

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION  
AGENDA STATEMENT

No. 11

MEETING OF September 25, 2019

ITEM TITLE: DISCUSSION

DISCUSSION topics

- a. Administrative regulations for lice - Attachment
- b. Administrative regulations for bed bugs - Attachment
- c. KIC MOU

## Head Lice

AR 5141.00

## HEAD LICE

If there is reason to suspect that head lice may be present in a classroom, inspections of students suspected of having head lice will be undertaken. If the child suspected of having lice shares a living environment with other student(s) in the school district, inspection of those students will also be undertaken. Schools within the district may need to collaborate in order to carry out inspections of students in multiple schools. Students found to have ~~an active case of head lice~~ nits or live lice will be noted.

The parents of students found to have live lice will be notified by the end of the school day via phone, ~~of those students, as well as the student(s) involved, will be notified at the end of the school day~~ and will be given information about ~~suggestions as to~~ how to alleviate the problem. The parents of any students found to have only nits will be notified by letter sent home with the student, and information about how to alleviate the problem will go home with those students. ~~The informational pamphlet entitled "Head Lice 101: A Parent's Guide" (Exhibit 5141) will be sent home to the parents.~~

If a student is found to have live lice, a bulletin will be sent home with all students in the affected class to notify parents that a case of live head lice was found in the class. If only nits are found, a bulletin is not required to be sent home. ~~All students in the class where head lice was discovered will be given a bulletin to take home to parents stating that an active case of head lice was found in the classroom.~~

Students found to have live lice ~~These students~~ will be checked again on a daily basis until there is no further sign of live lice infestations ~~active infestations of lice~~. If there is an indication of live active head lice the student will not be admitted back into school until treatment has occurred. Should the head lice infestation continue to occur, it may be necessary to refer the student to the Public Health Service or a physician for further treatment.

The American Academy of Pediatrics and the National Association of School Nurses no longer endorse a "No Nits" policy in schools. (Nits are head lice eggs.)

## PROCEDURE:

- A. The Health Aide, or other designee in the middle schools and high schools, will examine the head of any child suspected of having nits or live lice, as well as any other students in the school who share a living space of the child(ren) in question. Health aid or other designee may need to contact other schools if student shares a living environment with a student at another school ~~a live lice infestation~~.
1. Upon notification of a suspected case of head lice, examination will take place ~~an active infestation will be determined~~ by looking closely through the hair and scalp for live lice.
  2. If live lice or any nits are found in the hair, the parent/guardian will be notified no later than the end of the school day via phone. The parent/guardian will be provided information related to detection and methods of eliminating head lice.
  3. The student will remain in his/her class for the remainder of the school day.
  4. If a student is found to have live ~~an active case of~~ head lice a bulletin will be sent home with all students in the affected class to notify parents that a case of head lice was found in the class. A full class inspection is at the discretion of the Health Aide or other designee.
- B. Children returning to school after treatment for head lice will be examined by the Health Aide or other designee to verify absence of live lice prior to entering the classroom. ~~Upon student's return to school:~~
1. At the beginning of the school day, examine student's hair for presence of lice. Students are ~~is~~ required to be free of live lice to return to school. If live crawling lice are found upon return to school, the parent/guardian should be notified that the student needs to be picked up and cannot return to school until treatment is started.
  2. The student will be allowed to remain in school if there is no presence of live crawling lice. Nits only are allowable.
  3. Parent/guardian will be encouraged to continue "Nit Picking" every night in addition to the initial treatment until nits are gone.
  4. The Health Aide or other designee will re-inspect the student's hair and scalp daily after initial live lice ~~active~~ infestation was found until all nits are gone or up to 10 days. If during any re-inspection live lice are found, parent will be notified and the live lice ~~active~~ infestation process will start over.
- C. The presence of nits does not indicate an active infestation. No evidence is found that the presence of head lice correlates with any disease process, or that outbreaks of lice

resulted when allowing students with non-viable nits to remain in class (Frankowski, Weiner, 2002)[1].

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Adoption Date: 03/15/02**

**Revision Date: 04/11/2012**

**Revision Date: 8/8/2012**

**Attachments**

No attachments.

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## **Bed Bugs**

**AR 5141.00**

## **Bed Bugs**

If there is reason to suspect that bed bugs may be present in a classroom, inspections of the students suspected of having bed bugs will be undertaken. If the child suspected of having bed bugs shares a living environment with any other student(s) in the school district, inspection of those students will also be undertaken. Schools within the district may need to collaborate in order to carry out inspections of students in multiple school. Students found to have bed bugs will be noted.

The parents of students found to have bed bugs will be notified by the end of the school day via phone, and information about how to alleviate the problem will go home with those students.

If a student is found to have bed bugs, a bulletin may be sent home with all students in the affected class to notify parents that a case of bed bugs was found in the class. This bulletin should be sent out at the discretion of the school nurse and administration.

Student found to have bed bugs will be checked again on a daily basis until there is no further sign of bed bug infestation. If there is repeated indication that student is infested with bed bugs and treatment has not occurred after aggressive attempts to help family access appropriate resources to do so, administration in conjunction with the school nurse and/or social worker may decide that the student should be excluded from school until treatment has occurred.

## **PROCEDURE:**

- A. The student suspected of having bed bugs should be discreetly removed from the classroom so that the health aid, or other designee, can examine the student's clothing and other belongings. Any student sharing a living space with that child should also be checked for bed bugs. The health aid or other designee may need to contact other schools if student shares a living environment with a student at another school.
  1. Upon notification of a suspected case of bed bugs, examination will take place by looking closely though the student's clothing and other belongings including backpacks, luggage, books, and other items.
  2. If bed bugs are found on the student's clothing or belongings, the bed bug will be removed and collected for identification, taking care to keep the specimen intact by placing it between two pieces of tape.

3. If a confirmed beg bug is found on a student, the parent/guardian will be notified no later than the end of the school day via phone. The parent/guardian will be provided information related to detection and methods of eliminating beg bugs as well as local community resources for addressing this problem at home.
  4. Schools will not be closed due to bed bug presence. If pest management is necessary, it will normally be targeted to certain areas of the school. Ongoing pest management that includes the use of pesticides indoors will be overseen by the school district Maintenance Director, Principal and / or designee and must conform to the school's integrated pest management plan.
  5. The school principal, in conjunction with the school nurse, will consider notifying the affected class or classes ONLY after notifying Maintenance. Entire school notification is not necessary unless there is an active infestation in the school verified by pest control or trained personnel.
- B. Children returning to school after notification or treatment for bed bugs will be examined by the health aide or other designee to verify the absence of bed bugs prior to entering the classroom. The health aide or other designee will ask the student if their home has been treated or contact parent or guardian to determine when the family is scheduled to have pest control come into their home. Until family has undergone treatment in the home, measures should be taken to limit transmission within the school.
1. At the beginning of every school day, ask the student if their home has been treated and examine students' clothing and other belongings including backpacks, luggage, books, and other items for the presence of bed bugs. Use a strong flashlight and magnifying glass. It may be necessary to call the parent or guardian to determine when pest control is scheduled to treat the home.
  2. If students are found to have bed bugs or treatment of the home has not been initiated, the student will change temporarily into substitute clothing while their own clothing (including shoes) is placed in the dryer on the highest heat setting for 30 minutes. After their clothing has been treated, the student will change back into their original clothing and return to class. **OR** KGBSD has 2 Hot Boxes available through Health Services to use at school. This box is for putting items such as backpacks, books, papers, etc. into it and heat is applied for a pre-programmed amount of time, which will destroy bed bugs. Please contact Health Services through the school nurse to use this box.
  3. Backpacks, lunchboxes, and other items that travel back and forth to school will be sealed in plastic containers to prevent bed bugs from being transmitted in school.
  4. Limit the items carried back and forth between home and school to only essential items.

C. Measures will be taken to prevent transmission of bed bugs within the school. If more than one student in a class is found to have bed bugs, administration may need to contact pest control and letters will be sent to all parents in the affected class/classes notifying them that bed bugs have been found:

1. Do not allow untrained staff to apply pesticides on school property. By law, only IPM trained applicators can apply pesticide (even ready-to-use products like sprays) in schools, and in compliance with the school's IPM plan.
2. Backpacks, lunchboxes, and other items that travel back and forth to school will also be inspected daily with a strong flashlight and magnifying glass. Items will be sealed in plastic containers to prevent bed bugs from being transmitted in school. Items carried back and forth between home and school will be limited to only essential items.
3. KGBSD has 2 Hot Boxes available through Health Services to use at school. This box is for putting items such as backpacks, books, papers, etc. into it and heat is applied for a pre-programmed amount of time which will destroy bed bugs. Please contact Health Services through the school nurse to use this box.
4. Hard surfaces can be cleaned with standard cleaning products.
5. Remove clutter from classrooms to prevent bed bugs from hiding within (i.e., stacked papers, unused or excessive teaching aids, reduce unused items).
6. Seal crevices and utility conduits.
7. Avoid having student place all backpacks, lunchboxes, jackets, hats, gloves, scarves, or other items together so that all one student's items touch those of another student. Regularly clean out the lost and found, sleeping areas, and upholstered furniture.
8. If bed bugs have been found repeatedly on a student in a particular classroom, or the student's parent/guardian has not taken steps to remedy the infestation at home, or more than one student in the same classroom is found to have bed bugs, administration should have the room inspected by a pest management professional or other trained staff. Letters will be sent home to all students in the affected classroom(s).
9. If bed bugs have been found repeatedly on a student in a particular classroom and the student's parent/guardian has not taken steps to remedy the infestation at home despite being offered resources, education, and support and there is evidence of transmission within the school setting despite extensive measures taken to decrease transmission, exclusion of affected student(s) will be taken into consideration by administration.

D. Parents of children whose homes are infested with bed bugs should take measures to eliminate the infestation. Due to stigma, this matter will be handled delicately. Parents will receive information about how to eliminate bed bugs in their home such as names and contact information for local pest control companies, instructions for decreasing risk of transmission, and resources should they not be able to afford home treatment.

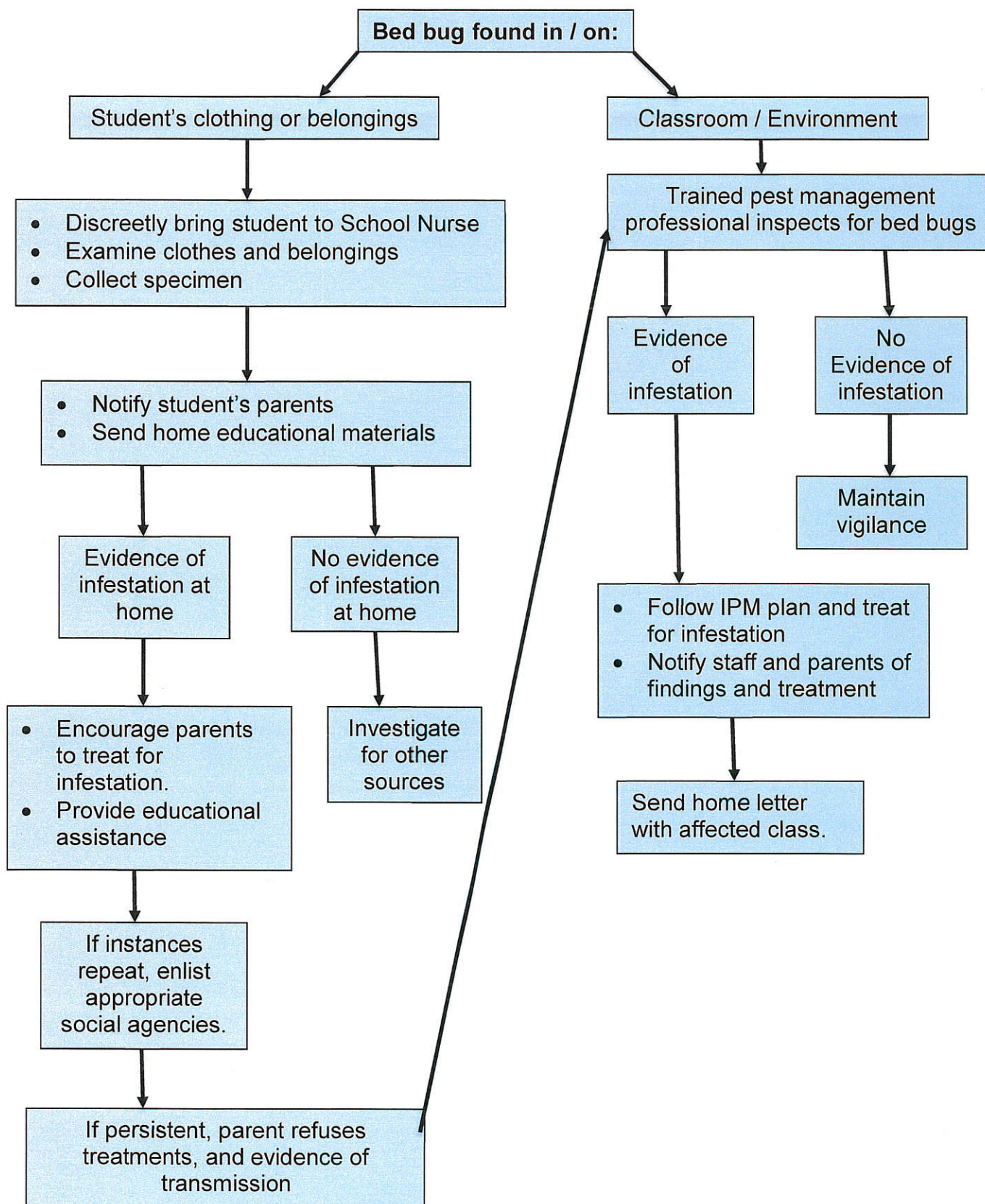
1. It is important to be sensitive about the problem. Although bed bugs have nothing to do with cleanliness or socioeconomic status, there is still a stigma that can come with having bed bugs. Parents may be hesitant to admit to having bed bugs, and students may not want others to know they have an infestation at home. Students living in an infested home may also feel anxious or tired during the day.
2. Schools should work with the parents of any student living in an infested home to develop strategies for preventing the further spread of bed bugs. They will be provided with information on local community resources and contact information for local pest management companies.
3. Schools will follow up with parents on a weekly basis by phone to determine what actions are being taken to eliminate bed bugs. Home remedies and do-it-yourself treatments are usually insufficient and could cause negative health effects or produce potential hazards in the home.
4. If a parent lacks the financial resources to hire a pest management professional, they will be referred to the State of Alaska Pesticide Program at 1-800-478-2577 for advice.
5. In an infested home, parents should store their child's freshly laundered clothing in sealed plastic bags until they are put on in the morning. This prevents bed bugs from hiding in the clothing and being carried to school.
6. Backpacks, lunchboxes, and other items that travel back and forth to school should also be inspected daily and stored in sealed plastic containers at home to prevent bed bugs from getting into them.
7. At school, the student will be provided with a plastic bin in which to store their belongings in order to prevent any bed bugs from spreading to other students' belongings.
8. Continue to use these measures until successful treatment of the home has been verified.

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**  
**Adoption Date:**



# Ketchikan Gateway Borough School District

## School Response Flowchart





Ketchikan Gateway Borough School District  
**Bed Bug Inspection Report**



Dear Parent or Guardian,

Today, a bed bug was found on your child or in your child's belongings. While this does not necessarily mean that the bed bug was brought to school by your child, it is important to your child's health and to the school community that you inspect your home for signs of bed bugs.

Enclosed you will find information about bed bugs and an identification guide to help you with your inspection. Once you have inspected your home, please fill out the form below and return it to the school office by \_\_\_\_\_.

Sincerely,

Principal

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I have been informed that a bed bug was found on my child at school. I understand that bed bugs pose a threat to my child's well-being and to the greater school community. I have read and understood the educational materials provided to me regarding bed bugs, and have:

- \_\_\_\_\_ Carefully checked my family and home for signs of bed bug infestation.
- \_\_\_\_\_ Hired a pest management professional to check my family and home for signs of bed bug infestation. Name of the pest management company: \_\_\_\_\_

After completing a careful inspection, I certify that to the best of my knowledge:

- \_\_\_\_\_ I or a pest management professional found signs of bed bugs in my home, and I will take the following actions to eliminate this infection:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- \_\_\_\_\_ I or a pest management professional did not find any signs of bed bugs in my home at this time. If I find evidence of bed bugs in the future, I will notify the school immediately and take action to address the infestation.

I understand that bed bugs can be spread to other homes if they are brought to school in backpacks, clothing, and other belongings. I understand that if bedbugs are repeatedly found on my child, that the school may take additional actions to protect the school community from bed bugs.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Pest Management Professional Signature: \_\_\_\_\_

## Ketchikan Gateway Borough School District

333 Schoenbar Rd. • Ketchikan, Alaska 99901

Ph. (907) 247-2109 Fax: (907) 247-3820

Elizabeth Lougee, Superintendent • Katie Jo Parrott, Business Manager

Catherine Alilin, Human Resources • Terri Crofcheck, Special Services • Alonso Escalante, Curriculum



Dear Parent or Guardian,

We have recently found a bed bug specimen in your child's classroom. Bed Bugs are small insects that live by feeding on human blood, usually at night. The bite is painless and may or may not become swollen and itch, much like that of a mosquito bite. While bed bugs are a nuisance, they are not known to spread disease. If you have concerns for you or your child, you should call your family doctor.

The source of the bed bugs often cannot be determined, as bed bugs may be found in many places. Even though it is unlikely for bed bugs to infest a school, the Ketchikan Gateway Borough School District will conduct an inspection and, if necessary, areas where bed bugs are found will be treated. The KGBSD will continue to work to identify bed bugs and provide thorough inspections of schools.

If you have any questions regarding bed bugs within your school, please contact your school Principal. If you have any questions, regarding bed bugs found in your home, please contact the KGBSD Nurse, Arizona Jacobs, at (907) 228-0426.

Sincerely,

Beth Lougee  
KGBSD Superintendent  
333 Schoenbar Road  
Ketchikan, AK 99901

# Ketchikan Gateway Borough School District

## Preparing your School for Bed Bug Treatment - Checklist

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- \_\_\_\_\_ IPM Coordinator should facilitate any required parent-staff notification of a pending pesticide application (or notification after the treatment is done).
- \_\_\_\_\_ Wrap (or place in sealable containers) any infested items that need to be moved.
- \_\_\_\_\_ Do not move items to another un-infested room without first inspecting them thoroughly. Move infested items only to the designation area/room if necessary.
- \_\_\_\_\_ Bag items that have been designated for drying(carpet squares, pillows, towels, stuffed animals, etc.) and take to laundry. Do not overload dryer. Use high heat for at least 45 minutes. Double bag all items right after drying and do not return to classroom/office until the room has been treated or otherwise determined to be bed bug free.
- \_\_\_\_\_ Inspect items that cannot be laundered/dried (books, electronics, picture frames, plastic toys, etc.) thoroughly inspected and placed into plastic bags or bins if bed bug free.
- \_\_\_\_\_ Vacuum and wash all floors. Replace vacuum cleaner bag before using the vacuum in other parts of the school. To prevent bed bugs from escaping, be sure to place the vacuum bag into a plastic bag before disposing of it.
- \_\_\_\_\_ Disinfect desks and chairs in classrooms. Check carefully for bed bugs in crevices and joints of furniture.
- \_\_\_\_\_ Vacuum and wash all floors. To prevent bed bugs from escaping, be sure to place the vacuum bag into a plastic bag before disposing of it.
- \_\_\_\_\_ Vacuum couches and chairs in offices. Bed bugs are often found in couches and upholstered chairs. If possible, turn the furniture over or on its side/back and vacuum underneath as well. If there is a dust cover attached on the underside, pull it back and vacuum areas that will need to be treated. Double-bag and discard the vacuum bags in an outdoor trashcan immediately to avoid re-introducing or spreading any bed bugs caught in the vacuum.
- \_\_\_\_\_ Empty lockers and cubby holes that require some chemical treatment. Reduce in storage cabinets that require treatment. Do not reuse student storage areas without cleaning them first.
- \_\_\_\_\_ Provide access to walls, closets, and areas around furniture to allow for a thorough inspection and treatment.