

West Washington Schools Bed Bug Protocol

A bed bug found on a person or belongings may have come from another person. It is important to address the issue with care and sensitivity. There is no association between cleanliness, and bed bug infestations. Anyone can experience an infestation.

Bed bugs are flat, small parasitic insects. They are reddish brown in color, wingless, from 1mm to 7 mm in size and can live several months without feeding. They feed solely on the blood of humans and animals while they sleep.

If a suspected bed bug is found in school, or on a child, efforts should be made to collect it for identification by a trained professional. Other bed bug-like species may be found in schools, including bat bugs or swallow bugs. To collect the specimen, use a piece of tissue, or forceps to place the bug in a plastic bag, double bag, then tape the outer bag closed. *Do not crush the specimen. Do not staple the bag.* If the specimen will not be identified immediately, place the bag in a freezer for several hours to kill the bed bug and prevent escape. Do not mail or transport live specimens they are skilled escape artists. Pictures can not be used to identify a suspected bed bug, only the actual bug can be used for identification.

Collect the following information for each specimen and document on addendum A: date found, name and contact information person collecting specimen, location found (e.g., on a student, on student's belongings or on walls or furniture), room number, school name, school principal name and phone number.

Any collected specimen may be identified at the Washington County Extension Office at no cost.

If the specimen is confirmed to be a bed bug, the principal, school nurse, counselor, facility manager, and superintendent's office should be notified and the following steps are recommended:

1. If suspected bed bug found on a student:
 - a. Their parent(s) or guardian(s) should be notified.
 - b. **There is no need to send the student home or isolate them from other students.**
 - c. The student should be temporarily removed from the class to have their clothing and belongings (shoes, hat, jacket, backpack, and school supplies) inspected for suspected bed bugs.
 - d. Without drawing attention to student check areas where student and belongings are for extended periods of time. Try to collect any specimens.
 - e. re-inspecting belongings, desk, classroom, etc. until the problem is resolved.
2. If suspected bed bug found in classroom or other area in building:
 - a. The classroom or other area where the bed bug was found should be carefully inspected by a trained professional including desks, floors, walls and storage areas for student belongings.
 - b. A thorough cleaning may be needed including vacuuming with special attention to cracks and crevices in furniture and equipment, walls and floors,
 - c. launder washables in hot water and drying on the highest heat setting. Delicate fabrics can be soaked in warm water and laundry soap for several hours before rinsing.
 - d. Infested items that cannot be cleaned or treated with high heat (>120F for several hours) should be disposed of.
 - e. If necessary, a licensed pest management professional can treat infested areas with pesticides labeled for bed bugs.

Managing bed bugs – the most cost effective and efficient way to manage bed bugs is with early intervention and with the cooperation of the school community.

- • Inspect and monitor for bed bugs constantly, they arrive with people and their belongings. Inspect donations and monitor lost-and-found areas with extra vigilance.
- • Vacuuming is an effective way to remove bed bugs and the dirt that provides them with shelter.
- • Bed bugs are sensitive to extreme temperatures in all of their life-stages. So toss all infested clothing in a hot (140°F) dryer for 40 minutes.
- • Eliminate shelter by sealing cracks and crevices with a silicone based sealant. Seal around utility conduits.
- • Remove clutter.
- • Separate student back-packs and coats. Most bed bugs in schools will be coming in with students and can be found on, and in the student's belongings.
- • Encourage staff and faculty to report bed bug sightings.
- It is advisable that the school communicate with the affected family (if identified) until their situation is addressed such that bed bugs are no longer transported to the school.

Information taken from:

Green, T. A., and D. H. Gouge, eds. 2010. School IPM 2015: A Strategic Plan for Integrated Pest Management in Schools in the United States.

Frishman, A. 2000. Bed bug basics and control measures. Pest Control 68: 24.

Greenberg, L., and J. H. Klotz. 2000. Pest notes: Bed bugs. UC DANR publication 7454. University of California Statewide Integrated Pest Management Project, Riverside, CA.

Krueger, L. 2000. Don't get bitten by the resurgence of bed bugs. Pest Control 68: 58-64.

Lame, M. L. 2010. Personal communication regarding the management and communication of bed bugs in schools.

Reid, B. 1990. Don't let the bed bugs bite. Pest Control 58 (6): 48-50.

CDC <http://www.cdc.gov/parasites/bedbugs/faqs.html>

March 28, 2011

BULLYING POLICY

Bullying as defined in IC 20-33-8-0.2 to mean:

Overt, repeated acts or gestures, including: (1) verbal or written communications transmitted; (2) physical acts committed; or (3) any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

Harass: To annoy persistently

Ridicule: To make fun of

Humiliate: To reduce to a lower position in one's own eyes or others' eyes

Intimidate: To compel or deter by or as if by threats

Harm: Physical or mental damage

1st report: -warning/counseling, and/or detention. Contact Parents

2nd report: -may result in one of the following:
1) detention
2) suspension
3) expulsion

3rd report: expulsion

BUS DRIVER DISCIPLINE PROCEDURE

1. The following is to be observed concerning violations of rules governing bus behavior:
 - a. The driver is to inform the student of the improper behavior
 - b. The driver will inform the appropriate principal in writing of the inappropriate behavior or failure to follow the instructions of the driver.
2. The following is to be observed concerning suspension from the school bus for one day by the driver.
 - a. If the incident occurs on the way to school, the driver will notify the appropriate principal of the suspension when the driver gets to school.
 - b. If the incident occurs in the evening and the driver decides to suspend the student from the bus effective the next morning, the driver is to contact the parent that evening. A meeting can be scheduled, if necessary, among the parent, driver, and principal the next day.
 - c. Suspension from school bus for more than one day shall be handled by school officials.

POLICY CONCERNING BUS CLEANLINESS FOR SCHOOL BUS DRIVERS

All employees of West Washington School Corporation who are school bus drivers have the responsibility of keeping the bus which he or she drives clean. The driver shall sweep the inside of his or her bus at least once per week. Waste paper shall be picked up daily.

On the last day of school where attendance of students is required, all school bus drivers will be required to have their bus be clean of all debris, paper, and trash. Further, at such time the windows and ceilings of the bus shall be clean.

Periodic checks will be made of the buses for cleanliness during the year.

Failure to keep the bus clean shall be ample grounds for suspension or termination of the school bus driver.

CORPORATION BUS DRIVER CERTIFICATION

West Washington School Corporation will pay the regular daily bus driver rate each day to a corporation employee attending the three-day pre-school bus training, and will also pay a one time fee upon completion of the skills test.

Adopted: Jan. 18, 1999

EATING & DRINKING ON BUSES

A committee of bus drivers: Ronnie McCabe, Sue Denton, Diane Tuttle, met August 7, 1995 to discuss eating and drinking on the buses. It was agreed that no eating and drinking would be allowed effective September 1, 1995.

Such food as treats at the end of school, holidays, etc may be passed out to students as they exit the bus.

EXCEPTION: Water will be allowed due to extreme heat conditions.

BUS DISCIPLINE LETTER TO PARENTS

Mailed each year to parents

Dear Parents:

In order to guarantee your child and the other children riding the bus the safe transportation they deserve, we are using the following bus discipline plan.

OUR PHILOSOPHY: We believe that all students can behave appropriately and safely while riding on the school bus. We will tolerate no student stopping drivers from doing their job or preventing other students from having safe transportation.

The following rules must be observed on the bus:

- Following directions the first time they are given.
- No moving from seat to seat while the bus is in motion.
- Keep hands, arms, and objects to yourself.
- No swearing, loud talk, destructive behavior or littering.
- No eating, drinking, or smoking.

If the student chooses to break a rule the following consequences are applied.

1st violation - student warned by driver.

2nd violation - student assigned designated seat; parents called.

3rd violation - principal, parent, bus driver, student conference.

4th violation – suspension of bus privileges for designated period of time; parents notified and made responsible for transportation or Saturday school or permanent loss of bus riding privilege. (Depending upon severity of offense)

SEVERE CLAUSE – Consistent misbehavior or serious offense. Same as fourth violation.

Consequences accumulate daily. Students begin each day with a clean slate. If students choose to follow the rules, they will earn positive rewards at the bus driver's discretion. It is a privilege for a student to ride the school bus – not a requirement. If a child is suspended from the school bus, it will be the parent's responsibility to get the child to school. The transportation policy has been discussed with your child. Thank you for your support of our program.

Sincerely,

Gerald W. Jackson
Superintendent and Director of Transportation

Approved by the board 8-31-95