

# **Orchard School**

## **South Burlington, Vermont**



**Family Handbook**  
**2011-12 School Year**

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## **Orchard School Core Values**

At Orchard School, we promote learning through respect for:

- 🍏 Ourselves
- 🍏 Others
- 🍏 Our environment.

*Taken from our school's work in PBS (Positive Behavioral Supports).*

## **South Burlington School District Mission Statement**

As an enlightened community of learners, we will ensure that each student demonstrates the knowledge, skills, and character to create a successful and responsible life in a rapidly changing society;

We will accomplish this by forming partnerships linking a dedicated community, its families and educators with global resources to provide challenges that inspire all learners.

## **Multicultural Philosophy Statement Orchard School**

The Orchard School community believes that all children should experience an inclusive and challenging education that nurtures respect for diverse views and culture, teaches knowledge from many perspectives, and models the ideals that bind us together as a nation. Our curriculum should include the experiences, beliefs, and traditions of various cultural groups and their significance in the United States and the world.

All members of the Orchard School community will combat stereotyping, bigotry, racism, and discriminatory practices. In particular, we must all analyze our interpersonal relations for friction due to misperceptions about various groups- for example, gender, racial, ethnic, religious, socio-economic class.

By instituting a rigorous curriculum infused with multiple perspectives, common ideals and intellectual integrity, we prepare children for citizenship in our increasingly pluralistic society. By creating a safe and cooperating learning environment, we will help our children develop a sense of self-worth, appreciate our common humanity, and recognize differences as enriching our lives.

## ***Orchard School Contact Information***

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Orchard School  
2 Baldwin Avenue  
South Burlington, VT 05403

*Principal, Mark Trifilio*  
Telephone: (802) 652-7300  
Fax: (802) 652-658-9307

## ***Central Office***

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David Young, Superintendent:	652-7250
Winton Goodrich, Assistant Superintendent:	652-7250
Stuart Weiss, Director of Student Learning:	652-7390
Joanne Godek, Director of Educational Support Services:	652-7390
John Stewart, Business Manager:	652-7052

## ***South Burlington School Board of Directors***

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Julie Beatty  
59 Dorey Road  
South Burlington, VT 05403  
Home: 862-9627

Diane Bugbee  
89 Floral Street  
South Burlington, VT 05403  
Home: 660-8683

Mr. Richard Cassidy  
5 Lyons Avenue  
South Burlington, VT 05403  
Home: 864-8144

Mrs. Elizabeth Fitzgerald  
95 Holbrook Rd.  
South Burlington, VT 05403  
Home: 865-4554

Mr. Martin LaLonde  
304 Four Sisters Road  
South Burlington, VT 05403  
Home: 863-3086

The Board of School Directors meets on the first and third Wednesday of each month. Parents and members of the community are urged to attend.

## Orchard Staff Listing

### Classroom Teachers

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Kindergarten	Tracy Garland	Grade 2	Lynda Waltien
Kindergarten	Abby Klein	Grade 3	Erin Mallory
Kindergarten	Carol McQuillen	Grade 3	Joanna Pecor
Kindergarten	Jason Pecor	Grade 3	Melinda Tate
Grade 1	Anne Adams	Grade 4	Amy Bahrenburg
Grade 1	Margo McCray	Grade 4	Kay Howley
Grade 1	Kaitie Walcott	Grade 4	Sarah Vachereau
Grade 2	Debbie Gurwicz	Grade 5	Lolly Bliss
Grade 2	Barbara Lawrence	Grade 5	Amy Heinz
Grade 2	Steven Schmidt	Grade 5	Dayle Wright

### Student Support Teachers

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Special Education	Kate Branon	SLP	Melissa Rawson
Special Education	Craig LaPine	Nurse	Susan Barry
Special Education	Charlie Quavelin	Nurse	Kara Cassani
Special Education	Laura Racine	School Counselor	Aili Beeli
EEE Teacher	Kara McDonough	School Counselor	Carol Wheeler
EEE SLP	Amy Starble	Home-School Clinician	Melissa McConnell
ELL Teacher	Janet Hayden	Literacy/Math Coach	Ann Knox
		Literacy/Math Coach	Phyllis Marcell

### Arts Teachers

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Arts Teachers	Susie Ely	Music Teacher	Amy Frostman
P.E. Teacher	Patrick Bose	Music Teacher	Cindy Matthews
Librarian	Donna Sullivan-MacDonald		

### Student Support Staff

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Para-professional	Shelley Butterfield	Para-professional	JoAnne Rice
Para-professional	Sarah Gladstone	Para-professional	Carrie Sala
Para-professional	Kristen Hall	Para-professional	Maura Weatherly
Para-professional	Mara Hayes	EEE Para-professional	Leslie Freedman
Para-professional	Daryll Kemp	EEE Para-professional	Suzanne Grocki
Para-professional	Rhonda Kozak	EEE Para-professional	TBD
Para-professional	Linda Mickel	Behavior Facilitator	Nicole Bauman
Para-professional	Tammy Munger	Lunch Supervisor	Mary Lou Monell
Para-professional	Kelly Quinn	Recess Supervisor	John Curtin
		Library Assistant	Judy Gllmartin

### School Services Team

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Custodial Manager	Carol McDonald	Lunch Server	Dottie Hardy
Custodian	Les Burdzy	Lunch Server	TBD
Custodian	Rita McGrath		

### Office Personnel

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School Secretary	Allyson Yandow		
Admin. Assistant	Susan O'Brien	Principal	Mark Trifilio

# Section 1 – The School Day

## **School Hours**

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Orchard School Hours: 8:00 – 2:40

The lobby is open at 7:45, breakfast is also available.

Classrooms and hallways open at 7:50.

## **Attendance**

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The south Burlington School District believes it is important to establish a pattern of regular school attendance. Every student shall attend school regularly except under the following circumstances:

1. Illness
2. Medical and dental appointments
3. Religious holidays
4. Bereavement
5. Parental personal requests *submitted in writing and approved by the principal*

A student will be excused from school for any of the above reasons. In case of illness or other emergencies necessitating dismissal of a student, the school will first attempt to notify the parent or guardian. If the parent is unable to be located, we notify the emergency contact person listed on the child's emergency card. We urge parents that plan to go out of town for several days, to leave a signed note identifying emergency contact people and daily child care providers. We will not send a child home with anyone other than emergency contact people.

Students may not leave school grounds during the day without approval from the office. If parents wish to withdraw their children from school once it is in session, the parent should sign the child out at the office with an early dismissal slip.

## **Early Morning Supervision**

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The school day begins immediately at 8:00 AM. The school busses drop off students at approximately 7:50. Students who walk to school or are driven by parents can arrive as early as 7:50. Children should not arrive any earlier than 7:45 as there is no supervision until the school doors open.

## **Tardiness**

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The Orchard School day begins promptly at 8:00 a.m. Many teachers begin the day with a morning meeting, which includes activities to build classroom community and sets the tone for a productive learning day. When children arrive late, these meetings are disrupted and children do not have the opportunity to "settle in". Additionally, the class lunch count is completed and called in. Students who arrive late must check in at the office where a pass will be given to send them to their classrooms.

If your child will be absent or tardy, please phone the office before 8:00 a.m. (652-7300). Feel free to leave a message on voice mail.

## **Dismissal**

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Our school day ends at 2:40pm. Children who walk home or are picked up by their parents are dismissed to the front lobby. For safety and security reasons we ask that all parents please meet their child in the front lobby and not go down to the classroom. Classroom teachers need to be informed of your child's routine whether they go home by bus, attend the after school program, or walk. For the safety of each child we request that we are notified of all changes in after school routines in writing. Please send notes to the classroom teacher. Last minute changes to these routines often leave the child and staff confused. If plans change, we need to know prior to 2:00pm in order to insure the child gets the message.

In case of emergency, parents should call the office directly and speak to a staff member.

PLEASE DO NOT LEAVE A MESSAGE ON OUR VOICE MAIL SYSTEM.

## **Early Dismissal**

Occasionally there is a need for your child to leave school early. Please send a note to your child's teacher. We require that parents sign children out at the office.

## **After-School Activities**

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Orchard School is the site of many after school activities. We will routinely provide parents with information about school sponsored activities and distribute flyers provided by the South Burlington Recreation Department. Information we receive about after school activities will be available for parents and students in the school lobby. Students must bring permission slips to stay after school for any activity. Several quality "after-school" child care programs are available at or near the school. Parents may request the names and contact numbers of those programs at the office.

## **Snow Days, Delayed Openings & Early Dismissals**

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Harsh weather conditions and other events may cause Orchard to be closed, have a delayed opening or an early dismissal. The protection of your child and their safe arrival at school will be the major consideration whenever weather conditions warrant the questioning of putting our bus fleet on the road. Since State law requires schools to be in session 175 days and sometimes weather conditions improve significantly by mid-morning, a delayed opening of two hours may occur.

Keeping you informed is a priority at South Burlington School District. That is why we have adopted the ALERT NOW Notification Service. We anticipate using *AlertNow* throughout the school year with telephone messages and emails to notify parents of school delays and cancellations. Additionally, we will use *AlertNow* to keep parents updated for smaller activities such as field trips and Open House.

Thank you for helping us to make your child feel secure in these changeable situations. The following radio stations are alerted when we close or if there is to be a delayed opening or early dismissal:

WVMT (620 AM)	WEZF (92.9 FM)	WNCS (104.7FM)
WJOY (1230 AM)	WXXX (95.3 FM)	WKOL (105.1 FM)
WKDR (1390 AM)	WOKO (98.9 FM)	WIZN (106.7 FM)
WFAD (1490 AM)	WGTK (100.9 FM)	

## **School Meals**

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### **Breakfast Program**

This program offers a variety of complete meals that rotate daily including cereal, bagels, muffins and fruit. Breakfast will be available from 7:45 – 8:05; the cost is \$1.75

### **Lunch Program**

The South Burlington School District provides healthy meals for students and adults in the school. The menu usually offers hot and cold choices, Rebel Runners and a daily Salad Bar.

Lunch Prices- \$2.75 per child, \$4.00 per adult

Milk or Orange Juice is available for students who bring their lunch for .40¢ a carton.

Checks may be made payable to: South Burlington Nutrition.

The money will be entered into the child's lunch account, which can be accessed by the child with their 5 digit pin #. Paying for lunches can be done through the website: [www.Mylunchmoney.com](http://www.Mylunchmoney.com). Your child's five digit PIN will be necessary to access your account.

**Free/Reduced Meals:** Free or reduced breakfast and lunch are available to eligible families. Students participating in this program will also be eligible for the free and reduced breakfast pricing. Forms are sent home in September and may be requested when needed. A family's eligibility for Free/Reduced is kept strictly confidential.

## Section 2 – Elementary School Policies

### ***Animals in School Policy***

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We request students do not bring pets to school. There are children and adults who may have a significant allergic reaction to a pet in school. If you bring a dog with you when picking up your child, please have it on a leash (in a car is preferable) and make sure it does not come into the school building. Any animals, including insects, fish, amphibians or reptiles brought to school for educational purposes should first be cleared with the teacher and principal.

### ***Bicycles/Scooters***

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Though we encourage students to ride bicycles and scooters to school, Orchard will not be liable for damage or theft. To avoid injury of pedestrians and cyclers, students are expected to walk their bikes/scooters on and off the school grounds. We insist students wear their helmets. We will need a permission slip in the office allowing your child to ride their bike/scooter to school.

### ***Conferences and Report Cards***

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South Burlington School District's elementary report cards are sent home twice each school year, in January and June.

Parent Conferences occur in November and April. You will be contacted and a conference will be scheduled at a mutually agreed upon time. You may also request a conference at any time by calling your child's teacher. Parent-teacher communication is important in your child's education and we look forward to talking with you to learn more about your child as well as to share information from school.

### ***Discipline***

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The Orchard staff believes that our school can only be a strong learning community if we are respectful and supportive of all students. Our aim is to teach students to develop self-discipline, personal motivation, and citizenship. Procedures for general behavior in the classroom are investigated and created through morning meetings, class meetings, guided discoveries, modeling and role-playing.

Each class develops its own rules for what students need to learn and work in the classroom. These rules (like our rules for lunch, recess and the bus) are developed from our school values:

- 🍏 Respect for Ourselves
- 🍏 Respect for Others
- 🍏 Respect for our Environment

The Orchard staff also believes that disciplinary actions are learning opportunities. Because of this, a follow-up to a problem will result in logical consequences instead of punitive actions. Logical Consequences are designed to be a natural sequence that directly relates to the student misbehavior.

Logical Consequences are categorized by:

- Taking a Break
- Loss of Privilege
- Fixing What is Broken

Our staff has adopted the same procedures for addressing escalating behaviors:

Escalating Behavior	1	Pro-Active Teaching	The teacher uses positive pro-active teaching skills that include reinforcing, reminding and redirecting.
	2	Warning	The teacher gives the student a warning naming the behavior that needs to be adjusted.
	3	"Taking a Break"	The student takes a time-out focusing on the behavior, not on the character of the student.
	4	"Buddy Room" Break	The student takes a break in a neighboring classroom until they are ready to rejoin their own classes.
	5	Referral to the Office	The student is sent to the office for additional support. A work-time will be re-scheduled to accommodate learning time.

Harmful behaviors, such as physical aggression (fighting, hitting, kicking ...), endangering or threatening to endanger, harassment, bullying and vandalism will result in direct referrals to the office. These behaviors may result in an immediate suspension.

### **Dress Code**

Orchard School is an important place for learning and it is our goal that clothing reflects codes of decency and respect. Students should dress in a way that is comfortable for learning and non-disruptive.

Specifically:

- Hats may only be worn in the hallways and outside the building.
- References to race, sex, drugs, alcohol, or violence as well as explicit language and insulting statements will not be permitted on clothing.
- Clothing must cover the midriff area and all undergarments. Spaghetti strap shirts and halter tops are not permitted.
- All shorts and skirts need to meet the "fingertip rule". They must be no shorter than the length of the student's lowered arms.

Parents will be contacted and asked to bring appropriate clothes to school if a student violates the dress code. The student will be permitted to resume activities as soon as clothing can be changed.

### **Educational Rights**

Key informational pieces of the Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights:

1. You have the right to review and inspect your child's educational records. Please notify the building principal to exercise this right.
2. You have the right to request an amendment and/or correction of your child's education record. Please notify the building principal to exercise this right.
3. You have the right to file a complaint with the Family Policy Compliance Office in the U.S. department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.
4. You have the right to prohibit the release of your child's name and address to military recruiters. Please send a letter of request to exercise this prohibition to the building principal.

5. You have the right to inspect and review instructional materials. Please submit any request to the building principal.
6. You have the right to review and inspect any information, surveys or instruments used to collect information prior to its use. This includes the right to opt your child out of the survey or data collection.
7. You have the right to provide written consent for your child to participate in any survey which is funded by any US Department of Education funds and includes any of these eight protected areas:
  - a. Political affiliations or benefits of the student or student's parents;
  - b. Mental or psychological problems of the student or student's family;
  - c. Sex behavior or attitudes;
  - d. Illegal, anti-social, self-incriminating, or demanding behavior;
  - e. Critical appraisals of others with whom respondents have close family relationships;
  - f. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
  - g. Religious practices, affiliations, or beliefs of the student or parents; or
  - h. Income, other than as required by law to determine program eligibility.
8. You have a right to receive a notice and an opportunity to opt out of any survey of these eight protected areas (as stated in 7 above), which is funded, by any source.
9. You have a right to receive a notice and an opportunity to opt out of any non-emergency, invasive physical exam. (No such exams are conducted in the CESU schools).
10. You have the right to consent to disclosures of any personally identifiable information except for the directory of information listed below:
11. Present federal and state regulations authorize the routine release on students and former students without the prior consent of the parent or the eligible student. This directory information includes student name, degrees and awards received, official school activities in sports, weight and height of members of athletic teams, address, telephone, and date of separation or graduation. If any parent wants to deny the release of this information, please notify the building principal of your school with a written request indicating which categories of information from this directory list should not be released for your son/daughter. This notification to the building principal should be received by October 15, 2005.

These rights are exclusively transferred to students who are 18 years old or emancipated minors.

### ***Field Trips***

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Classroom teachers plan for children to apply their learning in the community in a variety of ways. Classroom fieldwork is linked directly with the curriculum. If children are leaving the school for educational projects, parents will be notified ahead of time of the date, destination, special requirements, and cost if any. Parents may be asked to give donations to pay for expenses though students will not be excluded based on payments.

### ***Homework Guidelines***

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We believe that all elementary students can benefit from homework assignments. The goal of homework for young children should be to help develop good study habits, to foster positive attitudes toward school, and to communicate to students the idea that learning takes place at home as well as at school.

Homework can be required at all grade levels and a mixture of mandatory and voluntary homework is most beneficial.

Grades 1 and 2:	Assignments lasting no more than 15 minutes
Grades 3 and 4:	Assignments lasting 15 to 45 minutes
Grade 5:	Assignments lasting 30 to 60 minutes

*This does not necessarily include independent reading.*

Reading daily as part of homework or pleasure, is an important habit to develop at an early age. For children who are not ready to read or who are yet proficient readers, a daily story time with a parent reading to the child helps establish a love of literature. It also helps develop the early skills needed to become a good reader.

The Orchard faculty asks that parents create a home environment that facilitates student self-study.

Here are some ways that you can help your child learn:

1. Some children study best before school, some right after dinner, some as soon as they get home from school. A routine time is important, but the schedule needs to be flexible enough to allow trade-offs and shifts when necessary.
2. Provide a desk or table and good lighting in the study area.
3. Keep noise and distractions to a minimum when children are studying. Some children need total quiet to concentrate. Others may need background of sound, such as relaxing music.
4. Check to see that your children understand the assignments. If there is a problem, work through a few examples. Contact the teacher if they still do not understand.
5. Do not do your children's homework for them. Give help and encouragement and let them do the work.
6. Discuss your concerns with the teacher if you think your children are getting too much or too little homework.
7. Follow up on homework assignments by asking to see your children's homework after it has returned by the teacher.

### **Personal Property & Toys**

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Generally speaking, your child's teacher will let you know when students should bring personal items to school. Headsets are only allowed on busses and should stay in the student's backpack. Teachers will call you if problems arise. Cell phones, trading cards, toys, electronics and hand-held games (except those brought for sharing time) are not allowed at school. **Orchard School will not be held accountable for any personal items stolen at school.**

### **Telephone**

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The South Burlington School District utilizes an automated phone system. When you dial the school, you will receive a recorded message. If you wish to speak with a school secretary, press 2 for the office staff. In some instances they may be on another line and you will be connected to voice mail. In an emergency, stay on the line; personnel from the district office will answer and convey a message immediately. Messages for teachers and administrators may be left on voice mail. Follow instructions on the menu for appropriate extensions.

It is necessary for us to limit student use of the telephone. Only essential calls home are allowed. For example, a student will always call if they miss the bus or if they have to stay after school. We encourage students to take care of forgotten homework, shoes, or lunch without calling home.

Students are not permitted to use cell phones at school.

### ***Use of Facilities***

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All parties wishing to use the South Burlington School Facilities for extra-curricular activities must sign-up on the school district web site, [www.sbschools.net](http://www.sbschools.net), and go to the quick link "Facility Scheduling". In order to utilize this site, please call Jessica Whitley at 652-7533 to register and get a password.

### ***Volunteers***

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The South Burlington School Board recognizes the valuable contributions made to the school by volunteers and work-study students.

The principal may require volunteers and work-study students to complete information forms regarding background information including, but not limited to any possible convictions. A person who fails to provide full and accurate background information in response to the principal's request will not be permitted to work with students. Placement of volunteers and work-study students will be made by the principal or the principal's designee.

Volunteers who work with students will be under the immediate supervision of a licensed professional employee. Volunteers will not have unsupervised contact with students, except when it is of short duration and necessary in the context of activities planned by and under the direction of professional school staff or contractors employed by the school. All volunteers are expected to comply with school policies, rules and regulations.

Volunteers shall not subject students, staff or other volunteers or visitors to the school to discrimination or harassment prohibited by federal or state laws and regulation or by district school policy. Legal Reference: Harassment in Education Act, 16 V.S.A. §565. Access to Criminal Records, 16 V.S.A §251 et seq.

## **Section 3 - Services**

### ***Educational Support Team (EST)***

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Orchard Elementary School has an Educational Support Team. This team, mandated by state law, is designed to create plans for students who are struggling at school. If your child is referred to this team, you will be notified and invited to join our meetings. If you have concerns about your child's academic, social, or emotional growth, you can request that the classroom teacher refer your child to the Educational Support Team.

### ***Special Education Program***

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The South Burlington School District affirms the right of all handicapped children to a free, appropriate public education. Children living in South Burlington who are learning disabled, learning impaired, visually impaired, emotionally disturbed, speech/language impaired, health impaired or physically impaired and are in need of special education are entitled to this special education service.

Special Education provides instructional support to classroom teachers and students. Consulting Teachers and Speech/Language Pathologist's work with classroom teachers to modify instructional programs. We believe that this enhances success for all students in the regular classroom.

Sometimes special educators or instructional assistants teach students individually or in small groups in or outside of the classroom. The classroom teacher and special education staff works together to meet the needs of all students.

Decisions on the type and intensity of service to be provided by our specialists are made by our building team. Parents of children eligible for special education services participate in setting objectives and planning their child's program. Questions about special education should be directed to the Consulting Teacher, Principal, or Director of Educational Support Services, Joanne Godek, at 652-7390.

### ***Guidance Services***

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Because all children need the skills to face problems, disappointments and the stresses in their lives, the school counselor serves every student. All students participate in small groups called lunch bunches and receive six weeks of guidance curriculum with their classmates. The curriculum delivered is based on the classroom teacher and school counselor's collaborative efforts to meet the social and emotional learning needs of the students as a group.

Additionally, some students meet with the school counselor in groups to receive more social skill instruction and attention. Additionally, there are on-going social groups formed around issues such as family changes, loss, anger management, and problem solving. The school counselor is also available to meet with children individually when a child, a teacher or a parent request that a private meeting take place.

Parents and teachers meet with the school counselor when there is a concern, to gather information, and to explore alternatives. Also, by serving as a member of many support teams, the school counselor has the opportunity to consult in the development of student plans.

## **School Social Work Services**

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In collaboration with the Howard Center we have a part-time home-school clinician at Orchard.

The time home-school clinician is a licensed Masters level clinician providing confidential services to children to promote a successful school performance. Services are family focused with an emphasis for building on strengths within the child and family. The time home-school clinician connects with the student's family to identify successes and challenges related to school performance. A child or family can choose to meet with the social worker at the school, in the community, or in their home.

Individual and group work with students occurs in collaboration with school staff with a goal of providing assessment, crisis management, supportive counseling, therapy, and social skills development. The time home-school clinician is also available to assist in exploring options for after school care, vacation camps, and summer camps.

If you are interested in social work services at Orchard, and your child meets criteria, please contact the social worker at 652-7338.

## **Health Services / School Nurse**

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Each school health office is staffed by a Registered Nurse who has a School Nurse endorsement through the Vermont Department of Education. The School Nurse works as a team member with the school staff to maximize learning and wellness in a healthy and safe school environment for every student. The School Nurse maintains student immunization and health records, as well as provides yearly screening for vision, hearing, height, weight, and blood pressure. Referrals and follow-up evaluations are done as needed or requested. In addition, the School Nurse provides health education and support for health and wellness at every grade level.

The School Nurse asks families to do the following:

- Complete and return the Emergency Information form and annual Health Questionnaire;
- Notify her of any updated immunizations;
- Inform her or office staff of any changes in emergency contact information as they occur throughout the year;
- Notify her if your child has any contagious infection;
- Keep you child home if fever, vomiting, or severe diarrhea occurs.

**First Aid Treatment and Care:** The School Nurse will triage all injuries. If appropriate, an accident report will be completed and filed in the Health Office. Parents/guardians will be notified in case of a serious injury, or if follow up attention or evaluation is necessary.

## **Medication Procedures**

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### **Guidelines as outlined in the South Burlington Medication Policy**

1. The School Nurse does not supply over the counter medication for student use.
2. Parents may bring in over the counter stock medication (i.e. acetaminophen (Tylenol), ibuprofen (Advil), cough medication, cough drops). The School Nurse will administer these medications for a short period of time only. All medication must have a signed note, giving directions and permission for administration.
3. Prescription medication must be delivered in the original container, with a note from the doctor and parent giving directions and permission for administration.
4. All medication must be brought to school by an adult and delivered to the Health Office.
5. Information and permission may be FAXED to the Health Office.

6. All medication will be locked in the medication cabinet in the Health Office.
7. All medication information will be kept in a medication logbook with appropriate documentation.

### **Peanut and Tree Nut Allergy Safety Information in our Schools**

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We strive to provide a safe environment for all of our children. For a student with a life threatening allergy, an Emergency Plan is developed, specific to the student, and safety measures are in place. The following are a few of the precautions:

- Allergy aware classrooms are those rooms with students who have life threatening peanut or nut allergy.
- Peanut butter, nut butters, loose peanuts and tree nuts are not permitted in allergy aware classrooms.
- Peanuts or nuts *within* snacks are permitted (such as a granola bar).
- Students are reminded of the importance of **NOT SHARING SNACKS**, for everyone's safety.
- Students are expected to wash hands before and after eating snack.
- Tables and desks are wiped-down after snacks are eaten in the classroom.
- Peanut/tree nut products are not permitted at the "peanut/nut safe tables" in the cafeteria. The peanut/tree nut safe tables are cleaned separately from the other cafeteria tables to limit cross-contamination.
- Student education about food allergies and anaphylaxis is offered each year.
- Staff members have been trained to recognize symptoms of an allergic reaction, use emergency medications, and follow the emergency protocol.