## Middle School Gode of Conduct 2018/2019

BREACH OF CONDUCT	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
ATTENDANCE			
A. Unexcused tardiness to class	TD	TD	TD
B. Tardies to school/checkouts (instruct time missed)	5=1 absence	10=2 absences	15=3 absences (cont.)
C. Failure to attend class/activity	1SS(1-3)	ISS(3-5)	OSS(3-5)
D. Leaving class/school without permission	ISS(1-3)	JSS(3-5)	OSS(3-5)
E. All day truancy	ISS(3)	1SS(5)	OSS(5-10)
STAFF-STUDENT RELATIONS			
A. Profanity/obscene gestures toward staff member	PD/ISS/OSS(1-3)	·OSS(3-5)	OSS(5-10)
B. Rudeness/disrespect toward staff member	ISS <1-3 Days	ISS<1-5 Days	ISS(3-5)
C. Refusal to obey a reasonable request	JSS(1-3)	1SS(3-5)	OSS(1-5)
D. Aggression/assault/threat toward staff member	OSS(5-10) PR-RC	LTS-PR	LTS-PR-JP
E. Deceiving School Officials	ISS(1-3)	ISS(3-5)	OSS(1-5)
ENDANGERING ACTS			
A. Possession of firearm/explosive	LTS/Expulsion SBD		
B. Possession of other weapons or facsimiles	PD/OSS/LTS	LTS/Expulsion SBD	
C. Aggression/fighting with minor or no injury	PD/1SS/OSS(1-3)	OSS(1-5)	OSS(3-10)
D. Assault and battery with serious injury	OSS/LTS/PR	LTS/PR/JP	
E. Horseplay	VW/ISS(1)	ISS(2-3)	ISS(3-5)
F. Bullying	ISS(1-3)	ISS(3-5)	OSS(1-5)
G. Communication threat/intimidation with threat of	PD/VW/ISS/OSS(1-3)	PD/ISS/OSS(3-5)	OSS(5-10)
violence			
VIOLATIONS OF THE LAW			
A. Possession/use/distribution of unauthorized	PD/OSS(1-5)	PD/OSS(5-10)	PD/LTS/PR
drugs/alcohol			
B. Possession/use/distribution of illegal	PD per board policy	LTS/Expul. remainder	
drugs/paraphemalia	OSS(1-10)/LTS/	of school year	
	expul./PR		
C. Malicious destruction of school property	ISS(1-5)+RES	OSS(3-5)+RES	LTS/PR+RES
D. Unlawful/unauthorized entry	PD-ISS/OSS	PD-ISS/OSS	PD/LTS
E. Theft of or on school property	PD-ISS/OSS	PD-ISS/OSS	LTS+PR+RES
F. Discharging fire alarms or extinguishers	PD-OSS(5-10) PR	PD/PR/OSS(10)+RES	LTS/PR
G. Bomb Threat	LTS (365)/PR/SBD		
<b>AISCONDUCT</b>			
A. Throwing food/making a mess in cafeteria	Clean-up/PD	Clean-up/ISS(1-3)	Clean-up/ISS(3-5)
B. Willfully disturbing/disrupting/interfering with	ISS(1-3)	ISS(3-5)	OSS(1-3)
learning			
C. Profanity/obscene gesture/defacing property	ISS(1-3)/PD	1SS(3-5)	OSS(1-3)
D. Immoral/disreputable conduct	OSS(1-5)	OSS(5-10)	LTS
E. Excessive display of affection	PD/VW/PN/ISS	ISS(1-3)	ISS(5)
F. Sexual/racial harassment	PD/ISS/Form/PN	OSS(3) Form/PN	OSS(5) Form/PN
G. Inappropriate dress	VW/CC/PN	ISS(1-3) CC/PN	PD/ISS/OSS(1-3)
H. Unauthorized use of electronic devices	Confiscate/ISS(1-3)	Confiscate/ISS(3-5)	Confiscate/OSS(1-
	PN/PD	PN/PD	3) PN/PD
I. Possession or use of tobacco products	PN+ISS(1) Tobacco	PN+ISS(2) Tobacco	PN+ISS(3) Tobacco
	Class	Class	Class
J. Cheating	"O"+VW+PN	"O"+PN+ISS (3)	"O"+PN+ISS (5)
K. Bus misbehavior	PD/VW/PN	PD/PN/5 Days off	PD/PN/10 Days off
L. Aiding/Abetting school disturbance	ISS(1)	ISS(2-3)	ISS(3-5)
M. Dishonesty/Tampering with other's possessions	ISS(1-3)	1SS(3-5)	OSS(1-5)

CC=Change Clothes LTS=Long Term Suspension PN=Parent Notification SBD=Super/Board Discretion WP=Withdrawal Privileges CP=Corporal Punishment "O"=Will receive a zero PR=Police Report TD=Teacher Discretion ISS≃In-school suspension OSS=Out-of-school suspension RC=Refer to Counselor VW=Verbal Warning JP=Juvenile Petition PD=Principal Discretion RES=Restitution

Students Signature\_

Parents Signature

## Waynesville Middle School

0 Weeks Dissipling Crid

Name:	
Homeroom:	
Parent:	
Work #:	
Home #:	

1	EAM #	~	<u> </u>	1		····
					Phone/	
#	Date	Code	Comments	Consequence	Conference	Teacher
				Warning		
			5			
						[
1						
-			· · · · · · · · · · · · · · · · · · ·	Lunch		
				Detention	,	
			-	· *		
2		1		·		
				Parent contact	Contact's Name	
			:	and/or		
			· .	conference		
					Date & Time of	
				*A parent	Contact	
3				contact must be		
				made before an		
				office referral is issued		
				105404		
				Office Referral		
				& lunch		
				detention		
4						
7			<u> </u>			i

Grid Infraction Codes:

- 1. Disrupting Class
- 2. Leaving class without permission.
- 3. Profanity

TEANT #

- 4. Refusal to obey a reasonable request.
- 5. Horseplay
- 6. Vandalism to school's or another's property.
- 7. Throwing food/making a mess in the cafeteria.
- 8. Possession of toys or electronics (will be confiscated and held for parent)
- 9. Cheating (will also receive 0 on assignment)
- 10. Disruptive on field trip

Immediate Office Referrals:

- 1. Disrespect
- 2. Racial/Sexual Harassment
- 4. Fighting

- 7. Weapons
- 8. Actions resulting in injury
- 9. Any other major infraction \* against team or school rules.

Counselor Referrals:

- 1. Incompletion of Homework
- 2. Social Issues
- 3. Student Conflict

- 3. Bullying
- 5. Stealing
- 6. Illegal Substances



Haywood County Schools 1230 North Main Street Waynesville, NC 28786 828 456 2400

AdvancED<sup>®</sup>

## Important Information!!!!

## Online Free and Reduced Applications for Haywood County Schools

Apply on-line for your children to receive free or reduced price school meals. Your application will be sent from a secure web site directly to Haywood County Schools, so you don't need to worry about filling out a paper form that could be lost or misplaced.

<u>www.LunchApplication.com</u> has been designed to make it easy for you to know exactly what information you need to provide and to guide you through the process. Once your application has been received the district office will determine your eligibility and send you a letter with the results.

<u>www.LunchApplication.com</u> is an easy, secure and convenient way to apply for free or reduced meals.

To apply, simply go to www.LunchApplication.com and Click Apply Now.

\* If you don't have access to the internet please ask the school office or call 627-1150 for a paper copy of this year's Free and Reduced Meal Application.

\*\* If you have already received a letter telling you that your child was preapproved for meal benefits you do not need to reapply. Please make sure all of the school-aged children living in your household are listed on the approval letter. If not please contact Sheila McClure @ 627-1150 or smcclure@haywood.kl2.nc.us.

Apply Teday for a Healthy School Meal

USDA is an equal opportunity employer and provider.

Board of Education Charles H. Francis, Chairman; Jim Harley Francis, Vice-Chair; Larry Henson, Steven Kirkpatrick, Bobby Rogers, Jimmy Rogers, Ann Barrett, Ronnie Clark, David Burnette



## Waynesville Middle School Home of the Mountaineers

495 Brown Avenue Waynesville, North Carolina 28786 (828) 456-2403 Fax: (828) 452-7905



Parents/Guardians,

The following lists of documents are available on <u>www.haywood.k12.nc.us</u>, our Haywood County School Website. If you would like a copy, you may request one at the front office.

- Annual Public Notices Snapshot
- Cumulative Record & School Information Sheet
- Summary of Board Policies
- Policy 4300 series Student Conduct and Discipline



# Support Our Students at

## Waynesville Middle School

Enroll your 12-digit BI-LO BONUSCARD® and help our school earn FREE educational equipment every time you shop.



If you wish, you can complete the form below, and have your student return it to his/her homeroom teacher.

BI-LO BONUSCARD®#	Name/Email*
You must re-enroll your Bonusca	rd at the beginning of each
school year to link rewards to WI	MS.

## You must re-enroll your Advantage Card at the beginning of each school year to link rewards to WMS.

Dear Parent,

Over the past 14 years, Ingles Markets has contributed over 10 million dollars to schools in towns where Ingles stores are located. These dollars have been used for valuable learning tools and equipment. Public schools, private schools and home school associations are welcome to participate in this program, grades K-12. Ingles and our Tools for School program are committed to helping thousands of schools and students achieve their education goals.

For linking your card online:

- Go to www.ingles-markets.com
- Click on the TFS icon on the top of the webpage (looks like the icon at the top of the page)
- Click "Sign Up Online Now"
- Find your local school by school name search, click on the number for the appropriate school.
  - Type your information in as well as your Ingles Advantage Card number. Remember to include the smaller digit on the right hand side as seen below.



12-Digit Gard Number

For those who prefer to send in their card information, return the bottom portion of this to the School, and they will send it on for you.

\*Remember to include all 12 numbers including the small digit on the right

Sign Up & Help Your School JODAY	Fill Ou	t This	Form The	> Lin»	<b>EN</b> K Vour	- Ingla	ت م	hvant	385"	۲. St	rd To	Your	Scho	d O				Schi ave l o coo	1231201200000	
Als. 🗍 Last Neutre	PULAS	e prin	TINAN	CAP		ETTFR	S.	i	i	(	í	i	( )	1	1		1			
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Haywood County Schools 1230 North Main Street Waynesville, NC 28786 828 456 2400

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Dear Parents,

Haywood County Schools uses many web based tools and applications to enrich your child's learning experiences both within and outside the classroom. In accordance with Federal Guidelines outlined in the Children's Online Privacy Protection Act (COPPA), our goal is to protect the privacy of our students and provide you with essential information to make an informed decision regarding your child's access to online resources.

Our district uses several web-based applications and services that are operated outside of Haywood County Schools, including Google Apps for Education, Edmodo, PowerSchool, etc. Additional tools have been approved for classroom use across our district. A complete list, organized by grade levels, can be found at:

- Elementary Resources http://tinyhcs.us/coppaelementary
- Middle School Resources http://tinyhcs.us/coppamiddle
- High School Resources <u>http://tinyhcs.us/coppahigh</u>

In order to use these tools effectively, students are often asked to present limited personal information, such as name and email address, in order to use the site. COPPA states that these sites must notify parents regarding how they will use and disclose of this information and also requires that they obtain parental consent before collecting any personal information from children under the age of 13. For more information on COPPA, please visit: https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions.

Federal law allows schools to consent to the collection of personal information, on behalf of parents, eliminating the need for website operators to gain individual parental consent for each student. Your signature below provides consent for our schools to provide personal information such as first and last name, email address, username, etc. to web operators of the resources linked above, along with services our schools may add during the coming year. If you are unable to access these resource lists online, please contact your child's school for a paper copy.

Student Name:	Grade:
School:	Date:
Parent/Guardian Signature:	
Parent/Guardian Name (printed)	

#### HOME (PRIMARY) LANGUAGE SURVEY

To the **ADMINISTRATOR:** this survey is to be administered once to every student enrolled in your local unit. <u>If the answer to any one of the questions asked is a language</u> <u>other than English, the student will need to be reported on the Home Language Survey</u> <u>Summary and will need to be assessed further for appropriate placement and English</u> <u>language assistance.</u> It is recommended that a copy of the Home Language Survey be placed with the student's permanent record. Home (Primary) Language Surveys are available in some other languages from the local ESL office. If a student and teacher cannot complete this form, additional assistance may be needed from a translator.

STUDENT		DATE
GRADE	GENDER	DATE OF BIRTH
SCHOOL		· · · · · · · · · · · · · · · · · · ·
HOMEROOM TEA	CHER	
1. What is the first la	anguage this student learne	ed to speak?
2. What language do	es this student speak most	t often?
3. What language is	most often spoken in this	student's home?
4. Does this student learned only at sc		than English? Do not include languages
No	Yes If yes, p	lease list the language(s)
5. How many years	of schooling has this stude	ent had in the United States?
6. Was the child bor	n outside of the United Sta	ates? If yes, where?
If a language other	than English is indicated with NC's mandated Engl	on this form, the student may be assessed lish Proficiency Test.
If a language other	than English is indicated	on any answer, please forward a copy

of this form as soon as possible to the ESL Department at Central Office.

#### Waynesville Middle School Attendance Information for Students and Parents

One known factor in student success is regular attendance and participation in school. While this seems simple, many students struggle with being at school daily, arriving on time daily, and staying in school a full day. Here are some key points regarding attendance at WMS that you should know.

- 1. NC has a Compulsory Attendance Law which means that all students must attend school until they turn 16 years of age.
- Students cannot miss more than 15 days in a school year. Missing more than 15 days will result in student having to make up the time after school and/or on Saturdays. Missing more than 15 days could also result in retention.
- 3. All absences should be accompanied by a note from the parent or physician. Any absence without a note will be considered unexcused.
- 4. Absences that are lawful (excused) are related to illness or injury, quarantine, death in the immediate family, medical or dental appointments, religious observances (requires prior notice and approval), court or administrative proceedings, educational trips with family (requires prior principal approval), and deployment activities. Absences for any other reason are considered unlawful (unexcused).
- 5. Ten or more **unexcused** absences can result in court action-either against the parent or the student.
- 6. Five tardies or early check outs will result in an absence.
- 7. A student must be in school until 11:30 to be counted present for the day.
- 8. If your child has a chronic medical condition that impacts school attendance, you must speak with the school nurse or school social worker to develop a plan for that child at the beginning of the school year or upon transfer to WMS.
- 9. Students missing time from school are expected to make up all missed work. It is the **responsibility of the student** to request the missed work from all teachers.
- 10. Attendance guidelines for dances, athletics, incentives, etc. can be found in the school agenda.

A full explanation of all attendance policy can be found in the student handbook and on the Haywood County School website (haywood.k12.nc.us).

#### Please detach and return to your homeroom teacher.

I have read and I understand the attendance requirements for Waynesville Middle School.

Parent Signature	Date	
Student Signature	Date	
6		

## Waynesville Middle School Student Transportation Information 20 -20

## Full,Name:

Homeroom Teacher:

Parent/Guardian

Parent/Guardian:

Phone #:

#### How do you travel to and from school?

Grade

Phone #:

 MONDAY
 TUESDAY
 WEDNESDAY
 FHURSDAY
 FRUAY

 CHOOSE ONE
 CHOOSE ONE
 CHOOSE ONE
 CHOOSE ONE
 CHOOSE ONE
 CHOOSE ONE

 FO
 WADK
 CAR
 BUS#
 WALK
 CAR
 BUS

Please list your arrangements for early dismissal and/or snow days

- If you plan to go home any other way than is listed on this sheet, you must have a written note from your parent/guardian.
- For the safety of our students, we cannot make transportation changes over the phone.
- If you plan to ride a bus that you do not normally ride, that note must be approved by the office.
- Any and all transportation changes must be in writing from the parent/guardian.

Parent Signature

Date



## PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, Superintendent of Public Instruction

WWW.NCPUBLICSCHOOLS.ORG

Student Name :		Occupational S	urvey		Contraction of the second seco
Student Name :	Last Name	Fir	st Name	· <u> </u>	ROATH CAROLINA
School:		· ·	Grade:	• •	
instructional services fishing work. We app	to children and fa preciate your help	amilies who have mo In determining if you	a Department of Public ved in the past three ye r children or relatives qu the survey to the schoo	ars and who have d alify to receive serv	one agriculture or
years? ☐ No ☐ Yes (Se	lect all that appl	y and continue to	in any of the following question number 2) hool district or to and	-	•
No Yes		;;			
Work in the harvest of tobacco, sweet pota agricultural farms, vine	toes, nuts, cotton,	or in cannery o	in a fruit or vegetable r in a fruit or vegetable packing plant	Working in a dairy	Working in a fishery or on a shrimp or catfish farm
Working in a slaughter house (chicken, cow, or pig)	Working on a poultry or hog farm	Working in a plant nursery or orchard; growing or harvesting trees		in agriculture, pleas plain:	e 
4. Parent(s)' N		e to this county? ss?	Month	/ear	8
Address					. 4
City	State	Zip Code	<u></u>		
6. Phone Num	ber(s):	·			· · · · · · · · · · · · · · · · · · ·

#### FEDERAL PROGRAM MONITORING & SUPPORT DIVISION

6351 Mail Service Center, Raleigh, North Carolina 27699-6351 | (919) 807-3957 | Fax (919) 807-3968 AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER





#### Haywood County Schools Student Videotape/Photograph Release Form

As the parent/legal guardian of \_\_\_\_\_\_\_, I hereby give Haywood County Schools the right to obtain, use, and/or reproduce photographs, digitized images, videos, voice, or physical likeness of my child in any legal manner to be used for educational and informational purposes.

I understand that Haywood County Schools has the right to edit any video, audio, and images as necessary and that ownership of these materials becomes the property of Haywood County Schools. I waive any and all present or future compensation rights to the use of the above stated material(s).

Please select and check the appropriate box:

(\_\_\_\_\_\_] I acknowledge that I have read this document and agree to its terms.

(\_\_\_\_\_\_] I acknowledge that I have read this document and do not agree to its terms.

Student Name	
School	
Parent/Guardian Name	
Parent/Guardian Signature	

Date

#### Haywood County Schools Support Services Form

The information below is required by the federal McKinney –Vento Homeless Act of 2001 (Subtitle B of title VII) and will be used to determine students' needs. The information on this document will be **CONFIDENTIAL**.

Name of School: \_\_\_\_\_\_

Name of Student: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_

The answers to this residency information help determine the services the student may be eligible to receive:

- 1. Is your current address a temporary living arrangement? Yes or No
- Is this temporary living arrangement due to loss of housing or economic hardship?
  Yes or No
- 3. Is this student in a temporary foster care placement or awaiting foster care? \_\_\_\_Yes or \_\_\_\_No
- 4. As a student, are you living with someone other than your parent or legal guardian? \_\_\_\_\_Yes or \_\_\_\_\_No

If you answered YES to the above questions, please complete the remainder of this form. If you answered NO, you may stop here.

Resides with:	Relationship:
Do you have legal guardianship/custody?	
Address:	
Phone:	
Other school aged children living in the home:	•
Are there any birth to 4 years old living in the ho	ome?
(Birthdate:	)
Where is the student presently living?	
In a motel/hotel	In a shelter
With more than one family in a house or	apartment
Moving from place to place	"Awaiting Foster Care"
In a location not designed for sleeping ac	commodations such as car, park, campground
Signature of Parent/Legal Guardian	Date
FOR SCHOOL USE ONLY: PLEASE GIVE TH	



Trevor Putnam Principal

## Waynesville Middle School Home of the Mountaineers

495 Brown Avenue Waynesville, North Carolina 28786 (828) 456-2403 Fax: (828) 452-7905

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Dear Parent/Guardian,

This letter is to clarify the medication policy. There are many children that need medication during the school day and there are policies that must be followed. Foremost, Haywood County School Policy SA-12 states:

"The Board discourages the practice of students taking prescription and nonprescription medication during the school day. However, if oral, topical, inhaled, or injected medication must be taken during the school hours, school system policy must be followed."

In other words, please administer medications <u>before</u> coming to school whenever possible. We are aware that some students have been prescribed a medicine that should be taken during school hours, if that is the case, the following steps should be taken for prescribed and over-the-counter medications:

- All medications must come in the original container.
- The medications must be accompanied by permission slips-available at school.
- The prescribing doctor must sign medication forms.
- If liquid medication is being given, a measuring device must be sent. Household tablespoons will NOT be accepted. Medication dispensing devices are available at most drug stores.
- All medications (prescription and over-the-counter) must be brought to the school by the parent.

These polices are for your child's safety. We want to do all we can to provide a safe and healthy learning environment for them. Please sign this form and return to the school stating that you have read and understand the above policies. If you have any questions or concerns regarding these guidelines, please call and we will do what we can to assist you.

Sincerely, Wen .

Trevor Putnam, Principal

Please sign stating that you have read the above policy and return to the school.

Parent Signature

Date

Child's Name

## Annual Student Health History Update/

SCHOOL (2018-19)	

Student's Full	Name:		Date of Birt	th: Grad	e: Teacher:	
Par de la la	$\sum_{i=1}^{n} \left( \frac{1}{2} \sum_{i=1}^{n} \frac{1}{2} \sum_{i=1}^{n} \frac{1}{2} \sum_{i=1}^{n} \sum_{i=$			2 (1.1.1) (1.1.1)		1
Parent's Nam		and the second secon	<u>Phone Numbe</u>	18: <u></u>		n Carl Contract of Anna Carl States N Carl Contract of Anna Carl States of Anna Carl States of Anna Carl States of Anna Carl States of Anna Carl St
Address:			Student's Doc	tor:	<u>Phone</u>	#:
Email Address		· · · · Ei	nergency Contac	ti.	Phone	#:
Section and a	A CONTACT OF A CONTACT	NOT STATE OF A STATE OF				a da an an an an Araba an Arab
Bus Rider:	Car Rio	ler: Driver:	AITEF- SCHOOL PI	ogram: <u> </u>	atchkey:	<u>다.</u> 가슴이 있는 것 같은 것이 있는 것이 없다.

\*\*Parentmust supply school with any medicines the child needs. PARENT MUST BRING MEDICINE TO SCHOOL IN MTS ORIGINAL CONTAINER. Written permission and doctor's order for giving medications must be on file at the school. Forms are available in the school office. Your signature confirms the information below is accurate and can be used by the school system and the school nurse to update your child's health record. It also gives the school nurse or designated staff permission to perform MINIMAL screening (temperature, etc) and first aid (using ice, bandages, etc. as needed) on your child in the event of illness or injury at school. Emergency Action Plans will only be written for students who have all appropriate forms, documentation, and medications at school.

	an a	
	Parent and /or Guardian Signature	Date
MyChild does not have any	emedical conditions at this time (DO NO	TMARK ANY OTHER BOY
	(a) An	і мала амі VIIILA DUA)
My Child has the following	conditions checked ( $\checkmark$ ) below	
ILLE THREATENING ALLERG	ES THAT REQUIRE EMERGENCY MEDIC	ATION AT SCHOOL
BEES:	Medication for LIFE THREATENING	and the second
FOOD:	Epinephrine Auto-injector:	Type:
MEDICATION:	Benadryl:	
ASTEMATE AT BEAUDES IND	ALER AT SCHOOL TYPE OF INHALER:	
<u>ABUMUIPABUTAN ABAYA</u>	ALER AT SCHOOL	
the second s		
		other medication for DIABETI
<b>EYPE 1:</b>	(Please attach list of medica	tions/diabetic orders from Physician)
EPHEPSY/SEIZURES NOT REI	ATED TO FEVER 1s your child on medic:	ition for SEIZURES?
	At home? At	and the second of the second
<u>HEART DISEASE</u>	What condition does your child have?	Allen and Statistics and see
PHYSICAL DISABLITY	Please describe any physical disabilitie	s & limitations
OTHER HEALTH PROBLEMS in	cluding history of Medically diagnosed Concu	<u>ssion</u>

Attach any medical documentation to this sheet. Medical documentation must be updated every year.

LIST OF MEDICATIONS taken at home that may affect student at school: Use back of sheet if needed.

School Nurse Use Only: Communication: EAP written/Distributed to staff:

form revised 5/18/18tq