

Southern Public Schools Little Raiders Preschool Handbook 2019-2020



3-Year-Old Preschool
313 W. 1st Street
Blue Springs, NE 68318
Phone: 402.645.3359
Fax: 402.645.3740

4-Year-Old Preschool
Southern Elementary School
315 West 2nd Street
Blue Springs, NE 68318
Phone: 402.645.3359
Fax: 402.645.3740

<http://www.southernschools.org>

Table of Contents

Welcome..... 4
Intent of Handbook 5
Notice of Nondiscrimination..... 5
Mission Statement..... 6
Belief Statements..... 6

**SECTION ONE:
BASIC SCHOOL RULES AND GENERAL PRACTICES**

Who May Attend? 7
Times and Locations for Preschool..... 7
Arrival and Departure Procedures..... 7
Attendance..... 8
Behavior Expectations..... 8
Birthday Celebrations..... 8
Child Abuse..... 9
Communication and Parent Involvement 9
Drug Free Schools 9
Enrollment Protocol 9
Extra Clothing.....10
Health and Wellness Policies10
Meals and Snacks.....12
Medications.....12
Medications (Prescription).....12
Outdoor Play (Gross Motor Time)13
Outings and Field Trips.....13
School Closing Information13
School Curriculum and Learning13
School Policies and Procedures14
Screenings14
Sliding Fee Scale14
Student Emergency Contact Form16
Student Records16

Supplies	19
Transportation	19
Transition Plan (Kindergarten).....	19

**SECTION TWO:
STUDENT DISCIPLINE**

General Discipline Philosophy	21
Forms of School Discipline	21
Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignments	25
Due Process Afforded to Students Facing Long-term Suspension or Expulsion	29

**SECTION THREE:
STAFF DIRECTORY**

Staff Directory	32
-----------------------	----

**SECTION FOUR:
FORMS**

Forms	34
Receipt.....	35
Emergency Information.....	36
Parental Authorization and Release Form Administration of Non-Prescription Drugs to Students	37
Parental Authorization and Release Form Administration of Prescription Drugs to Students	39
Administration of Medication to Students Physician’s Request for Administration of Prescription Medications by School Personnel.....	40
Record of Self-Administrated Medication	41
School Calendar	42

WELCOME

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook that you must read, sign, and return no later than September 4, 2019.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Dr. Christopher Proski
Superintendent

Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word "parents" refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a "contract" with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Dr. Christopher Prosocki
Title: Superintendent
Address: 115 South 11th Street, Wymore, NE 68466
Telephone: 402-645-3326
E-mail: cprosocki@southernschools.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053: Nondiscrimination.

Mission Statement

The Southern School District, in cooperation with families and communities, prepares students through educational experiences, to be responsible, respectful and safe citizens in our continually changing world.

Belief Statements

The School Will:

- Inspire students to contribute to society as knowledgeable, responsible, and cultured citizens.
- Provide a safe, positive, and supportive learning environment with high expectations for student achievement.
- Provide students the opportunity to learn, grow, and succeed.

The Students Will:

- Learn the value of leadership and how to be independent thinkers.
- Become confident and goal-oriented lifelong learners in college and career readiness skills.
- Be confident in their abilities, recognize their accomplishments, and learn from their experiences.

Southern School District #001
School Improvement Steering Committee

SECTION ONE: BASIC SCHOOL RULES AND GENERAL PRACTICES

Who May Attend?

Children who reside in the Southern School district and are age 3 by July 31 may apply for preschool. Priority is given to children who will be attending kindergarten the following year/children who are 4 years of age on or before July 31st. They may continue until they are eligible for kindergarten. A child is eligible for kindergarten if the child is 5-years-old on or before July 31. Children that are eligible for kindergarten may not attend preschool. **For information on enrolling your child for preschool please call 402-645-3359.**

Times and Locations for Preschool

3-Year-Old Preschool Location:
313 West 1st Street
Blue Springs, NE 68318
(Two Sessions – Half Day)

First Session: 8:10 a.m. – 11:30 p.m.
Second Session: 12:00 p.m. – 3:33 p.m.

4-Year-Old Preschool Location:
Southern Elementary School
315 West 2nd Street
Blue Springs, NE 68318
(One Session – All Day)

Children attend 8:10 a.m. - 3:33 p.m. 4 days a week, Monday through Thursday.

Arrival and Departure Procedures

To ensure the safety of all the children, parents are expected to park in the designated areas. Doors will open at 7:45 a.m. Students are not to enter the building before 7:45 a.m. in order to allow the teachers to prepare materials and curriculum for the day.

Children are to be picked up at the end of the preschool session on time and parents are expected to park in the designated areas when

picking up their child from preschool.

If your child is not picked up after class has been dismissed, efforts will be made to contact you and your emergency contacts that are on the child information sheet. If no adult can be contacted, the police may be contacted to help. Children will not be released to anyone not listed on the child's information form. If the person is unknown to the staff, they reserve the right to ask for identification. **It is very important that the preschool has current contact information for you and the emergency contacts including updated addresses and phone numbers.**

Attendance

One of the key factors in making each child's school experience a success is regular school attendance. Thus, regular attendance is encouraged, however, attendance for our preschool program is not mandatory. In the case of absence or tardiness a parent must contact Southern Elementary School at 402-645-3359.

Behavior Expectations

Our classroom is a small community where teamwork and good relationships are expected. We encourage children to be good friends and to be considerate of the feelings of others. The staff models appropriate social interactions and conflict resolutions for the children and practice these skills frequently. Staff members provide praise and immediate reinforcement for appropriate behavior, cooperation, and kindness. The staff also use a variety of strategies when children misbehave. For more specific information on how the staff addresses inappropriate behavior please feel free to contact your child's teacher for more information.

Birthday Celebrations

Birthdays will be celebrated on or as close to the child's birthday as possible. Children with birthdays occurring in the summer months will be recognized for their half birthdays towards the end of the school year.

Child Abuse

All staff members are required by law to report suspected cases of child abuse and neglect. Staff will contact the Child Abuse Hotline and local law enforcement if they suspect abuse or neglect.

Communication and Parent Involvement

Consistency in communication is vital to a child's development. To ensure consistency between the home and school communication, teachers may provide parents with communication notebooks, daily notes, monthly calendars, or other forms of information. It is helpful to the child's education if parents also share information about their child with the teacher.

Our annual preschool calendar is attached to the end of this handbook. This calendar is similar to the Southern Public Schools' calendar, but please note that there are some differences.

Parent/teacher conferences are held two times per year along with two teacher home visits. At this time, your child's accomplishments, strengths, and overall progress will be discussed. Please feel free to schedule additional conferences at any time throughout the year as necessary.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Enrollment Protocol

Little Raiders Preschool registration officially starts on February 1 and it runs until March 15 every school year. The district will hold a registration day during parent teacher conferences at the Elementary School in the spring. The registration day will run from 3:00 p.m. – 8:00 p.m. and it will be held at the Elementary School library. There

will be Southern staff available to help potential parents/guardians fill out the Little Raiders Preschool application. Parents will also be notified of acceptance into Little Raiders Preschool by April 1.

Priority for enrollment into the Little Raiders Preschool program is based on the following indicators in order of importance:

1. Children Living Within the District Boundaries,
2. Kindergarten Eligible,
 - a. Must be 4 on or before July 31st for all-day 4-year-old program in Blue Springs,
 - b. Must be 3 on or before July 31st for half-day 3-year-old program in Blue Springs,
3. Income Eligibility,
4. Students with Disabilities,
5. English Learners, and
6. Date of Completion of the Preschool Application.

There is a total of 20 spots for the all-day 4-year-old preschool program in Blue Springs and there is a total of 20 spots for the half-day 3-year-old preschool program in Blue Springs because of capacity limitations. A total of 20 spots will be filled in the all-day 4-year-old program and a total of 20 spots will be filled in the 3-year-old program.

Extra Clothing

Please supply an extra set of clothes for your child to leave at the center in case of accidents, milk spills, etc. If an accident occurs and there is no extra clothing in your child's bag, you will be contacted to bring clothing to the school.

Health and Wellness Policies

Health conditions that affect your child's safety and/or well-being can be shared with staff on a need-to-know basis. For example, health related issues may include diabetes, allergies, seizures and asthma, or medications that may have side effects while the child is at school (drowsiness, behavioral changes).

In order to ensure the safety and health of our children and staff,

children or adults that have the following conditions will be excluded from the school activities until either the condition subsides or we receive communication from the individual's medical provider that they are no longer contagious. Below is a list of conditions that may result in exclusion:

- Accident/Injury: In case of an accident during school, the child's parents/guardians will be notified.
- Fever: Temperature over 100. Students who have been absent due to an illness are to be fever free for 24 hours, without the aid of medication before returning to school.
- A painful, red throat, even if no fever is present.
- Difficulty breathing or wheezing.
- An unexplained rash.
- Vomiting (within the last 24 hours).
- Diarrhea (runny/watery stools).
- Thick green drainage from the nose along with sinus pressure, fever or tiredness.
- Discharge from the eyes.
- Unusual coloring to the skin.
- Cuts or openings on the skin that are pus-filled or oozing (bring a note from the doctor and keep sores covered).
- Head lice: Students with head lice are excluded from school until treated and nit-free. The parent or guardian is notified of the need for treatment. Readmission to school is dependent on no visible signs of head lice, or nits, clean hair and scalp, the louse shampoo label or a note from the doctor stating the treatment used, and a verified repeat treatment is needed 7-10 days following the initial treatment.
- A contagious disease.

Parents that feel their child is too ill to participate in outdoor activities are advised to keep their child home to ensure a complete recovery. If a chronic health condition limits participation in outdoor activities, please provide a note from a medical provider. If staff is unsure about a child's condition or a child is brought to the site that they suspect is ill, parents may be asked to take their child home.

Meals and Snacks

All children will receive a healthy and nutritious breakfast and lunch every day. The quality and quantity of meals meet the USDA standards. The 3-year-old meals are served in a family-style setting in which conversation is shared and encouraged. Meal time is used as a learning experience so staff have the children help with set up, cleanup and, at times, help with preparing food items. All 4-year-old students eat in the cafeteria with the kindergarten and first grade students. An afternoon snack can be brought for the children attending all day preschool and snacks will be provided by each parent or guardian.

Medications

Over the counter medications will be given by the preschool staff or by the office staff. If your child needs over the counter medications the parent or caregiver will need to fill out the form at the end of this handbook. Parents should also supply their son or daughter with their own sunscreen for health purposes.

Medications (Prescriptions)

The administration of prescription medication at school is strongly discouraged except when necessary for the student's health or education. The dosage intervals of many medications can be adjusted so the times for taking medication come outside of school hours.

Prescription medications which must be administered during school hours may be administered when the following are on file at school:

- Parent/guardian must provide written authorization prior to administration of medication. This written authorization should include the reason the child is taking the medication.
- The medication needs to be in its original packaging and labeled as dispensed by the prescriber or pharmacists. The label must name the child and identify the medication, administering physician, strength and dosage, time interval, and route to be administered.

If your child needs to take Tylenol, staff ask that the child be kept at home for the duration of the time he/she needs Tylenol.

All authorizations for prescription medication administration

must be renewed annually and updated immediately if a change occurs.

Outdoor Play (Gross Motor Time)

Children play outdoors every day for approximately 30 minutes, with the exception of extremely bad weather. Children must wear clothing appropriate for outside play. For example, snow boots when there is snow on the ground and winter coats when it is cold outside. To ensure the safety of each child on the playground, sandals (including flip-flops) are discouraged even when it is warm outside.

Outings and Field Trips

Children will occasionally be taking in-town field trips throughout the year. These places may include, but are not limited to: Southern Elementary School, McCandles Park, Arbor State Park, Pinecrest Tree Farm, and neighborhood walks. Parents will be asked to sign a permission form for these places.

School Closing Information

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on KWBE, KOLN/KGIN-TV Channel 10, District Website & Social Media Pages, and Southern Public School's IRIS Alert system. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students' home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

School Curriculum and Learning

At preschool, the staff encourage children to participate in activities that concentrate on areas of development including cognitive development, language development/communication skills, physical development (gross and fine motor), social and emotional development. The staff use strategies to promote self-confidence and

independence as the child learns and grows.

All activities are age appropriate and follow the Nebraska Early Learning Guidelines. The staff measures each child's outcomes and progress using Teaching Strategies GOLD, an authentic measure that uses daily observations of each child's progress.

School Policies and Procedures

The Southern Public Schools policies and procedures, including the district's nondiscrimination and harassment policies, are available to review at the school district's website:

<http://www.southernschools.org>

Screenings

The Southern Public Schools nurse will be assessing all the children's heights and weights twice a year. The results will be shared with parents. A vision screening will also be completed. The exams do not take the place of a professional eye exam. If you have any concerns with your child's vision, please see a medical professional or eye professional.

Sliding Fee Scale

The Little Raiders Preschool will offer enrollment to children according to the following tuition guidelines (Sliding Fee Scale):

Little Raiders Preschool Sliding Fee Scale (3-Year-Old Preschool):

Special Education (IEP):	No Cost
Free Meal Program Eligibility:	No Cost
Reduced Meal Program Eligibility:	\$30.00/per month
Full Pay Meal Program Eligibility:	\$60.00/per month

Little Raiders Preschool Sliding Fee Scale (4-Year-Old Preschool):

Special Education (IEP):	No Cost
Free Meal Program Eligibility:	No Cost
Reduced Meal Program Eligibility:	\$60.00/per month
Full Pay Meal Program Eligibility:	\$120.00/per month

Annual tuition is to be made in nine payments of \$60 or \$120 for Full Pay Meal Program eligibility. The first payment is due on or before August 21st and covers tuition for August and May combined. Subsequent payments are to be paid on the first of each month beginning September 1st. Other tuition payment options include advance quarterly, semester, and annual payments. Failure to remit payment for the program tuition for two straight months will result in discontinued enrollment.

The Little Raiders Preschool will provide nutritionally-balanced meals for participating children. The 3-year-old meals are served in a family-style setting in which conversation is shared and encouraged. Meal time is used as a learning experience so staff have the children help with set up, cleanup and, at times, help with preparing food items. All 4-year-old students eat in the cafeteria with the kindergarten and first grade students. All children can bring a daily snack, as well. If participation is chosen, the following are meal program costs:

Meal Program (4 Days Per Week):

Free Meal Eligibility:	No Cost
Reduced Meal Eligibility:	\$0.30 (Breakfast) and \$0.40 (Lunch)*
Full Pay Eligibility:	\$2.00 (Breakfast) and \$2.90 (Lunch)*

***Please Note:** The following lunch prices will change when the new state guidelines are released in July and advance monthly or periodic deposits into your child’s lunch account are recommended.

Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy

of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

Student Emergency Contact Form

These forms must be filled out completely including current phone numbers of the contacts. If your home, work, or cell number changes or any of your contact numbers change, please inform the teacher as soon as possible so that we can update our information in our files.

This is very important so that you can be located quickly in the event of an emergency.

Student Records

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information. FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review

at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

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 September 1 of each year.

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.

Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to

enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Supplies

Little Raiders Preschool will provide the necessary supplies for the children. Your child is encouraged to bring a backpack to hold their school supplies. Four-year-olds are asked to supply their own blanket for nap time. If you would like to donate supplies to the preschool, please let staff know and they will direct you regarding what additional items are needed in the preschool classroom. Along with supplies, volunteering at the both preschools may be necessary throughout the school year.

Transportation

The district will provide transportation to all 3-year-old and 4-year-old preschool students for both the morning routes and the afternoon routes that do not reside in Blue Springs. The district will not be providing transportation during the midday routes when the morning 3-year-old preschool program ends and when the afternoon 3-year-old preschool program starts. The midday route will still be the responsibility of each parent or guardian. Transportation or mileage reimbursement will also be offered to children who are verified with a disability.

Transition Plan (Kindergarten)

The preschool staff integrate pre-academic skills into the preschool curriculum throughout the school year. These skills include writing, alphabet knowledge, literacy skills and math skills. The staff also facilitate the development of independence, problem solving, and

social skills.

All children attending kindergarten the following year participate in planned transition activities such as:

- meeting elementary staff and touring building,
- participating in planned activities with elementary staff/children, and
- Kindergarten roundup.

Parents are encouraged to participate and give ideas and suggestions to teachers to add to the transition plan information to help the child have a successful transition into the elementary school. This is invaluable information for your child's kindergarten teacher.

Parents are encouraged to attend Kindergarten Orientation and the End of the Year Celebration. Information on these events will be sent out as the time draws closer. All student information including likes, dislikes, behaviors, allergies, academic skills, classroom supports/adaptations, strategies, etc., is shared with the future teachers and service providers. Should any meetings need to occur before the child enters kindergarten, all future staff and teachers will be included in the invitation to the meeting.

Thanks for sharing your preschool child with the staff at Little Raiders Preschool. Please congratulate yourself and your child on how well your child does and look at all the fantastic things she/he can do! We will be focusing on those great abilities and look forward to a wonderful year.

SECTION TWO: STUDENT DISCIPLINE

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work,

restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who

has a conflict with an after-school session is responsible for working it out with the teacher.

- Detentions are 30 minutes, served in the central office or the detention room designated by the building principal.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Short-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: determined per incident.

Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled

for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;

3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:

- a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
- b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
- c. Violating school bus rules as set by the school district or district staff;
- 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.;
- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
- i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced

consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- 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
- n. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

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.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed with regard to any long-term suspension, expulsion, or mandatory reassignment.

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;

- d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this

policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (Neb. Rev. Stat. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

SECTION THREE: STAFF DIRECTORY

Members of the Board of Education:

David Zimmerman..... President
Carol Pralle..... Vice President
Emily Shockley..... Secretary
Angela Meyer..... Board Member
Betsy Frerichs..... Board Member
Jim Zvolanek..... Board Member

Administrative Staff:

Christopher Prosocki..... Superintendent
Jerry Rempe..... Elementary Principal
Jeff Murphy..... Jr./Sr. High School Principal

Office Staff:

Jane Mallam..... Bookkeeper
Becky Sullivan..... Superintendent's Secretary
Dawn Rakes..... Elementary Principal's Secretary
Karen Maguire..... Jr./Sr. High Principal's Secretary
Rae Oblinger..... Data Steward
Cody Sabey..... Technology Director

Elementary School Teaching Staff:

Amanda Antholz..... 3-Year-Old Preschool Teacher
Annie Manley..... 4-Year-Old Preschool Teacher

Child Nutrition Program:

Kim McMurray..... Head Food Service
Jeanne Hardin..... Food Service Staff
JoAnne Wieden..... Food Service Staff
Pam Dorn..... Food Service Staff
Noel Williams..... Food Service Staff
Sue Davis..... Food Service Staff

Maintenance:

John Linder..... Head Maintenance
Casey Colgrove..... Maintenance Staff
Monica Ullman..... Maintenance Staff
Randy Roberts..... Maintenance Staff
Tammy Meints..... Maintenance Staff

Tom Regan.....Maintenance Staff

Support Staff:

Patty Novotny.....3-Year-Old Preschool Paraeducator

Angela Spencer.....4-Year-Old Preschool Paraeducator

Transportation Department:

Bonnie Creek..... Route Driver

Devin Riggs..... Route Driver

Fracia Workman..... Route Driver

**SECTION FOUR:
FORMS**

FORMS

This section contains forms that students and their parents must complete and return to the school office **NO LATER THAN September 4, 2019.**

RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

Parents (or guardians) and students are required to sign & return the receipt form below before September 4, 2019.

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Southern School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Southern Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

Parent/Guardian's Signature

Date

EMERGENCY INFORMATION

Student's Name

Parent/Guardian's Name(s)

Mailing Address

Home Phone

Father's Employer

Business Phone

Mother's Employer

Business Phone

Other Person Who May Be Contacted in Case of Emergency

Phone

Choice of Doctor

Phone

**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

Child's Name: _____

To be completed by parent/guardian:

I hereby authorize any person or persons designated by the principal to assist my child to take the following medications at school:

MEDICATION	DOSE	START DATE / STOP DATE	TIME	DIRECTIONS

Diagnosis or reason for medication:

DATED this _____ day of _____, 20__.

Parent/Guardian

All medications must be delivered to school AND picked up from the school by the parent/guardian. The medications will be stored in the school office (with the exception of inhalers as permitted by the physician).

**PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS**

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

(name of the student)

It is necessary that the student receive (name of drug) _____, a physician-prescribed drug, during school intervals beginning on (date) _____ and continuing through _____ (date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the office.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the office.
3. Make sure personally that the drug is received by the office, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the office IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this _____ day of _____, 20__.

Parent/Guardian

**ADMINISTRATION OF MEDICATION TO STUDENTS
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION
MEDICATIONS BY SCHOOL PERSONNEL**

DATE _____

CHILD'S FULL NAME _____ is under my care and must take medication which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored)

Dosage _____ and time _____

Date _____ administration _____ of _____ drug _____ is _____ to _____ begin

Possible adverse reactions to be reported to physician _____

Special instructions for the administration and storage of the drug

I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee

Print or Type

Primary Phone Number

Secondary Phone Number

Signature of Physician

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: _____

_____ gives permission for _____ our son/daughter to self-administer specific medications at school. This medication cannot be taken at any other non-school time.

DATED this _____ day of _____, 20____.

Students who are able to self-administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administering the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physicians' designee has (1) evaluated the situation and deemed it to be safe and appropriate; (2) documented this on the physician's authorization for the student's cumulative health record, and (3) approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

Doctor's Signature

Southern Public Schools

2019-2020 Preschool Calendar

July—2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August—2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	[21	22	23	24
25	26	27	28	29	30	31

September—2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October—2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17]	18	19
20	[21	22	23	24	25	26
27	28	29	30	31		

November—2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December—2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19]	20	21
22	23	24	25	26	27	28
29	30	31				

August—2019

- 19-20 Teacher In-Service (No School)
- 21 First Day of Classes

September—2019

- 2 Labor Day (No School)

October—2019

- 3 Parent Teacher Conferences
- 14 Teacher In-Service (No School)
- 17 End of First Quarter (31 Days)
- 21 Second Quarter Begins

November—2019

- 3 Standard Time Begins
- 27-29 Thanksgiving Break (No School)

December—2019

- 19 End of Second Quarter (34Days)
- 23-31 Winter Break (No School)

January—2020

- 1-2 Winter Break (No School)
- 3 Teacher In-Service (No School)
- 6 First Day of Third Quarter

February—2020

- 13 Parent Teacher Conferences
- 14 Teacher In-Service (No School)

March—2020

- 6 Spring Break (No School)
- 12 End of Third Quarter (39 Days)
- 13 Spring Break (No School)
- 15 Daylight Savings Begins
- 16 Fourth Quarter Begins

April—2020

- 10-13 Spring Break (No School)

May—2020

- 21 Early Dismissal (1:20/1:30 p.m.)
- End of Fourth Quarter (40 Days)
- 22 Teacher In-Service (No School)

January—2020

S	M	T	W	T	F	S
			1	2	3	4
5	[6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February—2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March—2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12]	13	14
15	[16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April—2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May—2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	<u>21</u>	22	23
24	25	26	27	28	29	30
31						

June—2020

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Note: Any/all mechanical or weather related loss of school time will be made up at the discretion of the Board of Education and/or the Superintendent.
 Student Instructional Days **144**
 Teacher Contract Days **182**

Key: Strike Through = Teacher Workday/In-Service (No School)
 Holidays = Non-Contract Days
 Single Underline = [Early Dismissal](#)
 (There will be no afternoon 3-year-old preschool on early dismissals)
 [] = First/Last Day of the Quarter