

Illness and Attendance

Students who become ill during the school day should report to the nurse's office. If a student is too ill to stay in school, the nurse will notify a parent. Students may not leave school until a parent has been notified and suitable arrangements have been made. All students must be picked up by a parent or parent designee. Parents of students who have driven to school in their own vehicles will be contacted. If it is determined that the student can safely drive home, the student will be released with parent consent. Students who contact their parent without going through the nurse's office will need to have a parent sign them out of school and, if necessary, a disciplinary referral will be made. Students who leave early (before 11:00 am at RMHS and 11:15 at FSG) due to illness will be recorded as absent excused for ½ school day.

Mandated Screenings and Immunizations

The School Health Code requires that an individual health record be kept on every child. This health record includes your child's immunizations, boosters, and screenings that they have received during the school year. It is also used to record the results of the mandated screenings throughout your child's school years. The following are mandated through the state: 1. Height and weight – All children in grades kindergarten through 12th. Completed yearly.

1. Vision Screening – All children in K through 12th grade are given a vision screening by the school nurse yearly. If the student does not pass the vision screening, a referral is sent home to the parent for a more extensive eye exam to be completed by an eye doctor. This form should be taken to and completed by an eye doctor. The form should be returned to the school nurse as soon as possible upon completion. Every child should have a complete eye exam performed annually by an eye doctor regardless of the results from the school screening.
2. Hearing Screening – Children in grades K, 1,2,3, 7 and 11 are given a hearing screening test. If they fail the initial screening, they are rescreened in two weeks by the school nurse. Further failures result in a referral being sent home to the parent for a follow up with the family doctor. This form should be completed by the family doctor and returned to the school as soon as possible. Children in other grades are tested upon request.
3. Scoliosis Screenings – students in grade 6 and 7 are given a scoliosis screening. 6th grade students are given this screening by their family doctor when their 6th grade physical is completed. All 7th grade students are screened by the school nurse. If the results are not adequate, the parent is sent a form requesting additional follow up with their family doctor. This form should be completed by the family doctor and returned to the school as soon as possible.
4. Body Mass Index (BMI) – all students have body mass index calculations performed annually. Parents are notified annually of the results of these screenings in accordance with the guidelines set forth by the Department of Health.

5. **Physical Exams**– Physical examinations are required by Pennsylvania law for all students upon a child’s original entry into school, 6th grade and 11th grade. These examinations may be performed by the district’s school physician in school, or parents may have the school medical examination performed by their private family physician and reported to the district on forms provided by the district. These forms are available in the nurse’s office and on the school website (rasd.us) under the middle-high school’s nurse’s page. The private medical examinations can be completed up to one year before the required school year. If the private medical examination form is not received by the district by this deadline, the district will begin to work with you to schedule your child for a physical utilizing the school physician. The private medical examinations can be completed up to one year before the required school year (which begins on July 1st each school year).
6. **Dental Exams** – According to State Law, a dental exam is required on all children upon original entry into school, 3rd grade, and 7th grade. This exam is to be performed by the child’s own dentist. The parent and/or guardian is required to provide the results of the dental examination to the school

district/school nurse. Dental exams can be completed one year before the required school year. Private dental forms are provided in order for your child to complete this mandate. These forms are also available on the school website (rasd.us) under the RASD nurse’s page. Please return the completed forms to the school. If your child does not have a dental exam completed by his/her dentist, they have the option to see the school dentist. A permission form will be sent home for parental consent for the exam. No student will be seen by the school dentist without parental consent.

The following immunizations are required on the first day of school by all students:

- 4 doses of tetanus, diphtheria, and acellular pertussis* (DTaP) (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)
- 2 doses of measles, mumps, rubella **(MMR) (1st dose on or after 1st birthday)
- 3 doses of hepatitis B (appropriately spaced, 3rd dose must be on or after 6 months of age, 4th dose may be required if 3rd dose is not administered after 6 months of age)
- 2 doses of varicella (chicken pox) or evidence of immunity (1st dose on or after 1st birthday)

*Usually given as DTaP – one dose must be after the 4th birthday

**Usually given as MMR

Children entering 7th Grade are also required to have the following immunizations in addition to those above on the first day of their 7th grade year:

- 1 dose of Meningococcal conjugate vaccine (MCV)
- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) – (between 11-12 years of age)

Children entering 12th grade are also required to have the following immunization in addition to those listed above on their first day of 12th grade:

- 1 dose of Meningococcal conjugate vaccine (MCV)

If a child is missing any of the required immunizations on the first day of school, they will not be permitted to attend school and will be sent home until the immunizations are received. It is the parents' responsibility to ensure their child receives these vaccines prior to entering school.

Medications in School

If your child needs to take any medication (example: pill, inhaler, nebulizer med, epi-pen) during the school day, the school nurse is required to have a physician's order on file each school year.

Medication orders are required for both prescription as well as over-the-counter medications and herbal remedies. A parent/guardian or a responsible adult designated by the parent/guardian must deliver all medications to the school. **No student is permitted to transport their medication to school.**

Physician's Order: When the parent/guardian brings the medication to school they must also bring a physician's order for the medication OR have the Physician Order Section of the Ridgway School Medication Authorization already completed and signed by the physician. The Medication Authorization form is available in the nurse's office and on the school website under the middle school nurse's page.

Parent Permission: The school nurse needs written parental permission on file each school year for medication administration. When the parent/guardian brings the medication to school, in addition to signing the Parent Permission Section of the Medication form they will sign a medication delivery form. On this form they will document the medication, dose, and quantity of medication they are delivering to the school nurse. This will also be used if they are picking up medication for any reason. No more than a thirty (30) school day supply for the medication will be stored at school.

The medication must be in its original, labeled container. Medications in plastic bags or containers other than their original pharmacy container are NOT acceptable. Most pharmacists will duplicate the prescription bottle for the school as they are aware we need the original prescription to dispense medication. The school nurse can be available to receive medication the few days prior to the start of the school year to receive medication.

If your child requires emergency medication such as an asthma inhaler or Epi-pen and needs to have it on their person, there is a specific procedure to do so.

If a student is to carry either of these medications on their person, the nurse will need to have a physician order and parental permission for this to be permitted. If the student is permitted to carry their epi-pen or inhaler on their person, they should be diligent to have the medication on them at all times, including field trips and school activities.

Physical Education

Students will not be penalized for non-participation while on a doctor's medical excuse. All medical excuses must be in accordance with school guidelines and from a practicing physician and on file in the nurse's office. Long and short-term medical excuses will result in an appropriate written or physical alternative activity which may include aiding the teacher for grading purposes.

While on a medical excuse, the student who may not participate in physical education class may not participate in any interscholastic athletic practice or competition nor in intramurals/open gyms until released from the medical excuse.

Student Injuries and Insurance

Students who have been injured at school must report the injury to the teacher and/or school nurse at the time the injury occurs. The school is responsible for investigating the injury and filing an accident report. However, if the student fails to report the injury, the school cannot complete a thorough investigation and file an accurate accident report.

The school is not responsible for providing medical insurance for students in the event of an accidental injury at school. Parents/guardians are responsible for making sure that their child has appropriate medical insurance in cases of accidental injuries. Please contact the principal or guidance counselor to inquire about insurance options in the event that you do not have insurance for your child. These options may include, but are not limited to, parents purchasing insurance through the school, CHIP, medical assistance, etc. Parents may also contact the local medical assistance office for help purchasing insurance for their child.

PARENT AND GUARDIANS ARE STRONGLY ENCOURAGED TO NOTIFY THE APPROPRIATE MIDDLE HIGH SCHOOL FACULTY AND STAFF IN THE EVENT THAT THEIR SON/DAUGHTER IS DIAGNOSED WITH A MENTAL HEALTH CONDITION. THIS INFORMATION IS VITAL TO ENSURE THAT THE STUDENT IS RECEIVING REASONABLE EDUCATIONAL BENEFIT.

Note to Parents: If you believe that your child's mental health condition is negatively affecting his/her academic or behavioral performance within the school setting, please contact the Office of Student Services at 814-776-4255.

Substance Abuse

The Ridgway Area School District recognizes that substance abuse (policy #227) presents a major problem in our society. This policy and its associated guidelines are an effort by the district to respond effectively to the potential and current use and abuse of drugs by members of its student population.

STATEMENT OF INTENT

The Ridgway Area School District finds any student drug involvement unacceptable. The district will seek to establish an effective prevention/intervention program through the coordinated efforts of the administration, faculty, staff, Student Assistance Program, parents and appropriate referral

agencies. As an extension of this policy, the following guidelines shall be used by all Faculty, when responding to drug-related situations.

They are intended to provide a consistent means for effectively responding to drug-related situations that may occur at school or at school-sponsored events. They have been written with due consideration for the legal rights and responsibilities of administrators, faculty, students and parents who may find themselves involved in such situations. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse and use.

Definition of Terms

Drugs include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical abuse substance, or medication for which prescription is required under the law and/or any substance which is intended to alter mood. Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look-alike substance, and any capsules or pills not registered with the school nurse.

Student Support Program is a multi-disciplinary team composed of school personnel. This team has been trained to understand and deal with the issues of adolescent chemical use, abuse and dependency, and will play a primary role in the identification and referral process of students coming to their attention.

Cooperative Behavior is the willingness of a student to work with school personnel in a reasonable and helpful manner, complying with requests and recommendations of the members of the Student Support Program and/or the administration.

Uncooperative Behavior is the resistance or refusal, either verbal, physical or passive on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and flight are examples of uncooperative student behavior.

Uncooperative behavior shall also include the refusal to comply with recommendations of the Student Support Program.

Drug Paraphernalia is any utensil or item which, in the school's judgment, can be associated with the use of drugs, alcohol, or mood-altering substances. Examples include but are not limited to roach clips, pipes, and bowls.

Policy Categories

1. **The use of a drug by a student is suspected, but no evidence of violation of law or school regulation has been found.**

This situation may involve:

1. The student who is suspected of using drugs but does not show extreme behavior changes and no evidence is available.
2. The student who contacts a teacher in regard to the drug use of a friend or another student.
3. The student who volunteers information about personal drug use.

IMMEDIATE ACTION – The school personnel may talk with the individual and will refer him/her.

INVESTIGATION – The investigation will consist of discussion with the student and/or referral to the Student Support Program

NOTIFICATION OF PARENTS – Parents will not be notified unless the immediate safety of the individual is in danger. Parents will be notified of behavior and performance indicators if warranted.

CONFIDENTIALITY – The information will be limited to only those involved.

DISPOSITION OF SUBSTANCE – N/A

DISCIPLINE / REHABILITATION – To be determined by Student Support Program.

NOTIFICATION OF POLICE – N/A

1. **A student demonstrates symptoms associated with drug use (staggering, slurred speech, dazed appearance, incoherence, inability to respond). This situation shall be handled as a health problem and potential emergency.**

IMMEDIATE ACTION – Seek immediate medical attention by notifying the administration and school nurse who will take whatever steps are necessary depending on the severity of the situation.

INVESTIGATION – The investigation will involve determining the substance taken, if possible, and the source. The principal will investigate- possibly searching the student's locker, car, and possessions. The student will be referred to the Student Support Program.

NOTIFICATION OF PARENTS -The parent will be immediately notified of the incident and of the action taken and will be requested to transport the student for medical evaluation or meet the student at the hospital, if the situation warrants.

CONFIDENTIALITY – The information will be limited to those directly involved in the situation.

DISPOSITION OF SUBSTANCE – If the substance is discovered at the time of an emergency, further action will be taken depending on the appropriate category.

DISCIPLINE / REHABILITATION – Disciplinary action will coincide with appropriate situation/category. The student will be referred to the Student Support Program.

NOTIFICATION OF POLICE – Police will not be notified unless a safety emergency exists or the student is found in possession.

2. **A Student possesses drug related paraphernalia.**

IMMEDIATE ACTION – The teacher will summon the principal or escort the student to the principal's office. The paraphernalia will be confiscated and the staff member will write an anecdotal report of the incident.

INVESTIGATION – The principal may search the student, his/her desk, locker, and other possessions.

NOTIFICATION OF PARENTS – The parent will be notified and the situation described.

CONFIDENTIALITY – Information will be limited to the parties involved and the parents.

DISPOSITION OF SUBSTANCE – The paraphernalia will be confiscated and sent for analysis if warranted.

DISCIPLINE / REHABILITATION – The student will be immediately suspended for three (3) school days. Following an informal hearing, the student may be suspended for a maximum of seven (7) additional days and/or assigned to the I.S.S. for a maximum of ten (10) school days. The student will be referred to the Student Support Program. A formal school board hearing to consider expulsion from school will be considered. The administration will request that conditions for the return to school following a possible expulsion include an assessment by a drug/alcohol agency approved by the Student Support Program and compliance with recommendations of that agency.

3. A student is found to be in possession, using or under the influence of, a drug or drugs, when attending any school-sponsored function.

IMMEDIATE ACTION – The chaperone will contact the group advisor, administrator or staff chaperone. The staff person will confiscate the drug, if available, and try to isolate the student. The names of any witnesses should be noted as well as a description of the student's actions. An anecdotal report of the incident will be written and submitted to the building administration.

INVESTIGATION – The principal or designee will ask that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's locker, car, and other possessions may be searched.

NOTIFICATION OF PARENTS – The parent will be contacted, the situation described, and the parent requested to provide transportation for the student.

CONFIDENTIALITY – Information will be limited to the initial parties involved Superintendent and parents.

DISPOSITION OF SUBSTANCE – The substance will be sealed, marked and turned over to the borough police with a request for analysis.

DISCIPLINE / REHABILITATION – The student will be referred to the Student Support Program. Further discipline as provided by the appropriate situational category will be administered following the principal's investigation.

NOTIFICATION OF POLICE – Police will be notified if evidence warrants.

4. A student is involved in a repeated offense of category 4, 5, or 6.

IMMEDIATE ACTION – The teacher will summon the principal or escort the student to the principal's office.

INVESTIGATION – The principal, or designee, will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's locker, desk, and all personal property will be searched according to policy.

NOTIFICATION OF PARENTS – A parent will be contacted immediately and the situation described.

CONFIDENTIALITY – Information will be limited to the initial parties involved, superintendent and parents.

DISPOSITION OF SUBSTANCE – The substance will be sealed, marked, and turned over to the borough police with a request for an analysis and possible use in further proceedings.

DISCIPLINE / REHABILITATION – The student will be immediately suspended for three (3) school days. If charges are validated during an informal hearing, the student will be suspended for an additional seven (7) days. The principal will report the results of the informal hearing to the Superintendent and a formal hearing to consider expulsion will be recommended. The administration will request that conditions for the return to school following a possible expulsion include an assessment by a drug and alcohol agency approved by the Student Support Program and compliance with the recommendations of the agency.

NOTIFICATION OF POLICE – Police will be contacted.

5. A student is distributing a drug, drugs or drug paraphernalia.

IMMEDIATE ACTION – The teacher will summon the principal or escort the student to the principal's office. An anecdotal report describing the incident will be written. The police will be notified.

INVESTIGATION – The principal or designee will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's locker, desk, and all personal property will be searched according to policy.

NOTIFICATION OF PARENTS – The parent will be contacted immediately, the situation described and the parent informed that the police have been called.

CONFIDENTIALITY – Information will be limited to the initial parties involved, Superintendent, parents and police.

DISPOSITION OF SUBSTANCE – The substance will be sealed, marked, and turned over to the police as evidence. An analysis will be requested and possibly used in further proceedings.

DISCIPLINE / REHABILITATION – The student will immediately be suspended for three (3) school days. If charges are validated during an informal hearing, the student will be suspended for an additional seven (7) school days. The principal will report the results of the informal hearing to the Superintendent and a formal hearing will be considered. The administration will request for conditions of the return to school following an assessment by the drug and alcohol agency approved by the Student Support Program and compliance with the recommendations of the agency.

NOTIFICATION OF POLICE – The police will be notified and involved in this situation.

6. A student is involved in a repeated offense of category 4, 5, or 6.

IMMEDIATE ACTION – The teacher will summon the principal or escort the student to the principal's office.

INVESTIGATION – The principal, or designee, will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's locker, desk, and all personal property will be searched according to policy.

NOTIFICATION OF PARENTS – A parent will be contacted immediately and the situation described.

CONFIDENTIALITY – Information will be limited to the initial parties involved, superintendent and parents.

DISPOSITION OF SUBSTANCE – The substance will be sealed, marked, and turned over to the borough police with a request for an analysis and possible use in further proceedings.

DISCIPLINE / REHABILITATION – The student will be immediately suspended for three (3) school days. If charges are validated during an informal hearing, the student will be suspended for an additional seven (7) days. The principal will report the results of the informal hearing to the Superintendent and a formal hearing to consider expulsion will be recommended. The administration will request that conditions for the return to school following a possible expulsion include an assessment by a drug and alcohol agency approved by the Student Support Program and compliance with the recommendations of the agency.

NOTIFICATION OF POLICE – Police will be contacted.

7. A student is distributing a drug, drugs or drug paraphernalia.

IMMEDIATE ACTION – The teacher will summon the principal or escort the student to the principal's office. An anecdotal report describing the incident will be written. The police will be notified.

INVESTIGATION – The principal or designee will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's locker, desk, and all personal property will be searched according to policy.

NOTIFICATION OF PARENTS – The parent will be contacted immediately, the situation described and the parent informed that the police have been called.

CONFIDENTIALITY – Information will be limited to the initial parties involved, Superintendent, parents and police.

DISPOSITION OF SUBSTANCE – The substance will be sealed, marked, and turned over to the police as evidence. An analysis will be requested and possibly used in further proceedings.

DISCIPLINE / REHABILITATION – The student will immediately be suspended for three (3) school days. If charges are validated during an informal hearing, the student will be suspended for an additional seven (7) school days. The principal will report the results of the informal hearing to the Superintendent and a formal hearing will be considered. The administration will request for conditions of the return to school following an assessment by the drug and alcohol agency approved by the Student Support Program and compliance with the recommendations of the agency.

NOTIFICATION OF POLICE – The police will be notified and involved in this situation