WELCOME

The administrative team would like to welcome you back to school for the 2019-20 school year. We are excited to have the opportunity to work with each of you and look forward to a successful school year. We would like to challenge each of you to put forth your best effort both in the classroom and in your extracurricular activities. It will be through your hard work and overall commitment that you will achieve the ultimate high school experience. We wish you all the best and are here to support you in one of the best times of your life.

CABARRUS COUNTY HIGH SCHOOL ATTENDANCE POLICY

Cabarrus County School Board policy states that more than eight (8) absences (excused or unexcused) in a semester is considered excessive and students may not receive credit for the affected courses. When an absence occurs, NCHS policy allows students five (5) days to produce an original note from a parent/guardian, doctor, court of law, etc. An absence may also occur in a course when there is a total of four of any of the following: tardies, check in and/or check outs. For example: 1 tardy + 1 check-in + 2 check-outs = 1 absence. Students who have more than eight (8) absences and are maintaining a passing grade (60% or above) in the course have the right to an attendance appeal, which will be heard by the principal and a committee of representatives from the county office. This includes absences that are excused, unexcused, or due to out-of-school suspension. Only in extreme circumstances will the committee grant credit.

Make-Up Work - Students will be allowed to make up work for all absences, including unexcused absences and suspensions. With exception made for unusual circumstances, students are expected to complete make-up work within five (5) days of returning to school. The affected teacher(s) or an administrator must give permission for the 5-day limit to be exceeded.

Class cut - improper check-in/improper check-out - A class cut is defined as: (1) a willful absence from school without the prior knowledge of your parents, (2) an absence from a class without permission, (3) leaving class without permission, and (4) not returning to class promptly as instructed by school personnel. The first class cut will result in Saturday School. Any further class cuts will result in in-school suspension. Parents, please monitor your child’s attendance in Parent Portal.

Steps to follow when absent from school-(1) Have your parent call the school office prior to 9 AM on the day of the absence, (2) If a call is not received, the school will attempt to contact your parent/guardian, (3) Upon return to school, bring the original note from a parent/guardian, doctor, court of law, etc. The note should list your name, dates of absences, specific reason for absences and his/her signature. Copies of notes will not be accepted. Present the note to the school attendance clerk before 7:10 a.m. You will be issued a class admission slip. All notes must be submitted within five (5) days of an absence, (4) Students who wait
until the bell rings to get an admit slip will be marked tardy, and be required to serve an after-school detention. (5) Ask all teachers for make-up assignments. It is the student’s responsibility to ask for missed assignments and to clarify due dates.

**LEAVING SCHOOL EARLY**

1. Whenever possible, make doctor and dental appointments after school hours. There will be no student checkouts after 1:45 P.M.

2. Please notify the office regarding prearranged absences. All dismissal requests must be verified by a call from a parent/guardian.

3. Failure to Check-In or Improper Check Out will result in Saturday School.

4. For safety reasons, and to prevent fraudulent check-outs, telephone check-outs are not permissible.

**TARDY POLICY**

To minimize a loss of instructional time for your student(s), students who are tardy to class will be admitted to class; however, a referral will be entered into Educator’s Handbook and a detention will be assigned by Coach Collett to be served either that same day, or the day after. Students who fail to report to their assigned after-school detention will be assigned a Saturday-school detention. Chronic violators of the NCHS tardy policy will receive more consequences from the appropriate administrator.

1-2 Warning

3-4 Lunch Detention

5-8 ASD

9-11 Saturday School

12-15 ISS

16+ OSS

**GROUND RULES**

1. The administrators are available for consultation and assistance. To ensure that your concern receives the time and attention it deserves, an appointment is recommended.

2. Please avoid sending messages to students during the school day. This includes cell phone calls and text messages. We DO NOT deliver messages from employers and friends, or other nonessential info/items. Students are called out of class for emergencies only.
3. Announcements concerning school activities are made twice daily. Announcements are also posted throughout school, on social media, and on the school website.

4. An administrator must approve all announcements.

5. At the end of the instructional day, all students **MUST** exit the building unless they are working with a faculty/staff member or attending a school function.

6. CCS School Board Policy prohibits students from selling items on school property unless the sale is part of a school fundraiser.

7. All State and Federal laws apply on School Board property.

8. All students must sign an Acceptable Use Policy letter to use the internet at school.

9. Supervision of students on school days is provided between the hours of 6:45 AM and 2:45 PM only.

10. To prevent teaching interruptions, lunch delivery is prohibited.

**METAL DETECTORS**

To continue to enhance our district’s safety measures, random mandatory Safety Checks using metal detectors and bag checks will be implemented in all traditional middle and high schools in the 2019-2020 school year. Failure to comply to a random metal detector search will result in suspension and recommendation for alternative placement. See the district’s safety website for additional details:

[https://www.cabarrus.k12.nc.us/safety](https://www.cabarrus.k12.nc.us/safety)

**WEAPONS AND DANGEROUS OBJECTS**

A student shall not possess, handle, or transmit a gun, knife, razor, ice pick, stun gun, taser, mace, explosives, loaded cane, paintball gun, pyrotechnic devices, machete, pistol, rifle, shotgun, air-rifle, air-soft gun, or any other object that can reasonably be considered a weapon. These items may not be possessed on Cabarrus County School Board Property or at any school function regardless of its location. **IT IS A CRIME TO POSSESS A WEAPON ON SCHOOL GROUNDS.** Law enforcement will be contacted.

**CELL PHONES AND OTHER ELECTRONIC DEVICES**

Cell phones and other electronic devices have forever changed our world. In many ways, this has been for the better; however, the improper use of these devices can and often does cause major disruptions in a school setting. It is not a
violation of school rules to carry a cell phone on campus, but this can be only be done within a specific set of guidelines.

1. All electronic devices are to be out of sight, **AND** shut down during class time, except for those authorized by the teacher. Teachers determine if technology may be used in the classroom.

2. Electronic devices that are either heard **OR** seen during class time except for those authorized by the teacher will be addressed by the teacher and/or the administrator as warranted. Failure to comply will result in consequences and may include insubordination.

3. Music is allowed before school, during class change, during lunch, and after school, but **ONLY with one ear bud. Music is prohibited during instructional time.**

4. Bluetooth stereos and/or speakers are always prohibited.

5. At **ALL** times, teachers have the discretion to determine appropriate technology use in their classroom.

6. Consequences for repeated violation of the earbud policy may result in confiscation and/or suspension.

7. If an administrator has a reasonable suspicion to believe a cell phone or other electronic device contains data that is inappropriate or in any way violates school rules, the device will be subject to search by a school administrator.

8. During an emergency (lockdown, bomb threat, etc.) students are not to use cell phones. **Cabarrus County School Board policy allows student suspension from school for cell phone use during emergencies. Staff members are authorized to seize any cell phones used on campus or at any school event.**

9. Students may not carry or have in their possession: video cameras, laser pointers, televisions, DVD players or any other non-specified electronic device while on campus. These items will be confiscated and will only be returned to a parent or guardian.

10. **Anyone who uses an electronic device to create and/or send an unauthorized recording or image, either in audio or video, of any student or staff member, will be subject to out-of-school suspension. At no time may any recording of another student take place for any non-instructional reason.**

11. Anyone who forwards or sends any unauthorized recordings or images of any student or staff member, either audio or video, and regardless of whether they are the originators of the said recording, will be subject to out-of-school suspension.

12. **Anyone who originates, adds to, or forwards any correspondence, pictures, video etc. through the use of: social networking sites, instant**
messenger of any kind, texting or any other electronic or social media that is in any way considered to be threatening or in any way violates school rules or policy will be subject to disciplinary action. This is true regardless of the hour of the day or whether the correspondence was created on or off campus.

**DRESS CODE**

Students are expected to use good judgement in their manner of dress and personal appearance. Extremes in hairstyle, body piercing, make-up, and **modes of dress deemed by the administration as inappropriate**, a disruption, a danger to health and safety, or a distraction to the educational process will not be permitted on the NCHS campus or at any school event regardless of the location.

All shorts & skirts must not be shorter than three inches above the knee. Shirts/blouses must cover the majority of the shoulders (width of a credit card), back, midriff, and sides always. **Pants should be cinched at the waist.** Students who fail to comply with the dress code will remain in the control room until a proper change of clothing is provided or a corrective measure is applied. **Examples of clothing/modes of dress that are prohibited:** short shorts, short skirts, bare midriffs (including those exposed when arms are raised), exposed cleavage, halter tops, muscle shirts, mesh shirts, tank tops, wife-beater/boy-beater shirts, see-through clothing, body suits, bicycle shorts, cut-up or excessively tight clothing, pants with holes above the knee, head coverings of any sort, pajamas, slippers, full-length coats, exposed undergarments, choke-chains, towels worn around the neck, spiked accessories, chains, displayed bandannas, including on t-shirts, t-shirts that exceed mid-thigh length, sunglasses, advertisements or portrayals of drugs, gang affiliations, alcohol, sex, violence, or any slogan, accessory, or symbol which is likely to disrupt or detract from the educational process. See also Board Administrative Regulations regarding student dress.

Consequences for repeated violations of the dress code policy may result in suspension.

**PERSONAL PROPERTY**

Protect yourself by being cautious with your property. **The faculty and staff of NCHS are not responsible for lost or stolen items.** Here are some suggestions: 1) Identify all your personal articles in a manner that cannot be erased, 2) Do **not** bring large sums of money or other valuables to school, 3) Do **not** leave clothing, purses, etc. lying around on desks, cafeteria tables, the floor etc. 4) We encourage you to leave electronic devices at home as they are frequently targeted by thieves. **Lock** your valuables in a locker. The faculty **cannot** always supervise every student; therefore, it is **your** responsibility to adequately secure **your** personal property at all times. For students who do not lock up their valuables, it is simply a matter of WHEN their belongings will be stolen. There is no IF about it.

**SEARCH AND SEIZURE**
The administration has the right to search a student, a student’s locker, his/her belongings, cell phone/electronic device, or vehicle if it is deemed there is reasonable suspicion that a school rule has been violated. Trained, law enforcement K-9 units periodically conduct random searches for controlled substances. Additionally, throughout the year, students will participate in random metal detector checks. Illegal substances and/or stolen property will be confiscated, and law enforcement will be contacted. Students in unauthorized areas of campus will automatically be subject to search. **Students who fail to comply to the reasonable request by an administrator for a search will receive OSS as well as possible recommendation for alternative placement.**

**DISCIPLINE POLICIES**

The administration, faculty and staff are concerned that each individual student experiences academic success and learns responsibility for his/her behavior. We firmly believe that parents and students also share this concern with us. If a student chooses not to follow the guidelines for conduct at Northwest that student may be subject to the following consequences: control room, after-school detention (this punishment may involve mandatory participation in an after school work detail), Saturday school detention, in-school suspension, out-of-school suspension, and recommendation for alternative placement.

**CONTROL ROOM**

Disruptive students are sent out of class to the control room where they must remain silent and complete their assignments. Students must turn in their phone when they are sent to the control room. Students who are disruptive in the control room will be suspended from school for at least one day. Students who are directed to the control room will receive a consequence each time they are sent.

**AFTER SCHOOL DETENTION (ASD)**

Students who fail to report to ASD will be assigned to Saturday School detention. The decision to assign after-school detention is at the sole discretion of the NCHS administration. ASD **is held in the ISS/ Choices room from 2:20-2:50 PM.** The following are examples of but not limited to rule violations that can result in ASD.

1. Being in an unauthorized area of campus.
2. Parking violations
3. Failure to report for a teacher-assigned detention.
4. Being tardy to class.
5. Horseplay

**SATURDAY SCHOOL DETENTION (SSD)**
Students who fail to report or are tardy to their assigned SSD will be assigned one day in The Choices Program/ISS for their first offense and may receive one day of out-of-school suspension for each subsequent offense. The decision to assign SSD is at the sole discretion of the NCHS administration. The following are examples of but not limited to rule violations that may result in being assigned SSD:

1. Cutting class/Improper Check-in.
2. Consistent failure to report to ASD.
3. Hazing and/or intimidation of other students.
4. Improper conduct of an amorous nature
5. Misconduct at extracurricular events (violations may result in a ban and a SSD).
6. Excessive tardy violations.
7. Failure to report to the Control Room.
8. Disrespect to a school employee.
9. Possession and/or use of tobacco. (1st offense only).

THE CHOICES PROGRAM (ISS)

The decision to assign a student to The Choices Program/ISS is at the sole discretion of the NCHS administration. The Choices Program/ISS is held in the Control Room from 7:15-2:15. Except for a student’s attendance record, assignment ISS counts the same as an out-of-school suspension. Students who are disruptive in ISS will be suspended from school for at least one day. The following are examples of but not limited to rule violations that may result in being assigned ISS:

1. Leaving school campus.
2. Repeated violations of the school tardy policy
3. Failure to report to Saturday School.
4. Cheating on a test or assignment that bears the weight of a test.
5. Repeated violations of the dress code.

OUT-OF-SCHOOL SUSPENSION (OSS)

When it comes to OSS, the school has several options. An out-school-suspension can be: short term (1-10 days), Long-term (11-365 days), or Expulsion (Permanently banned from school). The decision to assign a particular type and duration of OSS is determined by, but is not limited to, the following factors: school or district policy, severity of the offense, a student’s discipline record, level of danger to fellow students, etc. Law enforcement officials may also be contacted. Any student suspended may not hold any elective office that year and may be required to
arrange for a parent conference with the Principal or an Assistant Principal before returning to school. Students may neither be on school property during the suspension period, nor may they participate in or be a spectator at any school related activity during the suspension. Examples of school related events include, but are not limited to, the following: athletic contests, band, choral concerts, dramatic productions, school dances, drivers’ education etc. If a student is suspended (Either ISS or OSS) during their 11th grade (Junior) year, he/she is not eligible to be a graduation marshal. Students who are suspended may make up their academic work. The decision to suspend a student from school is at the sole discretion of the NCHS administration. Reasons a student may be assigned out-of-school suspension will include but are not limited to the following:

1. Any act that shocks the social conscious and creates a disruption in the school day.
3. Failure to follow the reasonable directions of a school employee.
4. Disrespect to a school employee.
5. Refusal of a student to identify his/herself.
6. Lying to a school employee.
7. Removal from class by administrator.
8. Sexual harassment of a student or school employee.
9. Possession or use of tobacco. (More than one offense).
10. Profanity directed at a school employee and/or student.
11. Threats made to a school employee, or a student.
12. Stealing. Student must also make restitution.
13. Vandalism. Student must also pay damages.
15. Trespassing on other school campuses.
16. Students who sell and/or distribute prescription/non-prescription pills.
17. Students who take and/or consume prescription /non-prescription pills that are not prescribed to them or do not belong to them.
18. Refusal to hand over a cell phone or other electronic device to a staff member when requested to do so.
20. Fighting or disorderly conduct.
21. Students that engage in an aggressive, verbal altercation/confrontation.

22. Making and/or sharing/posting an unauthorized video/picture.

23. Drugs or alcohol. Students who sell, distribute without charge, possess paraphernalia (including that used for vaping), use, or are under the influence of alcohol, controlled substances, or counterfeit controlled substances on school board property or at any school function shall be suspended for ten days with Principal recommendation for a long-term suspension for at least the remainder of the semester. The Principal may recommend that the student be suspended for the remainder of the year. Students that are repeat offenders will be long-term suspended. Severity of offense may be grounds for expulsion. Written reports of alleged violation of this policy shall be presented to the Board of Education on a monthly basis.

24. Any assault on a school employee could result in expulsion. Law enforcement will investigate, and charges will be filed.

25. Failure to comply to a reasonable request for a search.

***The safety of our students is of utmost importance. Students, who have demonstrated either at school or in the community that they could pose a threat to our students’ well-being, will not be allowed to continue their association with Northwest. Also, students who have been long-term suspended or expelled from NCHS are prohibited from attending ANY school event or function either on the NCHS campus or in any other location ever again.

BASIC PROTOCOL REGARDING NON-PRESCRIPTION AND PRESCRIPTION MEDICATION AT SCHOOL

1. Non-prescription (over the counter) medications can be carried at school if there is a detailed note from the parent/guardian. Note should include student's name, date of birth, name of medication (Tylenol, Advil, Motrin, Benadryl, cough drops, etc.) reason for medication, amount allowed to take, time frame allowed (today only, 4 days, end of school year, etc.), parent/guardian’s signature and date. Medication must be in original container. Students may not show, share or sell their medication at school. It is a good idea to bring the note from the parent/guardian to the health office for the nurse to review.

2. Prescription (ordered by physician) medications may be self-administered by the student if there is a physician’s authorization form from the physician. The student must bring the form and medication to the school nurse to review and approve. Parents must sign the authorization form for the student to self-administer the medication. These forms are at many doctors’ offices, the school nurse office and the district website (click on School Health under Useful Links). Medication must be in the original container. Students may not show, share or sell their medication at school.
3. Prescription (ordered by physician) medications may be administered by the school nurse if there is a physician’s authorization form from the physician. The parent must bring the form and the medication to the school nurse to review and approve. The parent must pick up the medication at the end of the school year.

**GRADUATION REQUIREMENTS**

1. The number of units required for graduation is 27 units which include four English credits, four Math credits, including Math 1 successfully completed in middle school, four Social Studies credits, three Science credits, one Health/PE credit and a four-course concentration in one of the following: Career Technical Arts, World Language, or JROTC. **Students attempting to earn credits outside of CCS must have prior approval from the principal and high school director.**

**PROGRESS REPORT & REPORT CARD DATES**

- **Progress Reports** – October 2, 2019, December 4, 2019, February 26, 2020, May 16, 2019. Parents are encouraged to check Parent Portal for updates to their student’s grade. **Due to the high cost of printing, hard copies are available upon request.**

**HONOR ROLL**

Honor Roll will be calculated at the end of each grading period and will be based upon a student’s non-weighted numerical average. **A Honor Roll** – 4.0 (student must have all A’s) **B Honor Roll** (student must have A’s, B’s, or C’s) No D’s or F’s

**PROMOTION STANDARDS AND GRADE-LEVEL CLASSIFICATION**

Students are promoted from middle school to high school upon completion of all middle school requirements. Grade level classification is based on the student’s ability to earn his/her maximum potential.

**Classification Index:** **Sophomore:** 6 credits **Junior:** 13 credits **Senior:** 19 credits and be eligible to graduate in the spring. **Transfer Student Grade-Level Classification:** The transfer student’s grade classifications at his/her former school and an evaluation of the student’s transcript will be used for grade placement and GPA. The GPA of a transfer student will be based on the weighting system used by NCHS.

**CABARRUS COUNTY SCHOOLS DROP-ADD GUIDELINES**

High Schools in the Cabarrus County school district are on a block system. There are two terms with four courses each term lasting 90 minutes per class. The North Carolina Department of Public Instruction requires a minimum number of seat time hours to earn a credit. As a result, if you miss more than 8 days in a course, credit might be withheld. Therefore, the following procedures are in effect for any student who requests a schedule change:
1. No changes will be made on or after the first day of classes unless it is an administrative error or for pupil balancing.

2. Any student that requests a change once the schedule has been created in the Spring can make an appointment to see his/her counselor and decisions will be made on a case-by-case basis with principal approval.

3. Students failing the first course of a two-part sequence of a pre-requisite course will be dropped from the second course.

4. Second term changes are particularly discouraged once the school year begins; however, the principal with counselor recommendation may consider exceptional circumstances.

5. If a student drops a class once the term has begun, it is only with the principal’s approval and the grade of WF will be recorded on the student’s report card and transcript. The WF will be averaged into the overall GPA as a failing grade.

6. These guidelines also apply to courses taken at a community college for dual credit.

**Exam Exemption Policy**

All 9th, 10th, and 11th grade students will take exams for both EOC and non-EOC courses. 2. Seniors will be able to exempt non-EOC exams if they meet the following criteria in a course(s):

1. Seniors must have an 80% based on the 10-point scale.

2. Seniors who have accrued no more than 3 (three) absences prior to the exam.

   *(NOTE: Absences can be either unexcused or excused.)*

3. AP exams are optional, but students cannot earn college credit unless they are taken and passed with the appropriate score. If students choose not to take the AP exam, they will take the teacher made exam instead.

**Athletic Eligibility**

To be eligible for a team a student must: 1) Pass a minimum of three (3) courses during the previous semester at an approved high school. Student mentor and office assistant do not count as course offerings and will not count toward athletic eligibility purposes. 2) Meet local promotion requirements (See Promotion Standards and Grade Level Classification listed above) 3) **Must be in attendance at least 85% of the previous semester at an approved high school. NCHS operates on a regular 90-day semester; therefore, a student must not be absent from school more than 13 days during the previous semester to retain athletic eligibility.** There are other criteria for attaining athletic eligibility in a North Carolina High School Athletic Association member institution. For a complete listing and explanation of each of the criteria, consult
VISITORS

The school policy is to accept only those visitors who have legitimate business at the school. **ALL VISITORS MUST REPORT TO THE OFFICE** to be welcomed and directed to the appropriate location. In order to ensure a safe school environment, Cabarrus County Schools has instituted a new security initiative in all schools in the county. All schools have installed a visitor camera and entry protection system that requires all visitors to be visually identified before entering the building. All visitors must check in electronically, with a valid picture ID, before being allowed access into the school beyond the reception desk. Upon completion of the visit, all visitors will also be asked to check out in the same system. Any unauthorized visitor found on campus will be considered trespassing. Do not bring other high school visitors when other schools are dismissed for holidays etc. **Students may not eat lunch with visitors or receive food from visitors.**

FEES

Students owing fees (textbook, class, etc.) cannot attend school dances, purchase parking passes, participate in graduation, and attend prom.

TEXTBOOKS

Any student who does not have their assigned textbook at the end of the semester will be charged the full price for the missing book. Students will be assessed a fee for any damages to textbooks that may occur. Students are strongly encouraged to place covers on their textbooks.

BUS TRANSPORTATION

Bus transportation is provided to all eligible students. However, the ability to ride the bus is a privilege, not a right. Riders are required to meet the expectations for safe and orderly bus conduct in order to retain this privilege. Students who do not uphold these standards may face disciplinary actions up to and including the loss of bus privileges.

STUDENT DRIVERS

Students who will be driving to and parking on campus must purchase a parking pass. The ability to drive and park on campus is a privilege, not a right, and students are always expected to drive in a safe and orderly manner. Students must also park in their designated areas, not in spaces reserved for faculty and staff. Student drivers who fail to meet these expectations will face disciplinary actions up to and including a loss of driving privileges and/or suspension.

STUDENT SERVICES

The Student Services Department (formerly Guidance) is available for every student in the school. The services this department provides include the
following: assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school and/or social concerns, or any issues he/she would like to discuss with the counselor. Students wishing to visit a counselor should contact the secretary in the Student Services office to arrange for an appointment. Students are assigned a counselor based on the first letter of their last name. Assignments are as follows: A-D Mr. Massey, E-L Ms. Bellon, M-Q Mrs. Jacobs, R-Z Mrs. Franklin. Parents are encouraged to contact the counselors throughout the year. Information regarding careers, college admissions, financial aid, curriculum offerings, testing, records and personal assistance is available. The Student Services phone number is 704-260-6729.

PARENT-SCHOOL ORGANIZATIONS

The PTSA organization works with all areas of the NCHS academic program. A school newsletter will be sent out quarterly by the PTSA to keep you informed of events at school. The TROJAN CLUB organization works with all areas of the NCHS athletic program. The BAND BOOSTER CLUB organization works with all areas of the NCHS band program. NCHS welcomes parents who are interested in working as volunteers. Proctors are needed by the Student Services at the end of each semester to help with testing. Please contact the school office if you would like to be an NCHS volunteer. Your volunteer assistance to these organizations is both requested and appreciated.

NOTIFICATION OF ASBESTOS REINSPECTION

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA) in the fall of 1988 Cabarrus County Schools (CCS) performed inspections on each school building for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in each school administration office since that time. The EPA requires CCS to perform re-inspections of the asbestos materials every six months to determine the condition and potential disturbance. The asbestos materials in the school are in good condition and we will continue to manage it in place. The results of the re-inspection are on file in the management plan in the school’s administrative office. Everyone is welcome to view these anytime during normal school hours. The Asbestos Program Manager, Ward Smith, is available to answer any questions you may have about asbestos in our buildings.

NONDISCRIMINATION POLICY

CABARRUS COUNTY SCHOOLS DO NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, COLOR, RELIGION, NATIONAL ORIGIN, AGE, HANDICAP, OR VETERAN STATUS IN THE PROVISION OF EDUCATIONAL OPPORTUNITIES AND BENEFITS.
BASIC PROTOCOL REGARDING NON-PRESCRIPTION AND PRESCRIPTION MEDICATION AT SCHOOL