Club

The Drake Parent Club is a volunteer organization of parents who work with the school to actively support students and staff at Drake High School. The primary mission of the Parent Club is to be a communication conduit between school and parents. To that end we publish the newsletter, The Drake News, as well as provide a forum for sharing information and concerns.

Your contribution helps pay for the printing, collating and mailing of The Drake News. The newsletter is a vital communication link between school and home.

Parent Club also provides staff appreciation events and parent education as well as directs volunteers to assist with ancillary services to the school and campus beautification.

Meeting schedule will be announced at the beginning of the school year.

For more information, call Mary Chapman - 457-2037 or Holly Briese - 453-3612.

Your contributions to the Drake Parent Club are appreciated.

Drake Parent Club

Please fill in the information below. Make check payable to "Drake Parent Club" and return to Parent Club, c/o Drake High School Office or mail to Drake Parent Club, 1327 Sir Francis Drake Boulevard, San Anselmo, CA 94960.

_____	Member	\$50.00	_____	Patron	\$100.00
_____	Sponsor	\$75.00	_____	Other	\$_____

Name: _____ Phone: _____

Address: _____

Student Name(s) and Grade(s) _____

DRAKE HIGH SCHOOL BENCHWARMERS' INVITATION

The Drake High School Benchwarmers raises funds to assist ALL Drake athletic teams as well as facilities' needs where Tam District funds are not available. Coaches submit requests for Benchwarmers' funds through Drake's Athletic Directo. Budget short-falls with the school's recent modernization have left gaps where Benchwarmers has assisted with temporary equipment & field rentals. Additionally, because Drake has the most limited field space of any school in the Tam District, we've been asked to provide portable athletic equipment so that multiple teams can practice at the same time, and we have assisted in funding Red Hill Park for our 4 soccer, 2 lacrosse and frosh baseball teams. While Benchwarmers supplies all the team awards plaques (MVP, Scholarship, etc.) & Athlete of the Week awards, we also contribute to intramurals and fund before/after school weight room supervision for everyone. Look for Benchwarmers building out the football field Snack Shack in the next year -- our new Pirate signs on the field look great.

We ask every family at Drake to join this organization as sports have such a positive impact on students and our community – membership dues are vital to our success. If you can attend, meetings are the 2nd Wednesday of every month – 7pm, Drake Staff Lounge. Every meeting has a sports update from the Athletic Director and a school update from an Assistant Principal.

For more information, see the **Boosters** tab at www.drakeathletics.org, learn what activities/fundraisers are scheduled, read minutes of prior meetings, and see where funds have been spent.

2009-2010 Officers: Ken Conroy-President; Cheri Hicks-Treasurer; Jeri Morton-Secretary

Open: Vice-President

If you're already a member or assisting through advertising, thanks for your support. **GO PIRATES!**

BENCHWARMERS MEMBERSHIP: 2009-2010

Tax ID: 68-0596652

(check payable to Drake High School Benchwarmers)

Member \$50.00

Patron* \$75.00

*One Free Pass-Football/Basketball Games
[no tournaments/no post-season]

Hall of Fame** \$100.00

**Two Free Passes-Home Football/Basketball Games
[no tournaments/no post-season]

Other \$_____

Drake Sports' Super-Booster*** \$250

***Two Free Passes per above + 2 Crab Feed Tickets + 4 Pancake Breakfast Tickets

Name _____

Phone _____

Email _____

Address _____

(Mail to: Drake High School Benchwarmers, 1327 Sir Francis Drake Blvd., San Anselmo, CA 94960)

ANNUAL PANCAKE BREAKFAST (Sunday, Nov 1st, 8:30-10:30am – Fun Family Event)

ANNUAL CRAB FEED (Saturday Feb 6th, 6:30-11pm, Adults Only – SR Community Center)

ANNUAL GOLF TOURNAMENT (Apr/May 2010) - Jointly w/The Drake Fund & Parent Club

SNACK BAR Softball [] Football [] Basketball []

ADVERTISING - Sports Programs/Signs (Jointly with The Drake Fund)

Please Volunteer

[]

[]

[]

Baseball []

[]

My student participates in the following (please circle): Football Soccer Tennis Swimming Water Polo Lacrosse Track Golf
Baseball Basketball Softball Volleyball Diving Cross-Country Wrestling Mtn Biking Sailing Cheerleading Dance Troup

Pirate Package

Introducing the 2009-10 Pirate Package! For only \$110.00 you may buy a one-time package filled with Pirate Treasure worth \$140.00. The price includes:

- ▶ a yearbook (may be bought separately for \$80.00)
- ▶ an Activity Sticker which provides free or reduced prices to many activities, including sports events and dances (\$60.00 value)

The Pirate Package price of \$110.00 is good only until Wednesday, October 7th. After that date, students must pay full price for the items.



New students may bring checks to the Gym on Orientation Day (Friday, August 14th). Returning students may purchase the Pirate Package on Tuesday, August 18th when they pick up their schedules. After August 18th, the Pirate Package will be sold at break and lunch in the Main Office. See Shannon Johnson.

Parents: *Please support Drake by purchasing a Pirate Package.*

Make check payable to Drake High School.





Sir Francis Drake High School

Memo to: **Drake High Students and Parents**
From: Don Drake, Principal
Date: July 2009
Subject: Drake Leadership Council/Site Council Positions

The purpose of the Drake Leadership Council (DLC) is to deal with instructional /non-instructional issues as they pertain to the site, including: Drake's three-year Instructional Improvement Plan, curriculum, programs, budget, procedures, master schedule, student health and welfare, and other issues as deemed appropriate.

The DLC shall consist of:

Administrator (1)
Department Chairs (10)
Library Media Teacher (1)
Teacher at Large (2)

Classified Leaders (2)
Students (8)
Parents/Community (7)
Drake Fund Rep (1)

Application Process:

Students and Parents/Community Members shall be elected through a democratic process at the discretion of the constituency they represent.

Students: Student membership for three Student At Large positions will be decided by an election process that will take place during the first two weeks of September 2009 at school. Interested students should apply by e-mailing a brief letter of interest, including some biographical information as to what makes you a good candidate, to Jeannie Shaw at jshaw@tuhsd.marin.k12.ca.us. The deadline to apply is September 4, 2009.

Parents/Community Members: DLC membership for three vacant positions will be decided by an election process that will take place at Back to School Night on September 17, 2009. Interested parents/community members should apply by e-mailing a brief letter of interest, including some biographical information as to what makes you a good candidate, to Jeannie Shaw at jshaw@tuhsd.marin.k12.ca.us. The deadline to apply is September 4, 2009.

Terms of Office:

Students: Student-at-Large representatives will be elected in September each year. The Student-at-Large term shall run from September to June. Five additional student members shall consist of four class officers and the ASB President or designee, elected in the prior spring semester. Students unable to attend a DLC meeting may select an alternate to represent them.

Parents/Community Members: Parent/community representatives will be elected in the fall for a two-year term. Terms will expire in alternating years so that not all members are new.

Role and Responsibility:

Members shall, upon election and as needed for communication purposes:

- ◆ Attend all meetings of the DLC; communicate to recording secretary when you cannot attend. There are tentatively two meetings per month.
- ◆ Contribute ideas, time and effort to support the work of the DLC.
- ◆ Communicate information to representative groups and report back to DLC.