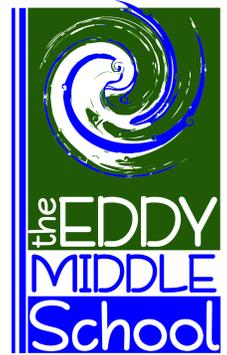


The Eddy Middle School
Student/Parent Handbook
2021-2022



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Newry, ME 04261
(207) 381-7716

TheEddyMiddle.School

www.facebook.com/The.Eddy.Middle.School

This handbook is not meant to be an all-inclusive list concerning the student code of conduct. Rather, these are the more common guidelines and responsibilities expected of students and parents.

Mission Statement:

The Eddy Middle School provides a unique classical and experiential educational experience that allows students to test and refine the best expression of their true nature.

Faculty and Staff:

Laura Koch, Life Skills and Substitute Teacher
Lora Owings, French Teacher
Deb Webster, Director/Lead Teacher

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Absences

Notification of planned absences is appreciated as much in advance as possible. Unexpected absences will be reported to *The Eddy Middle School* via email or text as soon as possible.

Alcohol and Other Drugs:

Prohibited Conduct

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance.

These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

Disciplinary Action

Drinking, possession of an alcoholic beverage, possession of drugs or being under the influence of alcohol or drugs during school or at any school-sponsored activity, public or private, is prohibited. Violations of this policy may result in an expulsion. Students may also be referred to law enforcement authorities for investigation and/or prosecution.

Cheating

There is a clear expectation that all students will perform assignments with honor and integrity. There is no tolerance for students caught cheating. Cheating includes:

1. Copying or duplicating assignments that will each be turned in as “original”
2. Exchanging assignments by print-out, computer transfer, or modem and then submitting work as “original”
3. Writing formulas, codes, key words, etc. for use in a test.
4. Using hidden reference sheets during a test.
5. Using programmed material in watches, calculators, or computers when prohibited.
6. Exchanging answers with others (either giving or receiving answers).
7. Submitting someone else’s assignment as one’s own.
8. Submitting material (written or designed by someone else) without giving the name of the author/artist and/or source.
9. Not following specific guidelines on cheating as established by the school.

Students cheating will receive no credit on their assignments. Parents will be brought in to discuss consequences and plans. Subsequent offenses may result in expulsion.

Communication

Communication between the school and the family is an integral part of our school's philosophy. Email is the preferred method of communication. It is the parents' responsibility to notify the administration of *The Eddy Middle School* if this is not a viable means of communication. Phone calls should be made to the school only in case of dire emergency, as they will interrupt the learning. Texting is appropriate throughout the day if an immediate response is not needed.

Dismissal

A student can be dismissed for breaking any policy included in the handbook, involvement in any illegal activity, or for any other reason deemed appropriate by the administration of *The Eddy Middle School*. For any reason other than one involving violence, danger to self or others, or illegal behaviors, parents will be notified of the breach of contract and a plan will be devised to address and correct the problem. If the plan's requirements are not met, a new plan will be created, or parents will be given a 2 week notice of dismissal.

Dress Code

Students are expected to wear appropriate clothing that does not interfere with the educational process.

1. Students must dress modestly, at the discretion of the administration.
2. Articles of clothing which promote the use of tobacco, alcohol, or other drugs may not be worn on school grounds or at school functions.
3. Articles of clothing with displays that are sexual, vulgar, lewd or indecent, or include insulting words are not permitted.

Emergency Plan

If a student is seriously injured and/or having a medical (or other) emergency parents will be notified as soon as possible and 911 will be called if necessary. *The Eddy Middle School* has a Comprehensive Emergency Management Plan that is filed with the Oxford County Emergency Management Agency, the local fire department, and the local Sheriff's Office.

Equivalent Instruction

The Eddy Middle School will abide by all requirements in the State of Maine Department of Education's Guidelines for Private Schools Recognized by the Department as Providing Equivalent Instruction. This includes, but is not limited to, the commitment to:

- 1) Provide instruction, appropriate to its grade levels, in the English language, consisting of reading, writing, spelling, grammar, mathematics, science, American history, Maine history and geography and civil government, including the privilege and responsibility of citizenship, health education and fine arts.
- 2) Ensure that all teachers in the school who teach the curriculum have been examined and approved for competency, by the administration of the school.
- 3) Be in operation a minimum of 875 hours.

4) Be in compliance with all applicable state and local fire, health, and safety laws.

5) Furnish to the parents: (a) method(s) of assessment used, (b) subjects in which assessment is made, (c) grade levels at which assessment is made, and (d) results of assessment. In addition, it shall be stated in the annual letter that parents shall be furnished academic progress reports a minimum of 4 times annually.

6) Submit in writing, within 2 weeks after the opening of the school, or by October 1st, whichever first occurs, the names, residences, and grade levels of the students attending the school. This information shall be submitted to the Superintendent(s) of the public school administrative unit(s) in which the students reside. This report shall be updated as necessary.

Family Educational Rights and Privacy Act (FERPA)

Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;

- Other schools to which a student is transferring;

- Specified officials for audit or evaluation purposes;

- Appropriate parties in connection with financial aid to a student;

- Organizations conducting certain studies for or on behalf of the school;

- Accrediting organizations;

- To comply with a judicial order or lawfully issued subpoena;

- Appropriate officials in cases of health and safety emergencies; and

- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service. Or you may contact us at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-8520

Financial Policies

Payment of tuition will be made according to the method selected on the Tuition Contract. In the event the student's tuition and/or fees are in arrears (more than 10 days late), the student will not be allowed to attend *The Eddy Middle School* until the tuition and/or fees in arrears are paid. Also, any student with tuition and/or fees in arrears will not be issued grade reports until the account is paid in full. Parents will be assessed a Late Payment Fee of \$25.00 per payment, if they fail to make any payment under the terms of this Tuition Contract on or before the day the money is due; a Return Fee of \$25.00, if any check or draft is returned to the School for non-sufficient funds; and recognize that all costs and fees incurred by the School as a result of their failure to pay any amount due under the terms of the Tuition Contract when due, including, but not limited to, collection costs, attorneys' fees, and reasonable court costs.

Food

Students are responsible for bringing their own snacks and lunches. Well water will be available at the school. Students are encouraged to bring a water bottle or cup for water throughout the day. Refrigeration is available for small items. A microwave as well as an electric kettle are available for use.

Harassment and sexual harassment of students

Harassment of students because of race, color, sex, religion, sexual orientation, ancestry or national origin, or disability is prohibited. Such conduct may constitute illegal discrimination under state and federal laws. Harassment includes, but is not limited to, verbal abuse based on race, color, sex, religion, sexual orientation, ancestry or national origin, or disability. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student's education. School employees, fellow students, volunteers and visitors to the schools, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including dismissal. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. If students feel they are being harassed by another student or an adult in the school, they are encouraged to report the alleged harassment to a parent, teacher, or administrator.

Hours of Operation

The Eddy Middle School is open from 8:00am- 2:15pm every day acknowledged as a school day on the 2019-2020 calendar. Supervision will not be available before 8:00am nor after 2:30pm .

Illness

Any contagious illness will be reason for the student to not attend school until the contagion period has passed. Parents will be called to collect their child if a student is unable to function normally in school due to symptoms. If a parent cannot be contacted, the listed emergency back up person will be contacted.

Medication

Parents must sign a medication permission form to allow *The Eddy Middle School* to administer any over the counter drugs to the student. Permission in writing, in person, via phone, email or text must be obtained for the specific instance when medication is needed. If the student is on a prescription and it must be administered at the school, the prescription must be in the original container and labeled with the child's name, doctor, name of medication, dosage, and when it is to be taken. Prescription medications must be accompanied with a signed permission to administer form. The school will keep a written record, noting each time any medication is given to a student. See attached policy.

Notice on Non-Discrimination

The Eddy Middle School does not discriminate on the basis of race, age, color, national or ethnic origin, sex, sexual orientation, religion, or physical or mental disability in admission to, access to, treatment in, or employment in its programs and activities.

Parent Conferences

Teachers at *The Eddy Middle School* are available for conferences at any point desired or deemed necessary by either teachers or parents. Further communication with parents on the progress/behavior/growth of the student will be ongoing throughout the year.

Parental Involvement

Parents of students at *The Eddy Middle School* are expected to be very involved in their child's learning. Children need parental support to be successful fulfilling school responsibilities and behavioral expectations. Adolescence is a time of change and challenge, and if children are having difficulty living up to their responsibilities and expectations some privileges may need to be taken away - both at school and at home. And likewise, when a student does really well it needs to be celebrated - at school and at home.

Policies

Attached at the end of this document

Preparedness

The Eddy Middle School expects all students to come to school well rested and well fed, preparing their bodies and their minds for optimal experiences at school.

Progress/Grade Reports/Assessments

The Eddy Middle School will send written documentation of grades/progress made at least 4 times per academic year. Any student with tuition and/or fees in arrears will not be issued grade reports until the account is paid in full. *The Eddy Middle School* students take NWEA exams in the spring and may perform other testing as determined by the administration.

Questioning and Searches of Students

Student use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School staff has the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. If a search produces evidence that a student has violated or is violating the law or school rules, such evidence may be seized and impounded by the administration and appropriate disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by the administration or his or her designee.

Respect

All students, faculty, and parents are expected to treat others with respect under all circumstances. Consistent disrespectful behavior by either the parent or the student will be means for dismissal.

School Policies

All formal school policies can be found at the back of this document.

Snow Days

The Eddy Middle School does not close for inclement weather. It is expected that parents will use their best judgment in determining the safety of transporting their children to/from school on such days. If parents decide it is safer to stay

home/pick their child up early, the school must be notified as soon as possible via email or text. Missing work will be sent home electronically.

Student Pick Up

The Eddy Middle School will maintain on file a release form allowing the parent/guardian to designate his/her wishes about who is allowed to pick up the student from the school. Photo identification may be required for a person whom the staff does not know. Verbal consent for alternate pick up can be given on an emergency basis. Pick up time is 2:15pm. Supervision will be available until 2:30pm. Consistent late pick up will result in an additional fee.

Substitute Teachers

Substitute teachers at *The Eddy Middle School* are deemed responsible and capable providers by *The Eddy Middle School* administration. If a substitute teacher is necessary, *The Eddy Middle School* will notify the families as soon as possible via email or text.

Tardiness

Tardiness interrupts the flow of the day. Please be sure to have your child at the school at 8:00am every day in order to show respect to all others.

Textbooks

Students will be issued books in good condition. Students are responsible for maintaining the book in the same condition as when received. All books are to be returned at the end of the course. Students will be charged for lost or damaged books and grade reports will be held until outstanding obligations have been suitably satisfied.

Tobacco Use and Possession

The Eddy Middle School prohibits smoking and the use of all tobacco products in school buildings, facilities, and on school grounds during school hours by all persons, including students, employees, and visitors. In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco products in school buildings, facilities, and on school grounds at all times. If students are found in possession of tobacco products, the following disciplinary measures will be applied: Confiscation of tobacco products, police incident report filed (if applicable), parental contact, and possible expulsion.

Van travel Students are required to clean up their messes in the van upon exiting. Seatbelts must be worn at all times. Driver is in charge of radio and heat/air. Students must keep their noise at the driver's preferred level. No technology is allowed to be used in the van. If students have devices with them, they must be kept in the front of the van. *Covid 19 requires that during the pandemic, no consumption of food or drink happens in the van and that masks be worn.*

Weapons

Firearms or other weapons are expressly prohibited on school grounds. This includes any object specifically intended to do bodily harm. Possession of a weapon may result in expulsion from school.

Policy for Management of Concussion and Other Head Injuries

The Eddy Middle School recognizes that concussions and other head injuries are serious and could result in significant brain damage and/or death if not recognized and managed properly. The Eddy Middle School adopts this policy to

promote the safety of students participating in school activities, including but not limited to extracurricular athletic activities and interscholastic sports.

At this time, The Eddy Middle School does not offer any extra-curricular sport activities that are prone or likely to cause head injury. The Eddy Middle School does acknowledge and recognize however that these injuries can happen as the result of any type of physical play.

MANAGEMENT OF CONCUSSIVE AND OTHER HEAD INJURIES

It is the responsibility of staff members involved in school activities and trained in the signs and symptoms related to concussion or other head injury, to act in accordance with this policy when the staff member recognizes that a student may be exhibiting such signs and symptoms of a concussion.

A student having sustained a head injury is prohibited from further participation in any school activities until he/she is evaluated for concussion. If a concussion is suspected, the student must be removed from school activities. The student and his/her parent(s)/guardian(s) will be informed of the need for an evaluation for brain injury before the student is allowed to return to full participation in school activities including learning.

No student is permitted to return to the activity or to participate in other school activities on the day of the suspected concussion.

If a concussion is confirmed, the student is not permitted to return to full participation in any school activities until medically cleared to do so by a licensed health care provider trained in concussion management. More than one evaluation by the student's health care provider may be necessary before the student is cleared for full participation.

School personnel shall comply with the student's treating health care provider trained in concussion management recommendations regarding gradual return to participation. If at any time during the return to full participation in school activities the student exhibits signs and symptoms of concussion, the student must be removed from the activity and be re-evaluated by the treating licensed health care provider trained in concussion management.

COGNITIVE CONSIDERATIONS

School personnel should be alert to cognitive and academic issues that may be experienced by a student who has suffered a concussion or other head injury, including but not limited to:

- difficulty with concentration, organization, long-and-short term memory and
- sensitivity to bright lights and sounds.

School personnel shall accommodate a gradual return to full participation in activities as appropriate, based on the recommendation of the student's concussion trained health care provider and the school's administrator.

CONCUSSION POLICY MANAGEMENT TEAM

The Eddy Middle School Director will be part of a Concussion Policy Management Team including teaching staff, and health advisors, to make recommendations related to the implementation of this policy. The team shall oversee and implement this policy and related protocols for concussive head injuries based on the generally accepted protocols. This team will identify the school personnel who shall be trained in concussion signs and symptoms and the school activities covered by this policy.

The policy and/or related protocols should be reviewed when generally accepted protocols change.

Policy for The Eddy Middle School-funded Financial Aid/Scholarship Fund

The Eddy Middle School Scholarship Fund is not available to any family who is personally contributing less than \$2500 towards tuition unless extenuating circumstances have been approved by the Board.

For publicly funded students, after The Eddy Middle School has received the full payments from the state/towns (this amount changes annually), any of the \$2500 received from the families that causes the total tuition payment to exceed the tuition rate for that year will go directly into The Eddy Middle School Scholarship Fund.

Physical Restraint and Seclusion Policy

The Eddy Middle School does not have the support or special services needed to accommodate severe behavioral, cognitive, or developmental disabilities and/or challenges in students. Each potential student undergoes a screening process in order to determine if that student's academic needs can be met at The Eddy Middle School. Each new student is enrolled on an eight-week trial basis while behavioral and academic skills and needs are evaluated and assessed. Should a student prove to have behavioral, cognitive, or developmental issues that are beyond the scope of our resources, the parents will be notified and enrollment discontinued.

Occasionally, students do need to be separated from the larger group to calm down before rejoining the other students. Students are given options of separating themselves in the classroom or outside the classroom and in an area easily supervised by teaching or administrative staff. Staff collaborate with students to process conflicts and come to an agreed-upon resolution before rejoining the group. Processing may happen verbally or using written prompts.

If a child refuses to leave the classroom and is continuing to be disruptive, and/or there are no extra staff available, a parent may be called to come and pick up their child.

The Eddy Middle School does not practice *physical restraint* (an intervention that restricts a student's freedom of movement or normal access to his or her body and includes physically moving a student who has not moved voluntarily) or *seclusion* (the involuntary confinement of a student alone in a room or clearly defined area from which the student is physically prevented from leaving. Seclusion is not timeout). We do, however, sometimes use the following technique in extreme circumstances:

-Physical escort is temporary touching or holding for the purpose of inducing a student to walk to another location, including assisting the student to the student's feet in order to be escorted.

If a situation is more extreme and calls for more than the technique listed above, the rest of the class will be removed from the student and the student will be supervised while parents/guardians are contacted to pick up the student. The appropriateness of enrollment will be evaluated and a parent and staff meeting held to discuss student's dismissal from the school.

Should physical escort be necessary to remove a student from the classroom or any setting, parents will be notified. Protocol for complaints or grievances from the parents regarding these decisions is explained in the Parent-Student Handbook.

Policy for the Management of Students with Life-Threatening Allergies

An Individual Health Plan (IHP) and Emergency Action Plan (EAP) will be prepared for students with severe allergies. The IHP details the school's role in the care of the student with the allergy. The Emergency Action Plan must be shared with staff working with a student with a severe allergy.

Parents, legal guardians, or custodians will provide:

- Provider documentation of the allergy.
- Permission forms to administer medication.
- Epinephrine medication for the emergency pack at school.
- Information about the student's allergy.
- Emergency contact information.
- Physician contact information.
- Permission to speak to the treating physician.

The school will provide education and training on allergies to all staff who may be in contact with the student. The education will include understanding the law for school personnel responding to an emergency (MSRS 20-A §4009(4) Chapter 42 Resolve at www.maine.gov/legis "Emergency medical treatment. Staff will view this training video: <http://www.allergyhome.org/schools/food-allergyschool-staff-training-full-length-module/> Staff will receive training in the administration of an epinephrine autoinjector.

The school will manage the potential exposure to allergens as much as possible through accommodations plans including individual health plans, emergency action plans, 504, or individual education plans.

Local Emergency Medical Services and The Bethel Family Health Center will be informed of any student with a life-threatening allergy at the beginning of the school year. School staff will follow the guidelines outlines in the following "Protocol for Treatment of Symptoms of Anaphylaxis -Epinephrine Autoinjector Administration by School Health Professionals and Trained Personnel For School Age Children – Kindergarten - Grade 12" document.

Protocol for Treatment of Symptoms of Anaphylaxis -

Epinephrine Autoinjector Administration by School Health Professionals and Trained Personnel For School Age Children – Kindergarten - Grade 12

ARE SIGNS AND SYMPTOMS OF POSSIBLE ANAPHYLAXIS PRESENT AND WAS THERE AN EXPOSURE TO A POSSIBLE TRIGGER? (food, insect sting, latex, medication or other trigger). Contact the school nurse immediately.

If **YES**, proceed with this protocol. If **NO**, see Signs, Symptoms & Triggers section on reverse. If the student has an **Emergency Care Plan**, follow the plan immediately.

<u>Are any of these signs and symptoms present and severe?</u> LUNG: Short of breath, wheeze, repetitive cough HEART: Pale, blue, faint, weak pulse, dizzy, confused THROAT: Tight, hoarse, trouble breathing/swallowing	<u>Or is there a COMBINATION of symptoms from different body areas?</u> SKIN: Hives, itchy rashes, swelling (eyes, lips) GUT: Vomiting, cramping pain, diarrhea HEENT: Runny nose, sneezing, swollen eyes, phlegmy throat OTHER: Confusion, agitation, feeling of impending doom
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MOUTH: Obstructive swelling (tongue and/or lips)
SKIN: Hives over body

If YES, quickly follow the protocol below:
If No, see Signs, Symptoms & Triggers section on reverse.

DO NOT DELAY TREATING ANAPHYLAXIS. When in doubt, give epinephrine. Contact the School Nurse immediately.

Treating anaphylaxis in the first few minutes can save a life. Not all anaphylaxis has skin symptoms.

Follow the building emergency response plan/protocol and:

1. IMMEDIATELY ADMINISTER EPINEPHRINE AUTOINJECTOR PER STANDING ORDER:

0.15 mg - body weight less than 55 pounds (*see reverse page if weight unknown*)

0.3 mg - body weight 55 pounds or more

Inject into middle outer side of upper leg, note time and site of injection

Stay with student and monitor closely

2. Designate a person to call Emergency Medical System (911) and request ambulance with epinephrine

3. Designate a person to notify, school administration and student's emergency contact(s)

4. Stay with and observe student until EMS (ambulance) arrives.

Maintain airway, monitor circulation, start CPR as necessary.

Do not have the student rise to an upright position.

Consider lying on the back with legs elevated, but alternative positioning is needed for vomiting (side lying, head to side) or difficulty breathing (sitting).

Observe for changes until EMS arrives.

5. IF NO IMPROVEMENT OR IF SYMPTOMS WORSEN IN ABOUT 5 OR MORE MINUTES, ADMINISTER A SECOND EPINEPHRINE DOSE *according to local policy*

Provide EMS with identifying information, observed signs and symptoms, time epinephrine administered, used epinephrine autoinjector to take with to the hospital

Transport to the Emergency Department via EMS even if symptoms seem to get better.

Physician Signature: _____ Date: _____

See reverse for additional information.

Developed by the Epinephrine Policies and Protocols Workgroup of the National Association of School Nurses

12/2014

Protocol Notes - For an emergency, follow the directions on the reverse side

Epinephrine Autoinjector Administration by School Health Professionals and Trained Personnel

DO NOT DELAY TREATING ANAPHYLAXIS. *Treating anaphylaxis in the first few minutes can save a life.*

School nurse administration is preferable. Training non-licensed staff to recognize and treat first time anaphylaxis requires extensive and well thought out training.¹ Nursing assessment cannot be delegated.

Signs, Symptoms & Triggers:

SEVERE SYMPTOMS WITH NO KNOWN TRIGGER: Seeing rashes such as hives AND additional serious symptoms warrant epinephrine administration.

- If no trigger found and symptoms are severe, then consider asthma, fainting, heart condition, seizure, viral illness and contact the school nurse. If there is no school nurse available, contact the school designee for assistance and CALL 911 as needed per district guidelines.
- When unsure or unclear, do not let concerns over whether severe difficulty breathing is caused by anaphylaxis or asthma keep you from using epinephrine. Severe asthma can be treated with epinephrine.⁴

MILD SYMPTOMS: Whether or not there was exposure to a known trigger, refer to the school nurse to monitor closely and assess. Do not delay administration of epinephrine if symptoms progress.

- Do not leave the student. Mild symptoms can quickly become severe.
- **If symptoms become severe, administer epinephrine per protocol on reverse.**

Determining the proper dose of stock epinephrine (recommended):

Currently several methods may be used to decide at what weight or age to give an adult strength dose autoinjector.

- Weight based, although most accurate, may not be practical in emergency situations and an alternative method should be determined by local policy. Do not delay giving epinephrine to obtain weight.
- See your state's regulations and train accordingly.

Less than 55 lb. (25kg)²	Less than 125 cm. (measure top of head to heel) Consider using tape or a string of this length and storing with stock epinephrine	Pre-k or Kindergarten	3 – 6	0.15 mg Junior <i>May give adult dose if pediatric dose unavailable.</i>
Greater or equal to 55 lbs. (25kg)²	Greater than or equal to 125 cm. (measure top of head to heel)	1 st grade and up	7 – adult	0.30 mg Adult

Transporting to the hospital:

Students should always be transported to the hospital following administration of epinephrine.

They are at risk for a secondary or biphasic reaction which may require immediate treatment (as many as 1/3 of children will experience a secondary reaction).³

After an emergency event:

Make sure parents/guardians are notified to follow up with private physician. Follow up with family - evaluate plan.

In the case of the student with known history, discuss how exposure occurred and if new allergen avoidance measures are needed. For students with no previous history of anaphylaxis, consider developing an IHP in collaboration with the PCP for possible future occurrences.

Complete documentation per district policy.

Make sure replacement epinephrine autoinjector is obtained.

Review response and emergency communication, update as needed to improve outcomes.

¹Role of the School Nurse in Providing School Health Services. Council on School Health Pediatrics 2008;121;1052.

²Sicherer, S. & Simons, E. (2007). Self-injectable epinephrine for first-aid management of anaphylaxis. *Pediatrics*, 119 (3), 638 – 646. NIAID food allergy guidelines 6.3.1, accessed from <http://www.niaid.nih.gov/topics/foodallergy/clinical/Pages/default.aspx>

³Schoessler, S. & White, M. (2013). Recognition and treatment of anaphylaxis in the school setting: The essential role of the school nurse. *Journal of School Nursing*, 29, 407 – 415. doi: 10.1177/1059840513506014

⁴NAEPP Suggested Emergency Nursing Protocol for Students with Asthma Symptoms Who Don't Have a Personal Asthma Action Plan at <http://www.nhlbi.nih.gov/files/docs/resources/lung/sch-emer-actplan.pdf>

Developed by the Epinephrine Policies and Protocols Workgroup of the National Association of School Nurses

12/2014

Health Screening Policy

1. Distance vision acuity will be screened in grade 7 using the Snellen letter chart. Students must read the majority of optotypes at line 20/30 to pass. Students will be considered to fail the screening if they are unable to read the majority of optotypes at line 20/30 or if they have a two line difference between the left and right eyes.
2. For those students with corrective lenses, screening should occur with student wearing corrective lenses.
3. Students who fail the vision screening will be referred to their parents and provided with a referral form to bring to their health care provider or eye specialist.
4. If a student fails an initial screening conducted by an unlicensed individual, rescreening must be conducted by the school nurse (Bethel Family Health Center) before a referral is made. The school nurse shall follow-up with the parents of students referred to their health provider to determine the disposition of the referral.
5. A student whose parent objects to screening on religious grounds shall not be screened unless a sight defect is reasonably apparent.
6. An annual report will be made to the Maine Department of Education on the results of health screenings to include the number of students screened by health screening, the number of students referred, and the number of referrals returned by disposition.

Medication Policy

Administering medication. All unlicensed personnel who administer medication will receive training from The Bethel Family Health Center or other licensed entity before receiving authorization to do so. Before medication is administered to a student there must be:

1. A current written request from the parent for any medication administered to a student during school or a school-sponsored event.
2. A current written order from the prescribing health care provider for any medication administered at school. The order must include the student's name, the name of the medication, the dose, the route of administration, time intervals to be given, proper storage instructions, any special instructions, and the name and contact information of the licensed health care provider.
3. Written parental permission forms and physician orders must be renewed at least annually. Physician orders must be renewed if there are changes in the order.
4. The medication must be delivered to school by the parent, legal guardian, or custodian in its original container, properly labeled.
5. Administration of medications by the school will be documented including day, time, dose, and any special circumstances or information.
6. Students may possess and self-administer medication of insulin, an inhaled asthma medication, or an epinephrine auto-injector under the following conditions:
 - a. Written approval is received from the student's health care provider stating that the student has the knowledge and skills to safely possess and use the above medications.
 - b. Written approval is received from the parent, legal guardian, or custodian indicating that his/her child may carry and self-administer the medication.
 - c. The parent will be informed that the school cannot accurately monitor the frequency and appropriateness of use when the student self-administers medication, and that the school will not be responsible for any injury arising from the student's self-medication.

Health Services Policy

Standing orders are issued by and under the direct advisement of The Bethel Family Health Center and are subject to change based on the standards set by the FDA, the DEA, and the Bethel Family Health Center.

The Bethel Family Health Center will provide health services, nursing services, and/or health advisory services to The Eddy Middle School when necessary.

In non-emergency situations, parents, legal guardians, or custodians will always be contacted first if possible. If there is any question as to whether a student should be seen by a doctor, The Eddy Middle School will contact The Bethel Family Health Center for consultation.

In a life-threatening situation, The Eddy Middle School reserves the right to administer any drug or perform any procedures within the limitations of the provider(s)' certification in the effort of preserving life. In the event that a staff member does not know if a patient needs emergency services, it is the procedure of The Eddy Middle School to contact parents, legal guardians, or custodians, local emergency services and/or The Bethel Family Health Center for treatment decisions.

The Eddy Middle School reserves the right to provide appropriate treatment for any person at school as long as the person providing treatment is operating within the limitations of his/her certification(s), kept on file at the school.

Immunization Policy *This will be updated to meet the new law as of 9/1/2021*

A. **Enrollment in School.** A student may not be enrolled in The Eddy Middle School without a certificate of immunization for or other acceptable evidence of required immunizations or immunity against: meningococcal meningitis, diphtheria, varicella, measles, mumps, pertussis, poliomyelitis, rubella, and tetanus, except as follows:

1. **Written assurance:** The parent, legal guardian, or custodian provides a written assurance that the child will be immunized within 90 days.
2. **Medical exemption:** The parent, legal guardian, or custodian provides a physician's written statement that immunization against one or more of the listed diseases may be medically inadvisable.
3. **Philosophical or religious exemption:** The parent, legal guardian, or custodian states in writing a sincere religious or philosophical belief that is contrary to the immunization requirement.

B. **Exclusion from School.** When a public health official (Director of the Maine Center for Disease Control and Prevention, or any designated employee or agent of the Department of Health and Human Services) has reason to believe that the continued presence in school of a child who has not been immunized presents a clear danger to the health of others, the public health official shall notify the Department of Health and Human Services, Maine Center for Disease Control and Prevention, and the Director of the school. The Director shall cause the child to be excluded from school during the period of danger or until the child receives the necessary immunizing agent. The Director shall make arrangements to meet the educational needs of the child in this case. The Director shall exclude from the school any child or employee who has contracted or been exposed to a communicable disease as directed by a physician after consultation with the Bureau of Health.

C. **Record keeping.** Immunization records of each student shall be a part of the child's permanent education records. These records shall be confidential, except that state and local health personnel shall have access to them in connection with an emergency as provided by the United States Family Educational Rights and Privacy Act of 1974, Public Law 93-380, United States Code, Title 20, Section 1232g(b) (1) (I) and regulations adopted under that Act.

D. **Annual report of immunization status.** By December 15th of each year, the Director shall submit to the Director of the Bureau of Health, Department of Health and Human Services, and to the Maine Commissioner of Education, a summary report of immunization status of the children entering school.

STUDENT/PARENT COMPLAINTS AND GRIEVANCES POLICY

The primary purpose of this Policy is to provide for prompt and equitable resolution of students/parents complaints and grievances.

The resolution of a complaint through free and informal communications as close as possible to the point of origin is encouraged. A student/parent with a complaint shall first take it to the immediate teacher or principal depending on the point of origin.

In the event the complaint cannot be resolved through free and informal communication a Formal Grievance may be filed by the student/parent. The following steps shall be followed when filing a Formal Grievance.

LEVEL ONE: The student/parent filing the grievance shall complete The Eddy Middle School Grievance Report (attached). The report shall be submitted to the Director. The Director shall conduct an investigation in a timely manner and in no more than ten (10) days of receiving the completed report. The Director's decision shall be reduced to writing and presented to the student/parent. In no event, shall an appeal to Level Two be allowed without the involvement of the Director. The Director shall document his/her involvement with the problem.

LEVEL TWO: In the event the problem is not resolved at Level One, the student/parent may file an appeal in writing with the Board of Directors by completing The Eddy Middle School Grievance Report (attached). Such appeal shall be presented within ten (10) days of the Level One decision. The Board of Directors shall request a conference with the aggrieved or render a written decision within forty-five (45) days from the receipt of the grievance.

The aggrieved person may select a representative to accompany him/her, may state the facts in written form, and may request a written decision.

For the discussion and consideration of a grievance, time and place will be selected which will not interfere with regular scheduled classes or school related activities. The faculty, staff, and administration shall make an honest effort to resolve student/parent grievances as quickly as possible at the most immediate level of supervision.

SOURCE: Vestavia Hills City Board of Ed., Vestavia Hills, AL.

The Eddy Middle School Grievance Report

Please fill out electronically or handwritten as preferred.

Name:

Nature of grievance- include policy violated if known:

Action sought:

Pertinent information:

Signature:

Date:

For school use.
Date received in full:

Covid19 Policies Revised 4/10/21 (Revised 1/15/21) (Revised 12/15/20) (adopted 6/11/20)

The Eddy Middle School will update Covid policies to be no less restrictive than any new policies set forth by the state and/or the Department of Education as their requirements change.

Students and staff are required to stay home if they:

- a. Have tested positive for Covid19
 - b. Are showing symptoms of Covid19 as identified by the CDC
(<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)
 - i. Fever (over 100.4 degrees Fahrenheit) or chills
 - ii. Cough-persistent
 - iii. Shortness of breath or difficulty breathing
 - iv. Fatigue- unexplained
 - v. Muscle or body aches- unexplained
 - vi. Headache
 - vii. New loss of taste or smell
 - viii. Sore throat
 - ix. Congestion or runny nose
 - x. Nausea or vomiting
 - xi. Diarrhea
 - c. Have come into close contact with a person who tested positive for Covid19 within the past 10 days
2. Students and staff are requested to self- report if they have symptoms, test positive, or are exposed to someone who tested positive within the past 10 days.
 3. Students and staff are required to perform daily health checks before entering the school building: temperature screening (fever of over 100.4 degrees Fahrenheit) and/or symptom check. Staff of The Eddy Middle School is also given the freedom to do such health checks as they deem beneficial.
 4. Parents/guardians must be accessible via phone call/text at all times and have a plan for expedient collection of their child if he/she or others at the school exhibit symptoms during the school day.
 5. Return-to-school requirements for both staff and students will follow these CDC guidelines:
 - a. If I think or know I had COVID-19, and I had symptoms, I can be with others after
 - i. 3 days with no fever and
 - ii. [Symptoms](#) improved and
 - iii. 10 days since symptoms first appeared
 - b. If I tested positive for COVID-19 but had no symptoms and if I continue to have no symptoms, I can be with others after 10 days have passed since test
 - c. Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have:
 - i. no fever,
 - ii. symptoms have improved,
 - iii. and you receive two negative test results in a row, at least 24 hours apart
 - d. If I have been in close contact to a known positive case, I will quarantine for ten days since the contact regardless of the results a test.
 6. Passengers must wear a mask in the school van and refrain from eating or drinking.