
MSDMV Health and Wellness

Topic Categories/Sections

➤ Nurse Clinic Information

- Farmersville Elementary-Head Nurse
 - Christin Carlson
 - Address: 4065 IN-69, Mt Vernon, IN 47620
 - Phone: 812-838-6593 Option #1 for nurse
 - Fax: 812-838-4826
 - Email: carlsoncl@mvschool.org
 - Marrs Elementary- School Nurse
 - Angela Schaffer
 - Address: 9201 Hwy 62, Mount Vernon, IN 47620
 - Phone: 812-985-2082 Option #1 for nurse
 - Fax : 812-985-9453
 - Email: schafferal@mvschool.org
 - West Elementary-School Nurse
 - Kayci Winiger
 - Address: 1105 West 4th Street, Mt Vernon, IN 47620
 - Phone: 812-833-2072- Option #1 for Nurse
 - Fax: 812-833-2095
 - Email: Winigerkj@mvschool.org
 - Junior High-School Nurse
 - Pamela Ziegler
 - Address: 701 Tile Factory Road, Mount Vernon, IN 47620
 - Phone: 812-833-2077 Option #1 for Nurse
 - Fax: 812-833-2083
 - Email: zieglerpl@mvschool.org
 - Senior High School-School Nurse
-

- Kailei Hunsinger

- Address: 700 S Harriet Street, Mt Vernon, IN 47620
- Phone: 812-838-4356 Option #1 for nurse
- Fax: 812-833-2099
- Email: hunsingerkl@mvschool.org

- Medication Admin Process & Forms

- Medication Administration Process & Forms (Pursuant to IC 20-34-3-18, IC 20-33-8-13)

- It is understood that there is a need for students to receive medications during the school day in order to combat and remedy illnesses. The following guidelines have been established for the administration of medication to students that will meet the needs of students, protect employees, and comply with state law.

- 1. The term “medication” is NOT limited to prescription medicine but would include nonprescription medications such as aspirin, cough syrup, vitamins, etc.

- 2. Prescription medication shall not be administered unless the following requirements are met:

- a. All prescription medication must be brought to school in a container clearly labeled by a physician or a pharmacist stating the student’s name, the doctor’s name, and the dosage (amount and frequency).
- b. Written permission of parent or guardian must accompany each medication and incident.

- PRN Form-AO-272

 AO-272 authorization medication Rx front and bac...

- Scheduled Medication-AO-274.

 AO-274 OTC med authorization front and back.pdf

- 3. Nonprescription medication shall not be administered unless the following requirements are met:

- a. Written permission of parent or guardian is on file.

- PRN Form-AO-272

 AO-272 authorization medication Rx front and bac...

- **Scheduled Medication-AO-274.**

 **AO-274 OTC med authorization front and back.pdf**

- **b. Medication must be in the original container and clearly labeled with the student's name and the dosage (amount and frequency) to be administered.**
 - **4. All medications should be destroyed or returned to the legal custodian when no longer needed. Destruction of the medication should be done in such a manner as to insure no other person can obtain possession of it.**
 - **5. Medication that is possessed by the school for administration during school hours or at school functions may be released to: *the student's parent; or *an individual who is at least 18 years of age; and designated in writing by the student's parent to receive the medication.**
 - **6. Medication may be sent home with the student if the student's parent provides written permission for the student to receive the medication.**
 - **7. A student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition if the following conditions are met: a. The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the following:**
 - **a. A physician states in writing that: (1) the student has an acute or chronic disease or medical condition for which the physician has prescribed medication; (2) the student has been instructed in how to self-administer the medication; and (3) the nature of the disease or medical condition requires emergency administration of the medication.**
 - **b. The authorization and statement described above must be filed annually with the student's principal**
 - **These guidelines do not apply to medications possessed by a student for self-administration under IC 20-33-8-13.**
- **Attendance (This may not go under Health and Wellness-will be up to IT and Dr. Stewart where best location for attendance information is)**



- **School Board Policy**

- This policy recognizes that regular attendance is the keystone of the instructional process because each and every day of school is important. Thus, if students are to fully realize the opportunities afforded through the educational programs and services of the school district, they must attend school regularly and be on time for classes.
- The education of children is a complex process involving acquisition of academic facts and information, physical growth and development, social maturation, and emotional development. These functions of growth and development evolve over a period of time, but ongoing expansion, practice, evaluation, and reinforcement are necessary in order to assure full development. This can be accomplished only when students attend school regularly.
- Frequent or unnecessary absence from class limits a student's opportunity for achievement by disrupting continuity of the instructional process, losing the benefit of interaction with teachers and classmates, and missing the opportunity for guided study. Losses from absence cannot be totally recovered even by extra instruction or make-up work.
- The responsibility for assuring regular school attendance must be shared among the school, parents, and children. The school must provide programs and services which meet student needs and stimulate active student participation.
- Parents must provide strong, effective guidance and discipline to assist their children to understand the importance of education and the relationship between success and regular attendance.
- The student must accept the responsibility for determining his/her own destiny. Parents and schools can assist, but ultimately the student determines his/her own achievement and success.
- Habits which will carry over to mature adult behavior are developed during the formative years of life. It is an accepted principle that regular and punctual school attendance is fundamental if students are to develop habits of self-discipline and responsibility.

- It must be recognized that the benefits of regular and punctual attendance will be directly related to each student's academic success and record. The academic achievement, thus grades, may be directly affected by attendance.
- The Superintendent of Schools is authorized to develop necessary rules and procedures to implement this policy.
- Note: This policy does not affect official student attendance record keeping. Recording of student attendance for official records is governed by state compulsory attendance laws and procedures.
- State law authorizes the following activities to count as attendance in school:
 - a. Service as a page in the Indiana General Assembly.
 - b. Service as a precinct worker on election day.
 - c. Appearance in court by subpoena.
 - d. Active duty in the Indiana National Guard.
 - e. Active duty in the Indiana wing of civil air patrol.
 - f. Exhibiting or participating in the Indiana state fair for educational purposes.
- K-5 Elementary Schools
 - Students must attend school regularly and be on time for classes in order to gain the greatest benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.
 - 1. The parent/legal guardian is to notify the school by 8:30am via telephone call or in person in advance of the absence. If we do not hear from home, a call will be made to the home or place of employment to verify a student's absence.
 - 2. In the event of extended or frequent absences because of illness, a doctor's statement may be required. After three (3) consecutive days of absences because of illness, a doctor's statement of treatment may be needed to explain any additional days that the student is absent.

- 
- 3. After three (3) unexcused or unexplained absences, or after a pattern of absences, school personnel should contact the parents in an effort to assure proper attendance.
 - 4. If the student is judged to be truant from school or if the attendance problem persists, the building principal or designee should be notified.
 - 5. When attendance is a concern, the school should make a minimum of three (3) contacts with the parents.
 - 6. If these steps prove ineffective in correcting the problem, the building principal or designee should report the name of the student to the Prosecutor's Office. A child under the age of eleven (11) should be considered to be absent as a result of educational neglect and the parents held responsible, subject to Circuit Court jurisdiction.
 - 7. Conversations with parents and students should be documented and kept for future use of the building principal or designee.
 - 8. Truancy is defined as unexcused or unapproved absence from school or class period. Being at school but not attending class is considered truancy.
 - 9. All students enrolled in the Metropolitan School District of Mt. Vernon is subject to these rules and regulations regardless of age.
 - 10. A student may not leave school any time during the normal school day without permission from his/her parent/guardian and the principal or his designee. The student is to "sign out" in the office prior to leaving school.
 - 11. Tardiness, late arrival at school or class, is to be handled by the school office. Excessive tardiness may be considered to be truancy and dealt with accordingly.
 - 12. Excused or accepted absences shall include the following types:
 - a. Personal illness or injury.
 - b. Severe illness or death in the immediate family.
 - c. Medical, dental, optical appointments which cannot be scheduled outside of the school day. The school may

require verification of appointments with a statement from the doctor.

- d. Other unavoidable, unusual, or emergency conditions that will be determined by the principal either in advance of or on the day of the absence.
 - e. A student may be excused to participate in a religious service or observation with notification from his/her parent/guardian in advance of the absence stating the purpose, date, and length of absence.*
 - f. Students may be absent to attend the funeral of a friend or relative. The parent/guardian must notify the office.*
 - g. Students may not be considered absent while participating in any school sponsored activity or event.*
 - h. A written statement from the sponsoring official verifying participation is required upon return to school when a student serves as a Page in the General Assembly or serves as a precinct worker on Election Day. *The absence is excused or accepted only for the length of time of the appearance/appointment and reasonable travel time.
- 14. Unexcused or unacceptable absences shall include but are not necessarily limited to the following types.
- a. Family vacation/trips
 - b. Babysitting
 - c. Automobile trouble
 - d. Work
 - e. Oversleeping
 - f. Missing the bus
 - G. Personal business
- 15. Since the nature of the educational process changes and the degree of responsibility of students for their own development increases as students' progress through the grade levels, make-up work when students are absent shall be handled as follows in the elementary grades:

- 
- a. Each teacher will work with individual students to assist them as needed to acquire necessary skills for continuous academic development.
 - b. Make up or extra work will be assigned as deemed appropriate by teachers.
- **Junior High School**
 - Students are expected by the state laws to be present at school every day unless they are properly excused. Irregularities in attendance may result in students missing portions of class information which cannot be recovered. Success at school, like success on any job, requires dependable and prompt attendance. Poor attendance reflects in student grades and is a consideration in retaining a student at the same level for a second year. Students who miss on a regular basis may be required to have a doctor's note for each absence. Regular attendance is the responsibility of the parent and student. If a student is not in attendance during the day, the student may not attend extracurricular events after school without the permission of the principal.
 - **ATTENDANCE PROCEDURE**
 - If a student is absent from school, a telephone call from a parent or guardian is required. Every effort should be made to call before 9:30 A.M. The office will be open at 7:30 A.M. each day. The school telephone number is 812-833-2077; ask for the nurse. If we do not hear from home by 9:30 A.M., a call will be made to the home or place of employment to verify a student's absence.
 - A note signed by the parent or legal guardian explaining the nature of the absence is required when the student returns to school if we are unable to make contact by phone on the day of absence.
 - If a student is not called in, a parent can not be reached, nor a note is received that absence will be counted as truant.
 - If a student is absent from school the day of an extracurricular activity, that student may NOT attend the activity. Special circumstances may be waived by the principal.



■ TARDIES

- Students have sufficient time to pass from one class to another. Reporting on time with proper materials is important. Each teacher will record tardiness for each student on a daily basis. Teachers are authorized to deal with student tardiness on an individual basis including, but not limited to, requiring the student to attend make up sessions, and assigning detention, and assigning written exercises.
- At such times as the teacher feels that the tardiness has become excessive, the student may be referred to the assistant principal's office for further disciplinary action.
- Tardies will affect the perfect attendance award/incentive.
- If a student is late to school, he must report to the nurse to sign in and secure a pass to enter class.
- Habitual tardiness to school becomes a discipline matter and may be turned over to the building principal or designee.
- Students will make-up excessive tardiness to school by sitting detention before or after school.

■ TRUANCY

- Failing to report to assigned classes, or absences which occur without the knowledge or permission of a parent/guardian, are considered trancies.
- If you are truant from school or any portion thereof, you will be required to make-up an appropriate amount of time before school hours and after school hours.
- The student is expected to ask for all homework and other appropriate make-up.
- Any student who is determined to be habitually truant as defined by policy, cannot be issued an Indiana Operator's License or Beginner's Permit until the age of 18 years of age or until the prohibition is removed upon recommendation of the principal to the Board of Trustees.

■ LEAVING SCHOOL DURING THE DAY

- Students who have doctor or dental appointments during a school day are expected to attend classes during those periods that they are not traveling to and from the appointment.
- When students have appointments, parents must call or send a note to the office stating the date, time, and place prior to the appointment. The student will be issued an "Excuse to Leave the School Grounds" pass.
- The issued pass should be presented to the teacher at the beginning of the class period in which a student will be excused. The student should report to the nurse's office and sign the checkout sheet after receiving permission to leave.
- The student should present a form signed by the dentist, doctor, etc., upon his return to school.
- Under no circumstances may a student leave the school without signing the checkout sheet. No student will be allowed to check himself out, walk home, or leave the school campus with a friend or relative without confirmed parental permission. Upon returning to school the same day, you must sign in.
- Mt. Vernon Jr. High has a closed campus policy. Once you arrive at school, you shall not leave the school grounds until dismissed at the end of the day.
- **ATHLETICS/EXTRACURRICULARS**
 - A student-athlete who is unable to attend school is also unable to attend extracurricular activities later in the day.
 - A student who is unable to participate in a physical education class may not participate in athletics, cheerleading or intramurals.
 - A student who is suspended externally may not participate in an activity during the suspension process.
- **Senior High School**
 - The attendance policy at Mt. Vernon High School is based on the premise that something important happens each day in each class of every school day. The faculty and staff believe there is a

direct relationship between good attendance and successful academic achievement. The attendance and study habits, both good and bad, which are formed during these high school years tend to carry over into the adult years once students graduate from MVHS. A successful attendance program takes the efforts of parents, students, and school staff.

- The following policy has been developed to promote a high standard of good school attendance.
- Reporting
 - To report an absence, a student's parent/guardian should utilize the online reporting system. Go to www.mvschool.org/hs-home then click on the Purple "Report an Absence" Icon.
 - To be released early for an appointment please fill in the form, at least 30 minutes early, at www.mvschool.org/hs-home then click on the Purple Report an Absence Icon. This website is monitored frequently and when used in advance will expedite the pass being presented to the student. If the website is not accessible, please call the school nurse (812-833-5917) in advance. If this is not possible, please present an appointment card in advance to the nurse or a written note, dated and signed by your parent/guardian. The nurse will prepare a pass to be presented to your teacher. This provides an opportunity for you to leave class with sufficient time to make your appointment. ALWAYS sign out in the nurse's office before leaving the building. Following your appointment, sign back in prior to returning to your class.
- 7-DAY ABSENCE/ATTENDANCE POLICY:
 - 1. A FOUR-DAY ATTENDANCE NOTICE will be issued to every student who reaches four absences in a class within a semester. The teacher will verbally notify the student who has reached 4 absences in that particular class, reinforce the importance of good attendance, and have the student sign the ATTENDANCE NOTICE. A copy of the report will be sent home by mail. A copy will be sent to the office for the student's file, and a copy will remain with the classroom teacher. The teacher will continue to notify the student of

the number of absences accumulated after the four day notice.

- **2. A SEVEN-DAY ATTENDANCE NOTICE will be issued to every student who reaches seven absences in a class. A semester absence of seven days from any class will place the student in a failing status. This report will be sent by mail to the parent. The student will remain in the class and will be given verbal notice of the failing status by the classroom teacher. If the student feels that justifiable or extraordinary circumstances have contributed to exceeding the seven day limit, the student may appeal to the teacher for credit. This appeal may be granted if the following conditions have been met:**
 - **a. The Appeal Form has been completed and returned to the teacher by the due date specified on the form.**
 - **b. Attendance after the seven-day limit has been satisfactory.**
 - **c. Appropriate doctor statements, if applicable, have been filed with the school attendance officer.**
 - **d. All class work has been satisfactorily completed.**
 - **e. All class objectives have been accomplished.**
 - **f. The student is academically passing the class. An absence count will start only upon a student's first registered day in a class.**

■ **TRUANCY**

- **Failing to report to assigned classes, or absences which occur without the knowledge or permission of a parent/guardian, are considered truanancies.**
- **If you are truant from school or any portion thereof, you will be required to make-up an appropriate amount of time before school hours and after school hours.**
- **The student is expected to ask for all homework and other appropriate make-up.**
- **Any student who is determined to be habitually truant as defined by policy, cannot be issued an Indiana Operator's**

License or Beginner's Permit until the age of 18 years of age or until the prohibition is removed upon recommendation of the principal to the Board of Trustees.

- Absences which are due solely to hospitalization, long-term home illness, or absences which occur due to the necessity to see a medical doctor, will not count against the seven-day limit if parents provide the school with a written doctor's excuse immediately upon the student's return to school (immediately shall be interpreted as within 24 hours).
 - Class absence, as a result of approved school activities, will not count within the seven-day limit. Examples of approved school activities would include field trips, approved senior college visitation days, and other such absences that are approved by school administration.
 - Class absence, as a result of internal or external suspension, will not count against the seven-day limit.
- **STUDENT APPEAL FOR CREDIT PROCEDURE (due to attendance)**
- 1. Teachers will give verbal and written notice to all students who have reached seven absences in their class.
 - 2. Teachers will issue a Student Appeal for Credit form to all students in their classes who have exceeded the attendance policy and have been placed in a failing status. Teachers will fill in the number of absences and the due date for the form to be returned at the time they give the form to the student.
 - **NOTICE:** Forms will be handed out and due dates set within the last 1 1/2 to 2 weeks before the end of the semester. If the student exceeds the attendance limit after the deadline, the due date of the appeal for credit form will be extended for up to one week after the last absence.
 - 3. Students will have the opportunity to explain and validate their attendance record on the remainder of the form, which then must be signed by the student and a parent or guardian.
 - 4. The student will return the form to his/her teacher prior to, or on the due date, for teacher consideration.

- 5. The attendance committee will review all Student Appeal for Credit forms.
 - 6. Following a favorable review by the attendance committee of the appealing student's attendance, the decision to grant credit rests with the teacher. The teacher is the one who sets the class objectives and must be the one to determine if those objectives have been met. Students will not be notified concerning the determination of their appeal until after the final exam.
 - 7. Students who lose their credit as a result of the appeal decision have a right to due process and may appeal to the attendance committee through the principal. Students must provide the attendance committee with reasons why credit should be granted. Reasons must be in writing.
- **ATTENDANCE COMMITTEE**
 - The Mt. Vernon High School Attendance Committee will function to:
 - 1. monitor and review the Attendance Policy, and
 - 2. review the attendance of individual students requesting an Appeal for Credit. The Attendance Committee will include one administrator, the school nurse, teachers, and a parent. When the Attendance Committee meets to review the Attendance Policy, the committee will also include two students.
- **COLLEGE VISITATION DAYS**
 - Seniors and Juniors who intend to enroll in a college, university, or technical school after graduation from Mt. Vernon High School may be granted two days for the purpose of visiting such campuses and speaking to school personnel.
 - **PROCEDURE:**
 - 1. The guidance office is notified in advance by the parents via phone or in person that they desire their son or daughter to visit a particular campus.

- **2. Prior to the absence, the student completes a COLLEGE VISIT REQUEST FORM in the guidance office. A copy of the completed form is given to the nurse.**
- **3. Upon the return to school from the visit, the student will present a verification of the visit written by an official of the visited institution. The verification of the visit should be written on letterhead stationery. Most colleges and universities do this as a matter of practice.**

■ **MAKE UP WORK**

- **All students are expected to complete all assignments missed due to an absence from any class. Assignments and tests which are completed by expected time limits will receive full credit.**
- **Absence/Truancy or External Suspension: Absences due to truancy and external suspension have the same expectation for the completion of class works as any other absence.**
- **Students will receive 50% credit for the completion of missed assignments when the absence is due to a truancy or external suspension.**
- **The following guidelines are set with the intention of encouraging students to make up work missed due to an absence in a timely manner:**
 - **1. After an absence, a student should contact all of his/her teachers to make arrangements for making up missed work. These arrangements should be made at or before the next meeting of the missed class.**
 - **2. Teachers and students are encouraged to make use of supervised study periods for completion of make-up work.**
 - **3. Students are encouraged to contact teachers before school to request make-up assignments.**
 - **4. Students are to be allowed one day for make-up for each day missed.**

- **Examples: A student is absent Tuesday (Maroon). He/she should make arrangements for make-up work on or before Thursday (Maroon) and have it completed by the following Monday (Maroon). A student is absent Tuesday (Maroon) and Thursday (Maroon). He/she should make arrangements for make-up work on or before the following Monday (Maroon) and have it completed by Friday (Maroon).**

➤ **Immunizations & Forms**

- **Immunizations and Forms (Board Policy 304.05) (Pursuant to IC 20-34-4-5)**
 - **Vaccines provide immunity against dangerous diseases. Vaccines are made using a weakened or dead form of the live virus or bacteria. This allows the body to recognize the disease when exposed without causing the person to develop severe viral or bacterial infection.**
 - *****IC 20-34-4-2: Required Immunizations Sec. 2.**
 - **(a) Every child residing in Indiana who is enrolled in an accredited elementary school or high school shall be immunized as determined by the state department of health against: diphtheria; pertussis (whooping cough); tetanus; measles rubella; poliomyelitis; mumps; varicella; hepatitis A; hepatitis B; and meningitis**
 - **[Required and Recommended School Immunizations, Indiana 2025-2026](#)**
 - **(b) The state department of health may expand or otherwise modify the list of communicable diseases that require documentation of immunity as medical information becomes available that would warrant the expansion or modification in the interest of public health.**
 - **The parent of a student who has enrolled in the Metropolitan School District of Mt. Vernon is required to furnish not later than the first day of school a written statement of the student's immunization, accompanied by the physician's certificate or other documentation, unless a written statement of this nature is on file with the school. This statement must include the student's date of birth and the date of each immunization.**

- [AO-12 immunization history 2014 10 01.pdf](#)
- It is required that each student have an Indiana State Department of Health's Children and Hoosiers Immunization Registry Program (CHIRP) form on file upon enrollment.
- This form is utilized to verify that the child has received proper immunizations and to inform parents/guardians of child's immunization status or that an immunization is due according to recommended immunization schedules.
 - [AO-273 CHIRP Release Form](#)
- A student may not be permitted to attend school beyond the first day of school without furnishing confirmation of immunization status, have a waiver granted by the school to provide documentation of immunization status, or have on file a current religious or medical waiver.
- The waiver granted by the school may not exceed twenty days.
- ***IC 20-34-3-2: Religious Objection Exception**
 - The following form must be filed with the school when the child's parent objects on religious grounds.
 - [Religious Objection Form](#)
 - A religious objection does not exempt a child from any testing, examination, immunization, or treatment required under this chapter or IC 20-34-4 unless the objection is:
 - (1) made in writing;
 - (2) signed by the child's parent; and
 - (3) delivered to the school office.
- ****IC 20-34-3-3: Exception for Student's Health**
 - If a physician certifies that a particular immunization required by this chapter or IC 20-34-4 is or may be detrimental to a student's health, the requirements of this chapter or IC 20-34-4 for that particular immunization is inapplicable for the student until the immunization is found no longer detrimental to the student's health. The following form must be filed with the school:
 - [Medical Exemption Form](#)
- In the event of an outbreak of a vaccine preventable disease for which your child is not fully vaccinated, your child may be excluded

from school to protect his/her health and the health of all our students and staff.

- It is important to understand that with some diseases such as measles, one infected child is an outbreak.
 - The length of time your child will be kept out of school depends on the disease. Your child's exclusion may be as long as 3-4 weeks.
 - If your child is excluded from school, your child will also be excluded from school sponsored activities, such as sporting events, dances, and graduation that occur within the exclusion period.
 - The school will notify you when your child can return to school.
- **Vaccine Records**
 - If you would like to check your child's immunization status you can use MyVaxIndiana as a portal created by the Indiana Department of Health (IDOH). This site allows you to access your vaccine record(s) (and those of your dependents) online.
 - Visit [My VaxIndiana](#) to access vaccine records.
 - For questions about using the portal email Myvaxindiana@health.in.gov or call toll-free at 1-888-227-4439.
 - **Where to Find Vaccines**
 - Use our local health department to set up a vaccine visit, primary care provider, or even some local pharmacies.
 - If you do not have insurance there are a few local providers under The Vaccines for Children (VFC) program. VFS is a federal program that provides vaccines at no cost to children who might not otherwise be vaccinated because of an inability to pay. To find a local provider under the VFC program visit:
 - [Health: Immunization: Where can I get my vaccines?](#)
 -

➤ Sick Guidelines

- We recognize that proper attendance is vital for learning. However, there are conditions in which your child must follow sick guidelines:
 - Fever- Students must be fever free for at least 24 hours (without the use of fever-reducing medication)
 - Diarrhea-Students must have no diarrhea for at least 24 hours before returning to school.
 - Vomiting-Students must have no incidence of vomiting for at least 24 hours before returning to school.
- Students may be sent home for illness at the discretion of the school nurse. Reasons to be sent home include, *but are not limited to*, fever of 100.0 degrees or above, vomiting, and diarrhea.

This is for their health as well as for the health and well-being of the other students and staff.

➤ Screenings/Physical Exams & Forms

- The State of Indiana mandates that our schools perform and report data for the following screenings to ensure the health and wellness of our children.
 - Vision --Distance and near vision acuity for all students in Kindergarten, 3, 5, and 8, and any student suspected of having a vision issue.
 - Modified Clinical Technique Vision (MCT) Vision Screening--Local Volunteer optometrist or ophthalmologist must come in (or waiver must be requested) for Kindergarten or 1st grades. This exam includes evaluations of visual acuity, binocularity (how the eyes work together), refractive error (problems with how the eye focuses light), and external and internal eye health.
 - Hearing -- Hearing screening for all students in Grades 1, 4, 7, and 10, and any student suspected of having a hearing issue
- A parent may contact the school nurse if they have any questions or concerns regarding the required screenings.
- Upon enrollment MSDMV requests that students file a health survey, provider physical, and dental examination prior to entering Kindergarten, 6th and 9th grades. The health survey can be completed online during registration or printed and turned in to the office.

- [PDF AO-101 Health Survey 2006 03 02.pdf](#)
- It is recommended that you make an appointment with your doctor and return the physical exam form to your school. Your doctor's office will most likely have a physical exam form or can be printed here:
 - [PDF AO-13 Physical Exam Record \(Student\) updated.pdf](#)
 - [PDF AO-86 Dental Health Referral Card.pdf](#)
- Jr High
 - A physical form which includes a doctor's physical, parent's consent, and insurance liability must be completed and signed by both the parent/guardian and doctor before any student will be allowed to try out or practice for any interscholastic athletic team.
 - [AO-158a 10/00 MVJHS ATHLETIC WAIVER INSURANCE INFORMATION PHYSICAL STATEMENT PHYSICIAN'S STATEMENT](#)
- High School
 - Each athlete is required to have on file in the athletic office a completed IHSAA pre-participation physical/insurance form. This form must be on file before the athlete participates in any conditioning, practice or contest. This form, which must be signed by the athlete and parent/guardian, contains a summary of the Indiana High School Athletic Association rules. This form expires on the Sunday following the IHSAA baseball state finals at the conclusion of each school year. To be valid for all summer activities and the following school year, it must be renewed on or after April 1 yearly.
 - <https://sportshub2-uploads.vnn-prod.zone/files/sites/702/2017/12/19224238/IHSAA-PPE.pdf>

➤ Medical Conditions Protocols

- Head lice
 - School nurses may perform routine lice checks routinely throughout the school year. Students may be sent not be allowed to return to school for at least 24 hours following discovery of lice in order to give families sufficient time to complete the following requirements. Treat the individual and the entire family (it may be a good idea to advise extended family including grandparents, etc. if they have frequent contact). Treatment requires using an

over-the-counter or prescription medication. We strongly urge you to contact your family physician.

- The following treatment steps are recommended:
 - 1. Remove all clothing and launder.
 - 2. Apply lice medicine, also called pediculicide, according to label instructions. If your child has extra-long hair, you may need to use a second bottle. **WARNING: Do not use a conditioner or combination shampoo/conditioner before using lice medicine. Do not re-wash hair for 1-2 days after treatment. Follow the directions on the medication carefully.**
 - 3. Clean clothing should be worn after treatment.
 - 4. If some live lice are still found 8-12 hours after treatment, but are moving more slowly than before, do not retreat. Comb dead and remaining live lice out of the hair. The medicine sometimes takes longer to kill the lice.
 - 5. Nit (head lice egg) combs, often found in lice medicine packages, should be used to remove nits and lice from the hair shaft. Many flea combs made for cats and dogs are also effective.
 - 6. If, 8-12 hours after treatment, no dead lice are found and lice seem as active as before, the medicine may not be working. See your health care provider for a different medication and follow their treatment instructions.
 - 7. After treatment, check, comb, and remove nits and lice from hair every 2-3 days.
 - 8. Re-treat in 7-10 days.
 - 9. Upon return to school students will be checked for 3 weeks to ensure all lice and nits are gone.
- The following steps are recommended to treat the household:
 - 1. Machine wash all washable clothing and bed linens.
 - 2. Use the hot water cycle (130 degrees F) to wash clothes.
19
 - 3. Dry laundry using the hot cycle for at least 20 minutes.
 - 4. Dry clean clothing that is not washable (coats, hats, scarves, backpacks, etc.).

- 5. Store all clothing, stuffed animals, comforters, etc. that cannot be washed or dry-cleaned in a plastic bag and seal for 2 weeks.
 - 6. Soak combs and brushes for 1 hour in rubbing alcohol, Lysol, or wash with soap and hot water (130 degrees F).
 - 7. Carefully vacuum the floor, furniture, vehicles, and car seats.
 - 8. Do not use fumigant sprays, as they can be toxic if inhaled.
- **Bedbugs**
 - Bed bugs have become a re emerging problem in the United States due to increased international travel and resistance to commonly used pesticides. They do not transmit disease, but individuals who live in infested homes suffer from lack of sleep, anxiety and secondary skin infections resulting from the itching bites.
 - Bed bugs are very difficult to control and it's recommended that all infestations are handled by a licensed and trained professional who can develop an integrated pest management plan. Often multiple treatments are needed to effectively treat an infestation in the home environment.
 - Bed bugs are not a factor of the cleanliness of the environment; they affect everyone equally. Bed bugs are more likely to feed during the night-time hours and reside in places where people sleep. Therefore, infestations of school buildings are uncommon, although bed bugs may "hitch-hike" on a student's clothing, books or backpack from an infested home.
 - A review of publications from various schools of entomology and other state health departments suggests that schools take the following actions when dealing with a potential bed bug infestation in the home of a student or on the school property.
 - It is not recommended to exclude students from school for an infestation in the home.
 - School closure related to bed bugs is not recommended during an infestation.
 - Inspection and Reporting:

- • If the bug is found on a student or his/her belongings, it is important to discreetly remove the student from the classroom and examine the student's clothing and other belongings.
- Remember that it is possible the bug did not originate from the student's home and may have crawled from another student's items.
- Store the student's personal items in a garbage bag or plastic bin until the student leaves school.
- Contact the parent/guardian of the student by telephone or through a notification letter to let them know a bug was found on the student's belongings and recommend a home inspection by a licensed professional.
- • If bed bugs have been trapped or visualized in a classroom on multiple occasions within a short period of time, the school should call a licensed professional exterminator to inspect the classroom
- • Provide education to the parents/guardians of students who have suspected infestations of the home information on the treatment of the bites, control of the infestation and the need to use professional exterminator service in the home.
- Provide instruction on actions parents can take to reduce the spread of bed bugs to the school environment. This includes:
 - 1. Laundering items worn outside the home first in hot water and drying again in high heat.
 - 2. Store freshly washed clothing and other items taken daily to school, such as lunch boxes and coats in a sealed clear plastic bin or garbage bag until the student needs to take them outside the home. These items should be inspected for the presence of bed bugs daily.
 - 3. Routine cleaning of all hard surfaces with normal cleaning solutions
- **Treatment & Prevention: Only a trained professional, or someone under the direct supervision of a licensed**

professional, should perform the inspection and apply pesticide treatments to affected areas in the school building.

- A school administrator or nurse should oversee the implementation of the integrated pest management plan.
- It is unlawful to have students present in the area of the school while the treatment is being applied (357 IAC 1-16-1). Consider having the treatment applied after school hours
- Influenza/Covid/RSV
 - Flu/Covid/RSV are contagious respiratory illnesses that infect the respiratory tract. Symptoms can be mild to severe and in some cases may even cause death. Although anyone can become infected with these respiratory illnesses, people 65 years and older, young children, and people with other health conditions are at higher risk for hospitalization and complications.
 - Symptoms of respiratory illness can begin in as little as two days after exposure but can range from 1-4 days after being exposed. Symptom length can vary. Complications from respiratory illnesses may include pneumonia, exacerbation of existing health conditions, hospitalization, and even death.
 - Symptoms Include but are not limited to:
 - Fever
 - Chills
 - Headache
 - Cough
 - Sore Throat
 - Nausea
 - Muscle/body Aches
 - Since respiratory viruses change over time, it is encouraged but not required to get vaccinated every year.
 - Good respiratory hygiene is also important to prevent the spread of flu, including:
 - Covering nose and mouth when coughing and/or sneezing.

- **Washing your hands after coughing or sneezing with soap and water, or an alcohol-based hand cleaner.**
 - **Avoid close contact with people who are sick.**
 - **Stay home from work, school, and social gatherings if you are sick.**
- **Concussion**
 - **A concussion is a brain injury that can happen even without a loss of consciousness. It affects how the brain works and can have serious short- and long-term effects, especially in children and teens.**
 - **Common Signs and Symptoms**
 - **Symptoms may appear right away or hours/days later.**
 - **Watch for:**
 - **Headache or "pressure" in the head**
 - **Nausea or vomiting**
 - **Balance problems or dizziness**
 - **Confusion or memory issues**
 - **Sensitivity to light or noise**
 - **Sleep disturbances**
 - **Mood or behavior changes (irritability, sadness, anxiety)**
 - **Our nursing staff is trained to recognize signs of concussion and take immediate action. If a concussion is suspected at school:**
 - **The student is removed from physical activity immediately.**
 - **Parents/guardians are contacted promptly.**
 - **A medical evaluation may be required before returning to school sports or physical activity.**
 - **What You Can Do at Home**
 - **Seek medical attention if you suspect a concussion.**

- 
- Follow your healthcare provider’s recommendations for rest and gradual return to activities.
 - Monitor symptoms and keep the school informed.
 - **Return-to-Play & Return-to-Learn Policies**
 - Students must follow a step-by-step plan and receive written clearance from a healthcare professional before resuming sports or full academic participation.
 - **Mental Health–Anxiety/Depression**
 - Mental health is an essential part of your child’s overall well-being. As part of our district’s commitment to supporting the whole student, we want to share important information about mental health and anxiety—issues that affect many children and teens today.
 - Mental health includes emotional, psychological, and social well-being. It affects how children think, feel, and behave, and how they handle stress, relate to others, and make healthy choices.
 - It’s normal for children to experience anxiety occasionally. However, when anxiety becomes persistent or overwhelming, it may interfere with daily activities such as school, friendships, or family life.
 - **Common Signs of Anxiety:**
 - Frequent worries or fears
 - Trouble concentrating or staying focused
 - Avoidance of school or social situations
 - Physical complaints (stomachaches, headaches)
 - Sleep disturbances or nightmares
 - Irritability or restlessness
 - Sudden drop in grades or interest in activities
 - Our schools support the mental health and wellbeing of our students through:
 - Trained counselors/advisors on staff

- Wellness programs and classroom education
- Safe spaces for students to talk and be heard
- Support plans tailored to individual student needs
- Working with local health partners as necessary
- How Parents Can Help
 - Talk openly with your child about their feelings
 - Validate their concerns without judgment
 - Establish healthy routines (sleep, meals, screen time)
 - Model stress management strategies
 - Reach out to your child’s school counselor if you notice concerning changes
 - If your child’s anxiety interferes with daily functioning, or if you notice signs of depression, self-harm, or withdrawal, please seek professional help.
- Together, we can help every student thrive—mentally, emotionally, and academically.
- For more information, please contact your school counselor or district wellness coordinator.

➤ Care Plans & Forms-

- Asthma
 -  AnaphylaxisPlan(4005)_Plan_formsactivated.pdf
- Allergies
 -  ECP-FAAP_Plan_English-04-25.pdf
- Diabetes
 -  DMMP-April-8-2025.pdf
- Seizures
 -  SeizureActionPlan2023ACCE (1).pdf
 -  Acute-seizure-action-plan-with-EF-SFA-fillable.pdf

➤ Community Resources

- [Ascension Mobile Pediatric Dental Bus](#)
- [Posey County Health Department](#)



- [Posey County DCS](#)
- [Family Matters](#)
- [Youth First-Posey County](#)
- [Southwestern Behavioral Health, Inc](#)
- [Posey County Resource Guide](#)