

ESU 7



Student/Parent Handbook

2025-2026



ESU 7 Student Services

2563 44th Ave.
Columbus, NE 68601
402-564-0815

ESU 7 Main Office

2657 44th Ave.
Columbus, NE 68601
402-564-5753

WELCOME

The Board of Directors, administrators, and staff at Educational Service Unit 7 are pleased you have chosen our services. In our program, each student will be provided with educational opportunities to meet individual education program goals. In our program each student will be provided educational opportunities in life skills curricular areas which include: vocational skills, recreation and leisure, community, domestic, and social skills. Instruction will be individualized and based on student needs. Students will be allowed to progress at a rate conducive to their programming with an outcome at or near independence.

The purpose of this handbook is to provide you with some general information about our services and answer questions you have regarding our procedures. If you have additional questions, please do not hesitate to call the ESU 7 Student Services Principal or Director of Special Education.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students at which time the parents/guardians will be asked to sign the revised document. The administration will be responsible for interpreting the rules contained in the handbook. Should a circumstance arise that is not specifically covered in this handbook, the administration will make a decision based up all applicable ESU 7 policies, and state and federal statutes and regulations.

PROGRAM VISION

ESU 7 Cen7ter will support each student, regardless of disability, in learning skills necessary to make a valuable contribution to society.

PROGRAM MISSION

ESU 7 Cen7ter will build on student strengths to prepare each for independence in school, community, employment, leisure, and social environments.

VALUES

These are the ideals we intentionally and relentlessly model, teach, and reinforce

- Be Compassionate
- Be Engaging
- Be Inspiring
- Be Positive



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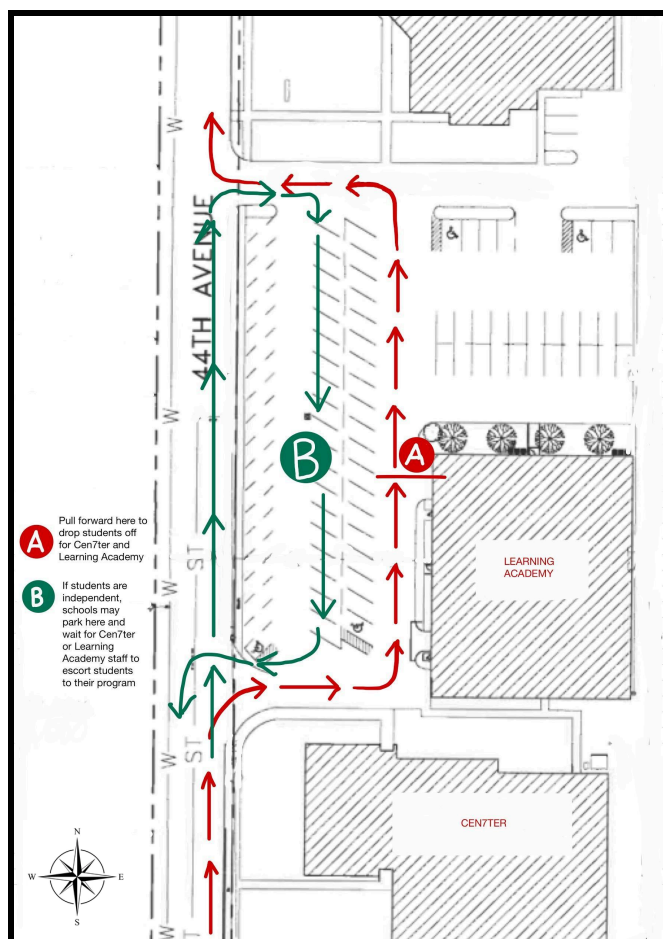
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LOCATION

The Cen7ter is located in the South Building on the ESU 7 campus in Columbus, NE.

DROP OFF / PICK UP

Resident school districts are responsible for drop off and pick up of students. School vehicles dropping off students with physical impairments will enter the ESU 7 parking lot via the south entrance on 44th Avenue and will pull to the area indicated with a stripe at the north end of the Cen7ter (see area on map marked A). School vehicles dropping off students who are able to ambulate independently, may enter the ESU 7 parking lot via the north entrance on 44th Avenue and pull into any of the parking stalls to wait for a Cen7ter staff member to escort him/her to the building (see area on map marked B). The diagram below illustrates the procedure.



PLACEMENT

Placement is an Individualized Education Plan team (IEP) decision. Each district has established educational teams to identify students in need of such intensive services. Students should be verified as a student needing assistance according to Nebraska Department of Education Rule 51. The resident school district IEP team will make the recommendation for placement at Cen7ter after the application process is complete and with Cen7ter personnel collaboration. Students are contracted into the program by resident school districts and payment is made on a pre-approved daily rate.

SCHOOL HOURS

School is in session from 9:30 AM – 2:30 PM. Since the staff must have adequate time for meeting and planning the daily activities, it is important that students do not arrive before 9:30 AM. Students can be picked up as early as 2:20 PM.

LATE ARRIVAL AND EARLY DEPARTURE INSTRUCTIONS

Notify the Cen7ter if you will be dropping her/him off late or picking up early. Notify the resident school district so that transportation will be notified.

DRESS CODE

Values

- All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression.
- Teachers can focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Students should not face unnecessary barriers to school attendance.
- Reasons for conflict and inconsistent discipline should be minimized whenever possible.

Dress Code

1. It is important your child dresses properly for school (Ex. hats, mittens, and boots are appropriate for the cold and wet weather). Shorts are allowed in school only when the temperature is projected to be higher than 60°F. For the comfort of your child, shorts should be long enough to protect the child when seated on varnished or plastic seats. Girls should wear shorts/tights/leggings under dresses due to floor-type activities. Improper logos on shirts will not be allowed in the Cen7ter (Ex. tobacco, alcohol, drugs, gang affiliation, profanity, etc.). Footwear must be safe and appropriate for the activities of the day. Hats are not permitted to be worn in the class by students without permission. Any admittance will need to go through the Student Services Principal.
2. Student dress and personal grooming must not be disruptive to the educational setting. If the student does not meet dress code, he/she will change into Cen7ter clothes.

3. Masks - In the case of health risk due to a pandemic or other health-related concerns all students will be required to, at a minimum, follow the mask guidelines defined in the ESU 7 Return to Services/School Plan unless one of the following persists:
 - The student has a disability and reasonable accommodation excuses the student from wearing a mask for some or all of the school day;
 - The student's IEP team has determined that wearing a mask for some or all of the school day would interfere with the student's ability to receive a free, appropriate public education and that determination is documented in the student's IEP;
 - Another legally valid reason exists to modify the face covering requirements and such reason has been approved in writing by the Student Services Principal and ESU 7 administration.
 - OR Their parent/guardian has opted their student out of being required to wear a mask by executing a written document and such document is on file in the office of the Student Services Principal at the time at issue. This option is only available to students whose contracting district has such a process.

ATTENDANCE AND ABSENCES

Regular and punctual student attendance is required. The Cen7ter is required to maintain an accurate record of student attendance. If a student must be absent, it is the parent/guardian's responsibility to notify the resident school district secretary. Your resident school district will contact the Cen7ter. You may also contact the Cen7ter. Students are expected to follow the ESU 7 Calendar. Exceptions to this policy will be considered through the Student Services Principal.

Parents/guardians are also required to notify the resident school district AND the Cen7ter if they plan to pick their child up during the day in order to cancel afternoon transportation.

STUDENT PROGRESS REPORTS

Student progress reports will be sent to the resident school district by the Cen7ter teacher on a quarterly basis. If you have any questions regarding the report, please call and schedule a conference time with your child's Cen7ter teacher.

IEP CONFERENCES

An IEP conference to review your child's progress will be scheduled by the resident school district annually. Each person participating in the conference will be notified in writing as to the date, time, and place of the conference. If you wish to discuss your child's progress or have concerns at any other time during the school year, we encourage you to contact your child's Cen7ter teacher and arrange a time to meet.

TRANSPORTATION

[Article V, Section 10, A Safe Pupil Transportation Plan](#) (Reviewed May 2024)

To-From Cen7ter: Arranged on an individual basis through the resident school district. Contact your resident school district with any questions

Day Trips: Provided by properly trained ESU 7 personnel in ESU 7 pupil transportation vehicles. Contact the Student Services Principal with any questions.



State law requires students to wear seat belts at all times (this includes wheelchairs) unless being transported by bus. During the time students are being transported, they are required to conduct themselves as they would at any other phase of the educational program. If problems occur during transportation, a specific plan described in Article V, Section 10, A [Safe Pupil Transportation Plan Policy](#) will be followed during the immediate incident and additional plans may be developed that ties into the behavior program for your child.

LUNCH

Lunch at the Cen7ter is a part of the curriculum. It will be planned and prepared by the students and staff. Supervision is provided at all times during lunchtime. If your child has a specific diet, or if you wish for him/her not to eat the meals prepared, the parent/guardian is responsible for sending a cold sack lunch for your child.

INDOOR / OUTDOOR ACTIVITIES

Indoor/outdoor activities give students the opportunity to relax, breathe in fresh air, and/or work off excess energy. Therefore, all students are expected to participate in these scheduled Cen7ter activities unless a medical condition as identified by a doctor prevents participation. As cold weather approaches, please dress your child accordingly. If the students are not able to have outdoor activities on excessively cold days when the 'feel like' temperature is at or below 25 degrees or during inclement weather, exercise will be structured in the Activity Room. Excessive heat activities will be left to the discretion of the Student Services Principal or designee.

DISCIPLINE

It is necessary to have appropriate behavior in the Cen7ter if an effective learning environment is to be developed. It is important to develop the desire on the part of our students to maintain self-discipline. When necessary, behavior plans will be developed to meet the needs of individual students and to encourage appropriate behavior in a variety of settings. If disruptive behavior continues after interventions are put into place an IEP meeting will be necessary to discuss possible alternative placement.

If the behavior of a student results in the need for restitution, a specific plan will be developed with the student, family, and resident school district. Examples of restitution may be

- Service work
- Monetary reimbursement

SCHOOL CLOSING / CANCELLATION

Parents/guardians will annually receive an ESU 7 Cen7ter calendar. Please note this calendar may differ from the resident district calendar.

- Follow the ESU 7 Calendar.
- If the main offices of ESU 7 are closed due to inclement weather, the Cen7ter will also be closed.
- If your resident district is closed due to inclement weather, your child will not attend the Cen7ter.

- If the main offices of ESU 7 are opening late, the Cen7ter schedule will adjust to the opening of the main offices.
- If the resident district has a late start, AND travel to the Cen7ter is safe after school resumes, your child may attend the Cen7ter.
- If travel is unsafe, the decision for transporting your child to the Cen7ter will be made by the resident school districts in collaboration with ESU 7 Student Services Principal.

Parents/guardians will be notified via the current electronic messaging system. The following locations may also be accessed for closings, cancellations, and late starts: Facebook, X, 1011 News, KSNB Local4, WeatherThreat, KLIR 101(AlphaMedia).

FIRE DRILLS / TORNADO DRILLS / EMERGENCY DRILLS

Fire Drills and Tornado Drills are conducted throughout the school year in accordance with state guidelines. Other drills throughout the year will be evacuation, school secure, and school lockout. Immediate attention must be observed throughout the entire drill. Students do not talk or run during the drill. Cen7ter teachers will instruct and practice these procedures with students the first day of class, as well as throughout the year as needed. Special accommodations will be made for those students whose medical condition would be exacerbated by participating in drills.

COMMUNICATION

Two-way communication between the Cen7ter, resident school district, and home is important. The educational process is the sharing of information between the teachers, the learner, and parents/guardians. Informal communication and personal calls between parents/guardians, Cen7ter staff, and students are discouraged.

If you need to call the Cen7ter to visit with your child's teacher, please do so between 7:30-9:30 AM or 2:30-4:30 PM. Cen7ter staff will only be called to the phone for emergencies during the day. The Student Services Principal may be reached throughout the day at 402-564-0815. If there are any changes in your child's environment, physical, or medical condition, please communicate via written note/email.

If you need to contact your child during the school day, please call the Student Services phone number and the secretary will get the message to the student. Due to the disruption of the classroom, we ask that you not call the classrooms directly during the school day or request your child come to the phone.

STUDENT AND STAFF RELATIONSHIPS

All students and Cen7ter staff are expected to recognize and support the following affirmation:

1. That there be demonstrated, at all times, a respect for others regardless of race, religion, gender, national origin, age, personal well-being, sexual orientation, or economic status. Please see [Article V, Section 1, A Policy of Non-Discrimination](#) for extensive listing of protected groups.
2. That language of any kind, which is disparaging or demeaning to others, shall not be tolerated, such as racial, religious, or sexual epithets.
3. Both Cen7ter staff and students are expected to exhibit good judgment, respect, and sensitivity for others.



STUDENT ATTITUDE

Problems may arise between students in the Cen7ter. A staff member will work with students(s) on the problem and help resolve it in a positive manner. The staff endeavors to help student's problem-solve. Each student is responsible for his/her own conduct according to their abilities and with IEP accommodations and staff support.

Some suggestions to aid in this are included in the following list:

1. Stay in the assigned area.
2. Follow verbal/picture directions.
3. Participate in class (group) discussions.
4. Ask for help.
5. Make corrections quietly without argument or complaint.
6. Respect others. This includes no verbal or physical abuse or stealing
7. Use appropriate language.
8. Respect the property of the school and others.
9. Respect yourself.

Potential behaviors that may result in loss of privileges or IEP/Behavior Intervention Plan (BIP) review, and referral to Student Services Principal:

1. Fighting
2. Striking a staff member or peer
3. The use, sale, or possession of drugs, alcohol or drug paraphernalia, or any illegal substance
4. Theft
5. Destruction of property. It should be noted that the student would be held responsible for payment of the damages of such property
6. Any behavior that endangers the student, his/her peers or staff member
7. Continual use of profane or sexually suggestive language in the school setting
8. Harassment of a student or staff member
9. Sustained lack of progress in the program

VISITING SCHOOL

Parent(s)/guardian(s) are always welcome as Cen7ter visitors. If you would like to visit, please contact the Student Services Principal to schedule a time. When visiting the Cen7ter, please help us to protect the privacy of all students and families. Do not disclose names, situations, or photographs of any other student to anyone outside the Cen7ter or on social media without written parent/guardian consent from each child involved. While we appreciate your interest in all of our students, please understand that we will be unable to answer any questions regarding other students. The Cen7ter administration reserves the right to deny visitation at any time to any party. Again, we ask that all visitors schedule times in advance of the proposed visit time and provide the purpose of the visit to the Cen7ter administration. All visitors must follow the health guidelines put in place by ESU 7 while visiting our program.

ELECTRONIC DEVICES

Students are not to bring items to school that are not required for educational purposes or otherwise allowed by the teacher. These items include, but are not limited to cell phones, tablets, laser pointers, and handheld games. These items pose a risk for theft and interference of the educational process. Personal devices (Ex. cell phones) will be placed in the students' cubby area each day. Access to those personal devices will be given with permission from their Cen7ter teacher. When any item becomes a distraction to themselves or other students, the classroom teacher will remove the device and lock it in the office until the end of the school day. The device will be returned to the student at the end of the school day. If it becomes a regular disruption, the Student Services Principal will notify the parent/guardian and resident school district to address the problem in the BIP.

PUPIL SUPPLIES

The Cen7ter will provide educational materials. Parents/guardians will be notified of specific school supplies and/or personal items needed. Any requests throughout the year will be reasonable and your cooperation in making sure your child has the necessary items by the date specified is appreciated. Parents/guardians may need to supply batteries for your child's personal communication devices such as a Dynovox and hearing aid batteries.

ANTI-BULLYING

[ESU 7 Policy, Article V, Section 6, C](#) (Reviewed May 2024)

It is the policy of ESU 7 to provide a physically safe and emotionally secure environment for students and staff. The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others. The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse in areas within the control or jurisdiction of the ESU.

ESU 7 shall review [Article V, Section 6, C Anti-Bullying Policy](#) annually.

PHYSICAL ASSAULT

Physical assault will not be tolerated at the ESU 7 Cen7ter. Harassment of students, staff, or visitors by other students will not be tolerated at the Cen7ter. This policy is in effect while students are on the ESU 7 campus, Cen7ter property, or on property within the jurisdiction of the Cen7ter; while attending or engaged in school activities; and while away from the Cen7ter if the misconduct directly affects the good order, efficient management, and welfare of the school. Such assaults may result in removal from the Cen7ter, an IEP review, or police reports with charges being filed. If a physical assault occurs, the Cen7ter will contact the parent/guardian.

The following steps may be followed:

1. Contact local law enforcement



2. Contact resident school district

WELLNESS

[ESU 7 Policy, Article V, Section 7, F](#) (Reviewed May 2024)

It is the policy of ESU 7 provide curriculum, instruction, and experiences in a health promoting environment to instill habits of lifelong learning and health when providing services to students in its own school programs, to be generally consistent with that in place in the schools from which students served by ESU 7 are enrolled. Therefore, the Board adopts the following Wellness Policy applicable to any school program in which the services are provided by ESU 7 in a school-setting other than within a school district served by ESU 7.

1. Goals to Promote Student Wellness

Cen7ter has established the following student wellness goals that are designed to promote student wellness in a manner that Cen7ter determines to be appropriate:

- Physical Activity. To implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education.
- Other School Activities. To offer other suitable opportunities for students to engage in health-promoting activities.

The ESU 7 Administrator or designee shall establish such further goals as are determined appropriate to meet the stated mission.

2. Nutrition Guidelines

Nutrition guidelines have been selected by Cen7ter for all foods available to students during the school day with the objective of promoting student health and reducing childhood obesity.

The guidelines are as follows:

- any lunch program offered by Cen7ter will meet or exceed the requirements of federal and state law and regulatory authorities and
- no food in competition with the school lunch program shall be sold or otherwise made available to students anywhere on Cen7ter premises during the period of one-half hour prior to serving lunch and lasting until one-half hour after the serving of lunch.

The ESU 7 Administrator or designee shall establish such further nutrition guidelines as are determined appropriate to meet the stated mission.

3. Plan for Measuring Implementation and Designation of Responsible Persons

The ESU 7 Administrator or the Administrator's designee is charged with operational responsibility for ensuring that the ESU meets the Wellness Policy. The ESU 7 Administrator or designee shall measure implementation of the Wellness Policy by conducting periodic reviews or receiving periodic reports.

Due to the unique nature of Cen7ter, it is understood that all students have an IEP, which will provide the basis for the Wellness Policy guidelines.

4. Development of Policy

Cen7ter assures that development of the Wellness Policy involved the ESU Board, administrators, and staff.

ESU 7 shall review [Article V, Section 7, F Wellness Policy](#) annually.

HEALTH SERVICES

[Article V, Section 7, B Dispensing Medication policy](#) (Reviewed May 2024)

[Article V, Section 7, E Emergency Medical Aid](#) (Reviewed May 2024)

Many of the students in the Cen7ter are medically fragile (susceptible to illnesses that are minor for the majority of the population, but could become life threatening for some of our students).

It is extremely important to keep ill children home for the duration of the illness. (Reference - Contagious and Infectious Disease/Condition Minimum Isolation Standards set by the Nebraska Department of Health and Human Services.)

Guidelines to keep children at home or to send them home:

- fever of 100 or more (axillary temperature of 99=100, rectal temperature of 101=100), must stay below 100 for 24 hours before returning to school without the use of medications
- questionable illness or injuries which may require evaluation by a physician
- undiagnosed rash/skin lesion
- inflamed red eyes and/or drainage
- earache and/or drainage from the ear
- sores that appear infected or are draining
- lethargy (extreme tiredness uncharacteristic of the child)
- extreme paleness uncharacteristic of the child
- any contagious disease such as chickenpox (contagious for one week through upper respiratory tract), influenza, cold symptoms with green or yellow nasal discharge, croupy or persistent cough, etc.
- nausea/vomiting (no vomiting for 24 hours before returning to school)infectious diarrhea (no yellowish or greenish liquid stools with a water ring surrounding it for 24 hours before returning to school)
- refusal to eat or drink the two previous meals
- complaints of headache or stomach ache that seems debilitating
- infestations such as scabies or head lice (not including nits only) excluded from school until treated

Students who are ill will be sent home at the discretion of the Student Services Principal. When a student needs to be sent home, Cen7ter will contact the resident district for transport or the student's parent/guardian.

Minor injuries will be treated by Cen7ter staff who have been trained in First Aid and CPR. In the event that further medical attention is deemed necessary, parents/guardians will be notified immediately. In the event a child needs immediate medical care, they will be transported to the nearest medical facility.

To help ensure the health and safety of our students, Educational Service Unit 7 personnel shall only administer medications to students when following directions specified in a medication policy. Cen7ter staff will follow Article V, Section 7, B Dispensing Medication policy when administering medications.

ESU 7 shall review [Article V, Section 7, B Dispensing Medication](#) policy annually.

ESU 7 shall review [Article V, Section 7, E Emergency Medical Aid](#) policy annually.



Educational Service Unit 7 Process for Administering Medications

Article V, Section 7, B Dispensing Medication policy (Reviewed May 2024)

1. Authorizations for Prescription Medications. Prescription medications may be administered when the following are on file with the ESU:
 - a. Physician's Authorization. A physician's signed, dated authorization including name of the medication, dosage, administration route, time to be given and reason the student is receiving the medication.
 - b. Caretaker's Authorization. A caretaker's signed and dated authorization or permission to administer the medication during school. (Note - All references to "caretaker" in this policy shall mean a parent, foster parent, family member, or legal guardian who provides care for the student for whom medication is to be administered. The laws include a "friend" as a caretaker, but the school will not ordinarily recognize such an individual as a "caretaker" for the purposes of medication administration).
 - c. Original Packaging. The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the student and identify the medication, strength, time interval, and route to be administered. If needed, the physician may be contacted for clarification.
2. Authorizations for Non-Prescription Medications. Non-prescription medications may be administered provided that a caretaker's authorization is provided in the form established by the Administrator or designee and the medication is in its original packaging.
3. Renewal of Authorizations. Medication authorizations must be renewed annually and updated immediately as changes occur.
4. Documentation. Accurate medication administration records are to be kept and maintained. Documentation of each dose of medication administered shall be made reflecting the student's name, the name of the medication, date, time, dosage, route, the signature and title of the person administering the medication and any unusual observations, and any refusal by the recipient to take or receive the medication. Medication documentation shall be kept confidential in accordance with the policies and practices concerning student records, provided that medication administration records shall be available to the Department of Education and the Department of Health and Human Services Regulation and Licensure for inspection and copying according to the Family Education Rights and Privacy Act (FERPA) requirements. Such medication administration records shall be maintained for not less than two years.
5. Storage. Medication shall be stored in a locked or otherwise secure area in accordance with the manufacturer's or dispensing pharmacist's instructions or temperature, light, humidity, or other storage instructions. Only authorized personnel who are designated by the administration shall have access to the medications. The ESU 7 staff shall establish procedures for monitoring the storage and handling of medication, the medication's expiration date, and the disposal of medication.
6. Receipt and Disposal of Medications. Medication shall be delivered to ESU personnel and picked up by the parent/guardian or resident school district personnel when accompanied by a signed/dated permission to do so by the parent/guardian. When medication is received, the amount received should be documented. Medication which is either past the expiration date or not claimed by the parent/guardian a reasonable

time following the student's departure from the ESU program shall be destroyed.
Disposal of medications are handled through a third party.

7. Administration of Medication by ESU Personnel.

- a. Administration of Medication. Administration of medication includes, but is not limited to the following list:
 - i. Providing medications for another person according to the "five rights" (getting the right drug to the right recipient in the right dosage by the right route at the right time);
 - ii. Recording medication provision; and
 - iii. Observing, monitoring, reporting, and otherwise taking appropriate actions regarding desired effects, side effects, interactions, and contraindications associated with the medication.
- b. Authorized ESU Personnel. Administration of medication shall only be done by the following personnel:
 - i. Medication Competent Staff. This means a staff member of the ESU who, by arrangement with the school in which the student is enrolled is an employee of the school for purposes of the medication administration laws and who has been determined to be competent to administer medication in accordance with the competency assessment standards established by law. A medication competent staff member is to be subject to direction and monitoring, which involves responsibility for observing and taking appropriate action regarding any desired effects, side effects, interactions, and contraindications associated with the medication. Direction and monitoring is to be done by a recipient with capability and capacity to make an informed decision about medications, a caretaker, or the school nurse. Medication competent staff members are to promptly report any medication errors or concerns to the school nurse.
- c. Routes of Medication Administered by ESU Personnel
 - i. Routine Medication via Oral, Inhalation, Topical, and Instillation Routes: medication competent staff may provide routine medications (meaning the frequency of administration, amount, strength, and method are specifically fixed) by the following routes:
 - 1. Oral, which includes any medication given by mouth including sublingual (placed under the tongue), and buccal (placing between the cheek and gum) routes, and oral sprays
 - 2. Inhalation, which includes inhalers, and nebulizers. Oxygen may be given by inhalation;
 - 3. Topical application of sprays, creams, ointments, and lotions and transdermal patches; and
 - 4. Instillation by drops, ointments, and sprays into the eyes, ears, and nose.
 - ii. Administration of Medication via Additional Routes, PRN Medication, and Observing and Reporting: medication competent staff may provide medication by additional routes ("additional routes"), provide PRN medication (PRN medication means an administration scheme in which a medication is not routine, is taken as needed, and requires assessment for need and effectiveness), or participate in observing and reporting for monitoring medications only under the following conditions:

1. In the case of a medication competent staff member, a determination has been made by the school nurse or by the student's physician or duly licensed health care professional that these activities can be done safely for the specified recipient by the medication competent staff member and the determination is placed in writing.
 2. Directions for additional routes must be for recipient specific procedures and must be in writing.
 3. Directions for PRN medication must be in writing and include parameters for provision of PRN medication.
 4. Directions for observing and reporting for monitoring medication must be in writing and include the parameters for the observation and reporting.
 5. ESU personnel administering the medication shall comply with the written directions.
- iii. Injections. A medication competent staff member will be trained to administer medications by injection administration. Students may be authorized to self-administer medication as hereafter provided.
- d. Refusal to Administer Medication. The ESU may refuse to give a medication if after a reasonable and prudent research by an ESU or school health care professional a decision has been made that the dosage prescribed exceeds that which is recommended in the Physician's Desk Reference, Mosby's Nursing Drug Reference, the most recent edition of the Nursing Drug Handbook, or other pharmaceutical manuals handbook; or when a drug or substance is not currently approved by the FDA. When ESU personnel refuse to carry out a request to administer medication, the Administrator or designee is to be notified and efforts are to be made to work out a suitable solution (such as changing the time of administration, dosage, or the medication) with the parent/guardian and the physician.

ESU 7 shall review [Article V, Section 7, B Dispensing Medications policy](#) annually.

RESPONSE TO LIFE-THREATENING ANAPHYLAXIS

(Title 92, Chapter 59, Section 006)

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens, or molds, among others. The blood pressure falls, the pulse becomes weak, AND DEATH CAN OCCUR. Immediate allergic reactions may require emergency treatment and medications.

Emergency Protocol:

1. Summon designated trained, nonmedical staff to implement emergency protocol.
2. Instruct someone to call 911.
3. Check airway patency, breathing, respiratory rate, and pulse.

4. Administer an IM EpiPenJr. for a child less than 50 pounds or an adult EpiPen for any individual over 50 pounds (In Nurses labeled cupboard in the office).
5. Follow with nebulized albuterol (premixed) while awaiting EMS. (Located in medical cupboard in the office).
6. Determine cause as quickly as possible.
7. Monitor vital signs (pulse, respiration, etc.).
8. Administer CPR, if indicated until EMS arrives.
9. Contact parents/guardians immediately and physician as soon as possible.
10. Any individual treated for symptoms with epinephrine at school will be transferred to medical facility.
11. Notify ESU 7's Student Services Principal, Special Education Director, and student's district administration.

The emergency EpiPens and nebulized albuterol can be accessed in the nurse's labeled cupboard in the office of each building.

As a parent/guardian, you have the right to refuse this emergency action. If you do not want our staff to follow this protocol or take this action during an emergency situation, you must provide a written statement of refusal for this emergency action.

SAFETY

Safety in the Cen7ter is a priority. In the event one of the following occurs, staff will respond as indicated

- Student leaves campus without permission - staff may notify police to assist.
- Physical aggression by a student - staff will use a separate room and/or physical restraint.
- Threats to harm self or others - staff will assess the seriousness of threat and take appropriate steps to help ensure safety.
- Cen7ter emergency (intruder, fire, etc.) - staff will follow the emergency plan.

In all cases listed above, parents/guardians and the resident school district will be notified as soon as possible.

It is the goal of the Cen7ter staff and students to maintain safety at the Cen7ter. They may contact the local police department in safety related situations requiring their assistance. Parents/guardians and the resident school district of the student involved will be notified when police involvement is necessary.

INTERNET SAFETY

[Article III, Section 7, G Internet Safety Policy](#) (Reviewed May 2024)

It is the policy of the ESU to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the ESU's computer network, the ESU shall, (a) protect against user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the

safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) protect against unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) protect against unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

ESU 7 shall review [Article III. Section 7. G Internet Safety Policy](#) annually.

LEAVING THE CAMPUS

If a student chooses to leave the ESU 7 campus without permission, ESU 7 personnel will use the following steps:

1. 911 may be called and the Student Services Principal notified. The school will provide them with a description of the student, time of departure and general direction the student is traveling
2. Staff will try to intervene and encourage them to return to Cen7ter
3. Staff will follow them to keep the student visible
4. Parent/guardian will be notified
5. Resident school district will be notified
6. If a report is filed by policy, a copy will be provided to the parents/guardians

WEAPONS

Possession and/or use of any object or material that is ordinarily or generally considered a weapon in any ESU 7 building, on the ESU 7 campus, in any vehicle owned, leased or contracted by the ESU 7, being used for Cen7ter purpose, or in a vehicle being driven for a Cen7ter purpose by a Cen7ter employee or his or her designee, or at any Cen7ter sponsored activity or event is prohibited. Such weapons include, but are not limited to, any pistol, revolver, rifle, shotgun, airgun or spring gun, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, knives having a blade of greater than two inches, any knife with a blade of which can be opened by a flick of a button or pressure on the handle, or any pocketknife where the blade is carried in a partially opened position.

The possession or use of any such weapon will require the proceedings for the immediate removal from the Cen7ter by the ESU 7 Administrator, Special Education Director, or Student Services Principal. Law enforcement officials, parents/guardians, and the resident school district will be called by the Administrator, Special Education Director, or Student Services Principal.

If a weapon is found, or Cen7ter suspects concealment of a weapon, the steps that may be followed are to

1. Contact local law enforcement agency
2. Contact parents/guardians
3. Contact resident school district

USE OF ALCOHOL / DRUGS / OTHER CONTROLLED SUBSTANCES

It is unlawful to illegally manufacture, distribute, dispense, possess, or use a controlled substance at ESU 7 campus. Any student present on the campus or in any of the buildings who, observed by a staff member, appears to have manufactured, distributed, dispensed, possessed, or used alcohol/drug/other controlled substances (or facsimile) will be considered in violation of ESU 7 policy and may be sanctioned according to Nebraska State Statutes. Parents/guardians and any appropriate outside agencies will be contacted.

If there is a concern about alcohol/drug/other controlled substances use or an object or substance is found, the steps that may be followed are to

1. Contact local law enforcement agency
2. Contact parents/guardians
3. Contact resident school district

POSSESSION OF TOBACCO

ESU 7 is a non-smoking campus. Non-smoking includes the ban of electronic cigarettes, cigars, cigarettes, vapor products, and any alternative nicotine products or the use of tobacco in any form. Students who possess or choose to use any of these products or a product defined as an alternative nicotine product on the ESU 7 campus or while transported will be reported to their resident school district and/or local law enforcement if deemed an appropriate action. ESU 7 follows all Nebraska Department of Education regulations applicable to the ban of electronic cigarettes, cigars, cigarettes, vapor products, and any alternative nicotine products or the use of tobacco in any form. This guidance expands to any ESU 7 off campus activity.

SEARCH AND SEIZURE

[Article V, Section 6, B, Search and Seizure](#) (Reviewed May 2024)

Student and student's possessions including, but not limited to, purses and book bags may be searched whenever there is a reasonable suspicion that the student possesses any illegal substance or object which is in violation of the law or which could cause bodily harm or damage to property. The local law enforcement agency and resource dogs may be used to detect illegal drugs or contraband in school at any time, announced or unannounced, and illegal drugs and contraband may be seized.

The refusal of a student to consent or submit to a reasonable search, and/or to surrender objects or substances found as a result of such search, will be grounds for discipline and local law enforcement may be contacted for follow-up.

If an object or substance is found the steps that may be followed are to

1. Contact local law enforcement agency
2. Contact parents/guardians
3. Contact resident school district

ESU 7 shall review [Article V, Section 6, B Search and Seizure Policy](#) annually.

RESTRAINT AND SECLUSION

[Article V, Section 5, C, Use of Restraints and Seclusion](#) (Reviewed May 2024)



The use of physical restraint and/or seclusion of students by Cen7ter personnel should be used only as a last resort to maintain safety in emergency situations when there is substantial risk of imminent bodily injury to the student and/or others. Any staff member may physically restrain and/or seclude a student without advance notice to the Student Services Principal when it is necessary for the protection of students, staff, self, or others. The Educational Service Unit 7 Board of Education and the administration of Cen7ter places emphasis on prevention and behavioral de-escalation which reduces the risk of injury and promotes the care, welfare, safety, and security for all members of the school community. The purpose of physical restraint and/or seclusion is to temporarily control the behavior of a student as a last resort in an emergency situation, to prevent immediate danger or serious bodily injury to the student or others in the environment.

Definitions

- A. Physical Restraint. Physical restraint means one or more persons using a physical hold to restrict a student's freedom of movement as a response to student behavior. A light touching of a student while conducting a physical escort or a touching to provide instructional assistance is not a physical restraint for purposes of this guidance.
- B. Seclusion. Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to student behavior.

A written record of each use of seclusion or physical restraint shall be prepared and maintained in the student's Cen7ter records. The student's resident school district shall also maintain a copy of each such record.

ESU 7 shall review [Article V, Section 5, C, Use of Restraints and Seclusion Policy](#) annually.

LAW ENFORCEMENT NOTIFICATION OF STUDENTS WITH A VERIFIED DISABILITY

[Article V, Section 5, D, Removal of Students and Interview of Students Policy](#) (Reviewed May 2024)

Students enrolled in ESU 7 Cen7ter that are determined to be a threat to themselves, others, the property of Cen7ter, or any surrounding properties to the Cen7ter will be reported to local law enforcement as required by Nebraska Statute 79-293. Law enforcement will be provided with all information that law enforcement officials request and require to enforce the law they are required to enforce as per their regulations. By reading and signing the handbook consent form, you are consenting to the "notification of disability disclosure" and "actual disclosure of this disability information" should local law enforcement be called in regard to your child that warrants local law enforcement being called to intervene as per Nebraska Statute 79-293.

ESU 7 shall review [Article V, Section 5, D - Removal of Students and Interviews of Students Policy](#) annually.

MANDATORY REPORTERS

[Article V, Section 5, A, Child Abuse and Neglect](#) (Reviewed May 2024)

Nebraska State Statute requires any person, including school employees, who have cause to believe that a child has been subjected to abuse or neglect, or observes such person being subjected to conditions, which reasonably would result in abuse or neglect, shall report such



incident to the appropriate law enforcement agency and/or Child Protective Services. This report shall be followed by a written report. Nebraska State Statute requires that any court order requesting records will be followed and records will be released.

ESU 7 shall review [Article V, Section 5, A, Child Abuse and Neglect Policy](#) annually.

JOB SITE EXPERIENCE

Students may have the opportunity to gain job skills at various businesses in Columbus, Nebraska. Students will be accompanied by a Cen7ter staff member and will not be compensated for their work.

NONDISCRIMINATION

ESU 7 and Cen7ter hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. ESU 7 and Cen7ter does not discriminate on the basis of sex, disability, race (including skin color, hair texture, and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, gender identity or sexual orientation, or other protected status in its programs and activities, and provides equal access to designated youth groups. Complaints or concerns involving discrimination for students, employees, and others should be addressed to Dr. Beth Ericson, Professional Development Director/Title IX Coordinator, 2657 44th Avenue, Columbus, NE 68601 (402) 564-5753 (bericson@esu7.org). [Title IX Policy of Non-Discrimination.](#)

VIDEO SURVEILLANCE

ESU 7 uses video cameras to help provide for the safety and well-being of all students, faculty, staff, and visitors on school premises. The highest concern is providing a safe environment that encourages learning. The video surveillance equipment is intended to enhance security and safety in classrooms, hallways, lunch area, activity center, parking lot, and other common areas in and around ESU 7 where privacy is not expected.

REMOTE AND OR BLENDED LEARNING - CONFIDENTIALITY

In the case of a necessity for remote and/or blended learning (some in person, some remote), our staff and students may use video conferencing software that allows for group video calling. Our staff may meet with your child individually using a video call, or with a group of students. To protect the privacy and confidentiality of all parties involved, when meeting with a group, all student's identities must remain confidential to that group.

Not allowed on video conferencing

- Taking pictures of the group video call, and/or
- Posting pictures of the group on social media platforms, and/or
- Recording the group video call by anyone not on staff with ESU 7

The identities of the other individuals visible in the group are strictly confidential. Sharing their identities with anyone outside of the group is absolutely prohibited.



SCHOOL CALENDAR 2025-2026



LA/7 Student Start Teacher Work Day - No Students Unit Closed LA/7 Student End

August 2025						
S	M	T	W	Th	F	Sa
					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 2025						
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28	29	30				

October 2025						
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26	27	28	29	30	31	

November 2025						
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23	24	25	26	27	28	29
30						

December 2025						
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28	29	30	31			

January 2026						
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25	26	27	28	29	30	31

February 2026						
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March 2026						
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29	30	31				

April 2026						
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26	27	28	29	30		

May 2026						
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24	25	26	27	28	29	30
31						

June 2026						
S	M	T	W	Th	F	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026						
S	M	T	W	Th	F	Sa
			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	





**STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT
2025-2026**

After reading this document, I understand and agree with the contents of the Educational Service Unit 7 Cen7ter Student/Parent Handbook.

In the case of a necessity for remote and/or blended learning (some in person, some remote), our staff and students may use video conferencing software which allows for group video calling. Our staff may meet with your child individually using a video call, or with a group of students. To protect the privacy and confidentiality of all parties involved, when meeting with a group, all student's identities must remain confidential to that group.

Not allowed on video conferencing

- Taking pictures of the group video call, and/or
- Posting pictures of the group on social media platforms, and/or
- Recording the group video call.

The identities of the other individuals visible in the group are strictly confidential. Sharing their identities with anyone outside of the group is absolutely prohibited.

As a parent/guardian, I understand that all those present in a group video call have the right to privacy of their identities as students of the programs in which they attend. Therefore, their identities will stay confidential within the group.

I understand that I need to keep identities of other students private and confidential, meaning I will not share the names of individuals with anyone outside of the group. I understand that it is my responsibility to make sure that my child also does not violate the confidentiality of other students within the group.

Student Name _____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Student Services Principal Signature _____ Date _____





STUDENT CONTACT INFORMATION
2025-2026

Student Name _____ Gender _____ Birth Date _____

Parent/Guardian _____ Relation to student _____

Street/Rural Address _____

PO Box _____ City _____ Zip Code _____

Home phone _____ Work Phone _____

Cell phone _____ Email _____

Do you want this number to get ESU 7 School Messenger notifications? ____ Yes ____ No

When does the student live at this address? Please check

____ All of the time ____ Some of the time due to visitations: Explain _____

Additional Parent/Guardian _____ Relation to student _____

If same as above, check here ____ (then skip to phone #)

Street/Rural Address _____

PO Box _____ City _____ Zip Code _____

Home phone _____ Work Phone _____

Cell phone _____ Email _____

Do you want this number to get ESU 7 School Messenger notifications? ____ Yes ____ No

When does the student live at this address? Please check

____ All of the time ____ Some of the time due to visitations, Explain _____

Emergency Contact #1 _____ Relationship to student _____

Street/Rural Address _____

PO Box _____ City _____ Zip Code _____

Home phone _____ Work Phone _____

Cell phone _____ Email _____

Emergency Contact #2 _____ Relationship to student _____

Street/Rural Address _____

PO Box _____ City _____ Zip Code _____



Home phone _____ Work Phone _____
Cell phone _____ Email _____



STUDENT MEDICAL INFORMATION
2025-2026

Student Name _____

Please list all medications that this student takes

<u>Prescription Medication Name/Reason</u>	<u>Dosage</u>	<u>Time</u>	<u>*Given at School? (Circle)</u>
			Yes No
			Yes No
			Yes No
			Yes No
			Yes No

* Each medication given at Cen7ter MUST be accompanied by a doctor's prescription and in the original packaging with attached label from the pharmacy.

Diagnosis
Please check any conditions that pertain to your child Diabetes _____ Allergies _____ Asthma _____ Seizures _____ Other (<i>Specify Below</i>)
Other health concerns/special needs
List any allergies (including allergies to any animals)
Special dietary needs
Hearing problems
Vision problems
Speech problems

Child's Name	
Recent hospitalization	
Any other health concerns we should know about	
Physician Name	Phone
Counselor/Psychiatrist	Phone

Parent/Guardian please Initial each for Consent:

- _____ I give permission for trained Cen7ter staff to provide prescription medications(s) as listed above.
- _____ I agree to notify Cen7ter immediately with any changes in medication orders and provide a current physician order.
- _____ I give permission for trained staff to provide Tylenol or Ibuprofen (according to manufacturer dosage instructions, and provided by the parent/guardian in the original packaging) to this student for discomfort, and verify that the student has taken these medications previously without problem.

Parent/Guardian Signature _____ Date _____

Authorization expires one year following the date signed.



**STUDENT'S AGREEMENT FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS
2025-2026**

In order to make sure that all members of the Cen7ter understand and agree to these rules of conduct, ESU 7 asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the ESU 7, and I understand, and will abide by those guidelines and conditions for the use of the facilities of Cen7ter and access to the Internet. I further understand that any violation of the Cen7ter guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. Cen7ter disciplinary action and/or appropriate legal action will be taken.

Student's Name _____

Student's Signature _____ Date _____

☐ Parent/Guardian has read and understands this document. Parent/Guardian Initials _____

This form will be retained on file by authorized faculty designee
for the duration of applicable computer/network/Internet use.





**PARENT'S AGREEMENT FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS
2025-2026**

In order to make sure that all members of the Cen7ter community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by ESU 7. As parent/guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (email) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold ESU 7 responsible for materials acquired or sent via the network.

At ESU 7, staff sometimes use or implement online applications and software that might share a student's information with third party applications. Federal and state law impose requirements on the student data that can (and cannot) be shared with outside entities. In addition, parents and guardians may opt out of any online program or software that shares student data with any third-party application. Unless a parent or guardian opts out of any program or software, the District will assume that parents and guardians consent to their students accessing the applications and software tools at school. If a parent or guardian is requesting to opt out, please contact the Student Services Principal at (402) 564-0815.

I agree not to hold ESU 7, any of its employees, or any institution providing network access to ESU 7 responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Parent/Guardian Signature _____ Date _____

This form will be retained on file by authorized faculty designee
for the duration of applicable computer/network/Internet use.





**MEDIA PERMISSION FORM
2025-2026**

Student _____

I give permission for my child to

- have his/her name and/or image appear in any
Yes_____ **No**_____ Local newspaper, local magazine, or T.V. (news) story
highlighting projects, and events at Cen7ter
Yes_____ **No**_____ ESU 7 owned social media platforms, or other online
media to highlight projects, and events at Cen7ter.
- be video-recorded, photographed or digitally recorded for education purposes*
Yes_____ **No**_____

*Educational Purposes consist of use only at our site or the student's job sites and for student benefit (i.e. pictures of themselves on their locker spaces, photos of themselves in group pictures for students portfolios, videos of them performing a task for training, videos of a teacher instructing a lesson for the teacher and Student Services Principal to reflect on instructional skills, video surveillance for safety purposes within our program, etc.)

Parent/Guardian Signature _____ Date _____





**EMERGENCY RELEASE OF INFORMATION AND CONSENT FOR CARE
2025-2026**

Student _____

I give permission for my child to

Yes_____ **No**_____ for the Cen7ter staff to consent for my child to receive treatment by emergency personnel, in the case of an emergency when I (the parent/guardian) can not be reached.

Yes_____ **No**_____ have personally identifiable information regarding the student's unique needs (disability, medication, etc.) shared with police or other emergency personnel in the event the child is taken into their care.

Yes_____ **No**_____ have ESU 7 staff follow the emergency protocol for response to life-threatening or systemic allergic reactions (anaphylaxis) that is described in this handbook.

Parent/Guardian Signature_____ Date _____





**PARTICIPATION IN ACTIVITIES
2025-2026**

Student _____

I give permission for my child to

Yes_____ **No**_____ Go on short trips to the library, park, bowling alley, grocery store or various other local sites and participate in those activities that may be performed at those locations (ie. bowl, play on equipment, etc.) during the school day. Transportation will be either walking, ESU 7 owned vehicles or by local transport companies.

Yes_____ **No**_____ Go to a work site at an on or off campus setting and participate in the assigned tasks at those sites. Transportation will be either walking, ESU 7 owned vehicles or by local transport companies.

Parent/Guardian Signature_____ Date _____





MEDICATION DELIVERY INFORMATION FOR PARENTS 2025-2026

(Please fill out only if your child will be taking any medications at ESU 7)

Health care provider and parent/guardian permission is needed for all prescription medications that are used at school and school-sponsored activities.

- Parents/guardians are responsible for having medications delivered directly to the school in the original or pharmacy labeled container that will include the students name, healthcare provider's name, pharmacy name and phone number, name of medication, directions concerning dosage, special instructions if required, and date of prescription.
- If you are unable to deliver your child's medications when in need of a refill, you may authorize the bus driver/transportation staff to deliver medications to ESU 7.
- He or she will be responsible for safely transporting the medication/medications to ESU 7 and someone from our staff will collect what is sent and have the driver sign and date a medication delivery log. All medication/medications are counted in and locked in a secure storage unit. When your child needs a refill, someone will notify you via phone or text; please list your preference below.
- If there is a medication change you will need to obtain a physician order before we can administer the new medication. Your healthcare provider can make a copy and you can bring it to ESU 7 or they can fax it to 402-563-1121 Attention: Student Services Principal. The order must contain the name of the child, diagnosis or reason they are taking the medication, date of order, name of medication, dose, and duration of order. The duration cannot exceed the current school year. It must be signed and dated by the healthcare provider and include their phone number.
- If you plan on delivering your child's medication/medications, please notify ESU 7 staff so they can anticipate your arrival and have the appropriate paperwork ready.
- ESU 7 staff will be available for medication drop off through school hours Monday-Friday from 7:30 AM to 4:30 PM.

Please indicate your preference for medication delivery (Mark any that may apply)

Yes _____ No _____ I will be delivering my child's medication/medications.

Yes _____ No _____ The bus driver/transportation staff will be delivering my child's medication/medications.

Parent/Guardian Signature _____ Date _____





**PARENTAL AUTHORIZATION AND RELEASE FORM FOR ADMINISTRATION OF
OVER-THE-COUNTER MEDICATIONS
2025-2026**

The undersigned is the parent/guardian responsible for the following student:

Student Name _____

If it is necessary that the student receives over-the-counter medications while attending the Cen7ter during the school day, the following procedure will be implemented:

1. The medication staff will administer non-medicinal interventions prior to the administration of medication. These are non-medicinal interventions that may include deep breathing to relax, hydration, snack, toileting, etc.
2. If it is determined that the student is in need of medication the parent/guardian will be notified prior to administration.
3. The medication approval or denial will be documented in the medication administration record.
4. If approved, the designated medication staff will administer the medication as directed and send home a communication form detailing the reason the medication was given, time administered, etc.

Please remember that any medication that is listed on this form must be sent to school with the student in the original packaging. (We can NOT provide over the counter medication, it must be sent to us for your child's use).

Please make sure that the medication is not expired and will not expire within the school year. The medication(s) will be labeled, counted in, and documented on the medication administration record. They will be locked in a secure cabinet within the Cen7ter.

I hereby authorize the Cen7ter staff to administer the following over-the-counter medication/medications

Signature of Parent/Guardian _____ Date _____

This form is valid for 1 year from the date of signature. If you have any questions please feel free to contact us.
402-564-0815 Ex. 1008

