



# THE SCHOOL NURSE BULLETIN

JUNE 2013



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***Special Point of Interest:***

- *2013 Election Day Nurse Cadre Regional Professional Development Opportunities*
- *Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention*

## **Form ED 513, Health Service Plan, 2012-13 School Year**

**If there are no nonprofit private schools in your town, or if such schools reject these services, Form ED 513 does not have to be completed or submitted**

Section 10-217a of the Connecticut General Statutes requires each town or regional school district that provides health services to children attending its public schools, in kindergarten through Grade 12, to provide the same services to children in those grades who attend nonprofit private schools within their jurisdiction, when a majority of children in those nonprofit private schools are Connecticut residents. In order to administer the grant program, which funds the health services in these nonprofit private schools, the Connecticut State Department of Education has determined that information is needed regarding the health services that participating towns or regional school districts provide to their public school children.

Form ED 513, which serves as the blueprint for each town or regional school district that delivers health services to children attending its eligible nonprofit private schools, is attached and can also be accessed at the Health Promotion Services/School Nurse Web site at [www.ct.gov/sde/schoolnurse](http://www.ct.gov/sde/schoolnurse) (click on "Health Forms") or directly at <http://www.sde.ct.gov/sde/lib/sde/PDF/deps/student/health/ED513.pdf>. It is to be completed by the local or regional school district of each participating town. The form must be signed by the public school superintendent and submitted to the Chief Municipal Officer of the town for review and signature. The completed form, containing **both** signatures, must be submitted for this agency's review.

In order to ensure that reimbursement for the health services provided during the 2012-13 year can be made according to the statutory deadline, Form ED 513 must be submitted by June 30, 2013. Failure to complete and submit Form ED 513 for review may result in a denial by this agency of the reimbursement for health services provided during the 2012-13 year.

One copy of the completed Health Service Plan is to be submitted to:

Stephanie Knutson, School Health Consultant  
Connecticut State Department of Education  
25 Industrial Park Road, Middletown, CT 06457

For your information, a copy of the most recent legislation concerning health services in nonprofit private schools is available at the State of Connecticut General Assembly Web site <http://www.cga.ct.gov/2011/pub/chap169.htm>. Questions regarding health services should be directed to Stephanie Knutson at 860-807-2108 or [stephanie.knutson@ct.gov](mailto:stephanie.knutson@ct.gov).

## **Form ED 513, Health Service Plan, 2012-13 School Year**

**If you do not provide health services (nursing, dental or medical advisor services) to nonprofit private schools in your town, or if such schools reject these services, Form ED 513 does not have to be completed or submitted.**

## **2012-13 School Health Services Information Survey**

The CSDE School Health Services Information Survey represents an opportunity to continue documenting the nursing and school health services provided to students and staff in Connecticut public and private, non-profit schools. The work that you do can only be documented by you! Surveys are due June 15, 2013, to allow adequate time for data analysis.

### **Instructions**

All information needed to complete the survey may be found on the EDUCATION CONNECTION Web site at [www.educationconnection.org](http://www.educationconnection.org).

- On the homepage near the top of the survey you will see a list of links. The last link in the row is titled, "School Services". Please click on that link.
- On the left side of the next page you will see a list of links. Click on the bottom link in the list, "Center for Collaborative Evaluation and Strategic Change."
- On the next page, the bottom link on the left is the link for "State Department of Education Health Services Survey". Please click on that link to enter the "SDE Health Services Survey" Web page.
- On that Web page, you will see instructions to complete the survey/questionnaire, a sample form for data collection by school nurses at the building level, and reports from the last years of data collection including the summary reports tracking trends over time. A list of all school districts in Connecticut and their school codes is also posted for your convenience.

Each School Nurse Coordinator/Supervisor will need to gather some of the data from each building and compile the information. As the coordinator/supervisor, you will be entering only the totals for your district into the School Health Services Information Survey.

Thanks in advance for your participation. Please feel free to contact me at 860-807-2108 or [stephanie.knutson@ct.gov](mailto:stephanie.knutson@ct.gov) if you have any questions.

## **Connecticut State Department of Education's Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention**

On June 27, 2012, the State Board of Education adopted definitions for excused and unexcused absences for use by schools and districts in order to implement the statutory policies and procedures concerning truants, and the reporting of truancy. The Connecticut State Department of Education (CSDE) was asked to issue guidance to help districts in implementing the new definitions. This guidance titled, ***Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention*** is posted on the CSDE's Web site at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2678&q=320726>.

In addition, these guidelines discuss nationally recognized best practices that are aimed at improving student attendance. Valuable feedback in the creation of this document was received from: *Attendance Works* – a national leader in school attendance issues; members of Connecticut's education community; and the Policy Development Committee of the State Board of Education.

We hope that these guidelines serve as a valuable resource to help decrease rates of chronic absenteeism and enhance student outcomes. If you have any questions regarding this guidance or the State Board definitions, please contact Raymond Martin at 860-713-6876 or [raymond.martin@ct.gov](mailto:raymond.martin@ct.gov).

## Professional Development Opportunities

### Full Day Regional Professional Development Opportunities Tuesday, November 5, 2013 (Election Day!)

The Coordinated School Health Cadre of Nurse Trainers will be providing regional professional development opportunities on Tuesday, November 5, 2013 (Election Day)!

**Registration:** Complete the **Presentation Criteria Form** located on page 4 of this *Bulletin* and e-mail to Glenda Stuckey at [glenda.stuckey@ct.gov](mailto:glenda.stuckey@ct.gov). An invoice will be emailed to your attention upon receipt of the completed **Presentation Criteria Form**.

**Cost:** \$20.00 per person. Up to \$260.00 per school district. (**Does not include the \$65.00 per person cost for CPR Training in South Windsor.**)

**Deadline for registration:** September 2, 2013.

#### Regional Professional Development Opportunities:

- Bullard Havens, Bridgeport  
8:30 - 11:30 a.m. - Education and Rehabilitation Services: The role of the school nurse and medical advisor in education and rehabilitation services for students with special health care needs. Presented by school Medical Advisor, Dr. Ann Milanese.  
12:30 - 3:00 p.m. Electronic Documentation for School Nurses.
- Newington High School, Newington  
8:00 - 11:30 a.m. Seizure Management (Presenter - The Epilepsy Foundation)  
12:30 - 3:30 p.m. NASN's Saving Lives at School: School Nurses Train Staff to Respond to Anaphylactic Emergencies.
- South Windsor  
8:30 - 11:30 a.m. - CPR Recertification Training for School Nurses (**\$65.00 per person**).  
12:30 - 3:00 p.m. Electronic Documentation for School Nurses.
- Westport Public School District  
8:30 - 11:00 a.m. Developmental Considerations in Trauma in Children.  
12:30 - 2:30 p.m. Anxiety in Children.

**Walk-in registration will not be available at these events.**

**STEPHANIE G. KNUTSON, MSN, RN, STATE  
SCHOOL HEALTH/NURSE CONSULTANT**

Connecticut State Department of Education  
Bureau of Health/Nutrition, Family Services and  
Adult Education  
25 Industrial Park Road, Middletown, CT 06457

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#### Nondiscrimination Statement

*The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457 860-807-2101 or [Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov)*

**Professional Development Opportunities, cont'd**

**Connecticut State Department of Education  
Cadre of Nursing Trainers  
Presentation Criteria/Professional Development Request Form**

**Tuesday, November 5, 2013 (Election Day!)**  
(E-mail completed form to: [glenda.stuckey@ct.gov](mailto:glenda.stuckey@ct.gov) by September 2, 2013 )

Date of Request: \_\_\_\_\_

Requestor: \_\_\_\_\_

Job Title: \_\_\_\_\_

School District: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

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Title of Presentation: \_\_\_\_\_

Time of Presentation: \_\_\_\_\_

Location of Presentation: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Title of Presentation: \_\_\_\_\_

Time of Presentation: \_\_\_\_\_

Location of Presentation: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

**Note:**

- Upon receipt of this form, an invoice will be sent to your attention via email only.
- CEUs and meals will not be provided. A *Certificate of Attendance* will be issued at the end of the professional development.
- Cadre presentations cost: \$20.00 per person. Up to a maximum of \$260 per school district. Does not include the \$65 per person cost for CPR Training in South Windsor. CPR recertification training is an additional \$65.00 per person.
- Handouts will be e-mailed to your attention prior to the event. Please print and bring with you to the event.
- If you have questions, please contact Stephanie Knutson at [stephanie.knutson@ct.gov](mailto:stephanie.knutson@ct.gov)