

**This Student Planner Belongs To:**

**Name:** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Class Schedule & Locker #**

**Columbiana Middle School**  
**2021-2022**

222 Joinertown Road  
Columbiana, Alabama 35051  
Telephone: (205) 682-6610 Fax: (205) 682-6615

Welcome to Columbiana Middle School! We are looking forward to an exciting and successful year. We encourage you to take pride in our school and seek scholastic excellence.

### **MISSION STATEMENT**

Columbiana Middle School will provide an academically challenging, safe and supportive environment that prepares students for high school and empowers them to become successful lifelong learners.

COLUMBIANA MIDDLE SCHOOL COMMITS TO:

- High expectations and equal opportunities for all students to learn.
- A safe and positive environment.
- A shared responsibility for student learning among all stakeholders.
- An actively engaging learning process.
- Continuous school improvements.

### **SCHOOL EXPECTATIONS**

Students enrolled at Columbiana Middle School are expected to constantly demonstrate high standards of courtesy and good manners. Students should strive to develop a sense of loyalty, reliability and promptness, practice honesty and fairness, and follow four basic expectations as a student:

Respect Yourself

Respect Property

Seek Excellence

Respect Others

### **ACADEMIC HONESTY**

Students should seek total honesty and integrity in all aspects of life. Academic honesty means completing one's own work on which one is to be evaluated. Students should avoid academic dishonesty in all its forms, including but not limited to cheating, plagiarism, fabrication or falsification, and other academic misconduct.

**CHEATING:** A form of dishonesty where a student attempts to give the appearance of a level of knowledge or skill that has not been obtained. Examples include, but are not limited to:

- Copying, or allowing someone to copy, during an examination or while completing an assignment, project, etc.
- Using unauthorized materials during an examination or while completing an assignment, project, etc.
- Collaborating on an examination or assignment without authorization.
- Taking an examination or completing an assignment for another, or permitting another to take an examination or to complete an assignment for you.

**PLAGIARISM:** A form of dishonesty where a student deliberately or non-deliberately represents the words, ideas, or data of another as one's own without providing proper attribution to the author through quotation, reference, or footnote. Examples include, but are not limited to:

- *Direct Plagiarism.* The verbatim copying of an original source without acknowledging the source.
- *Paraphrased Plagiarism.* The paraphrasing, without acknowledgment, of ideas from another that the reader might mistake for his/her own.
- *Plagiarism Mosaic.* The borrowing of words, ideas, or data from an original source and blending this original material with one's own without acknowledging the source.
- *Insufficient Acknowledgement.* The partial or incomplete attribution of words, ideas, or data from an original source.

**FABRICATION/FALSIFICATION:** A form of dishonesty where a student invents or distorts the origin or content of information used as authority. Examples include, but are not limited to:

- Citing a source that does not exist.
- Citing information from a source which is not included in the source for which credit is given.
- Citing a bibliography source when it was neither consulted nor cited in the body of the assignment.

**OTHER ACADEMIC MISCONDUCT:** Any academically dishonest, deceitful, or inappropriate act which is intentionally committed. Examples include but are not limited to:

- Inappropriately providing or receiving information or academic work so as to gain unfair advantage over others.
- Attempting to gain academic advantage not rightfully earned by improperly changing, reporting, or grading academic work.
- Attempting to gain academic advantage not rightfully earned by bribery or by any act of offering, giving, receiving, or soliciting anything of value to another for such purpose.

- Obtaining or providing to another a test or answers to a test which has not been administered.
- Continuing to work on an examination or assignment after the allocated time has elapsed.
- Submitting the same work for more than one class without disclosure or approval.
- Receiving equal credit on group assignments when equal work was not completed.
- Planning with another to commit any act of academic dishonesty.

## **SCHOOL OPENING AND CLOSING**

The school building opens each day at **7:10 a.m.** and is locked at **4:00 p.m.** Due to lack of supervision, students are not allowed in the building prior to **7:00 a.m.**

***NOTE: Students arriving to school at 8:00 am or later must be signed in by their parent /guardian. A written note will not be accepted.***

## **TRANSPORTATION**

### **Car Riders:**

Car riders load and unload at the front of the building and enter at the main front door. Students arriving at 8:00 a.m. or later must be checked in by parent or guardian. **Students are not allowed to walk off campus to be picked up as a car rider. Students may not leave campus walking unless they are listed as a walker.** Students should not be dropped off before 7:10 a.m. and should be picked up by 3:15 p.m.

### **Bus Riders:**

Bus service is available for all students. Some buses run a double route. The routes are not interchangeable and students must ride the bus they are assigned. All changes in transportation require a dated and signed note (with phone number) to be given to office staff the morning of the change to enable the office staff to verify the change. **We do not allow phone calls and/or faxes to change a student's transportation method.** If a student is riding the bus home with another student, a dated and signed note of request from both students' parents must be received in the office the morning of the request. All transportation notes will be signed by an administrator/designee and returned to the student. While on the bus, students are under the supervision of the driver. Conduct that endangers other students or the safe operation of the bus will not be tolerated.

## **BUS DISCIPLINE AND CONSEQUENCES**

The purpose of a school bus is to transport students safely to and from school. The school bus is considered an extension of the classroom and all SCBOE rules apply. Our goal is to insure that all students who ride the school bus exhibit good behavior while on the bus. In the event the bus driver deems it necessary to issue a disciplinary notice, an administrator will take appropriate action.

## **BUS RULES**

### **STUDENT'S CONDUCT**

#### **1. Previous to loading (at your morning bus stop and at school)**

- Arrive at the bus stop three to five minutes before the bus is scheduled to arrive. The bus cannot wait for late students.
- Stay off the road at all times while waiting for the bus. Do not run or horseplay at your bus stop.
- Be careful when approaching the bus stop.
- Do not move toward the bus until the bus has come to a complete stop and the driver signals that it is safe to walk toward the bus.

#### **2. While on the bus**

- Keep head and hands (entire body) inside the bus at all times.
- Assist in keeping the bus clean. There should be no eating or drinking on the bus.
- Students may talk quietly. Remember that loud talking, laughing or unnecessary confusion could divert the driver's attention and may result in a serious accident.
- Leave books, packages, coats, band instruments or other belongings out of aisles and driver's compartment.
- Do not bring glass items, balloons, flowers in a glass or breakable vase, or any large class project that could obstruct the driver's view inside or outside the bus.
- Radios, players, iPods, speakers and/or other electronic devices are not permitted at school, therefore, do not bring them onto the school bus. Cell phone usage is not permitted.
- Never tamper with the bus, the emergency door, emergency window exits, or any other equipment.
- Students should remain in their seats, facing the front of the bus with both shoulders to the back of the seat. (This provides maximum safety in case of an accident or sudden stop.)
- Students should never stand at any time while the bus is in motion.
- If your child needs to get off at a bus stop other than his or her own, parents must send a note to the principal for approval. The note must then be given to the bus driver.
- Possession or use of tobacco, e-cigarettes, vaporizers, lighters, matches, or related products is prohibited.
- Absolute quiet is necessary when approaching a railroad crossing.
- Use of obscene, profane, or vulgar language is prohibited.

- N. Older riders should look after the safety and comfort of small children.
- O. In case of a road emergency, remain on the bus and follow the driver's directions.
- P. While loading, do not walk toward the bus until it has come to a complete stop and the driver signals that it is safe to proceed.
- Q. Students should never cross the street in front of the bus until the driver checks the traffic and signals that it is safe to cross.
- R. While unloading the bus, walk away from the road as quickly as possible. Do not stop at a mailbox or to retrieve the newspaper.
- S. Students are to follow all directives of the driver upon the first request.

### **STUDENTS ON CAMPUS AFTER HOURS**

For safety, supervision, and liability issues, students are not permitted to be on campus after school hours participating in activities such as skateboarding, in-line skating, riding bicycles, motorcycles, ATV's, etc. Students on campus after school hours participating in unauthorized activities will be reported to the Columbiana Police Department. Students will be subject to trespassing charges for repeated offenses.

### **ATTENDANCE**

It is vital that your child be in school on a regular basis to successfully complete the required classroom work. A child should be in school every day that he/she is physically able. All attendance guidelines are in accordance with the 2020-2021 Shelby County Student Code of Conduct and Attendance.

Students who are absent should bring a written explanation of their absence from the parent/ guardian or doctor within three days of the student returning from an absence. **The school will not accept an excuse after three days of the absence.** All notes are to be given to the main office. It is the student's responsibility to request make-up work from the teachers of classes missed during the absence. **Arrangements for make-up work** must be made within three days of the student returning to school from an **excused** absence. **This does not mean that the student has three days for every day they were absent.**

**Any student enrolled in grades 6-12, who accumulates excessive absences during the year is subject to being retained in the same grade the succeeding year. All absences beyond the system's maximum (excluding 2X and 3X absences) must be documented with a doctor's or court excuse or permission of the principal. It is the parent's responsibility to obtain the note. Partial day absences will be cumulative in computing the total number of days missed.**

### **CHECK-IN/CHECK-OUT REGULATIONS**

Students arriving to school at 8:00 a.m. or later must be signed in by their parent/guardian. A note sent from the parent is not sufficient documentation for a check-in. Students who come in late (8:00 a.m. or after) without an adult will report to ISS until a parent can be contacted.

Students must be checked out only by a parent/guardian or persons authorized by the parent/guardian. Please note the SCBOE policy of the Student Code of Conduct states that notes, faxes, e-mails, or telephone calls will not be accepted as documentation for students needing to be checked out of school. **NO CHECKOUTS AFTER 2:30 PM.** A student checking out before 11:30 or checked in after 11:30 will be counted absent for the whole day. Students checked out for a doctor's appointment will need to bring a written doctor's excuse. **A student must be present at least half a day to participate in all extra-curricular activities and events for that day. Unexcused checkouts will be monitored and may result in unexcused absences and/or disciplinary action.**

### **TARDIES**

**A student is considered tardy if he/she arrives in the classroom after the tardy bell. CMS considers two types of tardies: tardy to school and tardy to class. Students are allowed three cumulative unexcused tardies per calendar month. Tardies to class are documented by teachers. Students will sign the tardy log when they are tardy and each tardy will be entered into INOW. Consequences for tardies to school or class are:**

- 4th tardy to school or class – Warning Letter
- 5<sup>th</sup> tardy to school or class – After School Detention
- 6<sup>th</sup> tardy to school or class – ½ Day In-School Suspension
- 7th and subsequent tardies to school or class – 1 Day In-School Suspension

### **BOOKBAGS, PURSES, SLING BAGS, AND ATHLETIC BAGS**

Bookbags, purses, sling bags, etc., are not allowed in the classroom. They must be stored in hall lockers before 1<sup>st</sup> period and may be taken out of the lockers at the end of the day to take books home. Depending on the alternating locker schedule, PE/athletic bags should be in a student's possession for not more than 2 consecutive periods. Students are not permitted to have rolling book bags.

### **CAFETERIA AND NUTRITION PROGRAM**

Breakfast is served from 7:15 - 7:40 a.m. Lunch is served according to the class and bell schedule for the current academic year.

## **CAFETERIA ACCOUNT**

Shelby County Schools realize that students may forget or lose lunch/breakfast money. To make it easy for parents to view charges, fund accounts, and get notified of low balances, we have partnered with [www.myschoolbucks.com](http://www.myschoolbucks.com). There is no charge for parents to create, monitor, or receive emails regarding low student meal balances. Parents may also utilize the myschoolbucks mobile app on their mobile devices. Parents will still be notified in writing of negative student balances and will be afforded a reasonable opportunity to clear the debt.

It is unlawful for the Child Nutrition Program to absorb unpaid, charged meals. Parents are responsible for student accounts. If parents need financial assistance paying for school meals, a meal benefit application for free/reduced price meals must be completed. The meal application can be found online at [www.myschoolapps.com](http://www.myschoolapps.com) or <https://www.shelbyed.k12.al.us/cnp/mealbenefits.html>, at the local school, or at the Central Office. Applications can be completed at any time during the school year. NOTE – Applications must be completed annually; roll over status is not permitted. If a parent refused to complete a meal benefit application or provide funds for student meals after a reasonable amount of time, an alternative meal may be provided at the principal's discretion after parent notification.

## **DANCES**

**School dances are for CMS students only** and are considered an extracurricular activity. Only students demonstrating appropriate behavior, having no outstanding balances and completing all school assignments may attend. The school dress code will be enforced at all school dances.

## **DRESS CODE (CMS Policy) THIS POLICY IS IN ADDITION TO THE SHELBY COUNTY BOARD OF EDUCATION POLICY.**

Columbiana Middle School students are expected to be clean and neat, in keeping with an atmosphere for learning. The Shelby County Schools Dress Code serves as a *minimum* guide to acceptable dress. Unless there is a medical or other compelling reason, the administrative staff of Columbiana Middle School shall have the final authority in determining acceptable or unacceptable dress and/or grooming.

- A. All students must wear **shirts, blouses, or dresses with a collar or a non-revealing neckline** such as crew neck, jewel neck, or boat neck. Students should not wear strapless tops, tube tops, halter-tops, low cut, open back, backless, bare midriff, or clothing that allows the midriff to be exposed. As a rule of thumb—when the arms are raised, shirts that allow the midriff to be exposed may not be worn to school. Shirts that are excessively tight or revealing, or excessively long or oversized may not be worn to school. Shirts that are sheer/see-through may not be worn without full-coverage of undergarments and flesh.
- B. Male students may not wear sleeveless garments. Female students may wear sleeveless garments only if the shoulder is fully covered from the base of the neck to top of arm and undergarments are completely covered. Spaghetti and/or thin-strapped shirts may be worn only over a sleeved T-shirt or if covered by a blouse with sleeves.
- C. No obscene language, unacceptable graphics, and/or illegal substances advertisements (to include alcoholic and tobacco advertisements) may be worn on clothing or accessories.
- D. No hats, caps, bandanas, head coverings, hair curlers, picks, or sunglasses will be worn in school.
- E. Hair colors or styles that are disrupting or distracting to the educational process are prohibited.
- F. **Dresses, skirts, skorts or shorts must be no shorter than three (3) inches above the knee.** Skirts/dresses must be no shorter than three (3) inches above the knee in the front and back. Asymmetrical or irregular hem lines **must be no shorter than three (3) inches above the knee at the highest point.** If the skirt/dress has a slit, the **top of the slit must be no higher than three inches above the knee.** Leggings, jeggings or other similar garments may be worn only with an appropriate length (no shorter than 3 inches above the knee) outer/over garment.
- G. **Pants\* must fasten securely with a button, snap or zipper at the waist.** Pants\* secured with an elastic band and/or draw-string, such as pajama-style, snap-aways, joggers or sweatpants are not permitted. Pants\* must be worn at the waist and fit properly. Pants\* worn too low, too long, too large, too loose or too tight are not permitted. Athletic type pants may only be worn during physical education classes. **\*Pants include but are not limited to: shorts, skirts, skorts, etc.**
- H. For safety reasons, students are required to wear **appropriate shoes that fit securely at all times.** Shoes with wheels are not appropriate for the school environment.
- I. Students' clothing should be **neat and clean and shall not have an appearance of disrepair.** Unhemmed (cut-off) shorts, shirts, or pants, or clothing with slits, rips or holes, even if purchased in that fashion, are prohibited.
- J. Ear piercings are allowed. All other visible piercings are prohibited. Students are prohibited from wearing any clothing, ear, nose, tongue, eyebrow and body jewelry, hairstyle, visible tattoos, or other adornment that draws attention to oneself in a manner that may be disruptive to the educational process.
- K. Appropriate undergarments must be worn and not visible.
- L. Students are prohibited from wearing any metal chains, metal spiked apparel, or accessories.
- M. Students are to wear clothing in the manner it is designed to be worn, i.e., clothing worn backwards or inside out is not allowed. Suspenders must be fastened. Shoestrings must be tied.
- N. Students are prohibited from wearing any sign, symbol, logo, or garment, which has become synonymous with any gang, cult, Satanism, or unauthorized club or organizational activity. This also includes any avenue of the promotion of products or activities prohibited by school policy or that is inflammatory and may generate negative feelings among the student body.

## **DISCIPLINE**

Discipline policies will adhere to the Shelby County Code of Conduct. Students will be dealt with firmly, fairly, and consistently.

### **AFTER-SCHOOL DETENTION**

After-school detention (ASD) is a form of punishment assigned by administration and/or teachers when students cannot follow school and/or classroom rules. ASD hours are from 3:15 until 4:15 and are usually scheduled on Tuesdays and Thursdays. Students will need to be **picked up in front of the school by 4:15**. Students are required to follow all school rules and must bring schoolwork/assignments for the entire two-hour period. Failure to attend ASD results in a ½ day In School Suspension and a rescheduled ASD.

### **IN-SCHOOL SUSPENSION**

In-school suspension (ISS) is a form of punishment used by administration when students cannot follow school and/or classroom rules. Students can be assigned ISS for a number of periods or for one or more days depending on the action and their discipline history. Students assigned to ISS must follow these rules:

- Work quietly – No talking.
- Follow dress code.
- Follow directions the first time they are given.
- Stay in your assigned seat. Face forward; sit upright; keep your hands, feet and objects to yourself.
- Raise your hand if you need help.
- Stay on task and complete all assignments.
- Students will have two restroom breaks- one in the a.m. and one in the afternoon.
- Students will eat lunch in their assigned seat in the ISS room.

### **EARLY WARNING**

The Early Warning Program is a school/community based program to assist school personnel, parents, and law enforcement in providing early intervention for students who are truant, in danger of becoming truant, or exhibit repeated behavior problems.

The CMS administration will use the Early Warning Program throughout the year to address these at-risk students who are truant or a behavior problem.

#### **The Early Warning Acknowledgement Form states:**

Section 16-28-12, Code of Alabama, 1975 specifies actions the court will take against parents or guardians who do not make their child obey school rules and regulations adopted by local boards of education.

This law states that any parent or guardian who fails to enroll his or her child in school, or who fails to require the child to attend school, or who fails to compel the child to properly conduct himself or herself at school shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than \$100, and may also be sentenced to hard labor for not more than 90 days.

### **FEES, FINES, AND CHARGES**

Students are expected to pay all financial obligations in a timely manner. Students who fail to do so may lose privileges assigned to the charges owed.

### **GRADES/INOW PARENT/STUDENT PORTAL**

INOW Parent Portal is a tool for parents and students to access their child's grades, attendance, and tardies to class from home or work through the Internet. Please see the school registrar concerning information and enrollment. CMS follows the SCS policy of categorical grading. Gold Grades = 60% (Recommended minimum 3/grading period), Silver Grades = 30% (Recommended minimum 5/grading period), and Bronze Grades = 10% (Recommended minimum 10/grading period)

### **HARASSMENT POLICY**

The SCBOE has established a policy designed to create a learning environment free of harassment, violence, threats to do violence, and intimidation. Harassment is defined as a continuous pattern of intentional behavior, and includes written, electronic, verbal, or physical acts that are reasonably perceived to be threatening by the victim. **The reporting form for this behavior is available through the school district's website.** After an incident is investigated and confirmed, the school administrator will apply appropriate disciplinary consequences.

### **LOCKERS**

Students are assigned individual lockers and sharing of lockers is not permitted. Students may go to their lockers only during their assigned time. Rigging, tampering, or communicating of a locker combination is not permitted. Students who fail to follow proper locker procedures may lose their locker privileges.

## **LOST AND FOUND**

The school cannot assume responsibility for the loss of personal items. Students should first check with teachers for lost items. Students may check with custodial staff prior to the start of first period to relocate lost items. Clearly mark items with a permanent marker/ink with the student's name - such as purses, jackets, tennis shoes, PE clothing, etc. Unclaimed items will be given to churches and charities in the community every month.

## **MAKE-UP WORK**

Students with excused absences will be allowed to make-up missed assignments. **Arrangements for make-up work** must be made within three days of the student returning to school from an excused absence. ***This does not mean that the student has three days for every day they were absent.*** If a student is absent three or more days in a row, the parent can request make-up work to be sent home for the student. The parent will need to contact the school secretary by 10:00 am and request the work be sent to the office for pick-up the following morning after 8:15am. When a parent requests make-up work for their child to complete at home during an absence, those assignments are due when the student returns to school. The teacher will determine the due date for extremely long absences.

**MEDICATION PROCEDURES** – See SCBOE Code of Conduct. Please note that cough drops and other over-the-counter items are subject to the same Code of Conduct medication policy.

## **MEDIA SERVICES**

The library is open daily for checking out books, studying, and completing research. All books, with the exception of certain reference and reserve books, may be checked out. A fine of ten (10) cents for each day is charged for all overdue books. Each student is responsible for the careful use and prompt return of library materials.

## **MESSAGES/DELIVERIES**

Students will be given a message only in an **emergency**. Please send a note to change mode of transportation. Phone calls or faxes for change of transportation will not be allowed. Only in extreme emergency situations, a school administrator can be contacted to receive special approval. No deliveries to students, such as flowers or balloons will be accepted at school.

## **NUISANCE ITEMS -DISRUPTIVE AND/OR INAPPROPRIATE ITEMS**

Parents may pick up items between the hours of 7:30 a.m. and 3:30 p.m.

All inappropriate/nuisance items will be confiscated, and the items will be logged-in and kept in the office. A parent or guardian may be asked to pick up a confiscated item. All items must be picked up on or before the last day of the school year. If an item is confiscated more than once, it will not be returned until the last day of the school year. Items not picked up will be donated to a local charity.

Any object that has no reasonable use and may be a distraction can be confiscated. Items include but are not limited to the following: trading cards, glass containers, iPods, cameras, radios, MP3 players, sunflower seeds, water balloons, rubber bands, permanent markers, caps/hats, toy weapons, bandanas, toys, lasers, chains, sunglasses, etc. Students will not be allowed to bring skateboards to school.

## **GUM POLICY**

Columbiana Middle School has a strict policy prohibiting gum at school. This policy is in place to ensure an environment where all can take pride in the upkeep and cleanliness of our school campus. Prohibition of gum includes before, during, and after school. This policy will also extend to cover all school bus trips.

## **SCHOOL PHONES**

Students are not allowed to use the school phone without permission. Phone calls are only permitted for lunch money (before 8:45 a.m.) and dress code violations. The school nurse will make phone calls for illness. Calls after the instructional day has begun **will not** be made for assignments, projects, supplies, etc; to gain permission to go home with a friend, or any other matter not related to the three issues listed above.

## **TECHNOLOGY**

Columbiana Middle School is committed to expanding opportunities for 21<sup>st</sup> Century learning. However, using personally owned electronic devices at school is a privilege, not a right. This privilege may be revoked for the student body as a whole or for individual students at the discretion of the administration. Therefore, it is important that students use their devices responsibly, respect the property of others, and demonstrate that this use benefits them academically and helps them develop into good digital citizens.

### **PERSONALLY OWNED COMMUNICATION DEVICES**

It is the policy of the Shelby County Board of Education that the *unauthorized* use of personal electronic communication devices, including but not limited to: cellular telephones, beepers, walkie-talkies, etc., be prohibited for use at any time during the instructional day for all students. **Cell phones are to be turned off and stored in school lockers during the school day. Cell phones cannot be visible or audible during the instructional day. Wearable devices used for communication purposes as prohibited above are not permitted.** The Shelby County Board of Education shall not assume responsibility for theft, loss, or damage of a cell phone or any other personal communication device.

### **OTHER PERSONALLY OWNED DEVICES OF TECHNOLOGY**

Other personally owned devices of technology, including but not limited to, tablets, e-readers, netbooks, etc., are permitted when two expectations are met: 1) permission of the supervising adult; 2) an instructional purpose is established. The school/district will not be responsible for lost, stolen, or damaged devices and/or data, nor are school administrators responsible for conducting searches for lost/stolen devices. School officials may review all contents of devices upon reasonable suspicion of a violation.

### **SCS OWNED DEVICES**

When having school technology checked out, any lost or damaged devices must be reported to administration and the cost of replacement or repair will be the responsibility of the student.

### **TEXTBOOKS**

Textbooks are furnished by the state and are issued at the beginning of each year. **We will not issue textbooks to students who owe money for textbooks from the previous year.** Parental permission is required before the books are issued. Students are responsible for the upkeep of textbooks. **Periodic book checks will be completed each nine weeks.** Lost or damaged textbooks will be financially assessed to the student as needed or at the end of the year.

### **WHOM TO SEE AT CMS:**

PRINCIPAL:	School policies and overall information
ASSISTANT PRINCIPAL:	Dress code, discipline, activity schedule, transportation
COUNSELOR:	Individual counseling, academic concerns, student schedules
REGISTRAR:	Enrollment and withdrawals & attendance concerns
SCHOOL SECRETARY:	To arrange parent-teacher conferences, general information
BOOKKEEPER:	School finances
NURSE:	Health problems, medication procedures

USERNAME: \_\_\_\_\_

PASSWORD: \_\_\_\_\_