##  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