

SCHOOL HEALTH AND ABSENTEE POLICIES

ABSENTEE POLICY

1. Reporting Student Absences to School

Whenever your child will be absent from school, you **MUST** report the absence to the school and the Transportation Department by telephone. The following information will need to be provided:

- a. Student's name
- b. Teacher's name
- c. Date(s) of absence
- d. Reason for absence

If your child will be absent for more than one day, only one phone call is required. However, if your student will be absent for more than a day, a signed parent/guardian note specifying the date(s) of absence and the reason of the absence is required upon your students return. Absences due to illness, medical or dental appointments or death in the immediate family will be considered an excused absence. All other absences will be counted as unexcused.

2. Reporting Student Absences to the Transportation Department

If your child is transported to and/or from school by the school bus, call the **transportation vendor** by 6:30 a.m. on the morning of the absence to cancel pick-up. Please give the transportation office the following information:

- a. Child's name and School

To start bus service again, call the **transportation vendor** before 6:30 a.m. on the morning the student plans to return to school.

HEALTH POLICY

1. Policies and Procedures to Maintain a Healthy and Safe Atmosphere for All Students

If your child is displaying any of the following symptoms, they **MUST** remain home until testing and/or medical evaluation has been conducted (contact your family physician regarding your child's illness)

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| a. *Fever (100 degrees or higher) or chills | k. A cough |
| b. Eyes that are red, swollen, crusty or draining | l. Shortness of breath or difficulty breathing |
| c. *Diarrhea – multiple watery bowel movements | m. Fatigue |
| d. Skin rash | n. Muscle or body aches |
| e. Childhood communicable disease | o. Loss of taste or smell |
| f. Severe headache or pain | |
| g. Nausea or vomiting | |
| h. Sore throat with fever or painful swallowing | |

If your child is at school with any of the symptoms mentioned above (for the health and welfare of your child, other students, and staff) the school nurse or designated personnel will call and request immediate pick-up of your child. Under certain conditions you may be asked to consult a physician and to provide a written note from the doctor indicating your child may return to school.

***Students with fever or multiple episodes of vomiting or diarrhea should be free of these symptoms for 24 hours before returning to school.**

2. Procedure for Requesting Pick-up of a Sick or Injured Child

- a. The Parent/guardian will always be called first and notified of an illness or injury to a student.
- b. Other identified emergency contacts will be called in the event the parent/guardian cannot be reached.
- c. If a student is seriously ill or injured, creating an emergency situation requiring immediate medical care, an ambulance will be called to transport the student to the nearest medical facility, at parents' expense.

It is imperative that we have the correct names and phone numbers to contact parents/guardians in the event of an emergency, injury, or illness of your child. Be sure that your emergency contacts have transportation available.

Unless absolutely necessary, all medications and over the counter products should be administered outside of school hours. This is safer for the student and more convenient for the parent/guardian.

Medication regulations approved by the California Department of Education required written permission from you and your child's physician in order to administer any herbal products, nutritional supplements, over-the-counter products, over-the-counter medications and prescription medications.

****California Code of Regulations, Title 5, Article 4.1***

Do not send any medications or over-the-counter products to school unless we have written permission from you and your physician to administer. For your convenience, medication permission forms are available from the school nurse.

Prescription medication must be sent in a pharmacy-labeled container with student's name, the name of the medication, dose, and the time to be taken. Over-the-counter medications and products must be sent in the original container labeled with your child's name. When it is necessary to send any medications, only send enough for one day. Do not send any medications to school with your child or in his/her backpack or lunch box, these must be given to the bus driver or directly to the teacher/classroom staff.

The school nurse must be notified of all changes in medication and over-the-counter products.

Please feel free to call the school if you have any questions regarding this information. A school nurse is on staff to help maintain and manage a healthy environment for everyone. Do not hesitate to consult with the school nurse regarding any health concerns you may have.

Thank you for your cooperation.