

Celebrations

Our school family has much to celebrate already and we know that children enjoy celebrating special events with one another. Please be sure that you have communicated policies with your families regarding in-class celebrations. Remember that **we are not permitted to serve home baked goods** because of students' allergies and that **our school promotes healthy eating choices**. Refer to our health and nutrition section for further guidelines. Please suggest healthy alternatives to your families. These may consist of fruit kabobs, sugar free ice pops, cheese and crackers, etc.

We would prefer that children do not pass out invitations to parties during school. This typically results in children getting their feelings hurt. In an effort to promote our sense of belonging for all students, please do not allow invitations to be passed out in school unless each child in the class is invited.

Health and Nutrition

This is the first generation in which our children's life expectancy is shorter than our own. Childhood obesity has become a national pandemic. It is incumbent on us to teach students and families how to make healthy choices and lead fit lifestyles. In order to accomplish this feat, please be sure to enforce healthy eating habits throughout the day and do not provide or make visible junk food and food that is high in sugar. Students are not permitted to drink sodas or drinks with high sugar content at school either. In order to ensure that your students are eating what their parents intended, sharing of food will not be permitted.

In the past, staff may have rewarded students with snacks and candy. At Sigsbee Charter School, rewards focus on positive praise, not material tokens or food. This is one way we can teach our children that feeling good about your behavior is a reward in itself.

Health and Recess

We have invested in a staff that is active, healthy and caring and we encourage you to be very hands-on with your students. Students should be engaged in physical activity on a daily basis and well hydrated. Weather permitting; students should go outside to play every day. If a child is too sick to go out to play, he or she is probably too sick to be at school. Please do not have students miss recess as a punishment. Time outs may be used sparingly to provide a logical consequence for inappropriate playground behavior only.

All staff and all students are expected to be in good health when attending school. Colds, flu, and other illnesses spread from person to person with

alarming speed. Anyone with infectious conditions, such as chicken pox, strep throat, head lice, or ringworm must stay home until the infectious stage has passed. Please inform the office of any such diagnoses as soon as possible, so we may alert other parents to be on the lookout for similar signs with their children.

Anyone with fever, sore throat, eye infection, persistent cough, or severe nasal excretions should remain at home. Anyone with symptoms of vomiting, diarrhea, or undiagnosed skin rashes should remain at home also. If a child becomes ill at school or exhibits any of the above symptoms, please send him/her to the nurse so that we can arrange to have him or her picked up right away.

Emergency Care/Accidents and Injuries

In the event of a medical situation that requires immediate attention, please contact the main office. The nurse will be summoned. An accident report should be completed any time there is an injured person who required medical attention. These reports should include detailed information about the time, location, circumstances and action performed. If the nurse is not available, please complete the report as soon as possible, when the details are still fresh in your head. Only the individual who was in charge at the time or a witness may fill out the report. The nurse can assist you in communicating health and illness information to parents. In the event that the nurse is not available, please be sure to contact the parent about the accident report in a calm manner, providing report form details only. If the accident involves another student, please do not name the student in the written report or when communicating verbally to the parent.

Accident report forms can be found under "Forms" in the shared folder. They must be signed by the nurse or the principal on the same day of the incident and given to the parents/guardians no later than dismissal on that day.

Sending injured students to the office

When an injury is mild or a student is not feeling well and you wish to send him/her to the office, please call the office first to verify that someone knows the child is on the way, and then send the child with two escorts. The escorts will be sent back to class immediately. If a child looks like he/she may become ill, don't wait to contact the nurse first. Please do NOT send children to the office unescorted. Similarly, if you suspect a head or neck injury or a child looks as though he/she may pass out, please call the office and ask the nurse to come to the child's location. Do not ask the child to walk.

Medication

Only under extraordinary conditions do we administer medication to students at school. Please do not accept any medication from a parent or child including Tylenol, topical creams, cough medicine, or other over-the-counter-drugs. Send the parents/guardians and/or child to the office to speak to the nurse.

When in the opinion of a child's physician, it is necessary to administer medication during school hours; the following procedures will be followed.

- The medication must be brought to school, directly to the office, and given to the nurse.
- The nurse will handle all procedures related to the medication, whenever possible.
- All prescription medication must be in the original bottle that is clearly labeled with the student's name, medication contained, time and amount of dosage.
- An **Authorization to Administer Medication** form must be completed before any medication will be accepted. This form is available in the office and on our website.
- Staff members, other than the nurse, are prohibited from providing or administering any medication (including over-the-counter medication).
- Approved teachers may administer medication on field trips and must complete the required log. The nurse will give you directions on this.

Please see the nurse if you need to store medication at school for personal use. Staff members should not keep any medication in their classrooms, where students might gain access.

Staff

Staff should read the basic employment guidelines for directions about medication for personal use.