



Franklin County Middle School 2017-2018 Student Handbook


Principal:

Ms. Kelly Akin

Assistant Principals:

Mr. Tom Maxwell

Mr. C.J. Wilder

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485 Turkey Creek
Carnesville, Georgia 30521
Telephone: 706-384-4581
Fax: 706-384-2285

Website: www.franklin.k12.ga.us/fcms

Student's Name: _____

Grade: _____ PRIDEtime Teacher: _____

SCHOOL VISION STATEMENT

"Inspiring each student to reach his/her potential while striving for excellence in education."

WELCOME

Welcome to Franklin County Middle School! We hope that your years in the middle school will be memorable and enjoyable. In the middle grades, you will make the transition from childhood to adolescence. The programs at the FCMS will deal with the intellectual, physical, social, and emotional development of each individual student. We encourage you to take advantage of the many opportunities that FCMS and its staff will offer you. This agenda contains certain rules and regulations that will allow our middle school to run more efficiently and make your years here more successful. Please read it carefully and keep it with you for further reference. If you have any questions, contact one of your teachers or stop by the office. We trust you will have a great year.

Kelly Akin, Principal

STUDENT RESPONSIBILITIES

Students at Franklin County Middle School are expected to fulfill the following responsibilities:

PARTICIPATION: Students have the responsibility of participating fully in the serious business of learning. Students must report to school and to all classes regularly and on time, remain in classes until excused, pay attention to instructions, complete assignments to the best of their ability, and request help when it is needed.

BEHAVIOR: Students have the responsibility of avoiding any behavior that affects their learning. Students must cooperate in maintaining reasonable orderliness in the school and in the classroom, take reasonable care of books and other instructional materials. Students must refrain from gossiping, threatening or fighting with other students and should treat all others with respect and kindness.

RESPECT FOR ADULTS: Students have the responsibility of showing respect for the knowledge and authority of the adults at FCMS. Any adult has the authority to correct any student any place within the school. Students should not defy authority. Students are expected to use acceptable and courteous language at all times. Consequences will be administered to students refusing to do what they are told.

RESPECT FOR OTHER STUDENTS: Students have the responsibility of recognizing the rights and human dignity of fellow students. Students are expected to treat other students as they themselves want to be treated.

DELINQUENT BILLS, FEES, FINES: Students are responsible for outstanding financial obligations. If you owe a fee of any kind, your report card will be withheld. If it is a substantial amount, it could be turned over to small claims court for collection. Please keep all bills paid thus avoiding any problems.

ATTENDANCE

Being in school every day is the first step to every student's academic success. With that in mind, the state of Georgia established the Compulsory Attendance Law pursuant to O.C.G.A. Code 20-2-690.1, which states that students cannot miss more than 5 unexcused days of school in a school year. At enrollment and registration, every parent, guardian, and student (age 10 and older) shall receive and sign the Compulsory Attendance Law notice. According to this law, any student with 5 unexcused absences is considered truant. In Franklin County Schools, parents and students will receive a letter at **5** & **8** unexcused absences scheduling a meeting with the system Attendance Officer. If a student reaches **10** unexcused absences, a referral will be made to the School Social Worker. Please see the Compulsory Attendance Law notice for more details on the definition of an excused absence and the consequences for excessive absences. Thank you for having your student in school every day!

BETA CLUB POLICY

You must be invited to become a member. Your academic grades based on grade level standards and character are considered for an offer of membership. New members will be invited to join after the first semester report card of the school year.

BRING YOUR OWN TECHNOLOGY

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. Therefore, we have decided to implement Bring Your Own Technology (BYOT) at our school. In this initiative, students are encouraged to bring their own technology devices to school to assist their learning experiences. You will receive a separate document that is a contract to which we will adhere as we establish this new program within FCMS. Please note that students who cannot bring in outside technology will be able to access and utilize the school's equipment. No student will be left out of our instruction.

BUS NOTES

If a student has a note to ride a different bus from his/her normal bus, the note must be brought to the office first thing in the morning to be signed and copied. A student must have a note from his/her parent/guardian in order to ride a bus other than the usual bus.

CAFETERIA POLICIES

Breakfast and lunch are available daily. Charges are NOT allowed in the cafeteria. Students may pre-pay for meals. Free and reduced price lunches are available to those who qualify. Applications are distributed at the beginning of school to all students and to new students when they enroll. An additional application may be requested at any time during the year if the income of the parent or guardian changes.

CELL PHONE/ELECTRONIC DEVICE POLICY

Electronic devices include but are not limited to: cell phones, MP3 players, iPods, cameras, or any other electronic devices.

- Phones/electronic devices should not be visible, i.e. they should not be out of book bags, purses, pockets, etc. unless they are being used for instructional purposes according to the teacher/school's policy (refer to BYOT policy).
- The phone/electronic device may not be used during the school day except for instruction.
- The phone should be turned **OFF** until after 3:30 (phones should not ring during the day) unless being used for instruction.
- Class time will not be spent looking for misplaced or stolen phones or electronic devices. The school is not responsible for cell phones/electronic devices. The student or parent who allows the student to bring the cell phone/electronic device to school **assumes ALL responsibility.**

If there is ANY evidence that a student has misused his/her cell phone (placing call, text messaging, videoing or taking pictures, etc.) or electronic device, the following consequences will occur:

- **1st offense:** Student will have his/her PRIDE Card marked for the offense (*If the violation occurs *outside* of class, the consequence will *automatically* become a 2nd offense.)
- **2nd offense:** Phone/electronic device will be taken to the office, a warning put in the student's discipline folder and the parent must retrieve the phone. The phone cannot be picked-up by the parent until the **END of the NEXT SCHOOL DAY.**
- **3rd offense:** Phone will be taken to office, student will be given 1 day ISS, and parent must retrieve the phone at the **END of the NEXT SCHOOL DAY.**
- **4th offense:** Phone will be taken to office, student will be given 2 days ISS and parent must retrieve the phone at the **END of the NEXT SCHOOL DAY.** The student loses the privilege of having a phone at school.
- **Note:** Depending on the action, additional consequences may be issued.

CLUBS

Students are encouraged to join the club(s) of their interest. The following clubs are available for students to join: **TSA, Beta Club, FFA, 4-H Club, Drama Club, FCA, Cub Crew, Wired, Boardwalk, Chess Club, Art Club, FBLA, Boardwalk, and LEGOS Club, Bible Club and Be the PRIDE.**

DRESS CODE

The purpose of a dress code is not to inhibit any person's taste, but rather it is to facilitate the process of education through reasonable guidelines, which instill dignity and pride. School is the students' workplace. Within this environment, we must promote **respect, safety, modesty** and **cleanliness**. FCMS relies on the good decision-making and judgment of our parents to help students make appropriate choices of clothing in order to promote a good learning environment.

The following dress code standards are in place and must be followed.

1. All pants must be worn with the waistband above the upper curve of the buttocks. Pants should not be sagging below the waist. With sagging pants, undergarments (underwear) could be visible. Undergarments should never be visible. Adults will not make a decision about whether an article of clothing is underwear or not. If an item is "under" the outer layer of clothing, then the item is underwear.
2. All garments must cover the midriff (stomach). Back, and chest areas.
3. Shorts, skirts, and dresses must be at least as long as the longest finger, **all the way around the entire bottom of the garment** (mid-thigh), when the shoulders are relaxed and arms held straight down by the student's side. Skirts worn with leggings or tights underneath must also follow the rule.
4. Nike/Umbro type shorts will be allowed if the front and the back of the shorts meet the requirements in #3 above **AND** the arched part of the shorts on the side are not arched so high that the bottom of the arch touches the student's palm when the shoulders are relaxed and arms held straight down by the students side.
5. Pants with holes, distressed material, frayed material, etc. must be either patched or have clothing worn underneath so that skin or undergarments may not be seen. There is to be absolutely no holes distressed material, frayed material, etc. in the private area (buttocks or groin) regardless of whether the hole, distressed material, frayed material, etc. is patched or there is something worn under the holes.
6. See-through, lace, and mesh clothing must be worn with a modest, full-length, 2-finger tank top underneath. All other tanks and shirts should be at least 3 fingertips in width at the shoulder and should stay in place at all times (no off the shoulder shirts).
7. Shirts that have large armholes, which could allow the chest area to be viewed, are not permitted.
8. Shoes must be worn at all times as the manufacturer intended (tied, buckled, etc.). Shoes cannot have wheels or lights included.

Since some types of clothing do not encourage students to be aware of the aforementioned goals, the following types of clothing are **prohibited** at Franklin County Middle School:

- Leggings and jeggings, unless covered by jeans, shorts, skirts, or dresses that meet the dress code (see #3, #4 and #5 above).
- Pajamas, robes, blankets, or bedroom shoes of any type
- Hats, visors, hoods, head garments, hair picks, or combs
- Garments and jewelry that display emblems relating to sex, drugs, weapons, obscenities, gang membership which includes confederate flags, and/or abusive substances, such as tobacco, drugs, alcohol products, or **anything deemed inappropriate or disruptive by the administration**
- Face paint or markings on the face with pencils, pens, or markers.

Students must comply or parents will be called to bring more clothes or to pick up the student. If a parent/guardian is unable to be reached, the school may provide an alternative outfit (when available) or provide a seat for the student in ISS until the parent can be reached. Consequences will be administered to students who repeatedly violate this policy.

I have read and understand the expectations for appropriate dress at Franklin County Middle School. By signing, I acknowledge that I have been issued a warning for inappropriate dress and any recurrences will result in additional consequences by administration.

_____/_____
Student Signature

_____/_____
Date

_____/_____
Parent/Guardian Signature

_____/_____
Date

FIGHTING

A juvenile complaint could be filed by the School Resource Officer for any student charged with fighting.

HALL PASSES

Students must have his/her **agenda** to be in the hall, if not with a teacher. Being in the hall without a hall pass may result in disciplinary action. Students should insist on a hall pass from the teacher before leaving the room.

LOCKERS

Lockers are assigned to each student by their PRIDETIME teacher. The lockers are the property of Franklin County Middle School and are subject to inspection at any time by school authorities. Use only the locker assigned to you and keep it locked at all times. Do not give the combination to any other student and do not try to open any other locker. All books and personal items should be kept in your locker. There will be a \$4.00 locker fee. Abuse of locker could result in loss of locker and/or restitution. Lockers may not be shared and must be used at designated times. **All lockers are subject to search by administration.**

MAKE-UP WORK

Work missed when absent must be made up for a grade. You must go to the teacher to ask for this work. All work must be made up within a week, unless other arrangements are made with the student's teacher(s).

MEDIA CENTER

Students coming to the media center are welcome at any time with teacher's permission. Materials will be checked out for two weeks and may be renewed. In order to use computers in the media center, the Student Internet User Agreement form must be returned to the PRIDETIME teacher.

MEDICATION

Students taking prescription and/or non-prescription medication must bring a note from their parent giving them permission to take medication during the school day. The medication must be turned in to the office upon arriving at school. The medication must be picked up after the illness or the school will destroy it. Students are allowed to keep inhalers with them, but must notify the nurse first. Over-the-counter medication, such as Tylenol, Ibuprofen, etc., must be supplied by the parent for the student. The school does not supply these medications.

PARENT/TEACHER CONFERENCES

Parents may call 706-384-4581 to have a conference with the student's team of teachers or the counselor. Please ask to speak with Mrs. Cheek to schedule a conference.

PRIDECARDS

Each student agenda contains a weekly PrideCard to help monitor student behavior. If a student loses their agenda, they may purchase a replacement agenda for \$10. When a student does not have their agenda, PrideCard infractions will be submitted online by their teachers. Students are expected to maintain a complete agenda throughout the year. Please note that Student Agendas are property of FCMS and must be returned, or paid for, at the end of the year.

PROGRESS REPORTS/REPORT CARDS

Deficiency reports will be sent home as needed (approximately every 4 weeks). Progress reports will be sent home each quarter (every 8 weeks). Report cards will be sent home at end of each semester (16 weeks). Please have parents sign these reports and return to your PRIDETIME teacher.

PROHIBITED ITEMS

For the safety and well being of students and staff, no student shall possess, on school grounds, any of the following items:

- Aerosol products, including but not limited to deodorants, body spray, or items of a similar nature.
- Alcoholic beverages
- Chains of any kind, including wallet chains and any other item that could be used as a weapon
- Drugs or any controlled substance including **imitations** of such drugs
- Electronic games (i.e., Nintendo DS, PSP, etc.)
- Energy drinks
- Fireworks, cigarette lighters/matches
- Glass containers
- Laser pointers, water pistols/balloons, yo-yos, or toys of any kind
- Obscene items, books, magazines, or pictures
- Over the counter medications and prescription drugs. All medication should be taken to the school nurse.
- Fidget spinners
- Tobacco products (including, but not limited to e-cigarettes, vapes, dip, “spit” bottles and cigarettes)
- Weapons of any kind and live ammunition, or any imitation of such
- Any other item that might interfere with the normal operation of the school
- No buying, selling, or trading food, drink, or other items

Please Note: Any prohibited items will be confiscated and will not be returned.

RESPECT FOR EQUIPMENT AND FACILITIES

Each student is expected to assume responsibility for all school property. Students who damage property accidentally may be held responsible for the damages. Students who maliciously damage property are subject to suspension and must pay for all damages.

RESTROOMS

Restrooms are open for the convenience of the students. Do not loiter or socialize in the restrooms. Students share a certain amount of responsibility for keeping their restrooms clean and in good working order. Any student found deliberately littering or abusing the restrooms in any way will be referred to an administrator for disciplinary action and restitution.

STUDENT ILLNESS

When a student becomes ill during the school day the student will inform the teacher and the teacher will send the student to the nurse. The nurse will make decisions about contacting the parent. Students should not call or text their parent when sick. Those who do so will be disciplined according to the cell phone policy.

TARDY POLICY

For FCMS, the unexcused tardy and unexcused early checkout policy will be the same.

Policy:

1 st and 2 nd Offenses	No Consequence
3 rd Offense	Call Home
4 th Offense	Silent Lunch
5 th Offense	ISS

For further offenses, consequences will cycle in multiples of 5. Example: 6th and 7th Offenses-No Consequence, 8th Offense-Call Home, 9th Offense-Silent Lunch, 10th Offense-ISS

*** Please note that the unexcused tardy policy would be for unexcused tardies that occur during 1st and 2nd periods. Please know that unexcused early checkouts would be for unexcused checkouts during 6th and 7th periods. These policies are for unexcused tardies and unexcused early checkouts that occur through the office.

Consequences for unexcused tardies and unexcused early checkouts will start over at the beginning of each semester.

TELEPHONE

Use of the telephone by students is limited to emergency calls and school business calls only. Calls for permission to attend parties and ride buses with friends, etc. will not be permitted. These matters should be taken care of at home. A note from the student's teacher is required before the telephone may be used.

VISITORS

All visitors are required to sign in and sign out with the main office upon arrival. While we welcome visitors, we do not allow parents or other visitors to interrupt instructional time. Students are not allowed to bring visitors to school. Students attending other schools may not come to FCMS to visit or spend the day with a FCMS student/teacher.

YEARBOOKS

Yearbooks may be ordered from your child's PRIDETIME teacher. The following timeline will apply for yearbooks:

August – October	\$35 (with name) \$30 (without name)
November - December	\$45 (with name) \$40 (without name)
January – March	\$50 (no name option)*

**while supplies last*

The deadline to purchase a yearbook **with** your child's name printed is **December 8th, 2017**. Yearbooks are sold on a first-come, first-serve basis. Students must bring their money in a sealed envelope with their first and last name and their PRIDETIME teacher's name printed on the envelope. *Checks should be made payable to FCMS.*

Georgia Special Needs Scholarship (GSNS)

The Georgia Special Needs Scholarship allows parents of eligible special needs students to transfer their children to another public school, public school system, state school, or approved participating private school. Please go to the Georgia Special Needs Scholarship website at <http://public.doe.k12.ga.us/> for more information about the state scholarship program.

Section 504 Information

If a parent feels that their student qualifies for support under the Section 504 of the Rehabilitation Act of 1973, the parent should contact the school's Section 504 School Coordinator. Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

Public Notice Regarding Physical Restraint

The Franklin County School district complies with state requirements related to restraint and seclusion as set out in Georgia SBOE Rule 160-5-1-.35. Consistent with that rule, physical restraint will be used only in situations in which the student is in immediate danger to himself/herself or others and the student is not responsive to verbal directives or other less intensive de-escalation techniques. A parent or guardian will be notified in writing each time their student has been restrained. The Franklin County School System maintains written policies and procedures governing the use of restraint.

Notification: Assurance of Access

Franklin County School District endorses the philosophy that education is a means by which each individual has the opportunity to reach his or her fullest potential. We believe that all students have a right to educational experiences that challenge the level of their individual development, whether it is below, at, or beyond the level of their age peers. Special programs for gifted students are one outgrowth of this commitment.

Students in grades K-12 who demonstrate a high degree of intellectual, academic, and/or creative abilities may be nominated for evaluation to determine eligibility to participate in the Program for Gifted Students. Referrals for consideration may be made by teachers, parents or guardians, counselors, administrators, peers, self, and other individuals with knowledge of the student's abilities.

The State Board of Education determines eligibility criteria for placement in this program. For a summary of those criteria or for further information about Franklin County's Program for Gifted Students, please contact the Gifted Program teacher at your child's school or:

Dr. Cyndee Phillips, Gifted Program Coordinator
Franklin County School District
P. O. Box 99, Carnesville, GA 30521
706-384-4554
cyndee.phillips@franklin.k12.ga.us

Franklin County Middle School Athletics Program Information

Franklin County Middle School offers students diverse opportunities to participate in extracurricular athletics throughout their middle school career. The following information is designed to provide students and parents with general information about our athletic program. More specific information can be obtained from the athletic director and individual coaches, and parents are encouraged to call the school at any time to obtain more information or to ask questions.

Sponsored Activities and Participation by Grade

Sport	Season	6 th Grade	7 th Grade	8 th Grade
Football	Fall		✓	✓
Girls' Softball	Fall	✓	✓	✓
Cheerleading	Football – Fall Basketball - Winter		✓	✓
Auxiliary	Fall (Football) Winter (Basketball)	✓	✓	✓
Cross Country (Girls/Boys)	Fall	✓	✓	✓
Basketball (Girls/Boys)	Winter		✓	✓
Wrestling	Winter	✓	✓	✓
Golf (Girls/Boys)	Spring	✓	✓	✓
Tennis (Girls/Boys)	Spring	✓	✓	✓
Track (Girls/Boys)	Spring	✓	✓	✓
Soccer (Girls/Boys)	Spring	✓	✓	✓
Baseball	Spring		✓	✓

Franklin County Middle School is a member of the Northeast Georgia Interscholastic Athletic Association (NEGIAA) of middle schools and will follow all rules and regulations of our region that govern athletic competition. The NEGIAA also includes the following area middle schools: Madison County, Elbert County, Stephens County, and Hart County. Our region generally follows the guidelines imposed by the Georgia High School Athletic Association (GHSA) for individual sports, although there are middle school-specific exceptions. Grade-level participation is determined by school and region policy, Department of Education regulations, and state law.

ACADEMIC AND PRIDE ELIGIBILITY FOR SPORTS AND EXTRACURRICULAR ACTIVITIES

ACADEMIC ELIGIBILITY FOR SPORTS AND EXTRACURRICULAR ACTIVITIES

Franklin County Middle School Students must have passed 5 out of 7 classes the semester **prior** to when the sport or extracurricular activity begins.

PRIDE ELIGIBILITY FOR SPORTS AND EXTRACURRICULAR ACTIVITIES

Franklin County Middle School participates in PBIS (Positive Behaviors and Intervention Supports) and uses a PRIDE Card as a component to the school-wide discipline program. In order to participate in any sport or extra curricular competition, student athletes and student competitors must display the school's PRIDE characteristics in order to be eligible to participate in game or competition events. All FCMS sports and extracurricular activities will adhere to the following protocols for determining student participation:

1st time assigned ISS (for any discipline referral) will result in a 1 game suspension or loss of 1 extracurricular competition. During this 1 game suspension, the student athlete may not travel with the team or sit on the team bench. Likewise, during the loss of the 1 extracurricular competition, the student may not travel to the competition with the group.

2nd time assigned ISS (for any discipline referral) will result in dismissal from the athletic team or extracurricular competition team for the remainder of the current season. The student may participate in a sport in another season. For extracurricular activities, the student may compete in a different extracurricular group.

3rd time assigned ISS (for any discipline referral) will result in student being ineligible for all sports or extracurricular competitions for any group for the remainder of the school year.

Any office referral that results in out of school suspension (level 1 or higher) will result in automatic dismissal from the team for the remainder of the competitive season. The student may participate in a sport in another season, but any additional office referral will make the student ineligible for all sports for the remainder of the school year. Consequently for extracurricular competitions, students may participate with different extracurricular groups, but any additional office referral will make the student ineligible for all extracurricular competitions for the remainder of the school year.

Student athletes who are suspended for a game may attend practice, but must sit out the next game following the discipline referral. Similarly for extracurricular competitions, students may go to practice, but will not be able to participate in the next competition following the discipline referral. Coaches and extracurricular sponsors retain the right to implement additional discipline policies for their athletes for school behavior in addition to the aforementioned consequences.

Parent Consent to Participate

Student athletes and parents agree to follow all rules and procedures set forth by the Franklin County School Board, the middle school, the regional association (NEGIAA), and individual coaches/sponsors for each activity. Students and parents must complete a consent form prior to a student's participation.

Proof of Insurance

Each middle school student participating in athletics at FCMS must provide current proof of insurance (company name and policy number) before they will be allowed to try-out. Information and applications for student insurance policies covering student activities at school and at athletic events are available. For more information, please visit our school website (www.franklin.k12.ga.us/fcms). It is the responsibility of the student and parent to take care of this before the season begins.

Physicals

Each student is required to have a current pre-participation physical to participate in athletics (including for tryouts). This form must be completed by your doctor or other qualified healthcare professional. Physicals are valid for one year from the date of issue. Students and parents are encouraged to check the date of their most recent physical, because physicals that expire during the middle of a season must be renewed in order for students to complete the season.

Try-outs

All sports at FCMS conduct try-outs prior to the start of the season. Unfortunately, due to logistics and limitations imposed by budgetary and personnel constraints, not every student who participates in try-outs will be chosen for

teams. However, with the large number of sports offered at FCMS throughout the year, students will have numerous and varied opportunities to participate in athletics during the course of their middle school career. We hope that you will encourage your child to explore and pursue the many different options available to them.

Participation in Multiple Sports

It is the philosophy of Franklin County Middle School that students have the opportunity to participate in as many different activities as possible. However, at times student participation in multiple sports may be limited due to conflicts in try-out dates, team practices and game schedules. Students may participate in multiple sports that have the same or overlapping seasons only if both coaches/sponsors of the different sports agree and can work out schedule conflicts. The final decision will rest with the individual coaches/sponsors. Students and parents should ask coaches about this before try-outs begin to resolve conflicts if they plan to try out for multiple sports.

Parent Volunteers

Franklin County Middle School encourages parent participation and involvement with extracurricular and athletic programs and activities, and there are many opportunities for parents to become involved. However, due to liability concerns, it is the policy of FCMS that we do not use parent volunteer coaches. Parents may not be responsible for supervision of student athletes, transportation of student athletes other than their own child, and parents may not stand on the sidelines or enter the competition area during games and events. Lay/community coaches are contracted for some sports, but this is arranged through the office of the athletic director, and these individuals must first complete rigorous training requirements (coaching clinics, first aid training, background checks) mandated by the Georgia High School Athletic Association as well as the school system, at their own expense.

Parent help is arranged through individual coaches. We appreciate your help with concessions stand duties, fund-raising, and participation in the Franklin County Athletic Boosters Club. The Boosters Club is jointly organized through the middle school and the high school, and the middle school athletic program benefits greatly from the assistance provided by the Booster Club. Please see coaches for more information on how you can become involved in the Athletic Boosters Club.

Medical Information

Emergency contact information should be updated annually by sending the information to the school. When you receive a ***Student Emergency Contact Sheet***, please update it and return it to the school within five (5) days. Current, accurate information will enable us to contact you. If ANY of the information changes during the school year, contact the school immediately.

Prescription/Non-Prescription Medicine

Medication time schedules should be set so that, when possible, medicine is taken at home rather than at school. However, if medication must be taken at school, the following procedures apply:

1. Medication Authorization Form—The parent/legal guardian must complete an authorization and instruction form entitled “***Authorization to Give Medication at School.***” For prescription medication your physician must also sign the form. A copy of the form is included in this packet. You may make additional copies or request additional forms from the school. *The completed form must accompany the medication, so be sure to take this form to your physician whenever your child is ill.*
2. The medicine, in the original container (along with authorization form), must be taken to the school office/clinic for central storage. The parent/guardian should take the medication to the school; however, if this is not possible, your child should be instructed to take the medication and the form **directly** to the school office/clinic. Under NO circumstances should medication be shown or shared with other students.
3. At the designated time, the student will go to the office/clinic to take the medication. Assistance/supervision will be given in accordance with the instructions on the authorization form. Medication is a parental responsibility; school employees will not assume any liability for supervising or assisting in the administration of medication.
4. Unused medication should be retrieved from the school office/clinic within one week after the medication is discontinued; otherwise the school will dispose of the medication.

Student Illness/Injury

Sick students who are contagious must NOT be sent to school. When a student becomes ill at school, the parent must arrange for the student to be taken home.

By working together, we can strive to ensure the health and well being of every student so he/she may benefit from the educational program.

Academic Goals



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