

# **Attleboro Public Schools Early Learning Center**

**Student Handbook  
2019-2020**

# ATTLEBORO PUBLIC SCHOOL SYSTEM

## Elementary Schools

A. Irving Studley Elementary School		508-222-2621
Joanne DiPalma	Principal	
Lisa Boyle	Assistant Principal	
Hill-Roberts Elementary School		508-399-7560
Frank Rich	Principal	
Evan Chelman	Assistant Principal	
Hyman-Fine Elementary School		508-223-1560
Patricia Martin	Principal	
Peter Thacher Elementary School		508-226-4162
Early Learning Center @ Thacher		508-223-1563
Lisa Karantonakis	Principal	
Bruce Tench	Assistant Principal	
Thomas Willett Elementary School		508-222-0286
Jeffrey Cateon	Principal	

## Central Office Administration

508-222-0012

David Sawyer	Superintendent
Laurie Regan	Assistant Superintendent
Marc Furtado	Director of Facilities and Controller
Ivone Medeiros	Director of Special Education & Student Support Services
Julienne Singer	Director of Personnel Services

## School Committee

Stephen Withers, Jr.	Chairperson, Ward III
Lori Scales	Vice Chairperson, Ward IV
William Larson	Secretary, Ward II
Dianne Sawyer	Ward I
Shannon Johnson	Ward V
Scott Domenici	Ward VI
Robert Geddes	At Large
David Quinn	At Large
James Stors	At Large

**The Attleboro Public School District is in compliance with the U. S. Civil Rights Act of 1964 and the Title IX Educational Amendments of 1972, Part 8, Section 504 of the Rehabilitation Act of 1973. The School District provides equal opportunity to all individuals and does not discriminate on the basis of race, color, national origin, sex, gender identity or expression, age, disability, sexual orientation, homeless status, religion, pregnancy or pregnancy related conditions.**

Please call the English Language Learning Program Office 508-222-0012 x 1158 if you need this document translated.

1158 یرجى الاتصال بمكتب برنامج تعلم اللغة الانكليزية : 508 – 222- 0012 تحويلة  
. اذا كنت بحاجة الى هذه الوثيقة مترجمة

Por favor telefone para o escritório do programa ELL no número 508-222-0012 x1158 se precisar deste documento traduzido

Si usted desea que este documento sea traducido, por favor llame a la oficina del Programa de los estudiantes que están aprendiendo el idioma Inglés al número 508-222-0012 x 1158

### សូមមេត្តាទាក់ទង

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## ATTLEBORO PUBLIC SCHOOLS

### OUR MISSION

The Mission of the Attleboro Public Schools is to develop and deliver relevant learning experiences that engage, challenge, and inspire all students to maximize their unique potential and improve our world.

### OUR VISION

The Vision of the Attleboro Public Schools is to be the center of a community united around education, where all stakeholders value and participate in our collective success.

### OUR ESSENTIAL BELIEFS

#### **Conditions for Learning**

- Learning is a shared responsibility among students, schools, families, and the community.
- A safe, respectful, and supportive environment is necessary for both teaching and learning.

#### **Quality Learning Experiences**

- All students deserve challenging and engaging learning experiences that have real-life value.
- All learners need varied and personalized learning experiences that will provide opportunities to develop and apply knowledge and skills.

#### **Successful Mindset**

- Success for all students requires stretching beyond perceived limits through effort and perseverance.
- Progress and success are reliant upon continuous learning, reflection, and growth.

#### **Value of Education**

- Learning empowers all of us to discover, think critically, and pursue our aspirations.
- Education prepares students for their responsible participation in a shared world.

### OVERARCHING GOALS

**GOAL ONE:** APS will place students at the center of all educational decisions through guided planning to achieve personalized goals.

**GOAL TWO:** APS will improve the quality of education for all students by providing learning experiences that are personalized, challenging, and have lifelong value.

**GOAL THREE:** APS will cultivate and extend community partnerships to improve outcomes for students through outreach, collaboration, and reciprocal support.

## DISTRICT LEARNING PRIORITIES

### **Engaging Learning Experiences**

- Students are curious about and invested in learning, because it is designed to provide real value beyond the classroom.
  - Authentic Experiences and Performances
  - Intrinsic Motivation and Individual Choice
  - Hands-on Learning
  - Interdisciplinary Instruction and Assessments

### **Infusing Technology**

- Students integrate technology and apply those resources through the learning process.
  - 1:1 Environment
  - Personalization
  - Research and Evaluation of Information
  - Innovation and Reflection

### **Personalization of Learning Programs**

- Students participate in programs that are customized to meet their individual needs.
  - Diversified and Deep Curricula
  - Universal Design for Learning
  - Individualized Learning Plans (ILPs) and Student Voice
  - Flexible Scheduling

### **Experiential Learning Opportunities**

- Students engage in a variety of experiential learning opportunities which provide purpose and increase motivation and effort to help them grow as learners.
  - Field Experiences and Student Travel
  - Service Learning
  - Community Partnerships
  - District Afterschool System

### **Student Exit Outcomes**

- Students demonstrate mastery of vertically aligned outcomes that meet the demands of the 21<sup>st</sup> century.
  - Curiosity and Imagination
  - Access and Evaluate Information
  - Critical Thinking
  - Communication
  - Collaboration
  - Initiative, Innovation and Problem Solving
  - Character and Wellness

## **STUDENT AND PARENTS' BILL OF RIGHTS**

Our students are considered citizens of the school community. Citizenship, as in any community, is something, which grants fundamental rights and equally important responsibilities upon each of its members. No person because of age, color, disability, national origin, race, religion, sex, gender identity/expression, or sexual orientation, shall be subject to discrimination in any education program.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

- ◆ To meet all your academic obligations to the very best of your abilities
- ◆ To be treated with respect by all members of the school
- ◆ To treat all members of the school community, both pupils and staff, with respect
- ◆ To be personally safe
- ◆ To help make the school a safe environment for all students
- ◆ To do your schoolwork in clean surroundings and to help keep the school a clean place for everyone
- ◆ To express yourself in a manner that will not cause disruption, disturbance, or embarrassment to others
- ◆ To know and understand individual classroom and school-wide discipline policies and to avoid behaviors which would be violations of these behavioral expectations

### **PARENT RIGHTS AND RESPONSIBILITIES**

- ◆ To treat all members of the school community, both pupils and staff, with respect
- ◆ To be treated with respect by all members of the school community
- ◆ To help make the school a safe environment for all students
- ◆ To expect an appropriate education for their child
- ◆ To express their opinion
- ◆ To inspect all portions of their child's records
- ◆ To expect fair application of all school-wide policies

## **PROBLEM RESOLUTION**

### **POLICY**

It is the policy of the Attleboro School Committee to assist any concerned party to quickly and equitably resolve concerns with the individuals who are closest to the issue or problem. Attempts to resolve a problem at an inappropriate level is contrary to the purpose of these guidelines. Resolution with the individuals closest to the problem must be consistently followed.

### **PROCESS**

Any concerned party's first contact should be to the staff member (Teacher, Paraprofessional, Coach, Custodian, or Administrator) directly related to the issue. In those instances, when an individual is unsure of whom to approach, a School Committee member can be consulted to aid in direction or identification of the appropriate staff member. This does not preclude the School Committee member from proactively advising the School Administration (Principal and/or Superintendent) of a pending issue.

If there is no resolution, the concerned parties are encouraged to proceed to the next appropriate level (Building Administrator, Principal, or Director of Special Education). Directors, Supervisors, and Coordinators may be involved at the discretion of the Building Administrator and may be asked to assist in the resolution. Successive levels of authority (Assistant Superintendent, Superintendent, School Committee) would represent the desired resolution path.

If informal attempts at resolution are not successful, parties may be asked to state the concerns in writing. If a concerned party refuses to consult with the appropriate level as outlined (skipping a level), the matter should be referred back to the appropriate level. (Policy BBAA)

## **Program Overview**

The Early Learning Center (ELC) is Attleboro Public School's Preschool program. The ELC has integrated preschool programs and substantially separate preschool programs. The Integrated Program provides an environment in which children in need of special education services are learning with and from their peers in an inclusive setting. The goal of the program is to provide developmentally appropriate learning opportunities that are individualized to meet the needs of each child. The program provides a language based developmental preschool experience. Each classroom has a maximum enrollment of 15 students: 8 community peers and 7 students with IEPs. Students with IEPs attend 3, 4, or 5 days as determined by their teams with community peers attending based on program needs.

The Substantially Separate Program provides a highly structured environment. A multimodal, multi-sensory language-based approach is utilized to develop communication. Students receive individualized and small group instruction and staff supports to develop daily living skills. Positive behavioral supports and sensory tools are utilized to develop self-regulation. Communication between home, school, and outside service providers, so as to ensure the generalization of skills across environments, is an important component of the program. The classroom has a maximum enrollment of 9 students with IEPs. Students attend 4 or 5 days as determined by their teams.

All ELC classrooms are multi-aged and engaging environments where children learn primarily through developmentally appropriate play experiences. Each classroom teaching team works together to foster an environment that encourages a sense of community that values the contributions of each child within that community. ELC teachers and staff strive to communicate respectfully with families and demonstrate sensitivity to families' home languages, cultures and values.

The curriculum is based upon the Massachusetts frameworks. Students are provided with developmentally appropriate learning opportunities in individual and group activities. Social and communication skills are developed through structured language-based and play experiences. The learning environment is designed so that children learn through active exploration and interaction. As students develop greater understanding, staff plan a variety of activities of increasing complexity and challenge students.

In addition, to further support our teaching and learning, the ELC staff may utilize the following curriculum resources:

- Second Steps Social Skills program
- Telien Lively Letters program
- Handwriting Without Tears program

## **Philosophy**

The Attleboro Early Learning Center is committed to providing a quality early education program to all children. We offer a safe, nurturing, developmentally appropriate program in an inclusive setting. The ELC staff is dedicated to fostering the development of happy, confident young learners who interact appropriately with one another. Parents, family and community members are seen as vital resources to the well-being and education of all children; and are encouraged to participate in our programs and activities. We celebrate the wonder and joy of discovery as every child learns, achieves and succeeds.

## **Community Peers**

To *be eligible to* participate as a community peer, a child must be:

- Three years old by September 1st
- A resident of Attleboro or children of non-resident district staff
- Demonstrate age-appropriate skills
- Participate in a Screening at the Early Learning Center

## **Screening**

During the first two weeks of March, community peers must participate in a developmental screening that ensures students entered in the lottery exhibit developmentally appropriate speech and language, social skills, motor skills, and play skills. While students are being screened with ELC staff, parents will meet with the ELC coordinator who will answer questions. Parents are invited to call the ELC the first week in February to schedule an appointment.

## **Admissions**

In early February, the Early Learning Center staff will host an open house for prospective students for the following school year.

### For Students with IEPs

- Entrance is on a rolling admissions basis. Children may be referred to ELC through Early Intervention, Child Find, pediatricians, community providers and parents. Eligibility is determined through a comprehensive evaluation in the area(s) of suspected disability, which may include Speech and Language, Occupational Therapy, Physical Therapy, Behavior, Health, or Educational.

### For Community Peers

- Children who are currently attending the Early Learning Center have placement priority, as do siblings of current and past students who meet the criteria for participation.
- A lottery is put into place for the remaining slots. All children who were designated as eligible community peers based on the screening process are entered in the lottery. Students are chosen based upon program needs. Children that are twins or entering with a sibling will be pulled forward with the first lottery name pulled.
- Acceptance letters and registration information is sent out for the selected community peers by the last week in April. Families have until May 15th to return the registration, registration fee, and paperwork. After this date, the ELC Coordinator will turn to the waiting list to fill any remaining slots.
- During the last week of May, if the ELC Coordinator determines that there still are openings for community peers, all children of non-resident district staff designated as community peers, based on the screening process, will be entered into a lottery.

Children selected to participate as community peers in the Integrated Preschool Program will be allowed to continue in the program until they reach eligibility for kindergarten, which is age five (5) by September 1st and continue to meet eligibility requirements.



## General Information

### Class Sessions

Half Day Classes

AM Session 8:55-11:25      PM Session 12:45-3:15

Full Day Classes

8:55-3:15

The ELC follows the vacations, holidays, snow days and professional development days of the Attleboro Public School calendar with the exception of the first few days in September which are designated for pre-enrollment visits and scheduled orientations. The preschool ends a few days earlier at the end of the school year as well.

Parents of community peers are responsible for transporting their child to and from school. Children on IEPs are entitled to receive transportation. Being on time for school and at dismissal enables your child to adapt to our daily schedule/routine with relative ease, provides consistency and allows the staff to attend to their professional duties. Prompt pick-up by a parent/caregiver helps to assure your child of your return and eases anxieties. **Your child will not be dismissed to anyone other than a known parent/caregiver without prior written permission!** If you need to have an unfamiliar person pick up your child, we must have a written note from you. Without this note and your permission, we cannot dismiss your child. If your child is not able to be dismissed to a parent or other person for legal reasons, please make us aware of this situation and provide us with documentation.

### Parent Transport Arrival and Dismissal Procedures

Our **arrival procedure** is:

The gymnasium located on the far left of the school (Door 4) will be utilized. Teachers will have assigned spaces to greet children within the gymnasium. Parents will be asked to bring children directly to their child's teacher, and then exit, from the same door.

*Arrival Times: 8:45-8:55 & 12:35-12:45 (If you arrive after these times, you will need to get a visitor tag from the Thacher Main Office and check in at the ELC Office.)*

*Session Times:    AM Session-- 8:55- 11:25      PM Session-- 12:45- 3:15*

Our **dismissal procedure** is:

The gymnasium located on the far left of the school (Door 4) will be utilized. Teachers will have assigned spaces in the gymnasium to meet parents and release children. Parents will exit from the same door. For safety reasons, parents are expected to hold their child's hand as they proceed through the parking lot to their car. The area in front of the school building is not considered a safe play space and can be distracting to students who are still in school. Parents are asked to refrain from allowing their children to play in this area.

*Dismissal Times: 11:25 & 3:15 (If you arrive after these times, you will need to get a visitor tag from the Thacher Main Office and check in at the ELC Office to pick up your child.)*

We appreciate you strictly adhering to these times, so as to make a smooth transition to and from school, as well as to maximize the learning time for our youngest learners!

### **Visitors**

Due to safety measures in all Attleboro Public Schools, arrival and dismissal procedures for visitors to Thacher and the Early Learning Center are as follows:

#### ***Visitor Parking***

All visitors should enter Thacher and ELC at the Parker Street entrance. From 8:30am-9:00am and 3:00-3:40, families should park in the main parking lot, which is accessed from James Street. From 9:00am-2:55pm, visitors for **brief** visits may park in our bus loop. However, you should park as close to the sidewalk as possible. If you are here to volunteer or for a meeting, please park in the main parking lot. Also, please **do not** park directly in front of the building or in front of the fire hydrant, as this space is needed for emergency vehicle parking only. Also, we have mid-day preschool bus pick-up (11:25-11:35) and bus drop-off (12:35-12:45). Just a reminder, if you are in the bus loop while the buses are loading or unloading, it is illegal to pass when the red lights are flashing.

#### ***Entering the Building***

Please walk up to the Parker Street entrance (located to the right as you face the building) and press buzzer for access. Our clerks will ask you a series of questions. Upon entrance, all visitors please proceed to the Thacher Main Office. If you have not previously visited Thacher or ELC, then you will be asked to provide an ID to access our computerized visitor log. You will receive a visitor tag to be worn while you are in the building. If you have been entered into our system, then the clerk will get you your visitor tag to be worn while in the building.

If you are visiting the ELC, you will also check in at their office before proceeding to any other location.

#### ***Leaving Building***

When you are leaving the school, please go to the Thacher Main Office to let them know of your departure and please leave through the Parker Street entrance.

#### **Bus Arrival/Drop-off**

Families will be notified of an approximate pick up time. Please be waiting outside for the bus to arrive for pick-up and drop-off 10 minutes prior to the time given. Parents are responsible for securing their child's seatbelt/car-seat, as well as, assisting them off the bus.

#### **School Delays, Cancellations and Early Dismissal**

In the event of a school delay due to inclement weather or otherwise, you will receive a phone call, but information is also posted on the Attleboroschools.com website, as well as many local news stations:

1-hour delay or more = No AM Session

1-hour delay or more = Full Day Session starts at the delayed start time. If your child attends the Full Day Session and is transported, please be ready the 1-2 hours later than your usual time.

In the event of an unscheduled early dismissal due to inclement weather or otherwise, you will receive a phone call, but information is also posted on the Attleboroschools.com website as well as many local news stations.

Unscheduled early dismissal = No PM Session

Unscheduled early dismissal = Full Day Session will be released at the announced, scheduled early dismissal time

### **Absences**

School policy requires that you notify the office if your child will be absent for the day. Please call 508-223-1563 and leave a message if the office is closed.

### **Toileting**

We recommend that children enrolled in our programs be toilet trained and capable of independent self-care in the bathroom (including wiping), however this is not an enrollment requirement. Bathrooms are housed within our classroom area and are available at all times. Children are encouraged to go as needed.

ELC staff will support your toilet training efforts after they begin demonstrating success at home by encouraging your child to use the bathroom facilities while at school. Children should remain in a diaper or pull-up at school until they are accident free for no less than two weeks. Please communicate with your child's teacher regarding your child's progress as we work together to make your child successful.

### **Snack/Lunch**

Please send your child to school each day with one healthy snack and a drink. For the full-day class, please send your child with two snacks, two drinks and a lunch. In our classrooms we use "Peanut/Nut Safe Practices" which requests that snacks should not contain any form of nuts. (Please see health section.) Children who stay for lunch are allowed to bring peanut/nut products for lunch time only. For children who attend school full-day, lunch is eaten in one of the preschool classrooms. During this time only, children will be allowed to bring peanut butter/nut products for lunch. One classroom or table will be designated as the area where peanut butter/nut products can be eaten. After lunch, this area will be cleaned appropriately.

### **Separation Anxieties**

Separation anxieties in the beginning of the school year are normal for both child and parent! Please be assured that if your child seems upset or cries that the staff will handle it with warmth, TLC, and understanding.

Separation from a loved one becomes easier with the following suggestions:

- Take advantage of pre-enrollment visits and orientations that are designed to help you and your child become familiar with the school, classroom and teachers,
- Talk about school with your child and let them know how happy you are about the wonderful experiences they will have in preschool,

- When you do leave, we suggest a kiss and a hug along with the reassurance of your prompt return at dismissal time. Prolonged good-byes can bring tears and make the separation even more difficult,
- You are welcome to give your child a picture of you and your family to hold, put in their pocket or in their backpack/lunchbox. Sometimes just seeing this picture can be reassuring,
- Some children might need to bring a transitional object to hold,
- Try not to linger in the hallways or outdoors where your child might be able to see you,
- Please do not leave without making sure you say good-bye. Sometimes children become very upset if they suddenly turn around and a parent is not where they expect them to be,
- If you are upset and also experiencing separations anxieties, try not to let your child see you upset or crying. This is very confusing to them. "If Mom/Dad is so excited to see me come here, why is she/he crying?"
- Please be on time to pick up your child at dismissal to reduce anxiety and concern that you are not coming to get them,
- If separation continues to be problematic or stressful, we will work together to create a solution. As always, we have your child's best interests in mind.

### **Clothing**

The primary responsibility for a student's attire resides with the student and families/caregivers. The school district and individual schools are responsible for seeing that student attire does not cause disruption or disorder within the school, interfere with the health or safety of any student, or contribute to a hostile or intimidating atmosphere for any student.

Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes. Shirts and dresses must have fabric in the front, back, and on the sides (under the arms). Clothing must cover undergarments (waistbands and straps excluded). Clothing fabric must be opaque. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other classroom or activities where unique hazards exist. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Students may not wear:

- Clothing that contains violent language or images
- Clothing that contains images or language depicting drugs or alcohol (or any illegal item or activity) or the use of same
- Clothing that contains hate speech, profanity, pornography, or gang affiliation
- Clothing that contains images or language that create a hostile or intimidating environment based on any protected class.
- Hats, hoods, helmets or anything else that obscures the face or prevents identification of students in person or on security cameras (except as a religious observance)
- Bathing suits
- Shoes with wheels in the heel.
- Flip flops, slides, and open toed, backless sandals are all unsafe footwear at our elementary schools

Students who fail to meet these standards will be required to make appropriate changes. This list is not meant to be all-inclusive. Fads and styles change quickly and require the judgment of the school administration and staff in the areas of health, safety, and disruptions to the educational process.

- Children should wear comfortable clothing that will allow them to participate in all preschool activities. This includes solid footwear and outerwear suitable for the season and weather.
- We try to keep clothing covered during painting and other messy activities, however it is inevitable that paint finds clothing!
- We ask that you send in your child with an extra set of clothes to be kept in their locker for the school year. This change is needed in case of bathroom accidents, outside messes or whatever other circumstance might require a change of clothes. Please send in a shirt, pants, socks and underwear in a large zip-loc bag labeled with your child's name.
- If your child is not yet fully toilet trained, we will need at least several diapers and a package of wipes to keep in their locker.
- If a child needs changing for whatever reason during the school day, we will do so without criticism or embarrassment. Soiled clothing will be sent home.

### **Outdoor Play**

We will be going outside to play most days with the exception of extreme cold, rain or when our playground is covered in ice or overly muddy. If you are concerned about your child going outside due to illness or physical limitations, please let us know. A general rule is that if your child is too sick to go outside, then they should probably not be in school.

### **Label Everything**

Please help us by labeling any and all things that come to school with your child's name on them. We frequently have multiples of the same bags, lunch boxes, etc.

### **Backpacks**

Please send your child to school each day with a **standard-sized** backpack to send belongings back and forth.

### **Classroom Expectations**

As a preschool community, we expect all children and staff to learn and follow common universal classroom expectations. Expectations around safety, respect for oneself and others, and common courtesy will be integrated throughout the school year and are a part of the daily curriculum. Learning to follow expectations fosters independence, acceptance and socially responsible behavior.

### **Positive Behavioral Supports (PBS)**

At Thacher and the Early Learning Center, we are a respectful, responsible, and safe community of learners. The Early Learning Staff have been trained in providing Early Childhood Positive Behavior and Supports. PBS is a teaching approach used to build positive relationships with children, and to prevent challenging behavior at school. Children at the ELC will become Super Friends by learning four important expectations:

- Be Respectful
- Be Responsible
- Be Safe
- Be Kind

At the ELC, we believe that it is normal for a child to test authority, rules and routines. We also believe that all children are motivated to behave when taught what is expected. Primarily, we believe in the most effective behavioral approach, “catch the children being good” and use positive praise and reinforcement whenever possible.

If a child is behaving in a manner that requires the teacher’s attention, it will be handled in a consistent and matter-of-fact approach. Most behaviors can usually be handled with redirection or gentle reminders using a firm but normal speaking voice. For more involved behaviors, the teacher will give the child clear and concise choices with logical rewards or consequences. Children are taught to verbalize and to be able to discuss their behaviors and alternative solutions for the future. If a child has on-going behavioral issues, the Team will meet with parents to develop a behavior plan to address the areas of concern. Parents will be notified if a child exhibits unusual emotional or physical behavior that threatens the well-being of the child or others. A wide-range of behaviors is typically exhibited in a preschool classroom and most are easily managed.

### **Medical Information:**

#### **Health Services**

The Health Office is staffed to provide for the medical and health needs of the students. School Nurses may be reached at each Elementary School by calling the school’s main office. Parents should feel free to call with questions.

#### **First Aid Emergencies:**

The Health Office offers immediate first-aid to students. All accidents resulting in injury must be reported to the School Nurse. Proper referral will be made as necessary. Parents **must** supply current phone numbers in case of emergency. It is essential that the nurse’s office has a way of reaching parents or another adult who can assume responsibility in your absence. In an emergency situation in which we are unable to contact the parent/guardian, the rescue squad will be called.

#### **Immunization Policy**

All students must meet the State requirements for the necessary immunization inoculations. Throughout the year, the nurse will notify those students in need of updating their immunizations. Failure to comply with this request will result in exclusion from school in accordance with state regulations. Immunization clinics are offered in collaboration with the Attleboro Health Department.

#### **Long-Term Illness**

In the event your child will be absent due to a medical condition for an extended period of time, please notify the Main Office to ask for home instruction. A physician’s note will be required for the student to return to school and a re-entry meeting may be necessary.

#### **Orthopedic Injuries**

If your child has an orthopedic injury requiring: the use of crutches, braces, casts, slings, splints, wheelchair, walker, etc., **must** return to school with a note from a physician which clearly states the nature of the condition, clearance to return to school, any restrictions and/or need for support devices and clear time frames for any special accommodations.

## **Medication Administration**

All public/non-public school systems in the Commonwealth are required to comply with regulations 105 CMR 210.000: *The Administration of Prescription Medications in Public and Private Schools*.

- **All medication must be transported to and from school by a parent/guardian or other responsible adult and delivered directly to the school nurse or designee.**
- Prescription medication must be in its original pharmacy container, clearly labeled with the student's name, medication name, dose, and frequency of dispensation.
- Both the physician's order for prescription medication and written parental consent for the school to dispense any medication must accompany the medication. No medication can be dispensed without both these forms in place. Forms are available in the Health Office and available for download from the District web page under the Health Services section.
- Over-the-counter medication, including herbal, homeopathic products and cough drops, must also be in their original container and must clearly be labeled with the student's name, dose, and frequency of dispensation. Written physician and parental permission is required.
- For prescription medications, the school nurse shall ensure that there is a proper medication order from a licensed prescriber, which is renewed as necessary. A telephone order for any change in medication shall be received and documented only by the school nurse and must be followed by a written order. Whenever possible, the medication order shall be obtained; and the medication administration plans shall be developed before the beginning of the school year.
- Students must not carry medication on their person. We recognize that self-carrying and self-administration of medication is required in some instances. Examples for exceptions may be inhalers and EpiPens. In these instances, a self-administration plan shall be developed prior to implementation and along with approval of the school nurse.
- Any medication given by the school nurse is given at his/her discretion with completed paperwork.

## **Tylenol Use Procedure:**

As a result of warnings issued by the FDA regarding the dangers related to the misuse and overuse of Tylenol (acetaminophen), the nursing department has in place procedures to monitor and discourage the excessive use of this drug during the school day unless there is proper indication for use. As with any medication administration, nursing assessment is required and is given at the nurse's discretion. If the nurse has concerns related to use or overuse, a phone call home and/or doctor's orders for continuation of this medication may be required. If you have questions regarding the specifics of this procedure, please call your school nurse.

## **Physical Exams:**

Physical examinations are required for Preschool and Kindergarten registration or upon entry to the district as set by the regulations for the Commonwealth of Massachusetts. Completed physical examination forms should be given to the school nurse. In the event your child has a special medical concern; it is important to your child's safety and well-being that you contact the School Nurse to share this information.

## **Insurance:**

All children in Massachusetts are eligible for some type of health coverage. For more information, contact the *Health Care for All* helpline at 1-800-272-4232 or online at [www.hcfama.org](http://www.hcfama.org). Also, each year parents may purchase an insurance policy on their children which covers accidental injury. The cost is very reasonable, and it is recommended that parents review the policy upon its offering.

### **Life Threatening Allergies & Other Medical Concerns:**

Because there are so many life-threatening allergies and other medical concerns in our schools, along with the need to assure that all staff and adults working with your child in school are aware of your child's medical diagnosis and are able to respond appropriately in case of emergency, Parents are required to supply the following:

- Notify the school of the child's known allergies or medical issues
- Notify the school in writing as soon as possible after a new diagnosis of an allergy or medical condition.
- Provide medical documentation from the child's health care provider
- A letter of disclosure signed by the parent for release of medical information about their children must be on file with the school
- Provide a list of items (such as but not limited to perfumes, gluten, and/or latex), foods and/or ingredients that would cause a life-threatening reaction.
- Provide an order for epinephrine by a licensed provider as well as other medication needed. Deliver medication(s) to the school nurse in original pharmacy-labeled container(s).
- Collaborate with the school nurse, and multidisciplinary school team to develop an Allergy Action Plan (AAP) and/or Individualized Health Care Plan (IHC).
- When possible meet with your child's team to review your child's plan. Participate in training and education in the classroom.
- Educate your child in an age appropriate self-management awareness of his/her allergy and/or medical condition, safe and unsafe actions, items, and/or food strategies for avoiding an allergen, symptoms of an allergic/medical reaction, how and when to tell an adult that a (medical or allergic) reaction is starting, and how to read food and other types of labels that may directly relate to your child's medical concern.
- Provide a photo of the child (when appropriate)
- Provide the school with safe snacks to be used as necessary
- Accompany child on Field Trip, if possible
- Provide up to date Emergency Contact numbers.

### **Emergency Medication Availability:**

Please be aware that there may be times before and/or after regular school hours that areas of the buildings are locked, and emergency medications will not be accessible. Please be aware and plan accordingly to have an extra supply available so that your child will have access to his/her emergency medications on these off hours.

- Emergency medications such as EpiPens and inhalers will automatically be sent with the student on field trips.

### **Peanut/Nut Safe Practices:**

The Attleboro Public Schools observe peanut/nut safe practices which requests peanut/nut products not be brought into academic areas. Strict avoidance of peanut/nut products is the only way to prevent a life-threatening allergic reaction. To reduce the risk of exposure, it is recommended that *all academic areas be peanut/nut safe*. Please do not send any peanut or nut containing products for your child to eat during snack in the classrooms.



Please send your child to school each day with one healthy snack and a drink. For the full-day class, please send your child with two snacks, two drinks and a lunch. In our classrooms we use "Peanut/Nut Safe Practices" which requests that snacks should not contain any form of nuts. (Please see health section.) Children who stay for lunch are allowed to bring peanut/nut products for lunch time only. For children who attend school full-day, lunch is eaten in one of the preschool classrooms. During this time only, children will be allowed to bring peanut butter/nut products for lunch. One classroom or table will be designated as the area where peanut butter/nut products can be eaten. After lunch, this area will be cleaned appropriately.

**Fragrance Free Statement:**

Fragranced products can cause people with some chronic illnesses, such as asthma, allergies, sinus problems, rhinitis and migraine headaches, to suffer severe symptoms. In an effort to help maintain a healthy environment at school, it is respectfully requested that all students be as fragrance-free as possible. It can be accomplished by refraining from excess use of perfume, aftershave, scented lotions, sport creams and /or similar products.

**Confidentiality as it relates to "life or death" medical concerns:**

The nurse may deem it necessary to inform school staff on a "need to know" basis, of a student's life-threatening condition. This may include (but is not limited to) the bus company and food service workers. If you do not wish the nurse to share medical concerns, as it relates to your child's safety in school, you must document this in writing and speak directly to the school nurse.

**Web Information:**

For more information, you may access our "Health Services" webpage through the Attleboro Public Schools District page at: [www.attleboroschools.com](http://www.attleboroschools.com). On the home page, click on "For Parents" then "Health Services".

**CHILDCARE**

A before and after school childcare program is available to PreK students. Parents interested in ABACUS or who want information about the childcare program are urged to contact the ABACUS office at 508-222-0309.