

# Back to School NEWSLETTER

August 2025



## Sargent Public Schools

### In this issue

Letter from Mr Olsen-2  
Letter from Mr Slingsby-3  
Important notes-4-6  
Supply list -7  
August Menus -8  
Social Media Info-9  
Bus Schedule-10  
August Calendar-11  
September Calendar -12  
Letter about Lunch prices-13  
Free & Reduced Lunch Application-14-20  
Medication at school form -21  
When to stay home and return to school info-22



NOTEBOOK

### HOWL

HAVE RESPECT

OFFER KINDNESS

WORK PRODUCTIVELY

LIVE RESPONSIBLY



### Reminder

All 7th-12<sup>th</sup> grade students participating in sports need to have their sports physicals completed before you can participate in practice. First day of Fall practice is August 11th.

### Upcoming Event

- |  |          |
|--|----------|
| 7th-12 <sup>th</sup> Fall Sports Parent -7pm                         | Aug 4th  |
| Mandatory SWAY Testing 8AM in Sargent -7th-12 <sup>th</sup> Athletes | Aug 5th  |
| Open House 5 pm  | Aug 12th |
| First Day of School -1pm Dismissal                                   | Aug 13th |

[www.sargentpublicschools.org](http://www.sargentpublicschools.org)



## Welcome Back – August 2025

I'm so excited to welcome everyone back! Summer can feel a bit quiet around here—just the voices of our office staff, custodians, and the occasional delivery driver echoing through the halls. I'm sure they're more than ready to have a break from just hearing me. But soon, the energy returns: teachers, paras, support staff, and most importantly—our students. You are the lifeblood of our district, and it's your presence that brings our building back to life.

This year, we're building on the momentum of a successful 2024–25 school year. We've seen steady growth with returning students and new families enrolling over the summer. We hosted and attended several summer camps, and our students made great use of the weight room—even with its current space limitations. It's been incredible to see so many young people staying active and involved. Our FBLA students represented us proudly at Nationals in Anaheim, and FFA students are now gearing up for the county fair.

We also wrapped up our Strategic Planning process with the Board this summer. From the input of teachers, students, parents, board members, and community partners, five key focus areas emerged: **Facilities, Curriculum, Community, Branding, and Leadership**. These areas will help guide our decisions moving forward, especially around budget and student needs.

On August 11, we'll officially unveil the Strategic Plan at our all-staff district meeting. We'll also discuss schoolwide expectations, including how we'll address cell phone use—an issue that's become a growing distraction for many of our students.

Keep an eye out for updated back-to-school information and our new calendar. This year, we're excited to have our last student day scheduled for **Friday, May 15**. You can find the full calendar on our website or Facebook page.

One of the most meaningful parts of my job is getting to know every student by name—and something personal about them. Last year was a “Fresh Start” for me, and I knew I wasn't the only one who needed time and grace to build new relationships. That foundation makes learning stronger for all of us.

I'm also thrilled to welcome Mr. Slingsby as our new PK–12 principal. He's eager to get started, and I know he'll be a great addition to our team.

As we look ahead to the year, our goal remains the same: **to create a safe, welcoming environment where every student is seen, supported, and celebrated**—not just for what they achieve, but for how they grow. I encourage every student to stay curious, engage deeply, and learn from those around them.

We're fortunate to have an incredible team of teachers who care deeply and work tirelessly to support our students. This year, they'll continue strengthening our curriculum to better meet the diverse needs of our learners.

We've made exciting progress this summer—you'll see it firsthand at **Open House on August 12**. I can't wait to kick off Year 2 with our **SARGENT STRONG** families and community.

Together, we will do great things. Sargent is alive, well, and ready to raise champions for the future!

Byron L. Olsen, Jr  
Superintendent





Dear Sargent Public Schools,

It is with great excitement and deep gratitude that I introduce myself as the new principal of Sargent Public Schools. I am honored to join a school community known for its strong commitment to student success, a supportive culture, and dedicated staff and families.

A little about me—I've had the privilege of spending the past twenty-three years in education, most recently at Chadron High School where I taught 9–12 Physical Education and Health for twelve wonderful years. During my time there, I was also actively involved in supporting students beyond the classroom—as the Head Wrestling Coach, an assistant football coach at various levels, and a mentor through Cardinals Committed, a leadership group focused on building strong character and community. Before moving to Chadron, I spent eleven years at Mohave High School in Bullhead City, Arizona, serving as Athletic Director, classroom teacher, and coach for both football and wrestling. Each of these experiences has deepened my passion for helping students grow, lead, and succeed—both in and out of the classroom.

As a proud graduate of Broken Bow High School, this region has always held a special place in my heart. I feel incredibly grateful to be returning to an area that means so much to me and my family. Our family farm, located just east of Westerville and in our family for over one hundred years, will once again be home. My journey has been shaped and supported by an incredible family. My wife, Chrissy, and I have been married for 20 years, and we are the proud parents of two wonderful children—Paige, a senior, and Zander, an 8th grader. They will complete one more year in Chadron while we make some exciting updates and renovations to the farmhouse. We're looking forward to settling into the community and becoming a part of the Sargent Public Schools family.

At the heart of my leadership philosophy is the belief that schools thrive when relationships come first. Over the coming weeks, I look forward to getting to know you—listening, learning, and partnering with you to continue the great work already happening here at Sargent Public Schools.

You can expect:

- A focus on building strong relationships with ALL Stakeholders
- Organization and High Expectations for ALL
- A school culture that values ALL children, every day

I'll be spending my first several weeks visiting classrooms, meeting with staff, connecting with families, and learning what makes this school so special. Please don't hesitate to stop by, introduce yourself, or reach out if you have questions or ideas.

Thank you for the warm welcome. I am thrilled to begin this journey together and look forward to an incredible year ahead!

With gratitude and excitement,

Mr. Jamie Slingsby

PK-12 Principal, Activities Director

[jamie.slingsby@sargentpublicschools.org](mailto:jamie.slingsby@sargentpublicschools.org)



**August 2025**

**Dear Patrons**

**Another summer will soon be done, and it is time to think about returning to school. School will begin on August 13th at 8:00 with a 1:00 dismissal for the first day of school. School will start at 8:00 and dismiss at 3:40 Monday through Thursday, and dismiss at 2:33 on Friday unless we dismiss for heat, weather, in-services, etc. Early unscheduled dismissals will be announced on our automated calling system, over K-BEAR, KCNI-KBBN (Broken Bow), and KNLV (Ord) radio stations as well as being posted on Sandhill's Express, TV, and the school's website and Facebook.**

**We have enclosed a free and reduced lunch/breakfast application in this mailing. We encourage your participation. The number of students participating in the free/reduced-priced program directly impacts our state aid and our Title I program, as well as other federally funded grant programs.**

**In order for our Power Lunch automated lunch/breakfast program to work optimally, we again ask parents to pre-pay your child/children's lunches and breakfasts. You will be able to go online to check the balance on your child/ children's account at all times. IF YOU HAVE A NEGATIVE BALANCE, THE SCHOOL HAS TO BILL YOU, AND ASK THAT YOU PAY IN A TIME LY MANNER, OR THEIR LUNCH OPTIONS WILL BE CHANGED.**

**REMINDERS: All students entering Kindergarten and 7th grade are required by law to have physical examinations. All students entering Sargent Public Schools from out of state are also required to have a physical examination. State law requires all students to be immunized in order to attend school. If, for some reason, your child/ children do not have all the required shots, we must have a letter from your doc tor explaining why. If your child/ children are currently taking medication, you will need to follow the instructions on the enclosed authorization for administration of medication at school form and return to the main office. Students entering school for the first time, including Kindergarteners and transfer students from out of state, will be required to provide proof of a vision evaluation within six months prior to the student's entrance.**

**THE DAILY BULLETIN: We will continue to put the bulletin out on our school's website daily at [sargentpublicschools.org](http://sargentpublicschools.org).**

**THE NEWSLETTER: Newsletter is available by email upon request, on the schools website sar [sargeantpublicschools.org](http://sargeantpublicschools.org), and also on our Facebook page, we will also send one out by mail upon request. If you are interested in receiving the monthly newsletter, please call the office and provide us with either your email address or your Postal address.**

**PHONE MESSAGES: Students in grades 7-12 will not be called out of class unless it is an obvious emergency. Valuable class time is lost when the office interrupts a class for messages that are not necessary. We ask that you not call your child's cell phone during the school day. If you need to message them, realize they will not be able to check messages until lunchtime or between classes.**



# ATTENDANCE

As we begin a new school year, I would like to stress the importance of regular attendance and request your cooperation in maintaining up-to-date and accurate records for attendance. Parents need to notify the school by 8:30 AM if their son or daughter is going to be gone for part or all of the school day. Please be sure to indicate when and why they will be gone, and if they are absent for medical reasons, have them return with a note from their doctor. Students are reminded that school policy requires homework to be turned in before leaving for a planned absence or activity. Organization and planning are an important part of school success, as well as future success. Parents and teachers need to work together to assure that our students develop good habits and a sense of responsibility toward their commitments.

-----

## CELL PHONES and DRESS CODE

It is each student's responsibility to come to school wearing appropriate attire. The student's apparel shall be neat, clean, safe and should not disrupt the instructional process. The principal is given the authority and professional discretion in the management of this policy. **The handbook gives more guidance on this topic, but a few of the policy's rules are listed below.**

Wearing clothing that is sexually suggestive, features crude, vulgar, or profane language, or contains logos that depict tobacco, alcohol, drugs, satanic symbols, hate messages, racial/ethnic slurs, gang affiliations, or derogatory connotations is not allowed.

Also, part of the dress code-Students are not to wear caps, bandanas, hats, hoods, or sunglasses during school hours. These items are to be stored in the student's locker and should not be carried during the day.

Not part of the dress code, but included in the NEW handbooks is that **Cell Phones, Ear Buds, and Smartwatches will NOT be allowed during class time** - Phones will be stored in a wall pouch during class- if this is going to be a problem for your student, consider keeping them at home.

### Fall Activity Parent-Student Meeting

**FOOTBALL, VOLLEYBALL, CROSS-COUNTRY, CHEER, and ONE-ACT  
PARENTS MEETING**

**Monday, August 4th at 7:00 in Sargent**

**Football Scrimmage  
Friday Aug. 22nd at  
7:00 @ Taylor**

**Volleyball Jamboree Game  
Tuesday, August 19th vs  
Newman Grove/St ED, Bertrand @  
Sargent 5:00**





We would like to invite all of our PK-12 families to our 2025 OPEN HOUSE on Tuesday, August 12th. We will have a Community Meet and Greet from 5:00-6:00, all Community members are welcome to come and meet our new Administration. We will have free hot dogs served from 5:00 to 6:00. There will be a general presentation for all PK-12 Parents at 6:00 in the gym to go over general information and to meet the Sargent Public School Staff. The Elementary teachers will be in their classroom beginning at 6:30 for students and parents to visit the classroom. Parents of 7th graders and/or any new students are invited to the required Chromebook meeting that will also begin at 6:30 in the Library. Following the Chromebook meeting. After the general presentation, staff will be available to assist in getting all paperwork filled out and Lunch application forms taken care of. This is a great chance to meet the staff and hear about some of the things we are doing this year.

-----

## Counselor Notes

To help with the start of the school year, time has been set aside to change student schedules. Mrs. Schauda & Mr. Slingsby will be available August 11th-12th, 9:00 am-4:00 pm. Please stop in and see them if you need to make changes.

-----

 Sargent Public School is reaching out to our wonderful community! We're looking for local beef to enhance our kitchen's offerings. If you have an abundance of garden produce, we'd love to use that too!   
Contact Byron Olsen or Debbie Gumb at 527-4119 for more info.





# Sargent Elementary

## 2025-2026 Recommended Supply List



### Kindergarten: Mrs. Hodges

Pencilbox  
Scissors  
1 box 8 regular-sized crayons  
4 glue sticks  
2 pink erasers  
Bookbag (not mini)  
Small water bottle that closes  
1 box of QUART size Ziploc Bags  
1 set of extra clothes

### First Grade: Miss Krieger

10 #2 pencils, Sharpened  
Cap erasers and 1 large eraser  
1 pencil box or pouch  
2 glue sticks  
1 Box of Kleenex  
Earbuds/headphones  
1 box of 24 regular crayons  
1 box of 8 classic markers  
Small water bottle that closes

### Second Grade: Miss Phillipps

10 #2 pencils, Sharpened  
2 Large pink erasers  
1 Box of 24 crayons  
1 Pencil Box 21 pink eraser  
2 Glue Sticks  
1 Box of Kleenex  
1 Box of 8 classic markers  
1 Water bottle with a lid  
Earbuds/headphones  
2 BLACK Expo markers

### Third Grade: Mrs. Cooksley

Headphones  
Colored Pencils  
Scissors  
#2 pencils  
pencil box  
2 boxes of Kleenex  
4 Glue Sticks  
1 wide ruled composition notebook  
1 wide ruled notebook  
2 pocket folders

### Fourth Grade: Mrs. Kirby

#2 Pencils  
1 Big Eraser  
Colored Pencils  
2 College Ruled Notebooks  
5 Pocket Folders (3-hole punched)  
2 Red Pens  
2 Boxes of Kleenex  
4 Dry Erase Markers  
4 Glue Sticks  
1 3 Ring Pencil Pouch  
Earbuds

### Fifth Grade: Mrs. Larsen

10 #2 Pencils with cap erasers  
1 Big Eraser  
Water Bottle with lid  
Expo Markers (4)  
(1) 5 Subject Notebook  
4 Pens- 2 red 2 colors of choice  
Pencil Pouch  
5 Pocket Folders  
1 Box of Kleenex  
Highlighters  
Earbuds  
1 Composition Notebook (For Science)

### Sixth Grade: Mrs. Phillipps

#2 pencils  
Highlighters  
3 Red Pens  
1 Pocket Folder  
1 box of Kleenex  
4 Composition Notebooks  
Colored Pencils  
Earbuds-optional  
Water Bottle w/Lid  
Erasable Pens-Optional

### Preschool: Mrs. Sybrant

1 box of Sandwich/Quart Ziploc bags  
1 box Kleenex  
1 Set of extra clothes  
1 Water bottle to leave at school  
2 packages of baby wipes  
1 set of headphones/earbuds  
A backpack

### JH English: Mrs. Busch

1 Subject Notebook wide ruled  
Highlighters Folder Pencils

Erasable Pens  
Expo Markers  
Earbuds  
Red Pen

**\*Optional for all students: P.E. shoes for use in the gym only\***

**GET YOUR SCHOOL SUPPLIES NOW!  
SCHOOL BEGINS AUGUST 13, 2025**



**Nutrition Tip:** Drink water! Sip water or other drinks with few or no calories to stay hydrated and help maintain a healthy weight. Keep a water bottle in your bag or at your desk to satisfy your thirst throughout the day.  
Reference: USDA MyPlate



# BREAKFAST

## MONDAY



04

11

Cereal- Toast or Pancake  
Juice- Fruit  
Milk-Yogurt

18

Cereal- Toast or Pancake  
Juice- Fruit  
Milk-Yogurt

25

## TUESDAY



05

12

French Toast  
Sausage or eggs  
Juice- Fruit  
Milk-Yogurt

19

French Toast  
Sausage or eggs  
Juice- Fruit  
Milk-Yogurt

26

## WEDNESDAY



06

13

Cereal- Toast or Pancake  
Juice- Fruit  
Milk-Yogurt

Pop-Tart -PBJ or Protein Ball  
Juice- Fruit  
Milk-Yogurt

20

French Toast  
Sausage or eggs  
Juice- Fruit  
Milk-Yogurt

27

## THURSDAY



07

14

Pop-Tart- PBJ or Protein Ball  
Juice- Fruit  
Milk-Yogurt

Breakfast Sandwich  
or Omelet w/Toast  
Juice- Fruit  
Milk-Yogurt

21

Burrito or Omelet w/ Toast  
Juice- Fruit  
Milk-Yogurt

28

## FRIDAY



01

08

Cereal or Muffin  
Juice- Fruit  
Milk-Yogurt

15

Cereal or Cinnamon Roll  
Juice- Fruit  
Milk-Yogurt

22

Cereal or Muffin  
Juice- Fruit  
Milk-Yogurt

29



**School Information:**  
Sargent Public Schools is an equal opportunity employer. Menus are subject to change.  
A variety of milk is offered each day.



# AUGUST 2025

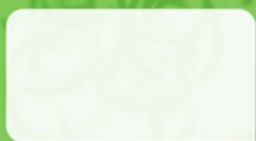


**August is National Peach Month!** Toss sliced peaches in a salad, layer in a yogurt parfait or simply have sliced peaches as a side dish.



# LUNCH

## MONDAY



04

11

Macho Nacho  
Green Beans  
Fruit Cup  
Milk

18

Chicken Strip Wrap  
w/ Lettuce & Cheese  
Green Beans  
Fruit Cup  
Milk

25

## TUESDAY



05

12

Beef & Noodles  
Mashed Potatoes  
Fruit/ Banana Cake  
Dinner Roll  
Milk

19

Creamed Chicken w Biscuits  
Mashed Potatoes  
Fruit- Apple Crisp  
Milk

26

## WEDNESDAY



06

13

Burrito w/ Lettuce & Cheese  
Corn  
Fruit Cup  
Milk

20

Spaghetti w/ Meat Sauce  
Corn  
Fruit Cup  
Garlic Bun  
Milk

27

## THURSDAY



07

14

Corn dog or Plain Dog  
Taters  
Fruit Cup  
Milk

21

Tator Tot Casserole or  
Mac & Cheese  
Fruit Cup  
Dinner Roll  
Milk

28

## FRIDAY



01

08

Hot Ham & Cheese  
Chips  
Baked Beans  
Fruit Cup  
Milk

15

Chicken Sandwich  
Chips  
Baked Beans  
Fruit Cup  
Milk

22

Turkey Sandwich  
Chips  
Baked Beans  
Fruit Cup  
Milk

29



**School Information:**  
Sargent Public Schools is an equal opportunity employer. Menus are subject to change.  
A variety of milk is offered each day.

# AUGUST 2025



# Stay Connected with Sargent Public Schools!

Visit our website for the latest news, school calendar, lunch menus, forms, and more!

 [www.SargentPublicSchools.org](http://www.SargentPublicSchools.org)

 Follow Us on Facebook

Catch live updates, event reminders, and photos from school activities!







 [Facebook.com/SargentPublicSchools](https://Facebook.com/SargentPublicSchools)

 Download Our App

Search “Sargent Public Schools” in the App Store or Google Play or

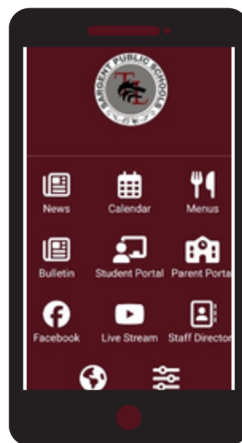
Scan QR codes below!

Quick access to

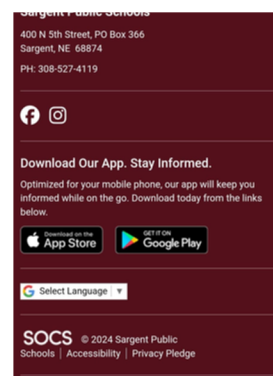
-  Bulletin
-  Calendar
-  Lunch Menus
-  Staff Directory
-  Live Streaming
-  Parent and Student Portal



## Google



## Apple



**SARGENT PUBLIC SCHOOLS  
BUS SCHEDULE  
2025-2026**

**West Route #1 Bus #15**

Jerry Davenport 527-4119 (school)  
or cell 214-0082  
Omar Zamparria  
(Luke Smith)  
Juan Acosta-Saenz

(Troy Schauda)  
Dairy  
Jeff Selko  
(Tom Nelson)  
Lee Vincent  
Josh Hall



**North Route #2 Bus 10-2**

Cathy Davenport 308214-1039

Danielle Huggins  
Sam Grint  
Leah Ritchie  
Terry Horky  
(Casey Moon)  
(Amy Mauler)  
(Ben Morse)

**South-East Route #3 Bus 16**

Larry Folkers – 215-0710 (cell)

Justin Meister  
(Josh Barker)  
(Randy Treptow)  
Blair Smith  
Ashley Mitchem  
(Tabitha Fred)  
Matt Smith  
Cory Beran

**Your driver will call to let you know an approximate time your child will be picked up. Please work with your driver to adjust times.**

Please remember to try and call your driver when your child/children are not riding.





# August 2025

SUN	MON	TUES	WED	THURS	FRI	SAT
					1	2
3	4 7 pm Fall Sports Parent/Student meeting in Sargent	5 Teacher Workday Choice 8 AM SWAY Testing in Sargent	6	7 Teacher Workday	8 Teacher Workday	9
10	11 First Day Fall Sports Practice Teacher Workday School Board Meeting 7:00	12 Teacher Workday Open House Meal 5:00-6:00 Information meeting in gym 6:00.	13 First Day of Classes 1:00 dismissal	14	15	16
17	18	19 Volleyball jamboree @ Sargent vs Newman Grove & Bertrand	20	21	22 Sports Drink FB Scrimmage @ Taylor 7:00	23
24 31_____ --	25 First Day of Preschool	26	27	28 Cross Country Meet @ Burwel 10:00l VB Tri @ Stuart vs Stuart & Burwell 5/6/7 State Fair FFA	29 FB vs O'Neill St. Marys @ O'Neill 7:00 State Fair FFA	30 State Fair FFA



# September 2025

Sun

Mon

Tue

Wed

Thu

Fri

Sat

	<b>1</b>  NO SCHOOL-Labor Day  State Fair FFA	<b>2</b>  	<b>3</b>  District 10 Range Judging @ Sargent	<b>4</b>  Cross Country Meet @ Ainsworth 4:00  VB Tri @ Merna vs Anselmo Merna & Ansley Litchfield	<b>5</b>  FB vs Riverside @ Sargent 7:00	<b>6</b>  
<b>7</b>  	<b>8</b>  District 10 Range Judging @ Atkinson West Holt  School Board meeting 7:00	<b>9</b>  Cross Country Meet @ Centura 3:00  VB Dual vs Ainsworth @ Ainsworth 5/6/7  JV FB vs A-M @ Sargent 5:00	<b>10</b>  Area Range Judging @ Thedford	<b>11</b>  VB Dual vs Arthur County @ Taylor 4:00	<b>12</b>  FB vs Pleasanton @ Pleasanton 7:00	<b>13</b>  7 Valleys Volleyball Tourney @ Callaway 9:30
<b>14</b>  	<b>15</b>  Cross Country @ Neligh 4:00  JH FB vs Ravenna @ Ravenna 4:30  JV FB vs Ravenna @ Ravenna 6:00  Homecoming Week begins	<b>16</b>  VB Tri vs North Central & Pleasanton @ Taylor 5/6/7	<b>17</b>  	<b>18</b>  	<b>19</b>  VB Dual vs CWC @ Sargent 4:00/5:00  FB vs CWC @ Sargent 7:00  Homecoming Coronation following game	<b>20</b>  JH Volleyball Tri @Ansley Litchfield vs A-L & A-M 9:00  VB CWC Round Robin @ Bartlett 10:00  Homecoming Dance
<b>21</b>  	<b>22</b>  JH VB & FB vs N.Central @ Bassett 4:00  JV VB & FB vs North Central @ Bassett 5:30	<b>23</b>  VB vs Central Valley Dual @ Greeley 6/7	<b>24</b>  State Range Judging @ Keya Paha County	<b>25</b>  	<b>26</b>  NO SCHOOL Staff Development  Cross Country @ Ord 4:00  VB Dual @ Palmer 5:00  FB @ Palmer 7:00	<b>27</b>  VB Brady Tournament @ Brady 10:00
<b>28</b>  	<b>29</b>  JH VB & FB vs S. Loup @ Callaway 2:30/4:30  JV FB vs South Loup @ Callaway 6:00	<b>30</b>  				



## Update on School Meal Pricing and Free/Reduced Meal Forms

Dear Families,

This is a message I hoped we wouldn't have to send. Unfortunately, our nutrition fund is running low, and we are no longer able to provide breakfast and lunch at no cost to all students.

We fell just short of qualifying for 100% reimbursement under the Community Eligibility Provision (CEP), with our free rate landing right at the 45% threshold. As a result, we are facing a shortfall of approximately \$25,000 and must return to charging for meals this year.

### Meal Prices for 2025–26 School Year

- **Elementary Students:** Lunch \$2.85 | Breakfast \$1.75
- 
- **Secondary Students:** Lunch \$2.95 | Breakfast \$1.75
- 

These prices are the same rates we set two years ago, and we've worked hard to keep them steady despite rising food costs. **However, we may have to revisit pricing next year if the legislature does not address changes to school meal programs.**

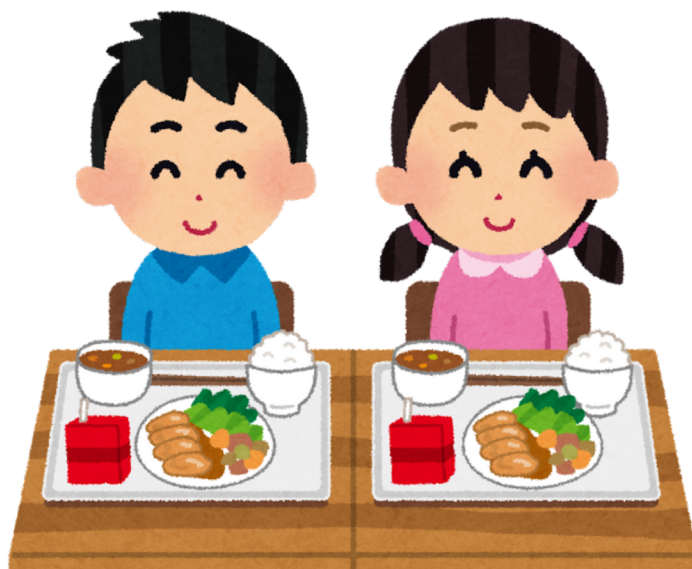
To help ensure that as many students as possible receive assistance, we ask all families to complete the **Free and Reduced-Price Meal Application**—even if you're unsure of eligibility. Completing this form helps us better support students and may increase funding options in the future.

Thank you for your continued support and understanding as we work to serve all students with dignity and care.

Warm regards,

Byron L. Olsen, Jr.

Superintendent, Sargent Public Schools





## Sargent Public Schools

July 14<sup>th</sup>, 2025

Dear Parent/Guardian:

Children need healthy meals to learn. **Sargent Public Schools** offers healthy meals every school day. Breakfast costs **1.75**; lunch costs **PK-6 2.85 7-12 2.95**. **Your children may qualify for free or reduced price meals.** Reduced price is **\$.30** for breakfast and **\$.40** for lunch. If your child(ren) qualified for free or reduced price meals at the end of last school year, you must submit a new application by **September 25<sup>th</sup>, 2025** in order to avoid an interruption in meal benefits.

This packet includes an application for free or reduced price meal benefits and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

### 1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or the Food Distribution Program on Indian Reservations (FDPIR) are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

### 2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail **Sargent Public Schools 308-527-4119**.

### 3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Sargent Public Schools PO Box 366, Sargent, NE 68874**

### 4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact **Robin Dowse 308-527-4119** immediately.

### 5. CAN I APPLY ONLINE? N/A

### 6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.

7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
9. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
10. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: **Mr. Byron Olsen, PO Box 366, Sargent, NE. 68874, 308-527-4119, byron.olsen@sargentpublicschools.org**
11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
14. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact **Sargent Public Schools** to receive a second application.
16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for SNAP or other assistance benefits, please go online to ACCESSNebraska.ne.gov or call 1-800-383-4278.

If you have other questions or need help, call **308-527-4119**.

Sincerely,

**Byron Olsen, Superintendent**

Sargent Public Schools

### **Instructions for Completing the Free & Reduced Price School Meals Family Application**

**For households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or the Food Distribution Program on Indian Reservations (FDPIR), follow these instructions:**

- Part 1:** List each child's name, the school they attend and their grade.  
**Part 2:** Enter household's Master Case Number if the household qualifies for SNAP, TANF or FDPIR.  
**Part 3:** Skip this part.  
**Part 4:** Complete this part. An adult must sign the form.  
**Part 5:** This part is optional and does not affect your children's eligibility for free or reduced price meals. If you do not select race or ethnicity, one may be selected based on visual observation.

**For households with FOSTER, HOMELESS, MIGRANT or RUNAWAY CHILDREN, follow these instructions:**

**If all children in the household are foster children:**

- Part 1:** List all foster children, the school they attend and their grade. Check the box indicating the child is a foster child.  
**Part 2:** Skip this part.  
**Part 3:** Skip this part.  
**Part 4:** Complete this part. An adult must sign the form.  
**Part 5:** This part is optional and does not affect your children's eligibility for free or reduced price meals. If you do not select race or ethnicity, one may be selected based on visual observation.

**If some of the children in the household are foster children or are homeless, migrant or runaway children:**

- Part 1:** List all children, the school they attend and their grade. Check the appropriate box.  
**Part 2:** If the household does not have a Master Case Number, skip this part.  
**Part 3:** Follow these instructions to report total household income from last month.  
**Column 1 – Household Members:** List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives or friends) who share income and expenses. Attach another sheet of paper if necessary.  
**Column 2 - Gross Income and How Often it was Received:** Gross income is the amount earned **before taxes and other deductions**; it is not your take-home pay. For each household member, list each type of income received for the month. You must also report how often the money is received – weekly, every other week, twice a month, or monthly.

**Earnings from Work** includes the following:

- Salary, wages, cash bonuses
- Net income from self-employment (farm or business)

If you are in the U.S. Military, include:

- Basic pay and cash bonuses (do not include combat pay, Family Subsistence Supplemental Allowance (FSSA) payments or privatized housing allowances)
- Allowances for off-base housing, food and clothing

**Do not include income** from SNAP, FDPIR, WIC, Federal education benefits and foster care payments.

**Public Assistance/Child Support/Alimony** includes the following:

- Unemployment benefits, Worker's compensation
- Supplemental Security Income (SSI), Cash assistance from state or local government
- Veteran's benefits (VA benefits), Strike benefits
- Child support payments, Alimony payments

**Pensions/Retirement/All Other Income** includes the following:

- Social Security payments (including railroad retirement and black lung benefits)
- Private pensions or Disability benefits
- Regular income from trusts or estates, Annuities, Investment income, Earned interest, Rental income and *Regular* cash payments received from outside the household.

If you have no income, write "0" or leave the income field blank. By doing this, you are certifying there is no income to report.

**Household Size:** Enter the total number of people in your household.

**Social Security Number:** The adult signing the form must list the last four digits of their Social Security Number (SSN)



or check the box to the right labeled "Check if no SSN."

**Part 4:** Complete this part. An adult must sign the form.

**Part 5:** This part is optional and does not affect your children's eligibility for free or reduced price meals. If you do not select race or ethnicity, one may be selected based on visual observation.

**Please note:** Children who meet the definition of homeless, migrant or runaway, are eligible for free meals. However, the school district must have documentation on file from a migrant coordinator, homeless/runaway liaison or the district's Direct Certification list to approve the child for free meals.

**For ALL other households, follow these instructions:**

**Part 1:** List all children, the school they attend and their grade.

**Part 2:** If the household does not have a Master Case Number, skip this part.

**Part 3:** Follow these instructions to report total household income from last month.

**Column 1 – Household Members:** List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives or friends) who share income and expenses. Attach another sheet of paper if necessary.

**Column 2 - Gross Income and How Often it was Received:** Gross income is the amount earned **before taxes and other deductions**; it is not your take-home pay. For each household member, list each type of income received for the month. You must also report how often the money is received – weekly, every other week, twice a month, or monthly.

**Earnings from Work** includes the following:

- Salary, wages, cash bonuses
- Net income from self-employment (farm or business)

If you are in the U.S. Military, include:

- Basic pay and cash bonuses (do not include combat pay, Family Subsistence Supplemental Allowance (FSSA) payments or privatized housing allowances)
- Allowances for off-base housing, food and clothing

**Do not include income** from SNAP, FDPIR, WIC, Federal education benefits and foster care payments.

**Public Assistance/Child Support/Alimony** includes the following:

- Unemployment benefits, Worker's compensation
- Supplemental Security Income (SSI), Cash assistance from state or local government
- Veteran's benefits (VA benefits), Strike benefits
- Child support payments, Alimony payments

**Pensions/Retirement/All Other Income** includes the following:

- Social Security payments (including railroad retirement and black lung benefits)
- Private pensions or Disability benefits
- Regular income from trusts or estates, Annuities, Investment income, Earned interest, Rental income and *Regular* cash payments received from outside the household.

If you have no income, write "0" or leave the income field blank. By doing this, you are certifying there is no income to report.

**Household Size:** Enter the total number of people in your household.

**Social Security Number:** The adult signing the form must list the last four digits of their Social Security Number (SSN) or check the box to the right labeled "Check if no SSN."

**Part 4:** Complete this part. An adult must sign the form.

**Part 5:** This part is optional and does not affect your children's eligibility for free or reduced price meals. If you do not select race or ethnicity, one may be selected based on visual observation.

**Free & Reduced Price School Meals Family Application** – complete one application per household Attachment C: 2025-26

<b>Return Completed Application to Sargent Public Schools, PO Box 366, Sargent, NE. 68874</b>																																																																								
<b>Part 1: Children in School</b>																																																																								
List names of all children in school ( <b>First, Middle Initial, Last</b> ). If <u>all</u> children listed are foster, skip to Part 4 to sign the form. If some of the children are foster or are homeless, migrant or runaway children, complete all steps of the application.	Grade	Name of School Child Attends	Check all that apply: Foster Child <input type="checkbox"/> Homeless, Migrant, Runaway <input type="checkbox"/>																																																																					
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																		
<b>Part 2: Assistance Programs – SNAP, TANF or FDPIR Benefits</b>																																																																								
Enter <b>MASTER CASE NUMBER</b> if household qualifies for SNAP, TANF or FDPIR: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span> (Social Security numbers, Medicaid numbers and EBT numbers are not accepted.) Skip to Part 4																																																																								
<b>Part 3: Total Household Gross Income – You must tell us how much and how often.</b>																																																																								
<b>1. Household Members</b> List <b>everyone</b> in the household, current income each person earns in <b>whole dollars</b> (no cents) & how often. Entering "0" or leaving the income field blank certifies no income to report. A foster child's <b>personal</b> use income must be listed.		<b>2. Gross Income (before taxes) and How Often it was Received</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2">Earnings from Work before deductions</th> <th colspan="2">Public Assistance, Child Support, Alimony</th> <th colspan="2">Pensions, Retirement and All Other Income</th> </tr> <tr> <th>Income</th> <th>How often</th> <th>Income</th> <th>How often</th> <th>Income</th> <th>How often</th> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>					Earnings from Work before deductions		Public Assistance, Child Support, Alimony		Pensions, Retirement and All Other Income		Income	How often	Income	How often	Income	How often																																																						
Earnings from Work before deductions		Public Assistance, Child Support, Alimony		Pensions, Retirement and All Other Income																																																																				
Income	How often	Income	How often	Income	How often																																																																			
Total Number of Household Members: (Children and Adults) _____		Last four digits of Social Security Number (SSN) of the adult signing this form: XXX – XXX – ____ Check if no SSN <input type="checkbox"/>																																																																						
<b>Part 4: Adult Signature and Contact Information – An adult household member must sign the application.</b>																																																																								
"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits and I may be prosecuted under applicable State and Federal laws."																																																																								
Sign here: _____		Print name: _____		Date: _____																																																																				
Street Address (if available): _____			Zip: _____		Daytime Phone: _____																																																																			
<b>Part 5: Children's Ethnic and Racial Identities – Optional</b>																																																																								
<b>Check one Ethnic Identity:</b> – and – <b>Check one or more Racial Identities:</b>																																																																								
<input type="checkbox"/> Hispanic or Latino		<input type="checkbox"/> Asian		<input type="checkbox"/> Black or African American		<input type="checkbox"/> Native Hawaiian or other Pacific Islander																																																																		
<input type="checkbox"/> Not Hispanic or Latino		<input type="checkbox"/> White		<input type="checkbox"/> American Indian or Alaskan Native																																																																				
<b>Do Not Fill Out the Section Below - For School Use Only</b>																																																																								
Annual Income Conversion:    Weekly X 52;    Every 2 weeks X 26;    Twice a month X 24;    Monthly X 12																																																																								
Total Household Size: _____  Total Income: _____ per <input type="checkbox"/> Year <input type="checkbox"/> Month <input type="checkbox"/> 2 X Mo <input type="checkbox"/> Every 2 Wks <input type="checkbox"/> Week		<table style="width:100%;"> <tr> <td><input type="checkbox"/> Free</td> <td><input type="checkbox"/> Reduced</td> <td><input type="checkbox"/> Denied</td> </tr> <tr> <td><input type="checkbox"/> Income</td> <td><input type="checkbox"/> Income</td> <td>Reason for denial:</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Categorically eligible:</td> <td><input type="checkbox"/> Income too high</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> SNAP/TANF/FDPIR</td> <td><input type="checkbox"/> Incomplete application</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Foster Child</td> <td> </td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Homeless/Migrant/Runaway:</td> <td> </td> </tr> <tr> <td colspan="3">(Official Documentation Required at School)</td> </tr> </table>					<input type="checkbox"/> Free	<input type="checkbox"/> Reduced	<input type="checkbox"/> Denied	<input type="checkbox"/> Income	<input type="checkbox"/> Income	Reason for denial:	<input type="checkbox"/> Categorically eligible:		<input type="checkbox"/> Income too high	<input type="checkbox"/> SNAP/TANF/FDPIR		<input type="checkbox"/> Incomplete application	<input type="checkbox"/> Foster Child			<input type="checkbox"/> Homeless/Migrant/Runaway:			(Official Documentation Required at School)																																															
<input type="checkbox"/> Free	<input type="checkbox"/> Reduced	<input type="checkbox"/> Denied																																																																						
<input type="checkbox"/> Income	<input type="checkbox"/> Income	Reason for denial:																																																																						
<input type="checkbox"/> Categorically eligible:		<input type="checkbox"/> Income too high																																																																						
<input type="checkbox"/> SNAP/TANF/FDPIR		<input type="checkbox"/> Incomplete application																																																																						
<input type="checkbox"/> Foster Child																																																																								
<input type="checkbox"/> Homeless/Migrant/Runaway:																																																																								
(Official Documentation Required at School)																																																																								
Signature of Determining Official: _____				Date Approved: _____																																																																				
<b>FOR THE VERIFICATION PROCESS ONLY:</b>																																																																								
Signature of Confirming Official: _____				Date Confirmed: _____		Date Withdrawn From School: _____																																																																		
Signature of Verifying Official: _____				Date Verified: _____																																																																				

Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

FEDERAL INCOME CHART for School Year 2025-26					
Household size	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	28,953	2,413	1,207	1,114	557
2	39,128	3,261	1,631	1,505	753
3	49,303	4,109	2,055	1,897	949
4	59,478	4,957	2,479	2,288	1,144
5	69,653	5,805	2,903	2,679	1,340
6	79,828	6,653	3,327	3,071	1,536
7	90,003	7,501	3,751	3,462	1,731
8	100,178	8,349	4,175	3,853	1,927
Each additional person:	10,175	848	424	392	196

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number are not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals and for administration and enforcement of the lunch and breakfast programs. We may share your eligibility information with education, health and nutrition programs to help them evaluate, fund or determine benefits for their programs, auditors for program reviews and law enforcement officials to help them look into violations of program rules.

**Non-Discrimination Statement:** This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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: (833) 256-1665 or (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.



## Computing Income for Self-Employed Individuals

Individuals who are self-employed or engaged in farming may experience variations in cash flow and cannot easily report a monthly income. These individuals can use their 2024 U.S. Individual Income Tax Return Form 1040 to report self-employment income for the free and reduced-price meal application. The income to report is income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses such as interest on home mortgages, medical expenses and other similar non-business items are not allowed in reducing gross business income.

When completing this form, **losses** (negative numbers) reported on any of the lines below are included when determining the **total** self-employed income. If the total income is a negative number, it is to be recorded as zero on the meal application in the column labeled "All Other Income".

Zero income resulting from use of the 1040 Form does not require follow-up.

### Important Reminders from the U.S. Individual Income Tax Return Form 1040:

Line 1 cannot be used to report current income. Income from wages or salaries must be reported on the application for the most recent month.

Line 9 (Total Income) and line 11 (Adjusted Gross Income) cannot be used for the purpose of applying for free and reduced-price meals.

The five line items listed below are used to determine allowable self-employment income.

### From the first page of the U.S. Individual Income Tax Return Form 1040:

Line 7 Capital Gain or (loss) \_\_\_\_\_

### From the U.S. Individual Income Tax Return Form 1040 – SCHEDULE 1 - under Part 1 - Additional Income:

Line 3 Business Income or (loss) \_\_\_\_\_

Line 4 Other Gains or (losses) \_\_\_\_\_

Line 5 Rental Real Estate, etc. \_\_\_\_\_

Line 6 Farm Income or (loss) \_\_\_\_\_

**Total** of the above five lines: \_\_\_\_\_ **equals annual self-employed income \***

\* Report this figure on the meal application in the column labeled "All Other Income".

**If the total of the above lines is a negative number, it must be changed to zero before it is transferred to the meal application.**

**NOTE:** This form is used only to report income from self-employment and/or farming. If any members of the household have income from other jobs, the gross income from those jobs must be reported on the meal application form.

REQUEST TO PROVIDE MEDICATION DURING SCHOOL HOURS:

COUGH DROPS, ANTIBIOTIC OINTMENT, ACETAMINOPHEN (Tylenol) AND IBUPROFEN

**If Completing for more than one student – please write name of student next to the dosage student may have.**

IMPORTANT INFORMATION FOR PARENTS/GUARDIANS:

Sargent Public School will stock Cough Drops, Antibiotic Ointment, Acetaminophen (Tylenol) 325 mg tablets, Acetaminophen (Tylenol) Liquid and Ibuprofen (Advil) 200 mg tablets and Ibuprofen Liquid in the Main Office. The following consent form will allow your child to be allowed to receive these medications during school hours. **We are required to attempt to notify you by text or phone of your child's request prior to administering the medication.** Your written consent is required before your child may receive these medications at school. Please complete the entire form. By signing below, you acknowledge the following: You have reviewed the information and agree that your child may safely take the medications.

The school nurse or designee has the responsibility of approving your child's use of these medications. Your child's medication may be administered by a nurse, an unlicensed health technician, or other school personnel, determined competent to provide medication as required by Nebraska law.

PARENTAL CONSENT FOR COUGH DROPS, ANTIBIOTIC OINTMENT, ACETAMINOPHEN AND/OR IBUPROFEN:

I give permission for \_\_\_\_\_

To receive the following medication:

Cough Drops: \_\_\_\_\_ yes \_\_\_\_\_ no

Antibiotic Ointment: \_\_\_\_\_ yes \_\_\_\_\_ no

Acetaminophen (Tylenol) \_\_\_\_\_ yes \_\_\_\_\_ no  
\_\_\_\_\_ 1 (325 mg tablet) every 4 hours  
\_\_\_\_\_ or 2 (325 mg tablet) every 4 hours

Ibuprofen (Advil) \_\_\_\_\_ yes \_\_\_\_\_ no  
\_\_\_\_\_ 1 (200 mg tablet) every 6 hours  
\_\_\_\_\_ 2 (200 mg tablets) every 6 hours

We will stock Acetaminophen (Tylenol) **liquid (160 mg per 5 ml)** for those who cannot swallow pills. However, we need your child's approximate weight and the dose to be administered

Child's Approximate Weight Only **needed if taking LIQUID Medication:**

24-35 pounds – 5 ml (1 tsp) or 160 mg \_\_\_\_\_

36-47 pounds – 7.5 ml (1 ½ tsp) or 240 mg \_\_\_\_\_

48-59 pounds – 10 ml (2 tsp) or 320 mg \_\_\_\_\_

60 – 71 pounds – 12.5 ml (2 ½ tsp) or 400 mg \_\_\_\_\_

72-95 pounds - 15 ml (3 tsp) or 480 mg \_\_\_\_\_

Signature of Guardian \_\_\_\_\_ Date \_\_\_\_\_

If you prefer a text, Phone number to Text \_\_\_\_\_

Or If you prefer a call, phone number to call \_\_\_\_\_

# SICK KID:



## When to Stay Home from School

<b>Fever</b> A temperature of 100° or higher	<b>Coughing that won't stop or other problems with breathing</b>	<b>Diarrhea or Vomiting</b> within the past 24 hours	<b>Rash</b> Body rash with itching and /or fever	<b>Head Lice</b> Itchy head, active head lice	<b>Eye Infection</b> Eye is red and oozing a yellow or green discharge	<b>Any Questions.</b>

## When you May Return to School

Fever-free for 24 hours without the use of fever reducing medication like ibuprofen or acetaminophen.	Cough is mild and infrequent and evaluated by doctor if needed.	Free from diarrhea and/or vomiting for at least 24 hours and evaluated by doctor if needed.	Free from rash, itching or fever and evaluated by doctor if needed.	After first head lice treatment.	24 hours after starting antibiotic eyedrops or ointment.	Call School Nurse 527-4119
Rev. 07/21/25						

