

**Procedures and Policies
For
Students Identified with Bed Bugs**

Elementary Students Prek – 4

- Every school will have a washer and dryer. Dry on hot first - then wash.
- All students (including those not to have bed bugs) must have a tote.
- All student items will be placed in a tote.
- If students go outside for recess coats and personal items MUST be returned to the tote.
- If a student is affected with Bed Bugs call parent immediately and ask parent to attend a meeting. Inform parent that chronic cases must be remedied. Conduct meeting in an isolated place to reduce risk of contamination and to provide privacy.
- Send parent the parent letter (see below) and provide parent with bed bug inspection report. Parent must return the report before student is allowed into school.
- If a landlord is not cooperating with a parent to eradicate bed bugs from their domicile assure parent that the school can help.
- Have parent provide a change of clothing in a plastic bag. Wash and dry clothing on hot. Place clothing in a bag and keep it in the classroom.
- In the event of recurrence, call parent, repeat process, and have parent change students clothes.
- If a student is re-affected 3 times or more student may be excluded from school.
- Do not send library books or electronic devices home with student with an infestation.
- Do not allow students to throw book bags or clothes together.
- Do not maintain a lost and found.
- There will be no more clothing drives within ANY District #66 Buildings.
- Extreme or chronic cases will result in exclusion.
- Ensure that District administration is informed of the incident.
- School officials will ascertain if an affected child within their school has any siblings attending schools in other District #66 buildings. Accordingly, if the student has siblings attending other #66 buildings than school officials will notify those buildings.
- If a school official receives notification of a bed bug habitation through a sibling attending another building, that school official shall examine the student to see if bed bugs are present.
- After a bed bug is discovered, an inspection shall be conducted by a building custodian. The custodian shall vacuum within any classroom where an affected student had been present and determine if a treatment by a pest management professional is warranted.

Middle School & High School Students

- Every school will have a washer and dryer. Dry on hot first-then wash.
- Students found with a bed bug habitation will not be allowed to take home books or devices.
- If a student is affected by bed bugs, call parent immediately and ask parent to attend a meeting. Inform parent that chronic cases must be remedied. Conduct meeting in an isolated place to reduce risk of contamination and to provide privacy.

- Send parent the parent letter (see below) and provide parent with bed bug inspection report. Parent must return the report before student is allowed into school.
- If a landlord is not cooperating with a parent to eradicate bed bugs from their domicile assure parent that the school can help.
- Have parent provide a change of clothing in a plastic bag. Dry on hot, wash, and dry clothing. Place clothing in a student tote.
- In the event of recurrence call parent, repeat process, and have parent change students clothes.
- If a student is re-affected 3 times or more student may be excluded from school.
- There will be no more clothing drives within ANY District #66 Buildings.
- No Backpacks in any classrooms during ANY time of the day. All backpacks must be stored in lockers.
- Extreme or chronic cases will result in exclusion.
- Ensure that District administration is informed of the incident.
- School officials will ascertain if an affected child within their school has any siblings attending schools in other District #66 buildings. Accordingly, if the student has siblings attending other #66 buildings than school officials will notify those buildings.
- If a school official receives notification of a bed bug habitation through a sibling attending another building, that school official shall examine the student to see if bed bugs are present.
- After a bed bug is discovered, an inspection shall be conducted by a building custodian. The custodian shall vacuum within any classroom where an affected student had been present and determine if a treatment by a pest management professional is warranted.

**** SAMPLE ****

**Bed Bugs Found in a Classroom
Parent Notification Letter
(Use appropriate school letterhead)**

Dear Parent or Guardian:

We recently found a bed bug in your child's classroom. Bed bugs are a nuisance, but their bites are not known to spread disease. Bed bugs are usually active at night and feed on human blood. The bite does not hurt at first, but it may become swollen and itchy, much like a mosquito bite. Watch for clusters of bites, usually in a line, on exposed areas of the body. If you have medical concerns for you or your child, please contact your doctor.

The source of bed bugs often cannot be determined, as bed bugs may be found in many places including hotels, planes, and movie theaters. Even though it is unlikely for bed bugs to inhabit a school, the School District will conduct an inspection and, if needed, will implement an integrated pest management plan in the area where the bed bug was found.

The School District will continue to work to identify bed bugs, provide thorough inspections of schools, and have licensed pest control specialists assist with pest management. Contact your physician or school nurse for proper care and treatment of bed bug bites. If you have any questions regarding bed bugs in your school, please contact the Principal. If you have any questions regarding bed bugs found in your home, contact your local health department or visit <http://www.michigan.gov/bedbugs>.

Sincerely

**** SAMPLE****

Bed Bug Inspection Report

Dear Parent,

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 to the school office by _____.

Sincerely,
School Administration

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 bugs myself OR

_____ hired a pest management professional to check my family and home for signs of bed bugs. Name of pest control 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 infestation:

_____ I or a pest management professional did not find 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 bed bugs are repeatedly found on my child, that the school may take additional actions to protect the school community from bed bugs.

Parent Signature _____ Date _____

Pest management professional's signature _____