## GENERAL INFORMATION

\_\_\_\_\_ Google Docs Content

\_\_\_\_\_ Dress Code: Students

\_\_\_\_\_ Health Room Keys

\_\_\_\_\_ Parking

\_\_\_\_\_ District Calendar

\_\_\_\_\_ Building Calendar

\_\_\_\_\_ Professional Development

\_\_\_\_\_ Bell Schedules

\_\_\_\_\_ Weather emergencies

\_\_\_\_\_ Early dismissals

\_\_\_\_\_ Late Starts

\_\_\_\_\_ Drills (fire, severe weather, intruder, Bomb threat)

\_\_\_\_\_ Special Needs Students

\_\_\_\_\_ Office Mailbox

\_\_\_\_\_ Copier/Fax/Scanner

\_\_\_\_\_ Parent/Teacher conferences

\_\_\_\_\_ Dress Code: Professional Staff

\_\_\_\_\_ Email

\_\_\_\_\_ Mail (interoffice, post office)

\_\_\_\_\_ Student Discipline

**DEPARTMENT INFORMATION**

\_\_\_\_\_\_ Deputy Medical Director

\_\_\_\_\_ Director of Nursing

\_\_\_\_\_ Coordinators of Health Services

\_\_\_\_ Coordinator of Related Services

\_\_\_\_ Special Project Assistant

\_\_\_\_\_ Eagles Eye Mobile Program Assistant

\_\_\_\_\_ DOH School Nurse consultant

\_\_\_\_\_ Department Staff Assignments

\_\_\_\_\_ Building/Student Coverage

\_\_\_\_\_ Sub Process

\_\_\_\_\_ Weekly Updates

\_\_\_\_\_Scope and Standards of Practice

**HEALTH ROOM FUNCTIONS**

\_\_\_\_\_ Student Passes for Health Room

\_\_\_\_\_ Medication Administration

\_\_\_\_\_ SDP Policy

\_\_\_\_\_ SDP Procedure

\_\_\_\_\_ Forms

\_\_\_\_\_ Documentation

\_\_\_\_\_ Education Programs

\_\_\_\_\_ Hand Washing

\_\_\_\_\_ Growth and Development

\_\_\_\_\_ Emergency Manual

\_\_\_\_\_ Care plans

\_\_\_\_\_ IHP

\_\_\_\_\_ Classroom Care Plans

**HEALTH ROOM FUNCTIONS (CONT)**

\_\_\_\_\_Ambulance Calls

\_\_\_\_\_ Parent/Guardian Contact

\_\_\_\_\_ Gym Excuses

\_\_\_\_\_ Elevator Passes

\_\_\_\_\_ Child Abuse

\_\_\_\_\_ Substance Abuse Evaluation

\_\_\_\_\_ Enrollment of new students

**HEALTH RECORDS/ELECTRONIC RECORDS**

\_\_\_\_\_ Infinite Campus

\_\_\_\_\_ Paper Health Records

\_\_\_\_\_ Medication Book

\_\_\_\_\_ Emergency Contact forms

\_\_\_\_\_ Easy IEP

\_\_\_\_\_ 504 plans

\_\_\_\_\_ Immunization Requirements

\_\_\_\_\_ DOH requirements

\_\_\_\_\_ Provisional Status

\_\_\_\_\_ Exclusion

**CONFIDENTIALITY**

\_\_\_\_\_ HIPPA

\_\_\_\_\_ FERPA

\_\_\_\_\_ Release of Information

\_\_\_\_\_ AIDS

**SCREENINGS**

\_\_\_\_\_ Growth

\_\_\_\_\_ Vision

\_\_\_\_\_ Eagles Eye

\_\_\_\_\_ Wills Eye

\_\_\_\_\_ Eye Institute

\_\_\_\_\_ Hearing

\_\_\_\_\_ Threshold

\_\_\_\_\_ Scoliosis

\_\_\_\_\_ Dental

\_\_\_\_\_ Physical Exams

\_\_\_\_\_ Requirements

\_\_\_\_\_ Sports PE

\_\_\_\_\_ Referrals

\_\_\_\_\_ Electronic Documentation

**Communicable Disease**

\_\_\_\_\_ Lice

\_\_\_\_\_ Communicable Disease Manual (Yellow Book)

**SPECIAL EDUCATION**

\_\_\_\_\_ Building SEL

\_\_\_\_\_ Referrals

\_\_\_\_\_ Speech

\_\_\_\_\_ OT/PT

\_\_\_\_\_ Special Education

\_\_\_\_\_ IEP/GIEP

\_\_\_\_\_Medical component IEP/GIEP

**SPECIAL EDUCATION (CONT)**

\_\_\_\_\_ Inclusion

\_\_\_\_\_ MDS

\_\_\_\_\_ LSS

\_\_\_\_\_ AS

\_\_\_\_\_ ES

\_\_\_\_\_ Homebound

\_\_\_\_\_ Instruction in the home

\_\_\_\_\_ School Psychologist

\_\_\_\_\_ TSS workers

\_\_\_\_\_ Transportation

\_\_\_\_\_ Easy IEP

**SCHOOL COUNSELOR**

\_\_\_\_\_ Attendance/Truancy

\_\_\_\_\_ Suicide Student/Faculty

\_\_\_\_\_\_ Suicide Intervention Guide

**SPECIAL EVENTS/PROGRAMS**

\_\_\_\_\_ Field Trip Policy/Procedure

\_\_\_\_\_ Health Fairs

**ACADEMIC EVENTS/PROGRAMS**

\_\_\_\_\_ Title 1 program

\_\_\_\_\_ ESOL

\_\_\_\_\_ Family and Community Enrichment

**STANDARDIZED TESTING**

\_\_\_\_\_ No Child Left Behind

\_\_\_\_\_ PSSA’s

\_\_\_\_\_Dibels

\_\_\_\_\_ Benchmark testing

**PFT Information**

\_\_\_\_\_ Union representative

\_\_\_\_\_ Pay Schedule

\_\_\_\_\_ Sick Days

\_\_\_\_\_ Contract

\_\_\_\_\_ Work Day (hours)

\_\_\_\_\_ Personal Days

\_\_\_\_\_At-Will Days

\_\_\_\_\_Mileage reimbursement

**PROFESSIONAL DEVELOPMENT**

\_\_\_\_\_ Conference Attendance

\_\_\_\_\_ Mentoring

\_\_\_\_\_ Act 48 hours

\_\_\_\_\_ NASN/PASNAP

\_\_\_\_\_ School Nursing Students

\_\_\_\_\_ CSN requirements