

# Tulare County Office of Education

Tim A. Hire, County Superintendent of Schools

Dear Classroom Teacher,

## **DUE TO ALLERGIES PLEASE NO PEANUT PRODUCTS ON CAMPUS**

Download your class registration online at: <http://www.tcoe.org/SCICON/ClassRegistration.shtm>

Need Extra Forms? Visit: <http://www.tcoe.org/SCICON/Forms.shtm>

- Please be sure the below items are completed as these are all very important for your week at SCICON.
- Email your class registration to [gporter@tcoe.org](mailto:gporter@tcoe.org) **no later than the Wednesday before** your class is scheduled to arrive.
- Alphabetize the Student Health Registration forms and check them for parent signatures (front and back).**
- Keep “Emergency Medical Authorization for Bus Transportation” forms separate from student health forms. You will need these for the bus ride home.
- Check with your principal to be sure arrangements have been made to have your students checked for head lice in the week prior to their coming to SCICON. Students with nits or active lice are not to be allowed to board the bus.
- Check with your principal to be sure high school cabin counselors have been confirmed. If short you may be required to stay in cabins.
- Student medications, including all asthma inhalers, must be collected before students board the bus and given to our nurse upon arrival. All medications should be clearly labeled and in their original containers. Dr. prescription must be signed on health form.**
- All luggage should be clearly labeled (name, school) and color coded for boys and girls. (i.e., boy’s luggage - blue; girls - pink.)
- Have students make name tags (see enclosed instructions.)
- Bring enough pencils for your entire class.**
- Bring stamps for a class set of postcards. Your students will receive a SCICON postcard, which can be mailed home. Our staff will see to it that these cards are delivered to the post office.
- Review the SCICON Discipline Policy with your students. Review social and academic expectations at SCICON. (See SCICON Instructional Guide.)
- Remind students to carefully check their Clothing and Equipment Checklist (paying special attention to the **Do Not Bring List**).
- Check with your principal to be sure that a health professional has been arranged to check student temperatures and for signs of illness on the morning of the bus departure.
- Be sure to collect Counselor Registration forms ,Counselor Responsibility Contracts and medications from the high school students as they board the bus. If for some reason they are missing one or both of these forms, call the high school immediately. All counselors must have these forms signed and on file to be at SCICON.

Be ready to have a great week!

