



**Carrington Middle School  
Student Handbook**

**2021 - 2022**

**227 Milton Road  
Durham, NC 27712**

**919.560.3916**

**919.560.3522 - FAX**

**<https://www.dpsnc.net/domain/39>**

**Carrington Middle School  
227 Milton Road  
Durham, NC 27712**

**2021 – 2022 Student Handbook**

**Important Phone Numbers**

Main Office / Administration	919-560-3916
Student Services	919-560-3859
CMS FAX	919-560-3522

**Other Information Sources**

Carrington Middle School	<a href="https://www.dpsnc.net/domain/39">https://www.dpsnc.net/domain/39</a>
Durham Public Schools' web page	<a href="https://www.dpsnc.net">https://www.dpsnc.net</a>
Instagram	carringtonmiddle
Facebook	carringtonmiddle
Twitter	@Carrington_DPS

**Welcome to Carrington Middle School**

This handbook provides information for students about rules, policies, academic requirements, and student privileges and responsibilities. A school is a community that needs the cooperation of staff, students, and parents in order to make a pleasant and productive environment. We encourage you to take advantage of the academic and extracurricular opportunities that are available at Carrington Middle School.

**Mission Statement**

Our mission is to provide a safe, orderly, global learning environment that optimizes opportunities to develop students' ability to understand and value our interconnected world. We are committed to maximizing our students' potential to become effective leaders, lifelong learners and productive citizens in a global society.

We believe that:

- All children can learn and make continuous progress.
- Education is a life-long process that provides enjoyment and enrichment.
- Classroom instruction should be meaningful and varied in order to meet the needs of all students.
- Students should be equipped with academic competence, the ability to progress independently, and the capability to live and work cooperatively.
- Learning is more than subject mastery; it is a process that is driven by reading, reasoning, communicating, and creating.
- Students should have opportunities for career exploration and the skills necessary to function in a rapidly changing technological society.
- Students should be provided with the knowledge and skills to make responsible choices.

**Bell Schedule**

- School Hours: 7:25 a.m. until 2:20 p.m.
- Sixth and Seventh Grade will operate on an A-day/B-day for Science and Social Studies.

Durham Public Schools	Carrington Middle School	Daily Bell Schedule	2021 - 2022
<u>Sixth Grade</u>	<u>Seventh Grade</u>	<u>Eighth Grade</u>	<u>Electives</u>
7:25 - 8:05 40 minutes Enrichment – Period 60	7:25 - 8:05 40 minutes Enrichment – Period 70	7:25 - 8:05 40 minutes Enrichment – Period 80	7:25 - 8:05 40 minutes Enrichment
8:09 - 9:14 65 minutes Core 1 – Period 61	PLANNING – 94 minutes 8:09 - 8:54 45 minutes Elective A – Period 71	8:09 - 9:09 60 minutes Core 1 – Period 81	8:09 - 8:54 45 minutes Elective A – Period 71
9:18 - 10:23 65 minutes Core 2 – Period 62	8:58 - 9:43 45 minutes Elective B – Period 72	9:13 - 10:13 60 minutes Core 2 – Period 82	8:58 - 9:43 45 minutes Elective B – Period 72
10:27 - 11:57 90 minutes Core 3 – Period 63 LUNCH	9:47 - 10:47 60 minutes Core 1 – Period 73	PLANNING – 94 minutes 10:17 - 11:02 45 minutes Elective A – Period 83	9:47 - 10:12 26 minutes Planning
<u>Team Name</u> <u>Cafeteria</u> <u>Classroom</u> Justice League 10:30-10:55 10:30 Jedi Knights 10:40-11:05 10:35 Guardians 10:50-11:15 10:40 Incredibles 11:05-11:30 10:45	10:51 - 12:26 95 minutes Core 2 – Period 74 LUNCH	11:06 - 11:51 45 minutes Elective B – Period 84	11:06 - 11:51 45 minutes Elective B – Period 84
12:01 - 12:36 35 minutes Discovery – Period 64	<u>Team Name</u> <u>Cafeteria</u> <u>Classroom</u> Trendsetters 11:10-11:40 TBD Panthers 11:10-11:40 10:55 Hurricanes 11:20-11:50 11:00 Hornets 11:40-12:10 11:05 Bulls 11:50-12:20 11:10	11:55- 1:30 95 minutes Core 4 – Period 85 LUNCH	11:55- 12:36 41 minutes Planning
PLANNING – 94 minutes 12:40 - 1:25 45 minutes Elective A – Period 65	12:30 - 1:30 60 minutes Core 3 – Period 75	<u>Team Name</u> <u>Cafeteria</u> <u>Classroom</u> Math PLC 11:55-12:25 11:55 SC PLC 12:20-12:50 12:10 ELA PLC 12:30-1:00 12:20	12:40 - 1:25 45 minutes Elective A – Period 65
1:29 - 2:14 45 minutes Elective B – Period 66	1:34 - 2:14 40 minutes Discovery - Period 76	1:34 - 2:14 40 minutes Discovery – Period 86	1:29 - 2:14 45 minutes Elective B – Period 66
2:14 - 2:20 6 minutes Announcements Dismissal	2:14 - 2:20 6 minutes Announcements Dismissal	2:14 - 2:20 6 minutes Announcements Dismissal	2:14 - 2:20 6 minutes Announcements Dismissal

**Attendance Policies and Procedures:** Carrington students are expected to be on time to school and in class every day.

**Morning procedures:** The instructional day begins at 7:25 a.m. School staff is available to supervise students beginning at 7:00 a.m. when students are permitted into the building. All students report directly to their assigned areas as determined at the beginning of the school year. Car riders and walkers should enter school from the front drop-off area and students eating breakfast should enter the cafeteria front outside entrance.

**Late Arrivals to School:** Students reporting after 7:25 a.m. are considered tardy and must sign-in at the main office. Reasons accepted for tardies align with Durham Public Schools absence policy described in the following attendance guidelines under Absences.

**Tardy Policy/Attendance Policies:** Class attendance and participation are critical elements of the educational process. Students are expected to be at school on time and to be present at the scheduled starting time for each class. Tardies will be excused only for those reasons that absences are excused as listed in DPS policy 4400. If a student accumulates five or more unexcused tardies during the school year, the principal or designee shall contact the student's parent and request a conference with the student and parent to discuss the problem and possible solutions. The principal or designee may invite the school social worker, guidance counselor, or other school personnel to attend the meeting. If a student continues to accumulate unexcused tardies after non-disciplinary interventions have been attempted, the principal may give written notice to the student's parent that any additional unexcused tardies may result in disciplinary action. In administering disciplinary consequences for tardies, principals must give strong consideration to measures other than out-of-school suspensions. Any out-of-school suspension for tardiness may not exceed two days and may be imposed only after documented interventions.

If a student continues to accumulate, unexcused tardies after non-disciplinary interventions have been attempted, then...

- 5 unexcused tardies: After-school detention (If student doesn't attend detention, they will be assigned to the Restorative Practice Center the next day.
- 10 unexcused tardies: One day in Restorative Practice Center
- 15 unexcused tardies: Two days in Restorative Practice Center
- 15+ unexcused tardies: Principal will give strong consideration to measures other than out/in-school suspension. Any out-of-school suspension for tardiness may not exceed two days and can only be imposed following documented interventions.

**Early Pick-up from School:** To make the teacher aware, the parent might send a note that the student will be leaving the class. Parents will sign out students in the office. Parents must come in the office and present identification to pick up a student. **Only adults listed in PowerSchool will be allowed to pick up child.** Pick-ups must be made prior to 1:45 p.m. Class will not be interrupted from 2:00 – 2:20 p.m. Parents will ring the bell on the call box and present identification.

**Procedures for Absenteeism:** Per DPS policy, a student who is absent from school shall within three days of returning to school furnish a written excuse from the student's parent/guardian, custodian, or doctor stating the dates and reason for the absences.

### **Excessive Absences**

The principal shall notify parents and take all steps required by G.S. 115C-378 for excessive absences. In addition, each school will develop incentives, which do not involve grades, to encourage attendance. The principal and school staff shall take appropriate action to help prevent excessive absences and provide counseling for students with a history of excessive absences. The superintendent shall designate a school system employee to assist parents or other caretakers, principals, and social workers with chronic cases of absenteeism. The designated employee shall work closely with the juvenile justice system, the city and county police departments, the Department of Social Services, Durham Housing Authority, and other community agencies to establish support systems for students who refuse to attend school regularly. The designated employee shall request that immediate consequences be imposed when students under court mandate to attend school do not comply. Students may be suspended for up to two days for truancy but only after documented interventions.

Students with excused absences due to documented chronic health problems are exempt from this policy. In addition, for students experiencing homelessness (see board policy 4125, Homeless Students), school officials must consider issues related to the student's homelessness, such as a change of caregivers or nighttime residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies.

Excessive absences may impact eligibility for participation in interscholastic athletics. See policy 3620, Extracurricular Activities and Student Organizations.

- Students must be in school at least half the day to be counted present (11:00 a.m.).
- Students with unexcused tardies or absences may have to attend Truancy Court as an intervention. Parents may also be required to attend.

### **Excused Absences**

When a student must miss school, a written excuse, which states the dates and reason for the absence and is signed by a parent or guardian, must be presented to the student's teacher within three days of the student's return to school after the absence. After five consecutive or ten accumulated absences in a semester, the principal may also require a written doctor's excuse for any additional absences attributed to illness. In addition, absences for medical or dental appointments should be presented with a doctor's signature or stamp.

- An absence may be excused for illness, injury, isolation, death in the immediate family, medical or dental appointments, court or administrative proceedings, religious observances or educational opportunities or parent/guardian visitations. All other reasons are unexcused. Please refer to school board policy 4400 for more information on Student Attendance and Compulsory Attendance.
- The request forms for excused education and religious observance are located at [www.dpsnc.net](http://www.dpsnc.net) and must be submitted to the principal at least two weeks in advance.
- Procedures for Making up Work: Students are entitled to make up work from an excused absence without receiving penalties to their marks or grades. School-level staff are authorized to set reasonable deadlines for submission of make-up work. Students are responsible for securing and arranging make up work from their teachers. Make up work shall be assigned at the convenience of the teacher, and may be specific material missed by student, or maybe reinforcement or enrichment assignments.

### **After School**

**After School Pick-Up:** Parents who transport students after school should do so as soon as possible after dismissal at 2:20 p.m. Because of concerns for student security and school liability, students must be picked up by 2:50 p.m. Students left after 2:50 p.m. repeatedly will be referred to the school social worker. The public library does not provide supervision afterschool; therefore, Carrington **does not** encourage using the public library as an afterschool option.

**After School Activities:** Students are permitted to remain at school after the school day ends only if they are staying for an after school activity under the supervision of a faculty member.

- Students may not leave campus and return to school events unless they are accompanied by a parent. Students may not go to the public library and return unless they are with a parent. Any student that returns without a parent forfeits their right to participate in all afterschool activities.
- Students wanting to attend a sporting event must go home after school. A parent must accompany any student that returns to Carrington. Any student that returns without a parent, forfeits their right to participate in all afterschool activities.
- Pick up time after the event varies depending on the activity. Students should be picked up in front of the building immediately after the activity. The approximate time for football is 5:30 p.m.; basketball is 6:00 p.m.; all other sports end at approximately 5:15 p.m.
- Students that have been assigned to Restorative Practice Center or OSS may not attend afterschool activities for a week (7 days) following their suspension.
- Students that have chronic behavior issues must have prior written approval from their grade level administrator in order to attend an extracurricular event.
- Students may be restricted from attending school activities because of poor academic performance, unacceptable behavior, and/or excessive absences.
- Students whose rides are extremely late following after-school functions will be restricted from future activities. The parent/guardian and student should arrange for transportation prior to the event.

**Activities, Clubs, and Organizations:** CMS offers a variety of academic, athletic, social, and special interest activities, which are an important part of the adolescent learning and growing process. Since these activities are an extension of the school day, all rules and policies will be maintained.

**Athletics:** The school mascot is the Cougar. The school colors are black and orange. The Durham Athletic Conference includes the following middle schools: Brogden, Carrington, Durham School of the Arts, Githens, Lakewood Montessori, Little River, Lowe's Grove, Lucas, Neal, Rogers-Herr, and Shepard. CMS has teams in the following sports: boys' baseball, girls' and boys' basketball, cheerleading, girls' and boys' cross country, football, girls' and boys' soccer, softball, girls' and boys' tennis, girls' and boys' track, volleyball, and wrestling.

**Athletic Eligibility Requirements:**

- **Age:** The principal/athletic director must have evidence of the legal birth date of the student. A student shall not participate on a sixth, seventh or eighth grade team if the student becomes 15 years of age on or before August 31 of that school year.
- **Attendance:** A player must be in attendance at least 85% of the previous semester. No more than 13.5 days (excused, unexcused or OSS) can be missed during the previous semester.
- **Medical Examination:** The student must receive a medical examination each year (395 days) by a duly licensed physician, nurse practitioner, or physician assistant. No one can try out for a sport without a valid physical. The necessary athletic forms are located at <https://www.dpsnc.net/domain/39>.
- **Concussion Statement and Consent to Participate Form:** These forms must be filled out by student and parent. They are to be returned each season a student tries out for a sport. Forms can be found on the website listed above.
- **Academics:** Sixth and Seventh grade students must pass 5 out of 6 classes. Eighth grade students must pass 4 out of 5 classes from the previous semester.
- **Residence:** The student may participate only at the school to which the student is assigned to by DPS. Students who live or move outside the Carrington district must have an approved transfer from the Office of Student Assignment.
- **Semester Rule:** No student may be eligible to participate at the middle school level for a period lasting longer than six (6) consecutive semesters, beginning with the student's entry into sixth grade. The principal shall have evidence of the date of each player's entry into the sixth grade and monitor the six (6) consecutive semesters. **\*\* (athletics eligibility and requirements are subject to change).**

**Buses**

Bus assignments and routes are made by the Durham Public Schools Transportation Services (919-560-2877). A student may only ride the bus to which he/she is assigned. Strict standards of behavior on the bus must be maintained at all times in order to satisfy safety requirements (Policy Code: 4301 - Rule I.B-14).

Students should comply promptly and courteously to directions from the driver. **Violations of bus rules will result in the loss of riding privileges.** Assigned seating will be given and must be adhered to by all students.

Riding a bus other than the one assigned will not be permitted.

**Cell Phone and Personal Technology Policy**

- Cell phones are discouraged at Carrington.
- Cell phones should be turned off from 7:00 a.m. – 2:30 p.m..
- Cell phones should be put away. The phone should not be visible during the school day.
- **Carrington is not responsible for lost or stolen cell phones. Please do not contact administration or staff, because we are unable to assist in recovering the lost or stolen phone.**

Students shall be personally and solely responsible for the security of their electronic devices or personal technology devices. Durham Public Schools is not responsible for any electronic devices or personal technology devices that are lost, stolen or damaged while on school property or at school events.

## **Communication**

**Hall Passes:** Students are expected to have hall passes when they are in the halls during class time. Restroom passes will be issued by the teacher during class on an emergency basis. Students should use the rest room before school, between classes, during the lunch period, and during dress out time during physical education class.

**Parent Conferences:** Parents should call Student Services (**919-560-3859**) to set up a conference with a child's teachers. Conferences are scheduled during the teacher's planning period.

## **Dress Code**

The primary goal of the Durham Public Schools is to provide a safe learning environment where all students are able to achieve at their highest potential. The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. In support of these goals and expectations the Board establishes the following dress code for students:

### **Students are prohibited from wearing clothing, jewelry, book bags, or other articles of personal appearance which (a.1 – a.5):**

- depict profanity, vulgarity, obscenity, or violence;
- promote use or abuse of tobacco, drugs, or alcohol;
- create a threat to the health or safety of the student or others;
- are prohibited under the Gangs and Gang Activities Policy (III-8);
- are reasonably likely to create a substantial and material disruption to the educational process or to the operation of the school, including items that are reasonably expected to intimidate other students on the basis of race (for example the Confederate battle flag, swastika, and Ku Klux Klan or KKK), color, national origin, sex, gender, sexual orientation, disability, age, or religious affiliation.

### **The following specific items are also not permitted:**

- clothing worn in such a manner so as to reveal underwear, cleavage, or bare skin between the upper chest and mid-thigh;
- bare feet, bedroom slippers;
- spaghetti straps, strapless tops, halter tops; (straps must be one inch in width)
- see-through, mesh garments;
- trousers, slacks, shorts worn below waist level;
- clothing that is excessively baggy or tight;
- skirts and shorts shorter than mid-thigh; (skirts or shorts worn over leggings should be mid-thigh)
- sunglasses worn inside school building;
- hats, caps, hoods, sweat bands and bandannas or other head wear worn inside school building; and
- any other article of appearance that is physically revealing or provocative.

If a student's dress or appearance violates this dress code, the principal or principal's designee will require the student to change his or her dress or appearance. A second or repeated violation of this policy will result in disciplinary action. The principal may make reasonable accommodations to this rule for religious, cultural, educational or medical reasons so long as the clothing in question is not prohibited under section (a.1 - a.5) of this rule.

This policy shall apply to all students in all school buildings during the regular school day, on field trips, and when students represent the school. This policy shall also apply to all students at all times on all Board of Education property; including in school buildings and on school grounds; on all school buses and other school vehicles. This policy does not apply to school sanctioned uniforms and costumes approved by the principal for athletic, choral or dramatic performances.

## **Food and Drink Policy**

Students may bring food or drink items to school for breakfast or lunch consumption. Food or drinks will not be allowed in the halls or in classrooms. Water bottle (no glass) can be brought to fill at our water fountains.

**Grading Scale and Report Card Distribution - All report cards will be in student's PowerSchool accounts.**

A	100 – 90
B	89 – 80
C	79 – 70
D	69 – 60
F	59 and below

**Items Not Allowed At School**

- Balloons and Flowers
- Basketballs and other game balls
- Electronic devices - Unless specifically authorized by a teacher or school administrator, students shall not use, display, or have in the "on" position any personal electronic communication or entertainment device, including cell phones, pagers, music players, electronic games, or similar items, during instructional time or mandatory school assemblies and activities
  - Students shall be personally and solely responsible for the security of their electronic devices or personal technology devices. DPS is not responsible for any electronic devices or personal technology devices that are lost, stolen or damaged while on school property or at school event.
- E-Readers – Tablets - iPads
- iPods – MP3 – Radios – Wireless Speakers
- Laser pointers and other electronic devices – Laser pointers and other electronic devices that could damage eyesight or otherwise cause physical harm are specifically covered by this policy. Depending on the circumstances, such items may also constitute "weapons" under Rule III-3, and the student may be disciplined accordingly.
- Pagers or Two-way radios
- Radios
- Stuffed animals and toys
- Water Guns
- Weapons - real or facsimile

Students should not use, display, transmit, or have any of the above items in their possession on campus during the school day or on the bus. Any device possessed or used in violation of this policy may be confiscated and held for return to the student's parent or guardian. (Policy Code: 4301 Code of Student Conduct - Middle and High Schools).

**The school will not assume responsibility for lost or stolen items. Please do not contact administration in reference to a lost or stolen item as we are unable to assist in recovering the missing item.**

**Lockers – Lockers will not be used for the 2021 – 2022 school year.**

**Lost and Found**

Students are responsible for property and possessions brought to school. All lost and found articles will be stored under A Hall stairwell. Books and jewelry should be turned into the main office. Unclaimed items are stored at the school, and students may check the lost and found area with a pass from your teacher. Periodically, unclaimed items are donated to charities. The school is not responsible for items lost or stolen.

**Media Center**

Students are responsible for the care of the books they check out and can check out two books for two weeks. If the book is lost or damaged, students will replace the book with another copy or pay the replacement cost. Students can take books from the small FREE libraries we have outside and inside the Media Center so they can grow their reading inventory at home.

**Media Visits**

Parents have two options for granting or denying consent to allow the media (including DPS Public Affairs) to take photos or make video recordings of their child while they are at school must submit a form that the school will keep on file. The form is located at Durham Public Schools at [www.dpsnc.net](http://www.dpsnc.net) – FORMS.

## **Message Board**

A message board for students is located directly outside the main office. When information needs to get to a student, a message will be taken and the student's name will be placed on the board outside the main office. Students are notified of messages, lunches, materials, etc. on this board. It is the student's responsibility to check the board on the way to lunch. Class will not be interrupted to give messages to students. Therefore, messages must be communicated to 6<sup>th</sup> grade by 10:00, 7<sup>th</sup> grade by 10:30, and 8<sup>th</sup> grade by 11:30.

## **Recognition of Students**

The staff at Carrington Middle School believes that it is important to reward student success and provide incentives to promote student morale. Periodically, students will be selected by the teachers to be recognized for achievement in academics, citizenship, character, or leadership.

- **Athletic Awards**: Athletes from our sports teams will be recognized for participation at the end of each season. Each team will host their own end-of-season celebration.
- **Awards Programs**: Teams will honor students with various awards throughout the school year. There is, also, a special Eighth Grade Awards Ceremony at the end of the school year.
- **Honor Roll**: At the end of each quarter, students who receive all A's and all A's & B's will be recognized.
- **National Junior Honor Society**: NJHS is an organization, which recognizes outstanding achievement by 7<sup>th</sup> grade students in the following areas: character, citizenship, leadership, service, and scholarship. Other requirements include attending CMS for at least one semester, a cumulative average of 90 or above for the fall semester and the two previous semesters. Discipline and attendance records are reviewed. Students will be invited to apply to NJHS.
- **PBIS**: The Carrington PBIS Program seeks to promote a positive school environment by implementing proactive strategies to define, teach, and support appropriate student behavior. Through positive interventions and support, Carrington hopes to maintain a safe climate, decrease bullying activities and develop positive character within our student body.
- Our current PBIS model uses the motto GRRR to affirm the following behavior expectations:
  - Golden Rule: Treat others the way you want to be treated**
  - Respect: Show respect to yourself, others and property**
  - Responsibility: Follow directions and procedures**
  - Ready: On time and prepared**

## **School Nutrition Services**

For the 2021 – 2022 school year, national waivers will allow all students to receive free breakfast and lunch. Parents are still encourage to complete a lunch application, which found on Carrington's website and [www.dpsnc.net](http://www.dpsnc.net). Menus are available Durham Public Schools website.

- If students are bringing breakfast and/or lunch from home, they must bring it with them when they arrive to school in the morning.
- If a student forget their breakfast or lunch, a free meal will be provided from the cafeteria.
- Parents may **NOT** bring lunch to school during the school day.
- Masks may be taken off to eat.
- There is no talking while masks are off.

## **Student Services and Support**

Student Services is located on "A" Hall near the main office. A counselor is assigned to each grade level/team, but all counselors are available to advise students on academic and personal matters. The guidance counselors function for the benefit of every student at CMS. Carrington, also, provides access to a school social worker and a school nurse.

**Medication**: The board recognizes that students may need to take medication during school hours. School personnel may administer medication prescribed by a health care practitioner upon the written request of a student's parent. In limited circumstances, a student may be authorized to self-administer medications. To minimize disruptions to the school day, students should take medications at home rather than at school whenever feasible. School officials may deny a request to administer any medication that could be taken at home or when, in the opinion of the superintendent or designee in consultation with school nursing personnel, other treatment options exist and the administration of the medication by school personnel would pose a substantial risk of harm to the student or others.

For purposes of this policy, all references to “parent” include parents, legal guardians, and legal custodians. In addition, for purposes of this policy, the term “health care practitioner” is limited to only licensed medical professionals who are legally authorized to prescribe medications under North Carolina law, such as doctors of medicine, doctors of osteopathic medicine, physician assistants, and nurse practitioners.

Unless otherwise indicated, the terms “medication” and “medicine” include any substance intended for use in the diagnosis, cure, mitigation, treatment, or prevention of any disease. The term includes all prescription medications and all such substances available over-the-counter without a prescription, such as drugs, herbs, alternative medicines, and supplements (hereinafter “over-the-counter drugs”). The administration of any prescription or over-the-counter drug to students by school employees is prohibited except when performed in accordance with Section A. The self-administration of any prescription or over-the-counter drug by students at school is prohibited and constitutes a violation of policy 4325, Drugs and Alcohol, except in the limited circumstances described in Section C.

The administration, including by parents, school employees, or self-administration, of any substance containing more than the legal amount of tetrahydrocannabinol (THC) at school is prohibited unless (1) authorized by and administered by a caregiver in accordance with G.S. 90-94.1 and G.S. 90-113.101 for the treatment of intractable epilepsy, or (2) the THC product is available by prescription only and has been approved by the U.S. Food & Drug Administration (FDA); and all requirements of this policy are met.

**Student Self-Administering Medications:** The board recognizes that students may need to possess and self-administer on school property medication, including medication prescribed for the treatment of diabetes, asthma, or anaphylactic reactions, such as insulin or a source of glucose, a prescribed asthma inhaler, or a prescribed epinephrine auto-injector.

Students are prohibited from self-administering medication at school unless (1) the medicine has been prescribed for the student; (2) the medicine is administered in accordance with the student’s individualized health care plan or emergency health care plan, if applicable, and any relevant administrative regulations; and (3) the requirements of this section are met. The superintendent shall develop procedures for the possession and self-administration of medication by students on school property during the school day, at school-sponsored activities, and/or while in transit to or from school or school-sponsored events.

### **1. Authorization to Self-Administer Medication**

Before a student will be allowed to self-administer medication pursuant to this section, the student’s parent must provide to the principal or designee a completed “Authorization for Self-Medication by DPS Students” form containing the information listed below.

- a. written authorization from the student’s parent for the student to possess and self-administer the medication;
- b. a written statement from the student’s health care practitioner verifying that:
  - 1) the student has asthma or an allergy that could result in an anaphylactic reaction (this verification is required only if the medication is to be used for the treatment of asthma or anaphylactic reactions);
  - 2) the health care practitioner prescribed the medication for use on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events;
  - 3) the student understands, has been instructed in self-administration of the medication, and has demonstrated the skill level necessary to use the medication and any accompanying device;
- c. a written treatment plan and written emergency protocol formulated by the prescribing health care practitioner;
- d. a statement provided by the school system and signed by the student’s parent acknowledging that the board of education and its agents are not liable for injury arising from the student’s possession and self-administration of the medication; and
- e. any other documents or items necessary to comply with state and federal laws.

Prior to being permitted to self-administer medication at school, the student also must demonstrate to the school nurse, or the nurse’s designee, the skill level necessary to use the medication and any accompanying device.

For students who have diabetes, asthma, or an allergy that could result in an anaphylactic reaction, the student’s parent must provide to the school backup medication that school personnel are to keep in a location to which the student has immediate access in the event the student does not have the required medication.

All information provided to the school by the student's parent must be reviewed by the school nurse and kept on file at the school in an easily accessible location. Any permission granted by the principal or designee for a student to possess and self-administer medication will be effective only for the same school for 365 calendar days. Such permission must be renewed each school year.

## **2. Storage of Self-Administered Medications**

The storage of self-administered medications is determined by the principal based on the nature of the medication, the age of the student, and the student's ability to maintain safe use.

A student who is authorized in accordance with this policy to carry medication for self-administration must carry the medication in the original labeled container with the student's name on the label.

## **3. Consequences for Improper Use**

A student who uses his or her medication in a manner other than as prescribed or who permits another person to use the medication may be subject to disciplinary action pursuant to the school disciplinary policy. However, school officials shall not impose disciplinary action on the student that limits or restricts the student's immediate access to the medication.

The board does not assume any responsibility for the administration of medication to a student by the student, the student's parent, or any other person who is not authorized by this policy to administer medications to students.

At CMS, these forms are obtained through CMS Student Services or on-line at [www.dpsnc.net](http://www.dpsnc.net). In addition, only student services may distribute medication after the proper procedures have been followed.

**Student Use of the Office Telephone and Receiving Messages:** Students have access to use a school telephone in emergency situations only. A student will not be allowed to use the telephone unless he/she has a signed note from the teacher. Should it become necessary for a parent to send a phone message to a student during the school day, the message board will be utilized.

## **Student Behavior Expectations**

Each student in the Durham Public Schools is responsible for exhibiting the highest standards of behavior. The code of student conduct sets out system wide expectation for student behavior designed to provide the best possible school climate. This code does not restrict the authority of teachers, site-based teams or principals to make individual school or class rules, not inconsistent with this code.

**Applicability of Code:** All students shall comply with the Code of Student Conduct while on educational property, which includes any school building or bus, school campus, grounds, recreational area, athletic field or other property under the control of the Board of Education. Students may also be disciplined for conduct that occurs off educational property that violate this Code of Conduct if the conduct has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

The full policy for Code of Student Conduct is Policy 4301 and can be found on the Durham Public Schools website ([www.dpsnc.net](http://www.dpsnc.net)).

## **Durham Public Schools Volunteer Policy Guidance for Parents**

Volunteers are an essential part of our efforts to ensure academic achievement for every student in every school. By tutoring, assisting with activities or otherwise sharing unique talents and time, volunteers make a valuable contribution towards the success and well-being of our students.

All volunteers must first complete an application and undergo a brief background check. You can complete all of this by registering online. Please note that volunteer approvals are valid for two years. After you register and receive your approval email, you can tell us what kind of opportunity you are looking for, sign up for a particular school, or simply let our staff offer you choices about where you are needed the most.

We welcome you to DPS and thank you for being a part of our success!

