

**ARBUTUS MIDDLE SCHOOL**

September 9, 2009

Dear Parents/Guardians:

The letter on the reverse side provides key information from critical health officials within Baltimore County Public Schools and Baltimore County Department of Health. Please take a few moments to read the document carefully and store it in a safe place for future reference.

In addition to the protocol outlined by public health officials, the Arbutus Middle School administration has created additional efforts to promote the safety of all members of the Arbutus school community. In that regard, please note the following:

1. We will review our plan as a school community during first period on Wednesday, September 9. And, we will provide reminders and updates as needed. The initial review will include a summary of (a) the proper way to wash hands, (b) rationale for coughing into the arm to limit exposure, (c) procedures for using Purell instant hand sanitizer purchased for every staff member's room and/or office (and the school will refill throughout the year), (d) rationale for why students should not share drinks, food, straws, etc.), and (e) how to identify flu like symptoms.
2. If a student meets the criteria of possibly having the flu, the parent should make a reasonable decision regarding attending school. If he/she is unsure, the parent/guardian should consult his/her primary physician. If a student stays home for the flu, the parent should write a note indicating that the absence was due to **flu like symptoms**. All letters will be kept for documentation purposes.
3. Students who have flu like symptoms for longer than 72 hours must see a physician before coming to school. We will expect a doctor's note. If there are circumstances that prevent a parent/guardian from taking his/her child to the physician's office, please contact our school nurse, Mrs. Daniels, at 410-887-1402 for assistance. The school nurse, however, cannot be used in place of consulting a physician.
4. Please have a plan if you receive a call from our school nurse stating your child is being excluded for medical reasons. For the safety of all students, we will need your child picked-up within 1 hour of our request.
5. This plan is a living document, and it will be refined as needed.

Thank you in advance for your support. Please do not hesitate to contact me, Kendra Johnson, at [kjohnson3@bcps.org](mailto:kjohnson3@bcps.org) or 410-887-1402 should you have questions, concerns, or insight that will assist us in keeping our school community safe.

Respectfully,

Respectfully,

K. Johnson, Principal

A. Daniels, School Nurse

**Being a Prepared AMS Parent/Guardian**

1. At home, please have a working thermometer.
2. At home, please have normal, over the counter children medications for illnesses.
3. At school, please provide your child with miniature pocket/purse hand sanitizer for school use.
4. Please have a back-up plan for emergency pick-up from school. If a student must be excluded, we hope to have the child pick-up no longer than 1 hour after informing the parent or guardian. This expectation is needed for the **safety of all children.**

