

General Information

Absence & Illness

Parents are required to call between 8:00-8:30 a.m. if your child will be absent. When calling to report an absence, **please select number 1** to leave your message. This is essential to insure the safety of your child and for the functioning of our school program.

Children returning to school after an absence should always bring a written excuse. If your child is absent five or more consecutive days in a month, we are required to inform your school district. If your child is out ill for five or more consecutive days, a written note from a physician must be submitted when your child returns. In the event your child has an injury, please submit a note to the school nurse informing her of any limitations regarding school activities. If you transport your child to school, we ask that you park in designated spots only (**not handicapped**) and sign your child in at the front desk by 9:00am. Any consistent pattern of tardiness is mandated by state law and must be communicated to your district's case manager.

Excuses for religious observance should be sent to the school prior to the absence. According to the law, we cannot give excused absences to children accompanying parents on vacation. Even when we receive advanced notice, your district will receive a letter counting the days as **unexcused** absences. If it is absolutely necessary to schedule medical, dental or other appointments during the school day, please attempt to schedule them at the beginning or end of the day's session.

We must keep on file an up-to-date medical record of each child, signed by a physician. Forms are available and should be returned to our school nurse. They include the child's medical history and information regarding immunizations, as well as any special medical considerations of which we must be aware.

Sometimes it is difficult to determine when a child is ill, but we urge you to use caution if there is an indication of a cold or virus and keep the child at home under observation. Illness spreads among children in close contact at school, and a child who is ill at school will not be permitted to participate with his classmates in the activities at school.

If school personnel suspect that your child has a serious medical problem, we may require that the child leave school. The child must go to his or her doctor or clinic to insure that he/she is well, able to continue with the school program and not carrying a contagious disease.

Children should not come to school if they have:

1. Vomited in the past 24 hours.
2. A temperature that exceeds 100.1°F.
3. Severe pain or discomfort.
4. Severe coughing.
5. Discharge from the eyes.
6. Skin rashes, infections or open sores.
7. Two or more episodes of diarrhea within 24 hours.

If we notice that a child is ill, we will notify you. We will inform you if your child has been exposed at school to a contagious disease, such as chicken pox; similarly, we request that you please inform us if your child has contracted a contagious disease.

If your child contracts any of the following conditions, you must inform the school nurse:

German Measles	Whooping Cough	Measles
Chicken Pox	Mumps	Strep Throat
Tuberculosis	Lice	Conjunctivitis
Impetigo	Ringworm	Fifth's Disease
Kawasaki Disease		

If your child has been absent because of a contagious disease, you must give the nurse a permission slip from your child's doctor or clinic (or, in special cases, from your local board of health) in order for your child to return to school.

Health Services

Immunization records must be up to date and in our files. State immunization requirements vary depending on the age of the child.

The school nurse will conduct the following screenings of students:

1. Visual tests – all students annually.
2. Hearing tests – all students annually.
3. Height, weight and blood pressure – all students annually.
4. Scoliosis screening – all students ages 10 and older biennially.
5. TB testing – age appropriate students, as directed by the State Department of Health.

Medication

Students requiring medication at school must have a written note from their physician, which identifies the type, dosage and purpose of the medication. A written statement from the parent/guardian giving permission to give this medicine is also required. These authorizations must be renewed each year for every student. The medication must come to the school nurse in a bottle labeled by your pharmacy. **We ask that you put the bottle in a sealed envelope. Parents are required to deliver the medications to the school nurse directly.** If any medication is to be returned home, a convenient time shall be reserved for the parent to pick it up at school. **NO** medication (OTC or prescription) can **EVER be returned to a parent by a student.**

Request for Early Dismissal

If for any reason your child must be picked up during school hours, you must call the school and notify the school receptionist (x281) well in advance. **No child will be permitted to leave** unless the parent, guardian or an adult listed on their emergency card comes to pick up that child, and only then with prior notification.