

Morris Knolls

High School



“HOME OF THE GOLDEN EAGLES”

2012 – 2013

STUDENT/PARENT HANDBOOK

HEALTH SERVICES

A Health Office is provided for student use, and it is staffed with two full time registered nurses. Students coming to the Health Office after 7:30 a.m. (MK) and 8:05 a.m. (MH) or between classes must present an authorized pass, except in the case of emergency.

PHYSICAL EXAMINATIONS

All Grade 9 students and new entrants in the school are required to have a comprehensive physical examination which includes ears, nose, heart, lungs, hernia, and back. This examination must be completed by your personal physician, with the results of the examination documented on the district Medical Examination Form. This form must be returned to the health office within 30 days upon enrolling into school. Medical forms may be obtained in the nurse's office or on the district web site.

SCREENINGS

All screenings will be conducted in school by the certified school nurses.

The following screenings are required by the state.

- Grade 9 height, weight, blood pressure and vision
- Grade 10 height, weight and blood pressure
- Grade 11 height, weight, blood pressure scoliosis and hearing
- Grade 12 height, weight and blood pressure

The school district shall provide for the notification of the parent of any student suspected of deviation from the recommended standards.

PHYSICAL EDUCATION EXCUSALS

In order for students to be excused from participating in Physical Education class, a physician's note must be presented which states the diagnosis and the length of time to be excused. If the length of excusal exceeds $\frac{1}{2}$ the marking period, said student must complete a medical packet to receive a grade for that quarter.

A note from a student's parent will not be accepted as an excuse from Physical Education classes. The student who presents a parental note is expected to dress for class and participate.

Students with a doctor's note or a note from the hospital will be sent to the nurse and excused. If the excuse is **longer than a week**, the student will report to his/her guidance counselor to be assigned to a study hall.

If a medical excuse exceeds more than half the marking period days, the student will receive a "medical" for that marking period with a loss of 1.25 credits unless the student completes a state mandated physical education packet obtained through the Health and Physical Education Department. At the conclusion of the medical excuse, a doctor's release note is required to resume participation.

Students who are able to participate in P.E. classes but possess a medical condition (such as , but not limited to, asthma, diabetes and/or allergies requiring self medication) which, at times, creates the need for activity limitations must report this condition to the Health Office and inform his/her P.E. instructor. A Restrictive Physical Education form must be completed by the student's doctor. If a student has a yearly medical or restrictive form for physical education, that form must be updated annually.

MEDICATION

During the school year your child may need to take medication during school hours. The school will not supply over-the-counter (OTC) medications to students. Students requiring prescribed and/or OTC medications during school must submit the district medication form, which may be obtained in the nurses' office or on the district website. This form must be signed by a parent/guardian and legally authorized prescriber. Prescription medication must be in the original bottle with prescription label (Ask the pharmacist to provide two bottles with proper prescription labels so that you can have one for home and one for school). All OTC medications must be in the original manufacturers' packaging. All medications should be delivered to school by the student's parent/guardian. These medications are not to be carried on the student's person nor kept in a student's locker. All prescribed medications, as well as OTC medication for students, must be kept in the Health Office. Medications should be picked up by the student's parent/guardian at the end of the school year.

ILLNESS/ACCIDENT

In case of illness during the school day, students must report to the School Health Office. **STUDENTS WILL NOT BE PERMITTED TO LEAVE THE SCHOOL GROUNDS** because of illness without the school nurses' medical sanction. All extended absenteeism's will be investigated as to the student's illness and length of absence.

Following hospitalization, surgery, prolong illness or absences of five days or more, all students are required to re-enter school through the Health Office, accompanied by a note from the attending physician which includes the diagnosis and the date of re-admission to school. Students then report to the Attendance Office with a Health Office note certifying their ability to return to class.

Any student who is injured must report the injury to the supervising staff member immediately. An accident form must be completed in the Health Office within twenty-four hours of the incident. This applies to field trips and any school sponsored function. Medical Emergency forms must be completed and returned to first block teachers the first week of school.

SELF-MEDICATION

According to Morris Hills Regional District Board of Education Policy #5330, no medication will be administered to pupils except by the school nurse. The policy includes an exception for self-administered medication for pupils with asthma and other potentially life-threatening illnesses.*

1. *Any parent requesting permission for their student to self-medicate in school may obtain forms from the nurse or District Web Site for the Asthma Treatment Plan, Emergency Healthcare Plan for Allergic Reactions and/or the Diabetic Student with Severe Hypoglycemia and Self Medication Form.*
2. Orders for diabetes maintenance in school should be obtained from the student's healthcare provider.
3. The above forms must be used for potentially life-threatening illnesses only and must be completed by the parent/guardian and legally authorized prescriber.
4. The completed form should be returned to the school nurse in the health office.
5. The form needs to be completed for each school year and maintained on file in the health office.
6. As outlined in Policy #5330: "Pupils self-administering medication shall report each incident to a teacher, coach, or other individual designated by the school district to be in charge of the pupil during school activities.
7. The privilege of self-administering medication may be revoked when the pupil has failed to comply with school policy and the tenets of the agreement to self-medicate.

8. The Board of Education and its employees shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil.

The New Jersey State Department of Health and the New Jersey Chapter of the American Academy of Pediatrics have developed the following definition for life-threatening illness for use with our District policy: ***Life-threatening illness means an illness or condition that requires an immediate response to specific symptoms or sequelae that if left untreated may lead to potential loss of life such as, but not limited to, the use of an inhaler to treat an asthma attack or the use of an adrenalin injection to treat a potential anaphylactic reaction.**

Source: 18A:40-12.3

CONTAGIOUS DISEASES

Students will not be permitted to enter school or classrooms after a contagious disease or medical exclusion without a medical clearance from their private medical doctor and a medical re-entry certificate from the school nurse. Students must be fever free for 24 hours before returning to school.

Students will be **MEDICALLY EXCLUDED** from school for insufficient immunizations as ruled by the Board of Education and New Jersey State Department of Health Regulations. The students may not re-enter school without the necessary medical affidavits.

SAFETY

Each student should be extremely aware of good safety procedures. Safety should be practiced in the classroom, halls, on the playing fields, buses and all areas of the school and community. Practice common sense, follow rules and regulations, and be aware of potential hazards and exercise good judgment. If these suggestions are followed, accidents can be avoided. Students enrolled in industrial arts, vocational, *family and consumer sciences*, and technical education must wear eye protection in accordance with 18A:40-12.1.

STUDENT INSURANCE

Student accident insurance will be made available on a direct contract basis with the insurance company selected by the Board of Education. Information regarding optional student insurance was mailed to all parents in August. Additionally, interscholastic athletic insurance, including band, cheerleaders, twirlers, and flag bearers, will also be covered by the Board of Education. This policy will define the extent of the coverage. Please note that these policies are written on an excess basis and bills must be first submitted to the parents' basic and major medical carriers.

This plan insures the student while:

1. **AT SCHOOL:** During the hours and on the days when school is in regular session.
2. **TRAVELING:** Directly to and from the student's residence and the school, for regular school sessions, for such travel time as required, but not exceeding one hour before regular school classes begin, and not more than one hour after regular school classes are dismissed, unless additional travel time on the school bus is required subject to "No-Fault" auto coverage.
3. **AT SCHOOL SPONSORED ACTIVITIES:** Participating in or attending an activity exclusively organized, sponsored, funded and solely supervised by the School and School employees, including travel directly to or from such activity in a vehicle furnished by the School and supervised by School employees.
4. **ATTENDING ACADEMIC SUMMER CLASSROOM SESSIONS:** Solely sponsored and solely supervised by the School.