

CGMS STUDENT HANDBOOK



Community. Connection. Celebration.

BLOCK PARTY



2024-2025

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PRINCIPAL'S MESSAGE

We are excited to kick off another school year! We are looking forward to a partnership that will ensure our students will reach their highest potential. We are here to provide stability and opportunity to engage in rigorous learning. This handbook has been developed to help you and your parents learn as much as possible about school policies and procedures and the services we offer students. We speak success for the school year and look forward to a prosperous school year!

GENERAL SCHOOL INFORMATION

Student Schedule

Student Drop Off Begins	7:00
Breakfast Starts	7:00
Breakfast Ends	7:25
Warning Bell	7:25
Tardy Bell	7:30
Dismissal Bell	Bus Riders 2:25 Car Riders 2:30

Student Fees

iPad Usage Fee	\$20.00
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**Students must pay the iPad fee before a device is issued. They must also complete the annual student registration.*

Activity Calendar and School Information

CGMS will have weekly newsletters that can be found on our weekly S'more Newsletters.

<https://www.rssed.org/cgms/parents-community/parent-newsletter>

GENERAL SCHOOL INFORMATION

Student Schedule

Student Drop Off Begins	7:00
Breakfast Starts	7:00
Breakfast Ends	7:25
First Bell	7:20
Warning Bell	7:29
Tardy Bell	7:30
Dismissal Bell	Bus Riders 2:25 Car Riders 2:30

Student Fees

P.E.	
iPad Usage Fee	\$20.00

**Students must pay the iPad fee before a device is issued. They must also complete the annual student registration.*

Activity Calendar and School Information

CGMS will have weekly newsletters that can be found on our weekly S'more Newsletters.

<https://secure.smores.com/n/b2m4j>

CGMS Schedule

Bell Schedule

1st Period
7:30 – 8:53

2nd Period
8:56 – 10:19

CREW
10:22 – 10:47

WIN
10:50 – 11:15

3rd Period
11:18 – 1:03

4th Period
1:06 – 2:29

Exploratory Schedule

8th Grade
1A – 7:30 – 8:10
1B – 8:13 – 8:53

7th Grade
2A – 8:56 – 9:36
2B – 9:39 – 10:19

CREW
10:22 – 10:47

WIN
10:50 – 11:15

6th Grade
4A – 1:06 – 1:46
4B – 1:49 – 2:29

2024-2025

RSS CODE OF CONDUCT AND SCHOOL EXPECTATIONS

[RSS Code of Conduct](#)

[RSS Board Policy](#)

STUDENT SERVICES

Counseling and Intervention

Students are encouraged to visit the counselors or intervention specialist for personal guidance and for information on grades, study help, and academic planning. The counselors and intervention specialist are available to discuss home, school, and/or social concerns. Students can always request to speak with a counselor or intervention specialist by talking with a teacher, scanning the QR code listed in their office and classrooms.

Library

The library has books, magazines, ebooks, and other materials for student assignments and recreational reading. Students are encouraged to visit and check out books as often as they want. Rowan-Salisbury Schools does not charge fees for overdue books. If a student loses a book, the student will be expected to pay to replace the book or work with the librarian to find an alternative solution. Students may come to the library any time during the day, if they have permission from their teacher.

Cafeteria

**Students will eat breakfast in the classrooms, and they will eat lunch in the cafeteria.*

The cafeteria is maintained as a vital part of the health program of our school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Breakfast will also be served in the morning for students. The cafeteria staff appreciates cooperation from students in the following ways:

- Deposit all litter in the trash can.
- Leave the table and floor clean.
- Keep all food and drinks in the cafeteria.

Cafeteria Pricing: FREE FOR ALL STUDENTS FOR 2024-2025

Parents can pay for additional student lunch items online using the following link:

<https://www.k12paymentcenter.com/Default.aspx>

Applications for free/reduced lunch can be completed at:

<https://www.lunchapplication.com/default.aspx>

Prescription Medications

It is recommended that, if possible, all prescription medications a child needs be taken at home. In the event it is necessary for a student to take a prescription medication at school, a Physician's Authorization form must be completed and turned in to the China Grove Middle School office along with the medication in the original container. No student can possess prescription medications on school grounds. These medications are secured by trained personnel and given on the schedule provided by the physician.

Over-the-Counter (OTC) Medications

Middle and high school students may self-carry and administer over-the-counter medication per the following guidelines. Students in elementary school are not permitted to self-carry over-the-counter medications. These medications **MUST** be in the original packaging and include the student's name on the packaging. A student must only carry the dosage(s) he/she may take during that day. For example, a medication suggests 2 tablets every 4 hours would mean the student should only carry 4 tablets (2 doses) on a given school day. This policy **DOES NOT** apply to any OTC medications that are stored behind the pharmacy counter (such as Sudafed) and require a parent signature for purchase. These medications must be administered under the same guidelines as prescription medications.

Student Attendance (4400)

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school.

Parents and legal guardians are responsible for ensuring that students attend and remain at school daily. School administrators shall communicate attendance expectations to parents and guardians and work with students and their families to overcome barriers to attendance.

Students will be considered in attendance if present at least half of the instructional day on-site in the school or at a place other than the school attending an authorized school-related activity.

To be in attendance during remote instruction days (with the exception of the initial enrollment day), students must: (1) complete their daily assignments, either online or offline; and/or (2) have a daily check-in through two-way communication with (a) the homeroom teacher for grades K-5 or (b) for all other grade levels, each course teacher as scheduled. School officials shall communicate the attendance procedures to students and their families before the first day remote instruction begins.

Lawful (Excused) Absences:

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. Absences due to extended illnesses may also require a statement from a health care practitioner. An absence may be excused for any of the following reasons:

- personal illness or injury that makes the student physically unable to attend school;
- isolation ordered by the local health officer or the State Board of Health or isolation or quarantine that is a required state or local control measure;
- death in the immediate family;
- medical or dental appointment;
- attendance at the proceedings of a court or administrative tribunal if the student is party to the action or under subpoena as a witness;
- a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent or legal guardian;

- participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal;
- pregnancy and related conditions or parenting, when medically necessary;
- a minimum of two days each academic year for visitation with the student's parent or legal guardian if the student is not identified as at risk of academic failure because of unexcused absences and the student's parent or legal guardian (a) is an active duty or inactive member of the uniformed services as defined by policy [4050](#), Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting; or
- any other reason as approved by the board in a board resolution.

Student Tardy Policy

Being on time is an expectation for all CGMS students. We believe that punctuality is a learned skill that will serve our students well as they strive for success. Our school wide expectation is for students to arrive on time to each class they attend. Accordingly, the behavior of being tardy has an adverse effect on the classroom environment and student learning.

Students are considered tardy if they arrive after 7:30 am. When arriving after 7:30 am, the student will sign-in at the main office, receive a tardy slip, and report directly to class. If the tardy is due to an appointment documented by an official note, the tardy will be marked as excused. Student success in school is directly tied to attendance. The responsibility of attending school lies with the student and the parents.

"Be a Smarty, Don't be Tardy"

CGMS Tardy Policy

ALL students should have a HALL PASS when walking on campus while classes are in session.

ALL students are expected to attend class every day on time!

Tardy = no more than *five* minutes late for class. Students more than five minutes late may be considered skipping. Students who arrive late without a pass should *not* be sent back to previous location for note - document according to procedure below.

Students who are late to school in the morning must report to the main office. Arrival to Homeroom is monitored differently than the beginning of following classes.

Tardy Consequences Monitored Within Each Respective Class:

1st Tardy - Warning & Minor in Ed Handbook

2nd Tardy - Warning, Minor in Ed Handbook, Plus Teacher/Student conference

3rd Tardy - Minor in Ed Handbook & Teacher Contacts Home (call or email)

4th Tardy - Minor Referral & 1 Day Lunch Detention Assigned by Teacher

5th Tardy - Minor Referral & 2 Days Lunch Detention Assigned by Teacher

After the 5th Tardy, Major Documentation can be entered.

Tardies will be reset to 0 at the beginning of each quarter.

In compliance with federal law, the Rowan-Salisbury School System administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law.

Early Dismissal Policy

Students leaving school must be signed out in the office by a parent or guardian.

To ensure student safety:

- Anyone picking up a student must be noted on the Contact List.
- Anyone picking up a student must present a valid ID.

It is important that, unless necessary, students remain in school for the duration of the day.

To ensure students are dismissed appropriately, we will not process student check outs after 2:00 p.m. unless there is an extreme emergency.

Before School Policy

Students will arrive at school by car, bus, or by walking. When students arrive at school, they are to either go to the cafeteria to eat or report to their homeroom class. Students are not allowed to roam the halls and may only be assigned areas (breezeway) or go to other classrooms without teacher permission.

After School Policy

Teachers should be aware and ask how students will going home. Ms. Becker will call walkers, bus riders, car riders, and then athletes. Please see the following to see where everyone will report.

SCHOOL TELEPHONE USAGE

Students and parents need to work out non-illness/non-emergency situations prior to coming to school so that minimum phone calls are needed. Proper procedures for using the phone include:

- Ask permission before using the phone in the classroom or personal cell phone
- Students may lose the privilege of using the phone if it becomes a daily occurrence

CELL PHONES

RSS policy allows students to possess cell phones. Cell phones should be turned off and out of sight during the instructional day unless authorized by school staff. It is a student's responsibility to ensure that his/her cell phone is turned off completely and kept out of sight during unauthorized times. A student may have their phone confiscated and stored until the end of the day. Repeated violations will result in a parent having to come and retrieve the student's cell phone. Students who repeatedly violate the above restrictions shall be deemed to have created a disruption to the instructional environment and be subject to disciplinary action determined by the principal as well as confiscation of the cell phone. A student shall be personally and solely responsible for the security of his/her cell phone. The Rowan-Salisbury Schools Board of Education shall not assume responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.

PARENTS NEEDING TO CONTACT THEIR CHILD SHOULD DO SO THROUGH THE FRONT OFFICE.

CGMS

Cell Phone Policy

- Students are **NOT** allowed to have cell phones during class. They must be “away for the day.” If a student chooses to use their cell phone during class, this violates CGMS cell phone policy.
- Earbuds/Airpods should **NOT** be used unless directed by the teacher as part of instruction.
- Students will be given the opportunity to store cell phones/earbuds/airpods in their assigned locker or to turn in to the teacher at the beginning of each class to support student instructional focus.
- Students may **NOT** use their cell phones when they do not bring or have their iPad. This is not allowed and violates our school cell phone policy.

Consequences:

1st Offense - Warning from teacher - entered as Minor into Educator’s Handbook. Teacher will collect cell phone and return at the end of class.

2nd Offense - Teacher will collect the cell phone and turn it in to the Front Office. Incident entered as a Minor referral in Educator’s Handbook. *(Students may retrieve their phones from the front desk at the end of the day. Teachers will communicate with parents about the incident.)*

****DO NOT SEND CELL PHONES TO THE OFFICE WITH STUDENTS.**

3rd Offense - Teacher will collect the cell phone and turn it in to the Front Office. Incident entered as Major referral in Educator’s Handbook and results in Administrative consequence.

If a student refuses to surrender the cell phone, it will be a Major Office Referral (Insubordination)

In compliance with federal law, the Rowan-Salisbury School System administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law.

DELIVERIES TO STUDENTS

- *We will be limiting parent access to meetings only during the school day.*

To ensure that instructional time is protected, students are not allowed to receive deliveries such as food, flowers, balloons, etc. at the school. Students are also not allowed to order Uber Eats or any like services to the school.

LOCKERS AND LOCKS

Lockers are provided as a convenience for students. Students are responsible for keeping their lockers locked, clean, and orderly. Students are advised to not share their lock combination with others. Students may bring their own locks as we do not have any available for purchase. We ask that you not bring a key lock, but a combination.

PARENTS, VOLUNTEERS, AND VISITORS

Due to safety, only students and staff will be allowed in the school building. However, we will welcome parents, volunteers, and visitors back into our building as needed (meetings) and it will resume to an open policy when it is safe to do so.

LOST & FOUND

Students should report lost items to their teacher. The lost articles will then be placed in the lost and found area outside of the media center. Lost articles that are not claimed within a reasonable time will be given to a charitable organization. **DO NOT BRING EXCESSIVE AMOUNTS OF MONEY, VALUABLE JEWELRY, OR OTHER PERSONAL ITEMS TO SCHOOL.** The school is NOT responsible for any loss incurred. If you must bring large amounts of money to school, please bring it to the office as soon as you arrive for safekeeping.

RECEIPTS AND REFUNDS

Students will be given a receipt for any money paid that is \$5.00 or more. Parents and students cannot be given a refund unless they can produce the receipt they were given. Parents should keep receipts for this reason.

STUDENT BEHAVIOR CODE

All students will be subject to the regulations and disciplinary procedures outlined in [the Rowan-Salisbury School System Board of Education Code of Conduct. Español](#). Students are subjected to school rules and their enforcement while traveling to and from, attending, and participating in school-sponsored activities, either on or off the school campus.

Behavioral Expectations

At Southeast, students are expected to: Take care of this place, take care of each other, and take care of themselves. According to the *Rowan-Salisbury Schools Board of Education Code of Conduct*, “the intent of any disciplinary action is to bring about a positive change in a student’s behavior.” At Southeast, we strive to utilize restorative practices to best implement behavioral interventions, which will keep students safe and in class. We practice PBIS and believe that providing clear school rules and expectations are key to our success.



Expectations	All Settings	Classroom	Hallway	Bathroom	Cafeteria	Arrival and Dismissal	Bus	Assemblies
We are respectful.	Allow adults to be in charge Follow directions the 1 st time they are given Respect other's school property Follow the RSS Dress Code	Be focused on the class lesson Wait your turn to talk Use electronic devices when permitted	Stay on the right side Walk single file Voice levels off or at a minimum (whisper level)	Take care of the restroom Clean up after yourself Be sure to maintain personal space	Remain in your seat Use your manners Maintain appropriate voice levels	Remain in arrival area until dismissed Remain in assigned area until dismissal	Listen to the driver and monitors	Respect yourself, school, and others Use performance etiquette
We are responsible.	Use Appropriate Voice Level Be prepared with your materials Always be in your assigned area Be a student leader when permitted	Be productive Give your best effort Complete and submit work on time Clean up after yourself	Keep your hands and feet in your space Manage your time at your locker and in other places Walk to and from your assigned area	Use facility quickly and quietly Keep electronics out of the restroom Wash and dry your hands	Take your turn through the lunch line Take what you need Use what you take	Upon arrival, go directly to your assigned area Listen carefully to morning or end of day announcements	Stay in your seat Keep feet inside of seating area	Sit quietly Focus on performance
We are ready to learn.	Maintain personal space Use kind words Keep hands, feet, and all other objects to yourself	Be prepared for the lesson Make positive choices Actively participate	Gather the materials you need for class	Return to class promptly Report any problems to an adult	Clean up your area before leaving the cafeteria	Proceed directly to your location when you arrive or depart from school	Back to back Seat to seat Feet to feet	Stay with your assigned class Listen and participate

P - Positive Attitude R - Responsible I - Integrity D - Disciplined E - Excellence

China Grove Middle School's Core Behavioral Expectations.

Students will be taught what these mean throughout the year, so that expectations are clearly understood.

Disciplinary Action

Most discipline will be taken care of at the classroom level. If classroom interventions are ineffective, students with consistent patterns of behavior problems may be referred to the school counselors, the MTSS/restorative practices coach, or administrators for further action. We will also work to communicate any concerns to parents/guardians

The goal of behavioral interventions is to restore relationships and keep students safe and in class. Actions taken to manage behavior will be restorative in nature, and it is our goal to minimize the number of ISS/OSS days to keep students in the classroom.

Behavioral Interventions

From the *RSS BOE Code of Conduct*:

Minor violations (levels 1 & 2 from the chart below) of The Code of Conduct may result in disciplinary measures or responses up to and including short-term suspension. Other disciplinary measures or responses may include, but are not limited to, the following:

- parental involvement, such as conferences
- time-out for short periods of time
- behavior intervention plan (BIP)
- instruction in conflict resolution and anger management
- peer mediation
- individual or small group sessions with the school counselor
- academic intervention
- in-school suspension
- community service
- exclusion from graduation ceremonies
- exclusion from extracurricular activities
- suspension from bus privileges

CGMS has also drafted its own list of classroom interventions for teachers to utilize to redirect behavior.

In-School Suspension

Students exhibiting behavior problems may be assigned to in-school suspension. There will be a teacher assigned to the ISS room at all times. Students are expected to complete all assignments given.

When a student is suspended (ISS or OSS), the student will be excluded from school-sponsored activities (ball games, dances, field trips, assemblies, club meetings, etc.) during the time that she/he is serving this suspension.

Short-term Suspension

Short-term suspension is defined as any removal from school and school activities of 10 days or less. This determination is made by the administrative staff and the reason for suspension and length communicated to the parent. Students on short-term suspension will be provided the opportunity to complete any work or tests they miss during the suspension period.

Bus Rule Infractions and Consequences

- Students will have assigned seats on the bus.
- Cloth face coverings must be worn while on the bus at all times.

Getting on the bus

- When waiting for the bus, stay away from traffic and avoid roughhousing or other behaviors that can lead to carelessness.
- Do not stray onto streets, alleys or private property.
- Line up away from the street or road as the school bus approaches.
- Wait until the bus has stopped and the door opens before stepping onto the roadway.
- Be attentive to the bus driver's hand signals.
- Use the handrail when stepping onto the bus.

Behavior on the bus

- When on the bus, find a seat and sit down.
- Always face the front.
- Do not stand up while the bus is in motion.
- Loud talking or other noise can distract the bus driver and is not allowed.
- Never put your head, arms, or hands out of the window.
- Keep aisles clear – books or bags are tripping hazards and can block the way in an emergency.
- Before you reach your stop, get ready to leave by getting your books and belongings together.
- At your stop, wait for the bus to stop completely before getting up from your seat.
- Walk to the front door and exit by using the handrail.

Getting off the bus

- Students are to get off the bus at their assigned stop.
- If you must cross the street in front of the bus, walk at least ten feet ahead of the bus along the side of the road, until you can turn around and see the driver.
- Be attentive to the bus driver's hand signals.
- Make sure that the driver can see you.
- Stay away from the bus's rear wheels at all times.

Students will lose their privilege of riding a bus for willful misconduct. Continued misbehavior may result in losing bus privileges for multiple days, weeks or for the rest of the school year. For minor infractions and safety rule violations, the sequence of consequences shall be as follows:

- First referral = Warning
- 2nd referral = Will result in the removal from the bus for 1, 3, 5, or 10 days, depending on the rule violation

- An extreme incident may result in immediate multiple-day suspension to be administered at the discretion of the administration
- Repeated violations may result in revoking of bus riding privileges for remainder of school

PROMOTION & RETENTION REQUIREMENTS

The superintendent shall develop (1) proposed promotion standards and (2) a process to be used in determining a student's readiness to progress to the next level of study and shall submit the standards and process to the board for approval. The standards will be based, in part, upon proficiency in reading. The standards and process must provide multiple criteria for assessing a student's readiness to progress to the next level of study, such as standardized test scores, formative and diagnostic assessments, grades, a portfolio or anthology of the student's work, and, when appropriate, accepted standards for assessing developmental growth. The standards and process will incorporate all state law and State Board of Education policy requirements, including those for the assessment and promotion of third grade students as described in [G.S. 115C-83.6 et seq.](#) and State Board of Education Policies [GCS-J-002](#) and [-003](#).

Principals shall ensure that the promotion standards are used by teachers and school administrators in assessing each student's readiness to progress to the next level of study. Principals have the authority to promote or retain students based upon the standards approved by the board and any applicable standards set by the State Board of Education.

To reduce the number of students who do not meet promotion standards, the board directs school administrators and teachers to use personal education plans as required in policy [3405](#), Students at Risk of Academic Failure, to address the needs of students who are not making adequate academic progress.

Please refer to the *Rowan-Salisbury Schools Student Promotion & Accountability Standards* in [Policy Code 3420](#) of the Board of Education Policies for more detailed descriptions of requirements.

ATHLETICS

During restricted attendance, CGMS athletic programs will follow state health and safety guidelines. The sports schedule for the year will be determined by current state and local recommendations on an ongoing basis. Full information will be available on the school and district websites. Team sports are open to students in 6th-8th grades (6th graders cannot play football) who satisfy athletic eligibility requirements.

Fall Sports

8th Grade Football
7th Grade Football (6th
cannot play)
Boys' & Girls' Tennis
Girls' Softball
Cheerleading (7th/8th Only)

Winter Sports

Varsity (6-8) Grade
Basketball
Cheerleading (6th/7th/8th)
Wrestling
Junior Varsity (6/7) Grade
Basketball

Spring Sports

Boys/ Girls Track
Baseball
Volleyball
Boys'/Girls' Soccer
Boys/Girls Golf

WE ENCOURAGE ALL PARENTS TO BE ACTIVE MEMBERS IN OUR ATHLETIC BOOSTER CLUB AND PTA!

The coaching staff has the right to close practices to spectators to ensure proper focus for the team.

2023-2024 RSS Athletic Handbook

Rowan-Salisbury School System recognizes the standards set forth by the North Carolina High School Athletic Association (NCHSAA) for middle and high school athletics. The Rowan-Salisbury School System places the emphasis for all middle school and high school athletics on making academics their first priority. All student athletes must achieve all standards in accordance with gateways and other promotional requirements to ensure that each student experiences success. Principals, parents, coaches, and athletes all desire to have a winning sports program. However, athletics shall always be secondary to the requirements of the instructional program.

Academics

Athletic eligibility requires that a student have no more than 1 F in the semester prior to the sport season (combined average of two quarters). This applies to all grade levels. For the fall semester, all new 6th graders are eligible to participate. Students with two or more F's at the end of a semester are ineligible to play sports for the entirety of the following semester. If a student is academically eligible, they will remain so for the entirety of the semester but may be placed on probation. If a student's grade falls to an "F" in any core subject (math, language arts, science, social studies) at report card time, academic probation will be initiated by the principal. While on academic probation the student may attend practice but will not be allowed to participate in competitions until adequate academic progress is evident as determined by the principal.

Attendance

Regular attendance is required of all students. To be eligible for athletic participation, a player must be in attendance at least 85% of the previous semester (no more than 13 absences in a 90-day semester). This is policy from the NCHSAA.

Code of Conduct

Student athletes are not only expected to meet all academic requirements, he/she must also excel in good behavior in the classroom and school setting. The principal may deem a student "ineligible" for participation in any athletics or extracurricular activities for inadequate academic performance or violations of the Student Code of Conduct. Discipline infractions warranting automatic suspension or removal from athletics or extracurricular activities include possessions of drugs, weapons, or other illegal paraphernalia, physical assault towards another student or school employee. The school principal, school athletic director, and sport coaches work together to develop team expectations, rules, and disciplinary measures. Therefore, the school principal supports school team rules and procedures and failure to comply with team rules can result in team disciplinary action.

USE OF SCHOOL RESOURCES AND TECHNOLOGY

Digital Citizenship

Remember when using technology to respect and protect:

- yourself
- others
- intellectual property

*Intellectual Property is any work (book, website, media, etc) created by another individual. Using these requires proper citation (and possible permission). Validating information is important in showing respect and protecting intellectual property.

CGMS STUDENT UNIFORM POLICY

For the 2023-2024 school year, CGMS will not be enforcing the uniform policy.



CHINA GROVE MIDDLE SCHOOL



- Leggings allowed with shirt that extends to fingertips
- Closed toe shoes (Crocs acceptable with strap worn)
- Nothing in ears, or on ears, that will obstruct hearing
- No obscene, disruptive, or provocative clothing
- No pajama pants
- Shorts, skirts, and dresses must be at least fingertip length- no running shorts
- No ripped pants that expose skin four finger-lengths above the knee
- No tank tops, midribs, crop tops, or displaying undergarments
- No hats or hoods

PARENT PERMISSION FORM FOR SELF-ADMINISTRATION OF OVER-THE-COUNTER MEDICATIONS

MIDDLE AND HIGH SCHOOL STUDENTS ONLY

Middle and High school students may self-carry and administer over-the-counter medication per the following guidelines. Students in elementary school are not permitted to self-carry over-the-counter medications.

- A. The student must have a parent permission form completed and on file at school.
- B. The medication must be in the original container with the manufacturer's recommendation for administration and the student's name clearly written on the container.
- C. The student can carry a one-day supply of the medication. For example, the dosage recommendation by the manufacturer states "take two tablets every four hours." The student is on school grounds for 8 hours. The student may carry 4 tablets.
- D. The student is not allowed to share the medication with other students.
- E. Students cannot self-carry and self-administer over-the-counter medication that is kept behind the pharmacy counter and requires an adult signature before buying (i.e. Sudafed or any brand containing pseudoephedrine, some cough elixirs, etc.).

The Rowan-Salisbury School System is not responsible for any student who self-medicates. Students in possession of over-the-counter medication outside these guidelines will be disciplined according to the RSS drug policy.

Student Name: _____ DOB: _____ School: _____

Parent Name: _____ Phone: _____

Name of Medication: _____

Dosage: _____ (Cannot exceed manufacturer's recommended dose)

Time to be given: _____

I have read the above and agree to the terms in which the named student may self- administer the over-the-counter medication.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____