



2011 – 2012 Student Forms

This packet includes important forms previously found in the Parent-Student Handbook. Please read the full packet, fill out and return the applicable forms to your child's school. The complete 2011-2012 Parent-Student Handbook can be found on the CMS website: www.cms.k12.nc.us.

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Vision

CMS provides all students the best education available anywhere, preparing every child to lead a rich and productive life.

Mission

The mission of Charlotte-Mecklenburg Schools is to maximize academic achievement by every student in every school.



CMS STUDENT TEXTBOOK ACCOUNTABILITY STANDARDS

Agreement for Students Enrolled in CMS

Charlotte-Mecklenburg Schools teachers and administrators are committed to providing students with textbooks during the first 10 days of school and promise to work together to promote a sound and positive teaching and learning experience for each student. This contract is an agreement to work in partnership to ensure the successful attainment of our mutual goal.

As a s	student, I plea	dge to						
	use textbooks	appropriatel	y					
	avoid damagi	ng and losing	g textbooks					
	pay for textbo	ooks that I da	mage or lose					
Studen	nt's Signature:			Date	:			
As a p	– – parent/guardi	an of				— — , I pled	ge to	
	encourage app	propriate use	of textbooks and monitor the	textbooks my child brir	ngs home	from school		
			their efforts to provide my chi	•				
	monitor the to	extbooks my	child brings home from school	ol				
	encourage my	child to be	responsible for the proper use	of the textbooks				
0			d of the year, or if my child mo damaged or lost	oves to another school w	rithin or o	outside the di	strict	
Parent,	/Guardian Signat	ture:		Date	:			
As a t	eacher, I ple	dge to					_	
	explain my ex	pectations ar	nd instructional goals to stude	nts and parents during o	rientation	and through	hout the	year
	assign textboo	oks to studen	ts being careful to evaluate the	book before issuing it t	o the stud	lent		
			ng, learning environment, usir <i>Course of Study</i>	ng the textbook as a teac	thing tool	to support th	he	
	maintain accu	ırate records	on textbooks					
	collect and iss	sue a receipt f	for lost and/or damaged textbo	ooks				
Homer	oom Teacher's S	ignature:		Date	:			
	Carolina Standa		leader of the school, is common Study. Parental involvement is FOR SCHO Issued Textbooks for the	essential as we work to g	give your			
	ubject	Course #	Title		Book #	Condition	Cost	Teacher #
1.	jout	Jourse π	ilue			Johnston	UUSI	τοασίισι π
2. 3.								
3.								
4 . 5 .								
6.								
7.								
8.								



STUDENT LOCKER ASSIGNMENT (GRADES 6-12)

Lockers are the property of the district. They should only contain supplies needed for school and are subject to authorized searches at any time, including sniff inspections done by specially trained dogs, as permitted by CMS Board Policy JIHD.

Signatu	re of student:		
Signatu	re of parent/guardian:		
School:			No. of locker assigned:
Date as:	signed:		Date:
Assigne	d by:		Locker combination:
All stu classes	for the physical education	ysical education. No student sha requirement except as follows: S	Il be permitted to waive or substitute othe uitably adapted physical education shall be
disabli Standa	ing conditions, or other specia	al needs that preclude following th	lents with a chronic health problem, othe e Physical Education portion of the Essentia dards/. (IDEA: http://www2.ed.gov/policy
Name o	f student:		
Teacher	::		Grade:
School:			
Please □ □		n teacher to be aware of the following he sthma, heart conditions) that may requir	

Signature of parent/guardian:_

Date:



School name:

Student's name:__

PHOTO AND VIDEO RELEASE FORM

Homeroom teacher:____

I grant Charlotte-Mecklenburg Schools the unlimited right to use and/or reproduce photographs*, likenesses or the voice of my child in any legal manner and for the internal or external promotional and informational activities of Charlotte-Mecklenburg Schools. I also agree to allow my child to be interviewed and/or photographed* by representatives of the external news media and CMS Communications in relation to any and all coverage of Charlotte-Mecklenburg Schools in which he/she is involved. I also agree to allow my child's work and/or photograph* to be published on the Charlotte-Mecklenburg Schools website/Intranet Web pages and in CMS publications. I further understand that by signing this release, I waive any and all present or future compensation rights to the use of the above stated material(s).

Parent/guardian signature:	Date:
Parent/guardian name (Print):	
Parent/guardian address:	
Group photographs and videos (two or	tended to only refer to photos and videos of your child alone. more children), with no additional identifying information, Please review the FERPA information sheet in the Parent-
	e completed by school officials only.
Type of Material	
☐ Photograph	
☐ Slide	
☐ Videotape	
*	
Use of Material (Please provide additional information such as name	of news outlet, brochure, purpose of presentation, etc.)
☐ News outlet	
☐ PowerPoint presentation	



MUSICAL INSTRUMENT DISCLAIMER FORM

Instrument Storage Areas

Individual schools may provide storage areas where instruments may be kept overnight, **if necessary**.

These storage areas are not individual lockers, but shelving areas. Since students have access to these areas before and after class, the Charlotte-Mecklenburg Board of Education assumes no responsibility for any loss or damage to any instrument stored at these locations.

School-Owned Instruments - Instrument Changes

Students who will be using school-owned instruments such as a tuba, barisax, tenor sax, oboe, bass, clarinet, French horn, cello or string bass must complete a Charlotte-Mecklenburg Schools Liability Form before an instrument can be used by the student. This form can be obtained from the instrumental music teacher.

All changes of instruments are at the discretion of the music director.

Instrument Repair

If a student's instrument (student-owned) needs repair, it should be taken to an instrument repair shop in a timely manner. Please provide a written note with the name of the repair shop, the date the instrument was taken in and when it is expected to be returned so that your child's grade will not be affected.

Name of school:		
	(Please print)	
Student name:		
	(Please print)	
Signature of parent/guardian:	Date:	



MEDICATION AUTHORIZATION FOR CMS STUDENTS

School name:	Telephone:	Fax:
To the parent or guardian of:		Birth date:
In order to help protect your child's health, your consit is necessary for your child to receive either prescrimedications will be given to your child at school until New authorization forms are required every year at medicine is prescribed. It is your responsibility to prolabeled original container from the pharmacy or healt use upon request. A completed authorization is also	iption or non-prescription med this authorization has been rece the beginning of school, when wide all medicines to be given at thcare provider's office. Most p	icines in the Charlotte-Mecklenburg Schools. No ived. A separate form is required for each medicine ever the dose or directions change, or when a new school. Each medicine must be in an appropriately harmacies will provide an extra container for schoo
PARENT OR GUARDIAN'S PERMISSION: school hours. I understand that it is my responsible Charlotte-Mecklenburg Board of Education and the my child taking this medicine at school.	lity to purchase and supply thi	s medicine. On behalf of my child, I absolve the
Signature of parent or guardian:		Date:
Contact numbers:		
	(pager or mobile, work, home telephone #s)	
FOR LICENSED HEALTHCARE PROVIDE	R USE ONLY: (Please write l	egibly using lay terms.)
Medication prescribed:		Strength/dose:
Specific Directions: [include exact amount to give, at what time and/or h		
Purpose of medication:		
Relationship to meals, if applicable:		
How often and at what time (hour):		
Specify side effects or adverse reactions:		
Other instructions (including emergency situations):		
Please check all appropriate items. If either of the	e first two items is checked, pl	ease complete the form on page 6.
Please allow this student to self-administer the (must complete the form on page 6)	nis medication while at school d	uring school hours.
This student should carry the medication wi while in transit to or from school or school-s		ne school day, while at school-sponsored events, or plete the form on page 6)
This medication is to be used for emergencie	•	
It is necessary for this student to receive this medicati school attendance. Please notify the principal and/or		
Signature of healthcare provider:		Provider's last name (Print):
Practice name or address:		
Telephone:	Fax:	Date:
FOR SCHOOL USE ONLY:	. – – – –	. – – – – – –
Signature of healthcare provider:		Provider's last name (Print):



AUTHORIZATION FOR SELF-MEDICATION BY CMS STUDENTS

Student's name:	Birth date:
Medication:	_ For:
Eligibility: In accordance with CMS Policy JLCD, Administering M regulation, JLCD-R, only students who meet the following de medications: (1) Students with special medical needs such as asthr to anaphylactic reactions and may require emergency medication injector ["Epi-pen"]); and (2) Students who require frequent admin prescription medications that are not controlled substances.	escriptions may possess and self-administer ma and/or severe allergies or who are subject s (i.e., asthma inhaler or epinephrine auto-
Healthcare provider: The student named above has (1) asthma or a reaction and may require emergency medications; or (2) a condition prescription or non-prescription medication. The medication is not a of, has been instructed on the procedures for, and has demonstrated directed on page 5. Please allow him/her to self-administer the medicated on page 5.	on that requires frequent administration of a controlled substance. This student is capable the skill to self-administer this medication as
☐ This student will not require adult supervision while taking	this medication.
Physician signature:	
medicine at school. I understand that my child and I assume responsible of this medicine. If the medication that is prescribed for my child i reactions, I agree to provide a supplementary supply of the medication where my child has immediate access. I absolve the Charlotte-Medemployees from any and all liability whatsoever that may result from at school. I further consent for the information about my child in appropriate school staff as necessary for the safety of my child.	s for the treatment of asthma or anaphylactic on that will be kept by the school in a location eklenburg Board of Education, its agents and n my child possessing or taking this medicine
Parent/guardian signature:	Date:
Student: I am capable of taking this medicine as recommended and at all times and will not share it with others. I understand that I w <i>Student Conduct</i> if I abuse the privilege of being allowed to self-mactivities. Unless the medication is prescribed for the treatment of as that I will lose the privilege of self-administering my medication if I	vill be subject to discipline under the <i>Code of</i> nedicate while at school or school-sponsored sthma or anaphylactic reactions, I understand
Student signature:	Date:
School nurse: I have reviewed this request and acknowledge that the self-administer this medication. I have informed this student that I whenever he/she has used the medication at school.	
Nurse signature:	Date:



ASTHMA ACTION PLAN/ MEDICATION AUTHORIZATION FORM

Student Name:				Studen	t ID#:	
School/Year:	20	to 20	Grade:	Teacher:		
Parent/Guardian:			Contact N	umber:		
Physician's Name:			Physician	's Phone/Fax:		
 IMPORTANT INSTRUCTIONS NO SMOKING in your home or car, Always use a spacer with inhalers (MDIs Shake inhaler before every spray (puff). Remove, control and stay away from kno Clean plastic part of inhaler weekly usin Prime inhaler after opening and before usin). own triggers in y g package directi	our child's envi	ironment.	three puffs, all o	others four puffs.	ENBURGO ENB
CHILD'S TRIGGERS ARE: (circle or che		to your child)				
Respiratory infections or flu	☐ Mold		☐ Pollen		☐ Dust, dust m	
☐ Weather/temperature changes☐ Indoor/outdoor pollution	☐ Indoor pet☐ Household		☐ Exercise ☐ Strong er	notion	☐ Strong odors ☐ Cockroaches	
☐ Smoke		es	-		Cockidactics	
GREEN ZONE - ALL CLEAR	8		TROLLER M			
ASTHMA IS WELL CONTROLLED				needed at this	time	
You should have:		Medicine	ci iliculcilic i	Method	How much	How often
No wheezing No coughing No chest tightness No waking up at night because of No problems with play because of Peak flow number from YELLOW ZONE - CAUTION! - TAKE ASTHMA GETTING WORSE You may have: Wheezing Coughing Chest Tightness First signs of a cold Coughing at night	f asthma to	*Rinse child's USE CON Continue to Medicine Albuterol/Xo May r Also take: If yellow-zon	before exercise mouth after us ROLLER M o use green zo Mo openex inhereneat after 20 of the symptoms con	usep ing inhaled stero EDICINES one daily medicathod How relatedp minutes x 1 (Incomparison of the continue for 24 hours makinue for 24 hours	ouffs OR via	times per day
Peak flow number from	to			ur child's doctor	r.	
RED ZONE - STOP! GET HELP NO	OW!	TAKE QUI	CK RELIEF	MEDICINE		
You may have: Quick relief medicine that is not Wheezing that is worse Faster breathing Blue lips or nail beds Trouble walking or talking Chest and neck pulled in with ea Or peak flow less than	ch breath	Continue to Use for a total of	puffs OR 1 vi	ne medicines ar al Albuterol/Xo s.	nd do the following penex inhaled every ach doctor, call 911	=
Physician Signature:					Date:	
Parent/Guardian Signature:					Date:	
School Health Nurse Signature:					Date:	
(SCHOOL NURSE USE ONLY) S	tudent carries i	nhaler: Y / N	Inhaler in t	he Health Roo	om: Y / N Inhale	r in classroom: Y / N



CMS RD/DTR signature:

DIET ORDER FORM

For Special Nutritional Needs

Annual Medical Statement for Students

• Incomplete forms cannot be processed and will be returned to parent/guardian

Part I (to be filled out completely by parent or guardian) Student's full name (printed): _____ First:_____ Middle initial:_____ l ast· _____ Grade: _____ School year: 20_____to 20____ Will student eat prepared breakfast from CMS? ☐ Yes ☐ No Is student in before-school program? ☐ Yes ☐ No ☐ Yes ☐ No Is student in after-school program? ☐ Yes ☐ No Will student eat prepared lunch from CMS? Parent/guardian name (Printed):____ _____ Email:____ Daytime phone #:_____ _ State: _____Zip: ____ _ City: __ Mailing address: _____ I give Nutrition Services permission to speak with the below-named physician or authorized medical authority to discuss the dietary needs described below. Parent/quardian signature: Diet order will not be processed without appropriate signature Part II (must be completed and signed by a licensed physician only) Does the child have an identified disability? \square Yes \square No If yes, please describe the major life activities affected by the ${f R}$ disability: Medical doctor indicate dietary modification the student needs and specify what changes need to be made: ☐ Lactose intolerance ☐ No milk to drink ☐ No cheese ☐ No yogurt ☐ No ice cream ☐ Allow lactose-free milk ☐ Allow juice **Food allergies:** Check appropriate box(es) ☐ Ingestion ☐ Contact ☐ Inhalation ☐ Wheat ☐ Soy ☐ Nuts ☐ Fish ☐ Eggs (indicate ☐ Whole eggs or ☐ Eggs as an ingredient) Other Refer to Child Nutrition Registered Dietitian (RD) for menu substitution/modifications **Texture modification:** □ Pureed □ Ground □ Chopped Information regarding soy, wheat, dairy, eggs, fish, nuts and carbohydrates are available at www.cms.k12.nc.us. Note: Peanuts and shellfish are not served in CMS cafeterias. A completed diet order form is not required if this information suffices to manage a student's diet. MD name: **Medical Office Stamp:** MD signature: _____ Fax: _____ Send completed form to: Charlotte-Mecklenburg Schools **Child Nutrition Services** Diet order will not be processed without appropriate 3301 Stafford Drive, Charlotte, NC 28208 medical office stamp. Phone: 980-343-6041 Fax: 980-343-6045 Child Nutrition notes:

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, gender (male or female), age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). Individual who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Form # DietOrder | 6/11



PARENT REVOCATION OF STUDENT INTERNET ACCESS

Parents who do not want their child to be able to access the CMS Network or use the Internet while at school must complete this form and return it to their child's school.

Schoo witho	not want my child, ols' computer to access the CMS Network or to out access to the Internet and the CMS Networ ties that use the CMS Network or the Internet	the Internet. By ·k, my child wil	my signature be I not be able to do	low, I also acknowledge that	
x	Use any computer on the CMS Network (the the Internet and the CMS Network and require before they can use the computer for any pure	ire students to	•	•	
×	Access the school media center catalog of books				
×	Use online learning tools such as Accelerated	Reader			
×	Do online research				
×	Work with another student who is using a ne	etworked comp	uter		
Studen	t's full name (printed):				
Last:		First:		Middle:	
Date of	f birth:	_ Student ID#:		Grade:	
School	:		_ Homeroom or Hom	nebase teacher:	
Addres	es:		_ Home telephone: _		
Parent	's name (Printed):				
Addres	ss (if different from student's):				
Phone	numbers: Home:		Work:		
Parent	/guardian signature:		_ Date:		



2011 – 2012 Notices

The following pages have been removed from this handbook:

- Notification Of Rights Under FERPA
- Directory Information
- Model Notification Of Rights Under The Protection Of Pupil Rights Amendment (PPRA)
- Housing Emergencies
- Title IX
- § 115C-391.1. Permissible Use Of Seclusion And Restraint
- Federal Law Parental Rights Regarding Section 504 Of The Rehabilitation Act of 1973
- Exceptional Children
- Americans With Disabilities Act
- Elementary and Secondary Education Act
- Annual EPA Mandatory Asbestos Awareness Letter
- Student Discipline

You may access these pages in the Parent-Student Handbook.

The complete 2011-2012 Parent-Student Handbook can be found on the CMS website:

www.cms.k12.nc.us.

