**Elementary Changes 2019-2020**

**Section 2   Members of the Board of Education – Pg. 4-5**

         Mr. Jayson Bishop, President

         Larry Pritchett, Vice President

         Mrs. Amy Kroeker, Secretary

         Mr. Chris Fryzek, Treasurer

         Mrs. Angela Gloy, Member

         Mrs. Angie Patrick, Member

S**ection 4   Teaching Staff – Pg. 4-5**

Elementary School

|  |  |
| --- | --- |
| Mrs. Connie Mahnken | Preschool |
| Mrs. Erin Fisher | Kindergarten |
| Mrs. Tammy Hutcheson | Kindergarten |
| Mrs. Sarah Loeffler | 1st |
| Mrs. Cheri McCormick | 1st |
| Ms. Madison Seamann | 2nd |
| Mrs. Sandy Waitley | 2nd |
| Mrs. Jill Richmond | 3rd Reading, 3rd/4th Language Arts |
| Ms. Lindsey Perlinger | 3rd Reading, 3rd/4th Science |
| Ms. Samantha Snogren | 4th Reading, 3rd/4th Math |
| Mr. Steve Snyder | 4th Reading, 3rd/4th Social Studies |
| Mrs. Amanda Wood | 5th Reading, 5th/6th Science |
| Mrs. Tara Schwanebeck | 5th Reading, 5th/6th Social Studies |
| Mr. Shayne Hite | 6th Reading, 5th/6th Math |
| Mrs. Kristin Borman | 6th Reading, 5th/6th Language Arts |
| Mrs. Dana Freiberg | Title I |
| Mrs. Jonette Kemling | K-6 Special Education |
| Mrs. Sheila Olson | K-6 Special Education |
| Mr. Shawn Cole | K-6 Physical Education |
| Miss Alyssa Yapp | K-6 Vocal Music |
| Ms. Jasmine Lehl | 5th/6th Band, HAL Coordinator |
| Mrs. Michelle Snyder | K-12 ELL, K-6 Art |
| Mrs. Geraldean Walker | K-6 Counselor |
| Mrs. Erica Turner | Media |

**Section 6- Additional Information**

**Cafeteria Prices  - Pg. 8**

Breakfast

$1.80

Lunch

PreK-6 lunch- $3.00

Adult Lunch- $4.00

Extra Milk- $.35

Extra Entrée- $1.00

**Communicable Diseases**

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious.  The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a “best practice” guideline for contagious and infectious diseases.  If there are questions regarding the communicability of your child’s health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Complaint Procedures**

**Complaint and Appeal Process.**

**No Retaliation.**  The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

**Special Rules Regarding Educational Services and Related Services to Students with Disabilities.**

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district.  Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student’s individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district’s Director of Special Education.  The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district’s 504 Coordinator.  The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district’s Director of Special Education or to the district’s 504 Coordinator.  The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district’s refusal to do so.

**Bad Faith or Serial Filings**.  The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command.  Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operation of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal.  There is no appeal from dismissals made pursuant to this section.

**Computer Network Use By Students**

**A.            Education About Appropriate On-Line Behavior**

**1.     School district staff will educate students about appropriate online**

 **behavior, both in specific computer usage units and in the general**

 **curriculum.**

**2.    Staff will specifically educate students on**

**a.    Appropriate interactions with other individuals on social networking**

 **websites and in chat rooms.**

**b.      Cyberbullying awareness and response.**

**3.  The School District’s technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy**

**Dating Violence  [NOTE:  This section should be modified to include your school’s dating violence policy verbatim.]**

**Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district.  Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district’s student discipline policies.**

**The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.**

**Student Records**

**Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent.  Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.**

**Parents who *OBJECT* to the disclosure of any directory information about their student should write a letter to the principal.  This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released.  This letter must be received by the school district no later than \_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Non-Directory Information**

**All of the other personally identifiable information about students that is maintained in the school district’s education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent’s written instructions.**

**One FERPA exception permits disclosure to school officials with legitimate educational interests without consent.  A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney,  representative of the district’s insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.  A school official typically has a “legitimate educational interest” if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.**

**The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam.  Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.**

**4.  Communication with the Public about Reported Threats**

**To the extent possible, the team will keep members of the school community informed about possible threats and about the team’s response to those threats.  This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law. (deleted “if that individual was a minor”)**

**Video Surveillance and Photographs**

**The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment.  Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.**

**Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public.   In such an instance, the students remain subject to the district’s appropriate use and student discipline policies.  For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy.  However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.**

**An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student’s disability or are required by the student’s Individualized Education Plan (IEP) or Section 504 Plan.**

**In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.  Students who violate this policy may be subject to discipline up to and including expulsion.**

**Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment:**

**d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;**

**k. Violation of the district’s computer acceptable computer use policy are subject to discipline, up to and including expulsion; (they deleted “and” in “use policy”**

**l.      Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or**

**“look-a-like” weapon;**

**m. Using any object to simulate possession of a weapon; and**

**Reporting Requirement to Law Enforcement**

**Violations of this section will result in a report to law enforcement if:**

**1.   The violation includes possession of a firearm;**

**2.   The violation results in child abuse;**

**3.   It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;**

**4.   It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or**

**5.   It is a violation of the Nebraska Criminal Code that interferes with school purposes.**

 **Deleted state law and replace with Nebraska Criminal Code**

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation.  The District’s standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises.  Conduct prohibited at places and activities as herein-above described shall include, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.

2. Possession of any prescription drug in an unlawful fashion.

3. Possession, use, distribution or being under the influence of alcohol.

4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.

5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes, including vaping devices.

6. Possession, use or distribution of any tobacco product.

**Article 7- Transportation Services  -** **Pg. 23**

Transportation

to and from school is provided to students in accordance with law and Board

policy.  Students may also be provided transported on field trips and when

participating in school activities.  Students are expected to follow the

behavioral expectations for riding school buses.

**Section**

**1-Behavior on School Buses**

General

Conduct Rules Apply:  While riding school buses you are expected to follow

the same student conduct rules, which apply when you are on school property or

attending school activities, functions or events.  There are also special

conduct rules for riding school buses.

These rules also apply to riding other school vehicles.

Special Conduct Rules for

Riding School Buses

A.

Rules for Getting On and Off the Bus

1.

     Be on time to be picked up.  As a general

rule, get to your bus stop five minutes before

         your scheduled pick up time.  The bus driver may wait three minutes after the

         designated pick up time.  If after three minutes the student has not boarded the bus, the

         bus driver may continue on the route.  If a student has missed the bus it is the

         responsibility of the family to get the student to school that day.

2.

     While waiting for the bus, stay at least 5 feet

away from the street, road or

        highway.  Wait until the bus comes to a complete stop before approaching the bus.

3.

     You may exit the bus only at your approved

destination (your school or your approved

          bus stop).  Exit the bus as directed by the driver.  Do not run.

4.

     If you must cross the street after exiting the

bus, always cross in front of the bus where

         the driver can see you.  Wait for the driver to signal to you before crossing the street.

B.      Rules on the Bus

1. Be respectful of the bus driver.  Immediately

follow all directions of the driver and any para-educator or adult on the bus.

2. Sit in your seat facing forward.  Use seat

belts in vehicles in which they are available.

3. Talk quietly and use appropriate language.

4. Keep all parts of your body inside the bus.

5. Keep your arms, legs and belongings to yourself.

6. No fighting, harassment, bullying, intimidation or

horseplay.

7. Do not throw any object.

8. No eating, drinking, use of tobacco, alcohol,

drugs or flammables.

9. Do not bring any weapon (real or imitation) or

dangerous objects on the school bus.

10. Do not damage the school bus.

11. Students will not use communication devices on the

bus.

**Bullying Prevention and Education**   pg. 26

Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior.  School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports.  Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

Students may access the bullying report available on the school website at http://perkinscountyschools.org  under the elementary tab.

**Policy Review.**The school district shall review this policy annually.

School BP 5054 Student Bullying

**RECEIPT OF 2019-2020 STUDENT - PARENT HANDBOOK**

**OF PERKINS COUNTY ELEMENTARY SCHOOLS**

         This signed receipt acknowledges receipt of the 2017-18 Student-Parent Handbook of Perkins County Elementary Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District’s policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook, which should be used to respond to harassment or discrimination.

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_               Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature                                                                Parent or Legal Guardian’s Signature

Return to:

NICOLE LONG, Principal

Perkins County Elementary Schools

Grant, Nebraska

**AVAILABILITY OF HANDBOOKS**

The 2019-2020 Student-Parent Handbook of Perkins County Elementary Schools is available on the internet at perkinscountyschools.org.

Because of the expense of printing the handbooks, we are asking that you consider using the Internet to access and review the 20187-20198 Student Parent Handbook.  Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year.  Thank you for considering this new use of technology to improve school-home communication.

Please return to the Principal’s Office by September 1, 2019.  This will allow us time to get the Handbook to all students and parents before school starts while avoiding the necessity of printing more copies of the Handbooks than necessary.

□       Thank you for providing the 2019-2020 Student-Parent Handbook online.  I will review it on the Internet.  My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the Internet.

□       I prefer a paper copy of the Handbook.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

RECEIPT OF 2019-2020 STUDENT-PARENT HANDBOOK

This signed receipt acknowledges receipt of the 20187-20198 Student-Parent Handbook of Perkins County Elementary Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District’s policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook, which should be used to respond to harassment or discrimination.

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_               Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature                                                                Parent or Legal Guardian’s Signature

Article 6, section 3 (Added)

Communicable diseases

 If there are questions regarding the communicability of your child’s health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call 308-352-4313.

Article 8, Section 2 (Added)

Special Rules Regarding Educational Services and Related Services to Students with Disabilities.

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district.  Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student’s individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district’s Director of Special Education.  The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district’s 504 Coordinator.  The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district’s Director of Special Education or to the district’s 504 Coordinator.  The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district’s refusal to do so.

**Dating Violence (added)**

School BP 5030 Dating Violence

**Article 8, Section 6**

**Notice Concerning Disclosure of Student Recruiting Information**  (Replaced old)

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent.  Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

**Article 8, Section 5 Notifications of Rights Under FERPA (Added)**

This letter must be received by the school district no later than September 10th of the school year.

Article 8, Section 5 Nondirectory information (Replaced)

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent.  A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney,  representative of the district’s insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a “legitimate educational interest” if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam.  Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Article 8, Section 5 Communication with Publice about Reported Threats

unless permitted by law. (deleted “if that individual was a minor”)

Article 3, Section 5 (Added)

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public.   In such an instance, the students remain subject to the district’s appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student’s disability or are required by the student’s Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.  Students who violate this policy may be subject to discipline up to and including expulsion.

Grounds for Long-term Suspension or Expulsion

19.  Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or

“look-a-like” weapon

7. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.

Article 8, Section 1; **Reporting Requirement to Law Enforcement**

1.   The violation includes possession of a firearm;

2.   The violation results in child abuse;

3.   It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;

4.   It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or

5.   It is a violation of the Nebraska Criminal Code that interferes with school purposes.

Appendix 1-Administration of non-prescription drugs

**PARENTAL AUTHORIZATION AND RELEASE FORM**

**ADMINISTRATION OF NON- PRESCRIPTION DRUGS TO STUDENTS**

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student’s parents, guardians, or medical professionals and state law.  School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska’s Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

* Complete and return this authorization form.
* Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions.  The container must be labeled with the student’s name.
* Provide the district with specific written instructions regarding the requested nonprescription drug’s administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that is expired.

The undersigned are the parent(s), guardian(s), or person(s) in charge of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student.  I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this \_\_\_\_\_ day of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_.

                                                        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                                                                 Parent/Guardian

RECORD OF  SELF-ADMINISTRATED  MEDICINE

Parent’s Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date to Begin \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date to End \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Medication \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dosage of Medication \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Doctor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Possible Adverse Reaction:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_