



# BURLINGTON SCHOOL DISTRICT PROCEDURE

## PROCEDURE CODE F22PV: VISION AND HEARING SCREENING PROCEDURE

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### Summary

In accordance with State law V.S.A. § 1422, School Nurses are required to screen students in specific grades annually to detect any vision or hearing issues that may impact learning. To ensure all students are screened to detect any issues before too much instruction has passed, the following protocol and schedule have been developed to uniformly screen students District-wide within the first month of school.

### Procedure

1. The District Lead Nurse works with Substitute Nurses to conduct student vision and hearing screenings. This allows the School Nurse to continue care in their offices and not be pulled away from student care to conduct vision and hearing screenings.
2. The District Lead Nurse creates a schedule of screening dates for the following year based on substitute nurse availability and shares it with the building principals and school nurses for review in the spring before the end of the school year.
3. Principals and School Nurses work together to notify teachers in their school about screening dates in June before the end of the school year to ensure no field trips or other events are scheduled on the school's assigned days of screening.
4. To ensure students do not miss new learning, Principals and School Nurses will encourage teachers to create lesson plans for screening days where learning can continue as students are pulled from class for screening.
5. BSD conducts a mass screening to find students who do not meet the minimum Vermont State standards. Screenings for vision will be conducted at 20/30 to ensure screening is consistent and done in a timely manner.
6. School Nurses, the District Lead Nurse, and Nurse Substitutes will follow procedures below to ensure screenings will occur for each grade, PreK-5, grade 7 in middle schools, and grades 9 and 12 at the high school, and all students at Eagle Bay.

### Screening Schedule

BSD's Lead Nurse will create a screening schedule each year that schools will share with families and staff.

### Screening Process and Instructions for Staff

#### Prior to Screening

1. Lead Nurse will share BSD Screening Protocol and Schedule with Principals of all BSD school buildings in June of each year for the following fall.

- a. Each Elementary Building (except Edmunds) will be scheduled to have two synchronous days to complete first screenings for ALL grades PreK-5, followed by two other asynchronous rescreening days to accommodate students who were absent. Rescreening days will be combined across schools to maximize substitute time.
  - b. Edmunds Middle and Elementary Schools will be scheduled to have four days to complete first screenings for 7th grade (pulling them from Science Core Classes) and all grades PreK-5 (screening them around the 7th grade Science Class schedule). These will be followed by two other rescreening dates to accommodate students who were absent. Rescreening days will be combined across schools to maximize substitute time.
  - c. Hunt Middle School will be scheduled to have one screening date, followed by another two asynchronous days as rescreen dates to accommodate students who were absent. Rescreening days will be combined across schools to maximize substitute time.
  - d. BHS Nurses will schedule 9th-grade screening in collaboration with the 9th grade core English teachers and create a system by which students are pulled from those classes on Blue and White Days on three different weeks to have a first screening, followed by two other screening dates for rescreens. These three screening dates should be scheduled in the same quarter for ease of scheduling. 12th-grade screening will be done in collaboration with 12th-grade core classes.
  - e. Eagle Bay will be scheduled for one screening date, followed by one rescreening date.
  - f. Dates may be rescheduled if the screening team is not available on that day.
2. Lead Nurse will work with BSD Substitute Nurses/Retired School Nurses to create a team of screeners. Lead Nurse will secure screening dates with Substitute/Retired School Nurses to match the schedule given to principals in June.
  3. School Nurses will find a space conducive to screening in their building with an electrical outlet and table or rolling cart for Titmus device. (No overhead lights for PreK/K Optix vision screen.)
  4. School Nurses will communicate with the screening team to discuss building screening space and create a schedule for the order of screening on their first two screening dates.
    - a. Typically, it's best to screen oldest to youngest in the elementary buildings for ease and speed of screenings. Older students take about 25-30 minutes for a class of 20, while younger students can take anywhere from 45 minutes to an hour for a class of 20.
      - i. School Nurses should communicate with teachers that the schedule is flexible so that when one class is done, we can move to the next class as efficiently as possible, no matter how many minutes each class might take.
    - b. A tab will be created on a sub-spreadsheet with dates of screening and names of screeners so you'll know who to contact.
  5. Screening Team will notify the School Nurse who needs to be rescreened before the rescreening dates so that the School Nurse can work with teachers and navigate any possible barriers (field trips, etc.).
  6. School Nurses will ensure that audiometer machines in their buildings are fully charged and ready for the screening days they are scheduled for.
  7. School Nurses will put in liaison ticket requests for liaisons who might need to support students who do not speak English during screenings.
  8. School Nurses at the Elementary Level should coordinate with classroom teachers to pre-teach each class a few days before the screening date on the following:
    - a. What screening is and why we do it.
      - i. There are two parts of screening: hearing and vision. (Optional to show screening equipment and how it's used.)
    - b. Explain that they will meet new faces who are also school nurses.
      - i. Students should follow instructions of the guest nurse.
    - c. Tell the students where the screening will take place.
    - d. No one will go alone to the space - they will go in groups of three or four to the screening space, do screenings, and then return to the class in pairs or groups of three. Then three or four more friends will go to the screening space until the whole class has been screened.

- i. Let teachers know ahead of time to expect minimal classroom disruption IF they send 4-6 students to start and continue to send a pair as students return to eliminate “down” time in the screening office.
  - e. Being quiet while waiting their turn is important so their friends can hear the beeping noise on the hearing machine.
- 9. Middle and High School Nurses will email the Lead Nurse a week prior to the scheduled screening with any names of students who are outside of 7th, 9th, and 12th grade who need to be screened for IEP or Evaluation purposes.
- 10. Lead Nurse and Screening Team will create screening templates and load them with student names that are in SNAP by teacher or grade level prior to screening dates.
- 11. Lead Nurse will print two copies of Template Sheets for the substitute team and deliver them prior to the first day of Screening. (Only one copy required for Prek and K classes.)

### Day of Screening

1. Screening Team will transport the following to the school on each day of screening:
  - a. Titmus II vision screener (with audiometer adaptor in the bag)
  - b. Optix vision screener (team member who holds it, charges it)
  - c. Two clipboards
  - d. Four sharpened pencils
  - e. Sandwich board to direct students to the screening area
2. School Nurse will greet Screening Team and show them where the screening space is for the day.
3. School nurse will update Screening Team on any pertinent information that will impact the daily schedule for screening (fire drills, assemblies, etc.).

### After Screenings

1. Screeners will input data into SNAP (there are enough “seats” in SNAP for screeners to log in while all school nurses are logged in).
  - a. After first round of screening - Make a group of grade-level screened
    - i. Run a Report: choose presentation
      - By Teacher
      - Select “Student info” on top, then Roster
      - Check mark Place in Group
      - Click Search
      - Leave page (X out SNAP Health Center report Viewer)
    - ii. Group Process
      - Group
      - Process
      - Screening
        - Titled “group process-screenings”
          - Choose screening type (vision, hearing, Optix)
          - Choose screening reason ( grade or other)
          - Examined by (drop-down menu) screener name
          - Service level (drop-down menu) RN
          - Click ok
    - iii. Open a Student File
      - Click on the two heads (Student Search)
      - Type any letter, click “enter” on KEYBOARD twice to open a student file (it does not matter what file you open)
      - Click on Group button in the lower left-hand corner
        - You should be the first student on your group list
      - Click on Screenings to double-check individual’s screening is correct
        - If student was absent, delete record of screening

- Highlight screening from that date
        - Click red delete X on lower right side
        - Click Yes when asked if you really want to delete
      - If student did not pass screening
        - Change screening data to reflect accurate result
        - Click ONL
        - Place correct rescreen date in Re-Check area
      - If student did not pass on Optix Screener
        - Place date of screening in Referral area
    - Toggle with right blue arrow to move to next student’s file to check each student in the group one by one.
  - b. After first day of rescreening
    - i. Create a Group
      - Group
      - Select by Teacher, click search
      - Click on name on left to move it to the right to make a group
      - Ok
    - ii. Open a student file
      - Click on the two heads (Student Search)
      - Type any letter, click Enter twice to open a student file (it does not matter what file you open)
      - Click on Group button in the lower left-hand corner
        - You should be on the first student on your group list
      - Click on Screenings
      - Click New
        - Enter screening data to reflect accurate result
        - If student passed, WNL should be checked
        - If student did not pass, ONL should be checked
          - Date of rescreen should be added to the Referral area
2. Screeners will conduct rescreens using the updated spreadsheet.
3. Screeners will give School Nurse the original data collection sheets after data is entered.
4. Screeners, with support of the Lead Nurse, will run reports and generate referral letters, which will be added to student files AND printed and given to school nurses in each building.
5. School Nurse will contact parents/guardians of all students with referral status before mailing letters to parents/guardians via US mail or email.
6. School Nurses may always rescreen a student in their office if there is any concern **after the** mass screening process is completed.

## Clerical Information

BSD Version:	BSD F22PV
Date Adopted:	11/13/25
Legal Reference(s):	<a href="#">V.S.A. § 1422</a>
Policy Reference:	<a href="https://www.bsdtv.org/wp-content/uploads/2017/07/F-22-Delegation-of-Health-Services.pdf">https://www.bsdtv.org/wp-content/uploads/2017/07/F-22-Delegation-of-Health-Services.pdf</a>