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**[elem\_princi\_only] [k8\_admin\_only] SSD Updates - Nurses and Subs**

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**From :** Joyce Smith-Johnson <johnson\_jo@4j.lane.edu> Thu, Sep 05, 2019 12:24 PM  
**Sender :** elem\_princi\_only <elem\_princi\_only-bounces@4j.lane.edu>  1 attachment  
**Subject :** [elem\_princi\_only] [k8\_admin\_only] SSD Updates - Nurses and Subs  
**To :** k8 admin only <k8\_admin\_only@4j.lane.edu>, hs admin only <hs\_admin\_only@4j.lane.edu>

Greetings Building Administrators!

We have two important SSD updates for you:

### **1. DISTRICT/STAFF MEDICAL CELL PHONES**

All nurses were issued a cell phone. PLEASE IMMEDIATELY MOVE ALL COMMUNICATION WITH YOUR NURSE TO THIS PHONE. Sorry for the all caps, but we are trying to address privacy concerns and need to move to all nursing conversations to these phones ASAP. The cell phone numbers are attached above. You can call these from any land line. Our urgency is in moving texting and picture taking of injuries and students to the District phones.

We have also issued our first round of building medical cell phones. If you didn't get one in round 1, your phone will arrive in time. We are ordering them in batches as needed.

Distribution of the first round was decided based on known students at your school who require a fair amount of communication with your nurse. These phones are medical cell phones. They are not to be for just one student or given to just one EA or classified staff member. Please use these for any and all calls of a medical nature that seem appropriate. These are great for texting a family their student is sick and needs to be picked up. These are how your staff can text your nurse. Use them as needed, and please prioritize them as medical. If you have questions please call me. They have been checked out to an administrator in your building. Please do your best to have these remain on campus at night. And again, if you didn't get one you likely will shortly.

### **2. REQUESTING SUBS FOR SSD CLASSIFIED POSITIONS**

Shawna Scroggins is now handing placing all classified subs in your buildings. Please call her at x7800 if you need a sub. Please also let your staff know she's our new Department Secretary that can help them when they are absent.

We hope you are all off to an amazing start! Don't hesitate to reach out if you have any questions!

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 **Nurse District Cell Phone 2019-2020.xlsx**  
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