

### **VISION SCREENING AND FOLLOW-UP REGULATIONS**

1. The principal of each school building in the Berlin Central School District shall make available annually to the school nurse assigned to that principal's school a list of pupils who have been identified as requiring remediation in reading, writing, or mathematics. This list of students shall be provided to the school nurse as soon as it is available for the current school year.
2. The school nurse, upon receiving the list, shall ensure the timely vision screening of each student whose name appears on the list. Priority in vision screening shall belong to students who are disabled, or who are referred by staff or by the students' parents or guardians. Students referred through the process described in no.1, above, shall have the next highest priority.
3. When there are indications through the vision screening that a child has or may have a vision problem, the school nurse shall mail a vision referral form to the child's parent or guardian. A written report from the school nurse shall be filed in the student's cumulative health record.
4. If the parent or guardian does not return the vision referral form within fourteen (14) days of its having been sent, the school nurse shall telephone the parent or guardian, or otherwise personally contact the parent or guardian, regarding the status of the student's vision care and their plans in that regard.
5. If documentation is not provided to the school nurse within fourteen (14) days of contacting the parent or guardian as described in no.4, above, the principal of the District school that the student attends shall be notified by the nurse, and a copy of the original referral shall be sent to her/him. The principal shall then send a letter to the child's parent or guardian, urging therein that prompt attention be given to the actual or potential problem that led initially to the referral.
6. If the principal receives no response from the student's parent or guardian within fourteen (14) days of her/his having sent the letter described in no.5, above, or if the principal receiving what she/he deems to be an unsatisfactory response, then the principal shall so notify the Superintendent of Schools, and shall forward copies of all documentation and correspondence to the Superintendent.
7. The Superintendent shall promptly send a letter of concern to the student's parent or guardian, and shall state therein a deadline date for that party to respond. If no response, or if what the Superintendent deems under circumstances to be an unsatisfactory response, is received by that deadline, then the Superintendent shall refer the matter as a case of medical neglect to the Child Protective Service or to another appropriate agency.