

Newbury Elementary School Handbook 2021-2022

Newbury Elementary School
214 Pulaski Street
Newbury, VT 05051
802-866-5621



Important Contact Information

Mailing Address, Phone, and Website:

Newbury Elementary School
PO Box 68
214 Pulaski Street
Newbury, VT 05051

Phone: 802-866-5621
Fax: 802-866-3345

School Administrative Staff:

Principal – Loretta Cruz , Ext. 2121
Administrative Assistant/Registrar – Labette Page, Ext 2101
School Nurse –Jessica Bellois, Ext. 2120
Special Educators – Cynthia Brush-Pires Ext 2166
Christina Crane Ext. 2130
Cheryl Hanley Ext 2168
Speech Pathologist- Heather Prest, Ext 2232
School Counselor – Heather Long, Ext. 2110
Custodian – Sim Cook , Ext. 2113

OUUSD School Board Members:

Danielle Corti, Chair- danielle.corti@oesu.org
Angela Colbeth, angela.colbeth@oesu.org
Tim Ross, timothy.ross@oesu.org
Chelsey Perry chelsey.perry@oesu.org
Carol Cottrell carol.cottrell@oesu.org
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Orange East Supervisory Union:

64 Main Street
PO Box 396
Bradford, VT 05033
Phone: 802-222-5216
Fax: 802-222-4451
Emilie Knisley-Superintendent emilie.knisley@oesu.org

Website

<https://sites.google.com/nesvt.org/newbury-elementary?pli=1>

Faculty Contact Information

Jessica Bellois	Nurse	Ext. 2120
Cynthia Brush-Pires	Special Education	Ext 2166
Christina Crane	Special Education	Ext 2173
Loretta Cruz	Principal	Ext 2121
Andrea Dennis	3/4 Math & Science Teacher	Ext. 2129
Cheryl Hanley	Special Education	Ext. 2168
Kelley Houde	3/4 Humanities Teacher	Ext.2126
Geraint Jones	Kindergarten Teacher	Ext.2124
Heather Long	School Counselor	Ext. 2110
Lynnette Knapp	Math Intervention	Ext. 2169
Lottie Page	5/6 Math & Science Teacher	Ext. 2112
Erin Pellegrino	Pre School Spec Ed	Ext 2152
Cameron Prest	PE Teacher	Ext. 2143
Heather Prest	Speech Pathologist	Ext. 2232
Sarah Rinehimer	1st Grade Teacher	Ext. 2117
Emily Ross	5/6 Humanities Teacher	Ext. 2111
Alysia Vance	Reading Intervention	Ext 2170
Ali Warhaftig	Behavioral Health Clinician	Ext 2153
Tom Weir	2nd Grade Teacher	Ext 2118
Laurie Williams	Librarian/Technology Integration	Ext. 2127
Roxanna Zampieri	Music	Ext 2171

Support Staff

Jennifer Allen	Special Education Para	Ext 2151
Amber Cook	Behavior Coach	Ext 2132
Sim Cook	Maintenance	Ext 2113
Melissa Berry	Special Education Para	Ext 2154
Maggie Daly	Behavior Intervention	Ext 2176
Matilda Martel	Special Education Para	Ext 2161
Cathy Munklewitz	Special Education Para	Ext 2174
Labette Page	Admin. Asst/Registrar	Ext 2101
Connie Smith	Special Education Para	Ext 2162
Diane Strickland	Building Based Substitute	Ext 2175
Jessica Tuttle	Special Education Para	Ext 2163
Noah Vines	Custodian	Ext 2172
Sandra Wassell	Special Education Para	Ext 2165
Watch Them Grow	Pre School	Ext 2301
Town of Newbury	After School Program	Ext 2137

About Our School

Newbury Elementary Vision: Newbury Elementary School is working for World Peace (Harmony with self, others, and nature) through the mission of developing mindfully sustainable practices.

Calendar

The school calendar allows for snow days with the understanding that the 175th instructional day in session will be the last day of school for students. The school-year calendar is posted on the OESU website.

School Hours

School begins at 7:45 a.m. and ends at 2:40 p.m.

Morning Arrival

Children should arrive at school to give enough time to get to classes which begin at 7:45 a.m. Staff is not on duty until after 7:30 a.m, see the Family Handbook for updated morning arrival and health check plans. Children may not leave the grounds without parental or staff supervision once they arrive in the morning. School ends at 2:40 p.m., and students will be walked either to the buses or door for parent pick-up. Any students walking home must sign a permission slip.

Attendance

The school tracks student attendance carefully. Attendance reports are sent to the State Department of Education at the end of each academic year. Children are expected to be at school by 7:45 a.m. when classes begin. If your child is ill or will not be in school for any other reason, please inform the school before 7:45 a.m. If you know in advance that your child is going to be absent from school, please notify the school in writing before the date he or she is going to be absent. If it is possible to send an early morning note in with a brother or sister please do so. **If the school is not notified of an absence, calls will be made home to ensure the safety of children.** Students who arrive after 7:45 a.m. must report to the office before going to class in order to be counted as present. If a child is truant, the local authorities will be notified. Staying in school is the first step to a good education. Students cannot learn if they are not in school. Absences from school for any reason (illness, vacation, religious holidays, family deaths and others) affect a student's ability to learn and succeed. Truancy is an inappropriate absence from school, which is defined as unexcused or insufficient excuse for absence.

NES PROCEDURES: STUDENT ATTENDANCE AND TRUANCY

Purpose

In accordance with the District's policy on Student Attendance and Truancy, these rules have been developed to ensure effective implementation of that policy. Our goal is for students and families in our District to have support in obtaining the maximum benefit from public education through regular attendance.

Notification of Parents/Guardians

It is expected that parents/guardians ensure that students attend school every day the school is in attendance and that they arrive at school promptly. In the event that a child will be absent, parents/guardians should notify the school of this absence by calling the school between 7:00 AM and the start of the school day on the day of the student's absence.

The school will contact the parent/guardian whenever a student is absent from school, without excuse, to be sure every child is safe and accounted for on every school day

Written Excuses for Absences

When a student returns to school after an absence, parents must provide written documentation stating days of absence and reasons for the absence, unless it is a case where the child has been sent home by the school. Parent calls on the day of the absence that clearly state the reason for the absence will be accepted in lieu of this documentation. If a student is absent three consecutive days or more due to illness, parents must provide a doctor's statement regarding the absence.

If no notice is received, the school shall contact parents, and document this call. If no notice is received the absence will be considered unexcused.

The following constitute acceptable excused absences:

1. Illness (physical or mental) when attendance at school would endanger his/her health and the health of others.
2. Medical or dental appointments which cannot be scheduled outside of school hours.
3. A legal or court obligation.
4. Participating in religious observance of his/her faith.
5. Family emergencies and/or death in the immediate family.
6. Significant events approved by the principal.
7. Pre-approved college, military or other educational institution visits/obligations.
8. Participation in school-sponsored events
9. Out of school suspension.

Parents are encouraged to contact a school counselor or nurse if they have a concern or need help supporting their child's attendance at school.

In cases where the student has multiple, accumulated excused absences, the school may contact social supports and/or refer to Clara Martin Center if a pattern of absence occurs that is impacting a student's academic or social progress.

Tardiness

Tardiness is a disruption to the educational process. Students are tardy if they arrive in their homerooms after the published school day start time. Significant tardiness is excused only under circumstances approved by the Principal. Students who are late must report to the school office for a pass before going to their classrooms. The student must then present this pass to the classroom teacher.

If a student displays a pattern of tardiness, the school is responsible for determining whether tardiness is impacting the child's education. If impact is shown, the school may respond to chronic tardiness as a disciplinary and/or attendance concern. Patterns of excessive tardiness may count towards accumulated absences for the purposes of truancy or educational neglect filings.

Early Dismissals or Appointments During the School Day

The school will honor early dismissals for family emergencies, family trips or professional appointments that cannot be made outside the school day. Parents/guardians must notify the teacher or office of an early dismissal by sending a note or making a call that morning, including the reason for the early dismissal. The child will be sent to the office at the appointed time. All students must have a parent sign them out of the building. Students will be responsible for making up academic school work missed due to an early dismissal.

Parents are encouraged to schedule all dental, doctor, and mental health appointments outside of school hours. If there are more than three dismissals for such reasons, the school requires verification of the appointment from the dentist, doctor, or therapist's office.

If a student displays a pattern of early dismissals, the school is responsible for determining whether multiple early dismissals are impacting the child's education. If impact is shown, the school may respond to chronic early dismissals as a disciplinary and/or attendance concern. Patterns of excessive early dismissals may count towards accumulated absences for the purposes of truancy or educational neglect filings.

Parents should contact the school as soon as is practicable to notify of early dismissals.

Chronic Illness, Homebound and Hospitalized Students

For students who are absent because of chronic illnesses, a disability, or because of need for homebound services or hospitalization, the parent must submit written notification to the Principal. Documentation from a physician will be required. A medical 504 plan may be appropriate for a school to consider with chronically ill, homebound and hospitalized students

Absences for Personal Reasons and Vacations

On those occasions when parents/guardians feel a child needs to be out of school for personal reasons, parents must contact the school Principal for pre-approval. A written request is required. Extensive vacations while school is in session are not encouraged. Vacation days taken during scheduled school time that are not pre-approved will be unexcused.

Excessive Absence

The following steps must be taken in cases of excessive absence:

Five (5) days cumulative excused and unexcused absences during the school year

After 5 days, a follow-up 5-day absence form letter will be sent.

Five (5) consecutive days of absence for a chronic condition/illness

A student absent 5 days or more for an illness must have administrative approval, including a verification form of a chronic condition/illness and a note from the physician specifying how long the student needs to be absent. Without this verification, the student will be considered truant and will receive notification from the school.

Ten (10) days cumulative excused and unexcused absences during the school year

A letter will be sent to the parent/guardian and the Superintendent of Schools. A meeting can be held with parents if deemed necessary.

Ten (10) days unexcused absences during the school year

The school may require the parent/guardian to attend a conference with representatives from the school and/or appropriate community agencies. A written plan will be developed to improve attendance, set guidelines for appropriate absences, to document the impact of absences on academics and behavior, and to make referrals to support services, and shared with relevant parties.

If the parent fails to attend the conference, the school truant officer or other school personnel will make a home visit (or welfare check will be requested) to determine if there was a valid reason for missing the conference. If parent connection is not made within 10 school days, the school will submit documentation to the Superintendent to determine next steps.

Twenty (20) days cumulative excused and unexcused absences during the school year

After twenty days of unexcused absence, the absence will be referred to the Department of Children and Families and truancy may be filed with the State's attorney.

The Principal or designee will make reasonable attempts to contact the parent/guardian by phone or in person to inquire about excessive absences. The school will also work with community agencies and state and local law enforcement agencies to provide support to the school and families in resolving attendance issues. Documentation of all oral and written steps taken will be maintained by the school and may be used when filing truancy reports.

The State's Attorney's Office, the Superintendent or designee, and DCF will determine whether to pursue the matter as truancy or as a child in need of care and supervision. The parent shall be notified of the filing and the possibility of criminal prosecution for truancy or a petition to determine if the student is a child in need of care and supervision.

Homework and Make-Up Work

Students will be responsible for making up all classwork and homework assignments missed during their absence within an agreed upon timeframe. Parents are encouraged to call and request assignments to be completed at home. You may request homework by calling the school by 9:00AM to be picked up by 4:00PM. Teachers will provide work for students to make-up.

Dissemination

These procedures will be reviewed yearly by the Superintendent and school principal. This procedure will be shared with all staff involved in the attendance process at the beginning of the school year. It will also be made available to parents on the school website and included in the school handbook.

Questions concerning truancy versus educational neglect- administration shall contact DCF to seek Under 6 over 16 support.

Tardy

If your child does not arrive by 7:45 they will be marked tardy. Doors will be locked for student safety at that time. Please have the child report to the office upon arrival. Tardies will be treated the same as absences.

Residence Change/Personal Information

Please inform the school of any change in residence, mailing address, telephone numbers or change in family situations. The principal and superintendent will investigate and advise all non-resident situations.

Non-discrimination

It is the policy of Newbury Elementary School not to discriminate in educational programs, activities or employment practices on the basis of race, language, sex or handicapping condition under the provisions of Title VI of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, and the

Education of All Handicapped Children Act of 1975.

Emergency Closing / School Cancellation

The school operates delayed openings. This means that under adverse weather conditions, the superintendent of schools may decide to open school later in the morning. Usually, school opens 2 hours later, when there is a delayed opening. **The busses will also be running on a 2 hour delay.** There will be no supervision for students before this time so **DO NOT DROP OFF STUDENTS PRIOR TO THIS TIME.** If weather conditions are unusually severe then no buses will run and school will remain closed all day. If school is delayed or cancelled, the following radio /TV stations will be notified:

- WCAX Channel 3 TV/WNNE Channel 31 TV
- 101.3FM
- WYKR 1100AM
- VPR.net

If school opens we will make every effort to remain open all day, even if a storm intensifies during the day, unless the superintendent decides that in the event of an emergency it is necessary to send students home earlier. In this instance parents and guardians will be contacted as soon as possible.

***Infinite Campus* Parent Emergency and School Closing Contact System Information** NES and the OUUSD contracts the services of *Infinite Campus*. Please update all of your current contact information with the school office. We use the system to announce school delays, cancellations, and to share other information from the school.

Personal Property

Each student is provided with a coat hook and personal area. There are no locks. Items and clothing should be clearly marked with students' names. There is a lost and found area in the hallway next to the office. If you search through the lost and found please leave it tidy and ready for the next person. Please check this area regularly. The contents are given to local non-profit organizations during the year. Items of value are held in the office for safekeeping when they are found. Please contact the office for information.

Public Information

From time to time, student activities are photographed by news organizations or video taped by the school or local television stations. Children are never individually identified without prior permission from a parent. Children usually enjoy seeing themselves on television or in the newspaper. However, if you do not want your children pictured in the news, then please notify the school in writing and address your letter to the principal at the beginning of the school year.

Communication with Parents

Notices of school events and calendar announcements are generally posted on our website or sent home in the NES Friday Flash every Friday. This update gives a variety of information and happenings at the school. It is a good idea to check your child's bag as students often forget to give parents these notifications. Other notices concerning community and extracurricular activities are posted outside the office and main lobby.

Telephone

Our phone system will be answered by the office on school days between the hours of 7:30 a.m. and 3:15 p.m. At other times a voice mail system will respond. Various options are available via the voice mail system. Voice mail numbers are listed in the handbook. Messages can be left for a specific teacher but teachers cannot be contacted directly by telephone during lesson times.

Children are only allowed to use the phone when a real need arises. Please make arrangements for your child's after-school activities and transportation BEFORE school begins each day.

Elevator

The school elevator may be used by any physically handicapped person, those who are temporarily injured or for the use of heavy loads. No student is permitted to use the elevator unless they have specific permission from a member of the staff. If you need to access the elevator, there is a handicap entrance at the north side of the building, by the swing sets.

Food

Children who do not choose to participate in our Hot Lunch Program may bring their lunch. A healthy snack is available to all students daily as part of the Fresh Fruits and Veggies Program. Milk is available for purchase. All lunch accounts must be paid in advance. We ask that children bring no glass containers, soda, or candy to school.

Parties

If your child has a birthday and would like to bring cake or cupcakes, please check with the child's teacher regarding allergies, timing, amounts, etc. to make sure there is enough food to share with everyone in your child's classroom. If your child plans to invite friends to an after-school party, we ask that the invitations be handled outside of school if the entire class is not invited.

Photographs

Individual and class pictures are taken each fall. They are available for students to purchase. Notification of exact dates and times will be sent to parents.

Parent Concerns

Parents who have concerns should initially meet with the staff member involved. Usually things can be resolved at this level. If the situation cannot be resolved then the principal should be contacted next. If an issue cannot be resolved with the staff member or principal then the superintendent can be contacted.

Activities and Special Events

First Day of School

Every year Newbury Elementary students, faculty, and staff start the year off by having a parade around the Newbury Common and all school breakfast. Parents and community members are welcome to attend.

DAY OF INTERNATIONAL PEACE

Every September 21st Newbury Elementary students, faculty, and staff celebrate the possibility of World Peace.

Friday Circle of Trust

Every Month the entire school sits in a circle on the gym floor together. We celebrate upcoming events, character traits, and birthdays. We often have student/ staff role-plays, community members present stories focused around harmony with self, others, or nature. If you would like to read a poem or tell a story, please contact the office.

Guest Speakers and Artists

Guest artists and speakers are valued and welcomed to the school. Artists are drawn from the rich resources of the community, the Vermont and New Hampshire Touring Artists Register, and from the school's association with teaching artists around the country.

Field Day/Winter Carnival

Field Day & Winter Carnival are annual celebrations of the hard work and accomplishments of our students and staff over the school year, in which all students participate in various athletic and outdoor activities. Parents, families and community members are welcome. Winter Carnival takes place before February break, and Field Day takes place before the end of the school year.

Forest Classroom & HCubed

H Cubed is an experiential, adventure-based, social-emotional learning (SEL) program for students. At NES, H Cubed is co-taught by the school counselor and PE teacher. H Cubed merges social-emotional learning with movement and outdoor experiential education opportunities in order to foster harmony with self, harmony with others, and harmony with nature in real-time, real-life scenarios. Rather than a more traditional approach of discussing a SEL skills in the classroom, we create opportunities for students to develop and practice SEL skills while tackling a real challenge as a group, or while observing and sharing experiences in nature.

Forest School is an outdoor classroom, where learning can be enriched through interaction with the natural world. Teachers integrate team building, SEL, and content area learning in forest school lessons. Your student's teacher will notify you on Forest School days so that you can prepare students with proper attire, and extra clothing. NES teachers are trained in risk management to assess activities appropriateness and follow these procedures to ensure student and group safety outdoors:

- Staff will carry a roster of students, first aid kit, and any medical supplies needed.
- Staff will carry radios and cell phones, and hike in the front and back of students. ● Students are expected to stay on the trail and within eyesight of adults at all times. ● There will always be at least one adult for every twelve students, and two adults per every group. ● Students must wear shoes at all times.
- Letters will be sent home asking parents to supply an extra set of clothes for students to change into if they get muddy. If students do not have extra clothes, see Mrs. Long. ● Staff will follow all VSBIT recommended safety procedures:
 - [Risk Management Strategy](#)
 - [Safety Conditions for Outdoor Learning](#)

Further Considerations: Tick Safety and Prevention Guidelines

This information comes from a consultation with Dr. Rebecca from Upper Valley Pediatrics and Alex (RN) from Little Rivers Healthcare:

- The benefits of getting children outside in the woods outweigh the risks from ticks. They do not recommend children staying inside due to ticks at any time.
- Wear light colored clothing and long pants, tuck pants into socks.

-Bug spray with deet is recommended (Deet 30). An alternative to deet is bug spray with lemongrass.

-Complete [tick checks](#) daily:

- Teachers will have students complete when they return from outside
- Families should again have students complete a tick check when they get home.

-Children should change their clothing when they get home and are going to stay inside.

-Places to check- waistbands, behind knees, armpits, and hair

-If a tick is attached, follow these guidelines:

- If the tick has been attached for less than 36 hours and is not engorged, remove and watch the area. It is normal for there to be a red spot that looks like a bug bite.
- If the tick is attached more than 36 hours, engorged, and there is a risk of lyme disease, the common practice is for doctors to prescribe a 1 time dose of Doxy.

Other Activities

Throughout the year there are many other school-wide activities, such as Tucker and Black Mountain hikes, sledding at Checkerberry Hill, The Turkey Trot, The Spring Fling Run, and field trips that we plan and are dependent on the weather and timing within the academic year. If you have any ideas for school-wide community building activities, feel free to share them with us.

Newbury Elementary School Home & School Compact

Compacts are voluntary agreements between families and schools.

Our School envisions the "highest level of success for every student." To accomplish this, parents, teachers, and students need to work together in a spirit of cooperation and collaboration. The following are agreed upon roles and responsibilities that we, as partners, will carry out to support student success in school and in life.

As a Teacher I will: Carry out the following responsibilities to the best of my ability:

- Teach classes through interesting and challenging lessons that promote student achievement. ● Endeavor to motivate my students to learn
- Have high expectations and help every child to develop a love for learning
- Communicate regularly with families about student progress
- Get to know my students and encourage families and students to share out-of-classroom interests, issues, or circumstances that may impact and influence student learning and success ● Provide a warm, safe, patient and caring learning environment for all students ● Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community
- Actively participate in collaborative decision-making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families, which help each student achieve the school's high academic standards.
- Respect the school, students, staff and families.

As a Student, I will: Carry out the following responsibilities to the best of my ability:

- Come to school on time, ready to learn and work hard
- Bring necessary materials, completed assignments and homework
- Know and follow school and class rules
- Communicate regularly with my parents and teachers about in-school and out-of school

experiences so that they can help me to be successful in school

- Limit my screen time and instead study or read every day after school
- Respect the school, classmates, staff and families

As a Parent/Guardian and/or Family Member, I will: Carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework and monitor TV viewing
- Read to my child or encourage my child to read every day
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition
- Get to know my child's teacher(s) and share interests, issues, and circumstances that may impact and influence my child's ability to learn and be successful in school
- Regularly monitor my child's progress in school
- Participate at school in activities such as school decision making, volunteering and/or attending parent-teacher conferences
- Communicate the importance of education and learning to my child
- Respect the school, staff, students and families

NEWBURY ELEMENTARY SCHOOL CODE OF CONDUCT

Behavior Expectations:

ROCKS: *Respect, Ownership, Citizenship, Kindness, Safety*

With teachers, students will discuss and define how to show school expectations at all times during the school day. The NES Rocks Behavior Matrix guides the school in expected behaviors.



	Classroom & Specials	Hallway & Common Areas	Bus	Cafeteria	Bathrooms	Playground
R Respect	<ul style="list-style-type: none"> • Raise your hand • Whole body listening 	<ul style="list-style-type: none"> • Quiet mouths • Walking feet • Hands and feet to yourself • Hold doors 	<ul style="list-style-type: none"> • Inside voices • Hands and feet to yourself • Share seating 	<ul style="list-style-type: none"> • Inside voices • Wait your turn • Follow directions • Mindful eating 	<ul style="list-style-type: none"> • Inside voices • Knock on door before entering stall • Allow privacy • Wait your turn 	<ul style="list-style-type: none"> • Take turns • Share equipment • Stay out of gardens
O Ownership	<ul style="list-style-type: none"> • Participate • Accept consequences • Do your best work • Embrace mistakes • Try again 	<ul style="list-style-type: none"> • Accept consequences 	<ul style="list-style-type: none"> • Follow driver instructions • Follow all bus rules • Whole body listening 	<ul style="list-style-type: none"> • Clean up your area • Take only what you can eat 	<ul style="list-style-type: none"> • Clean up your mess • Flush the toilet 	<ul style="list-style-type: none"> • Listen for the lineup signal • Line up promptly • Apologize for mistakes • Keep the common clean
C Citizenship	<ul style="list-style-type: none"> • Be honest • Be helpful • Value others opinions • Work together 	<ul style="list-style-type: none"> • Help others • Give people space • Respect others property 	<ul style="list-style-type: none"> • Be a role model • Greet the driver • Follow directions 	<ul style="list-style-type: none"> • Clean up your space and others 	<ul style="list-style-type: none"> • Allow privacy • Clean up your mess 	<ul style="list-style-type: none"> • Include others • Be a good sport • Peaceful conflict resolution
K Kindness	<ul style="list-style-type: none"> • Use kind words • Use a kind tone of voice • Use and return materials 	<ul style="list-style-type: none"> • Hold the door • Be polite • Silent greeting 	<ul style="list-style-type: none"> • Share your seat • Use kind words 	<ul style="list-style-type: none"> • Say please and thank you • Sit with nice people • Be patient while waiting 	<ul style="list-style-type: none"> • Use kind words • Clean up your mess • Wait your turn 	<ul style="list-style-type: none"> • Be a good sport • Use kind words • Think of others
S Safety	<ul style="list-style-type: none"> • Chair legs on the floor • Hands and feet to yourself • Walking feet 	<ul style="list-style-type: none"> • Walking feet • Eyes forward • Hands at sides • Keep to the right 	<ul style="list-style-type: none"> • Sticking feet coming and going • Bottom in the seat 	<ul style="list-style-type: none"> • Walking feet with eyes forward • Bottom in chair • Wait your turn • Hands and feet to yourself • Eat your own food 	<ul style="list-style-type: none"> • Keep water in the cask • Wash hands • Hands and feet to yourself 	<ul style="list-style-type: none"> • Stay inside designated areas • Call an adult for help • Hands and feet to yourself • Use equipment properly

Students will brainstorm what it looks like, sounds like, and feels like to enact these values on the playground, in the classroom, bathroom, at lunch, etc. The expected

behaviors will be posted in each classroom and students will revisit the expectations regularly.

Creating expectations helps students understand these values and how to best show them at school. We know that sometimes students will meet these expectations, and sometimes they will forget; mistakes are part of the learning process. Teachers and school staff will work to reinforce positive behaviors by using Responsive Classroom and Restorative Practices. Staff will also follow the procedure below to remind students of appropriate behaviors and address misbehavior. The referral forms used in this process are for documentation. We utilize the MTSS (Multi-tiered System of Supports) model to help students set goals through personalized interventions. Families will be notified when a student reaches a Tier 3 behavior, and as teachers feel appropriate.

Minor	Major
<input type="checkbox"/> Disrespect <input type="checkbox"/> Disruption <input type="checkbox"/> Defiance <input type="checkbox"/> Non Aggressive Physical Contact <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Technology Violation <input type="checkbox"/> Property Misuse <input type="checkbox"/> Other: _____	<input type="checkbox"/> Defiance <input type="checkbox"/> Disrespect <input type="checkbox"/> Aggressive Physical Contact <input type="checkbox"/> Inappropriate Location <input type="checkbox"/> Abusive Language/Profanity <input type="checkbox"/> Harassment <input type="checkbox"/> Technology Violation <input type="checkbox"/> Use/Possession of Tobacco, Drugs, Weapons, Combustibles, Alcohol (Circle one) <input type="checkbox"/> False Alarm <input type="checkbox"/> Other _____

RULES OF CONDUCT

The following are prohibited at all times:

- Behavior harmful to the welfare, safety or morals of others.
- Cheating/plagiarism.
- Profanity, obscene language or possession of obscene materials.
- Technology violation
- Harassment, hazing, or bullying.
- Physical violence and/or verbal abuse.
- Stealing / Theft.
- Damage to school property or the property of others.
- Possession of weapons or a potentially dangerous object.
- Use of or possession of tobacco, alcohol, or drugs on school property or at school recognized events.
- Threats to any individual at school or to the school.
- False claims of endangerment to an individual or the school.
- Leaving the school grounds without permission.

Violations or continued violations of the school rules of conduct will be resolved in the following steps:

Step 1. The teacher or other supervising adult may address the misbehavior. This may include time out and/or buddy room procedures. A *minor* or *major* office discipline referral (ODR) may be filled out by the school staff. For detailed *minor* and *major* problem behaviors, please refer to the **NES Behavior Consequence Matrix** located in this handbook.

Step 2. The teacher may notify the principal. In the event the student receives 3 *minor* ODRs within a 2-week period, or if the student receives a *major* ODR, the principal or designee may assign a consequence or implement restorative practices using the NES Behavior Consequence Matrix as a guide. Parents or guardians may be notified when a *major* behavior has occurred, and if a consequence or restorative process has been assigned. It is not an expectation that parents or guardians be notified for *minor* behaviors. A conference with the principal, teacher, parents, guidance counselor, and student may occur. With support, the student will develop a plan for changing his/her behavior.

Step 3. In the event of re-occurring *minor* or *major* behaviors and/or non-conforming behaviors, students may be assigned consequences or restorative practices consistent with the NES Behavior Consequence Matrix as outlined in 1st, 2nd, and 3rd offenses. If possible, Parents or guardians, shall be notified immediately when student behavior requires an alternative daily schedule. In addition, a written notice shall be given to the parents or guardians outlining the type of suspension, the cause for the suspension, the length of the suspension and the procedure for readmission. A team that may include: the principal (or designee), teacher(s), parents/guardians, guidance counselor, and student, may conference prior to the student returning to school. The team will develop a plan for changing his/her behavior prior to when the student re-enters the classroom environment.

Step 4. If changes in behavior have not resulted after this point, adaptive measures to ensure the rights of others will be designed.

WHEN MORE SERIOUS BEHAVIORS OCCUR THAT ENDANGER THE HEALTH, SAFETY OR WELL-BEING OF ANY INDIVIDUAL, IMMEDIATE SUSPENSION WILL RESULT.

ITEMS NOT ALLOWED AT SCHOOL

The following items are not allowed at school or school functions:

- Weapons of any type including toy weapons
- Matches / lighters
- Tobacco products / drugs / alcohol / e-cigarettes
- Aerosol spray

Items not allowed at school that are found to be in a student's possession will be confiscated and turned in to the principal. Possession of these items and their return will be dealt with on a case-by-case basis.

It is the policy of the Oxbow Unified Union School District to comply with the federal Gun Free Schools Act of 1994 and state law requiring school districts to provide for the possible expulsion of students who bring firearms to or possess firearms at school. It is further the intent of the board to maintain a student discipline system consistent with the requirements of the federal individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Vermont State Board of Education rules.

Definitions: For the purpose of this policy, the terms "firearm" "school," and "expelled" shall be defined consistent with the definitions required by state and federal law.

Please see OUUSD Policy C5 Firearms for more information.

ACADEMIC HONESTY EXPECTATIONS

Academic integrity is important for two reasons. First, independent and original scholarship ensures that students derive the most from their educational experience and the pursuit of knowledge. Second, academic dishonesty violates the most fundamental values of an intellectual community and depreciates the achievements of the entire school community. Accordingly, NES views academic dishonesty as one of the most serious offenses that a student can commit while in school. Each teacher can provide guidance to students about academic honesty. Students with questions about whether particular situations may be considered to be academically dishonest should ask the classroom teacher. Academic dishonesty is prohibited at Newbury Elementary. Violation of the Academic Honesty/Anti-Plagiarism Procedure shall result in discipline in accordance with the NES Rules of Conduct and Behavior Consequence Matrix. The student caught cheating will be reported in writing using a *major* ODR.

The parent(s) or guardian may be notified and a conference may be required, with the student, parent (s) or guardian, a member of the administration, and the teacher involved. It is understood that school is an educational experience and therefore the classroom teacher will explain what academic honesty is and what it is not.

The following is a broad overview of what constitutes academic dishonesty, but is not meant to be an all-encompassing definition.

Cheating, Intellectual Theft - defined as intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

Examples:

- Unauthorized use of notes, text, or other aids during an examination;
- Copying from another student's work, research paper, case write-up, lab report, homework, computer disc, and so on;
- Talking during quizzes or tests;
- Handing in the same paper for more than one class without the explicit permission of the teacher;
- Perusing a test before it is given;

Fabrication - defined as intentional and unauthorized falsification, misrepresentation, or invention of any information, data, or citation in an academic exercise.

Examples:

- Making up the data for a research paper;
- Altering the results of a lab experiment or survey;
- Listing a citation for a source not used;
- Stating an opinion as a scientifically proven fact.

Plagiarism - defined as intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise without providing proper documentation of source by way of a footnote, endnote, or intertextual note.

The following sources demand notation:

- Word-for-word quotation from a source, including another student's work;
- Paraphrase: using the ideas of others in your own words;
- Unusual or controversial facts - facts not apt to be found in many places;
- Interviews, radio, television programs, and telephone conversations.

Unauthorized collaboration - this refers to instances when students, each claiming sole authorship, submit separate reports that are substantially similar to one another. While several students may have the same source material (as in case write-ups), the analysis, interpretation, and reporting of the data must be each individual's.

Participation in academically dishonest activities.

Examples:

- Stealing a test;
- Purchasing a pre-written paper through a mail-order or other service, including via the Internet;
- Selling, loaning, or otherwise distributing materials for the purpose of cheating, plagiarism, or other academically dishonest acts;
- Alteration, theft, forgery, or destruction of the academic work of other students, library materials, laboratory materials;
- Intentionally missing a test or assignment deadline to gain an unfair advantage. **Facilitating**

academic dishonesty - defined as intentionally or knowingly helping or attempting to violate any provision of this policy.

Examples:

- Inaccurately listing someone as co-author of a paper, case write-up, or project who did not contribute;
- Sharing with another student a take-home examination, homework assignment, case write-up, lab report, and so on, without expressed permission from the teacher
- Writing a paper for another student.

All members of the NES community - students, faculty, and staff - share the responsibility to bring forward known acts of apparent academic dishonesty. Any member of the academic community who witnesses an act of academic dishonesty should report it to the appropriate staff member. The teacher, as a professional educator, makes the final decision as to whether or not cheating has occurred. In a case of a student looking at another student's work during a test, for example, a teacher needs no further evidence than to be sure that this is what he/she saw.

INAPPROPRIATE DISPLAYS OF AFFECTION

Students at Newbury Elementary are expected to act in a manner that allows them to function safely, comfortably and without distraction to oneself or others. The conduct of students should reflect appropriate behavior for a public building. Students, who are embracing, kissing, and otherwise displaying physical affection will not be allowed.

Dress Code

Newbury Elementary School offers many opportunities for students to be outside and/or active at school. Students should dress to be ready to play and explore each day. During winter, children are expected to wear hats, boots, coats, and mittens. Teacher's can make a judgment call and require extra outerwear at any time. Footwear should be worn in the school building at all times. Heavy winter boots should not be worn in school for prolonged periods. Hats should not be worn in school. When there is a question about the weather appropriateness or suitability of a student's particular attire, the school principal or school counselor may discuss the matter with the student and/or parent. Clothing and accessories that promote drugs, alcohol, tobacco, or are sexual in nature are not allowed. Messages and artwork on clothing should support positive behaviors and habits. Headgear such as baseball caps, hats and bandanas are to be worn only at the discretion of the school staff. For health and safety reasons appropriate footwear must be worn at all times.

The administration or designee will evaluate questionable attire and determine the action to be taken, which could include being asked to change, a warning, being sent home to change, and/or in-school suspension. Clothing fads and fashions are constantly changing. If the guidelines above still create doubt as to the suitability of a particular student's appearance or attire, the administration may discuss it with the child and/or his or her parent(s).

CARE OF SCHOOL PROPERTY

School property consists of textbooks, library books, electronic equipment, cubicles, the school busses, the school campus and buildings and all its contents. Students will be held responsible for lost or damaged school property. Replacement costs will be assessed and the parents/guardians may receive a bill from the school and will be expected to pay to replace or repair the item.

PARENT/GUARDIAN CONCERNS

In order to maintain positive school climate, it is important to us that the parents/guardians and school work closely together. Parents/guardians should address their concerns first to their child's teacher, and then if the matter has not been resolved, please contact the principal. If still not resolved, you may contact the Superintendent of Schools.

TECHNOLOGY AND ELECTRONIC DEVICES

The use of technology at NES provides great educational benefits to students. It is to be used for educational purposes only. Please read the following Acceptable Use Policy carefully.

The Following will be sent home on the first day of school for parents and child's signature

Acceptable Use Policy (AUP) STUDENT CONTRACT FOR USE OF INFORMATION TECHNOLOGY

It is a privilege to use technology at NES. Below are the guidelines for properly using technology on the NES school campus.

Teachers and staff may monitor what students are doing at all times.

- A. **Respect privacy** – Your account is for your use only. Do not share your password or allow anyone to use your account.
- B. **Respect our community standards of decency** – Do not search for, send, save, print, or access inappropriate material. Examples include: cyber bullying, pornographic, obscene, threatening, violent, mean or illegal material. Report any violations of these standards to the principal immediately.
- C. **Respect the limits of the system** – Turn off all personal devices during the school day. Keep email brief: no large messages, chain letters, or mail groups that generate large quantities of mail. Report instances of receiving such material to the Systems Administrator. Do not print long documents – ask permission if more than five (5) pages. Do not print color documents without teacher permission. Limit the amount of pictures and documents you save as we have limited amount of storage space. Limit the flow of data: **no streaming of audio or video unless directed to do so by a teacher for educational purposes.**
- D. **Respect copyright and intellectual-property laws** – Do not send or use items that violate copyright laws. This includes, but is not limited to: text, pictures, music and software (including games).
- E. **Respect the educational purpose of the system** – School devices are for educational purposes only, as directed or approved by teachers. Do not participate in soliciting, advertising, chat-rooms, Instant Messaging, web-mail, cartoons, music, movies or games. **All websites and information accessed must be directly related to coursework and educational goals.**
- F. **Respect the system security and configuration** – Do not attempt to violate system security or interfere with system performance. Do not alter, enhance, fix, or otherwise damage computer hardware or software. If you purposefully damage equipment, you must pay for the repairs/replacement.
- G. **Respect the law** – Do not send messages relating to or supporting illegal activities. Illegal activities will be reported to law enforcement authorities.
 - **IF YOU FIND A COMPUTER NOT WORKING OR DAMAGED, IMMEDIATELY REPORT IT TO THE ADULT RESPONSIBLE FOR THE AREA; OTHERWISE YOU MAY BE HELD RESPONSIBLE FOR THE DAMAGE.**
 - **IF YOU FIND INAPPROPRIATE DOCUMENTS OR WEB PAGES IMMEDIATELY NOTIFY THE ADULT RESPONSIBLE FOR THE AREA.**

Newbury Elementary agrees to provide reasonable technology access to all members of the NES community. I agree to use good judgment and follow the above guidelines while using technology at NES. I understand that my privileges to use technology may be removed if I use it in an inappropriate manner.

Cell phones or any electronic device capable of electronic communication: Students are not allowed to use cell phones or electronic devices capable of calling, texting, chatting or messaging while at school unless otherwise necessary for academic purposes and have been granted prior permission by the supervising school staff. Any cell phone or electronic device capable of electronic communication that is brought to school must be turned off and kept in cubicles, backpacks or other location as designated by school staff. Cell phones or electronic devices may be confiscated if these guidelines are not followed. Parents/Guardians may be required to pick up the device from the main office. Personal cell phones or

electronic devices brought onto school property (school bus, school campus or school sponsored function) are the student's and family's responsibility if lost, stolen, or damaged.

HARASSMENT,HAZING & BULLYING

On May 29, 2015, former Secretary Holcombe announced a new single Model Harassment, Hazing and Bullying Policy/Procedures

(<http://education.vermont.gov/documents/edu-memo-holcombe-regarding-hhb-model-policies-2015.pdf>). VSBIT was proud to assist the AOE, and other educational stakeholders, in this endeavor. We agree with the Secretary that this "unified document should make it easier for school leaders and designated reporters to appropriately address allegations of harassment, hazing or bullying". The OUUSD school boards have adopted this policy, please see C10P Model Procedures on the Prevention of Harassment, Hazing & Bullying of Students.

BULLYING

Definition: Bullying means any overt act or combination of such acts directed against a student by another student or group of students which:

- Occurs during the school day, on school property, on a school bus, or at a school-sponsored activity.
- Is intended to ridicule, humiliate, or intimidate the student; and
- Is repeated over time.

CYBERBULLYING

Definition: Cyberbullying refers to bullying through information and communication technologies. If cyberbullying occurs, meets the definitions of bullying or harassment, and is brought into the educational environment, the same reporting, investigation, consequences and prevention will occur.

HAZING

The definition of hazing is similar to that of harassment. The key difference is that hazing is identified in connection with being a member of a team, club, or organization affiliated with the school.

HARASSMENT

Definition: Harassment means an incident or incidents of verbal, written, visual or physical conduct based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, sex, sexual orientation, or disability that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment.

REPORTING OF BULLYING, HARASSMENT AND HAZING

Students and parents are to report acts of bullying to teachers and school administrators. The school has established the following methods for such reporting: Anonymous Reporting: written message to be left for principal-Loretta Cruz, school counselor- Heather Long, or any school staff. Personal Reporting: speak in person with any staff member, principal-Loretta Cruz, the school counselor- Heather Long or any school staff. *You may call (802) 866-5621 and speak with any of the above.*

DESIGNATED EMPLOYEES

The following employees of the Newbury Elementary School have been designated to receive harassment complaints pursuant to this policy:

Name: Loretta Cruz

Title: Principal

Contact Information: (802) 866-5621, loretta.cruz@oesu.org

Name: Heather Long

Title: School Counselor

Contact Information: (802) 866-5621, heather.long@oesu.org

NES Behavior Consequence Matrix

Minor Problem Behavior	1st Offense	2nd Offense	3rd Offense w/in 2 weeks
Defiance/Disrespect/Noncompliance	-Classroom problem solving procedures	-Classroom problem solving procedures	-Classroom problem solving procedures - Teacher notify parent -Becomes major infraction
Disruption	-Classroom problem solving procedures	-Classroom problem solving procedures	-Classroom problem solving procedures - Teacher notify parent -Becomes major infraction
Dress Code Violation	-Classroom problem solving procedures	-Classroom problem solving procedures	-Classroom problem solving procedures - Teacher notify parent -Becomes major infraction
Inappropriate Language	-Classroom problem solving procedures	-Classroom problem solving procedures	-Classroom problem solving procedures -Teacher notify parent -Becomes major infraction
Physical Contact/Physical Aggression	-Classroom problem solving procedures	-Classroom problem solving procedures	-Classroom problem solving procedures -Teacher notify parent -Becomes major infraction
Property Misuse	-Classroom problem solving procedures	-Classroom problem solving procedures	-Classroom problem solving procedures -Teacher notify parent -Becomes major infraction
Technology Violation	-Classroom problem solving procedures	-Classroom problem solving procedures - possible loss of privilege of use of device for 1-2 days	-Classroom problem solving procedures -possible loss of privilege of use of device for 3-4 days -Teacher notify parent -Becomes major infraction
Major Problem Behavior	1st Offense	2nd Offense	3rd Offense
Abusive Language/ Inappropriate Language/ Profanity	- teacher notify parent -lunch or recess detention -restorative process	-teacher notify parent -lunch and recess detention (1-3 days) -restorative process	-meeting with parent -alternative daily schedule (1-3 days) -restorative process
Defiance/Disrespect/ Insubordination/ Non-Compliance	-teacher notify parent -lunch and recess detention (1-3 days) -restorative process	-teacher notify parent -lunch and recess detention (3-5 days)	-meeting with parent -alternative daily schedule (1-3 days) -restorative process

		-restorative process	
Disruption	-teacher notify parent -lunch and recess detention (1-3 days) -restorative process	-teacher notify parent -lunch and recess detention (3-5 days) -restorative process	-meeting with parent -alternative daily schedule (1-3 days) -restorative process
Dress Code Violation	-change clothes -teacher notify parent	- change clothes - teacher notify parent -lunch or recess detention	- Change clothes -meeting with parent -lunch and recess detention
Forgery/Academic Dishonesty/Lying/Cheating	- teacher notify parent -lunch or recess detention -restorative process	-teacher notify parent -lunch and recess detention - re-do alternative assignment -restorative process	-Meeting with parent -alternative daily schedule (1-3 days) - re-do alternative assignment -restorative process
Inappropriate Display of Affection	-teacher notify parent -lunch or recess detention	-teacher notify parent -lunch and recess	meeting with parent -alternative daily schedule

	-restorative process	detention (1-3 days)	(1-3 days)
Property Damage/Theft	-teacher notify parent -lunch and recess detention (3-5 days) -restorative process	-meeting with parent -alternative daily schedule (1-3 days) -restorative process	-Meeting with parent -alternative daily schedule (1-10 days)
Skip class	-teacher notify parent -lunch and recess detention (3-5 days) -restorative process	-meeting with parent -alternative daily schedule(1-3 days) -restorative process	-Meeting with parent -alternative daily schedule (1-10 days)
Technology Violation	- teacher notify parent -lunch and recess detention(1-3 days) -possible confiscation of device (1 week) -restorative process	-teacher notify parent -lunch and recess detention(3-5 days) -possible confiscation of device (2 weeks)	-meeting with parent -loss of device -alternative daily schedule (1-3 days)
Non-weapon tool/device	-teacher notify parent -confiscation of non-weapon -lunch and recess detention(3-5 days) -restorative practice	-teacher notify parent -alternative daily schedule (1-3 days) -restorative practice	-Meeting with parent -alternative daily schedule (1-10 days)
Critical Problem Behavior	1st Offense	2nd Offense	3rd Offense

Arson	-Meeting with parent -out of school suspension (8-10 days)		
Bomb Threat/False Alarm	-Meeting with parent -out of school suspension (5-10 days)		
Harassment/Bullying/Hazing	-notify parent -safety plan, administrative meeting with student -lunch and recess detention 5 days, or suspension (case by case basis) -restorative process	-Meeting with parent and student -alternative daily schedule (1-3 days), or suspension (case by case basis) -restorative process	-Meeting with parent -alternative daily schedule (1-10 days), or suspension (case by case basis)
Off School Location	-notify parent -in-school detention (1-3 days) -restorative process	-Meeting with parent -alternative daily schedule (1-3 days)	- Meeting with parent -alternative daily schedule (1-10 days)
Fighting/ Physical Aggression	-notify parent -alternative daily schedule (1-3 days) -restorative process	-Meeting with parent -alternative daily schedule (3-5 days) -restorative process	-Meeting with parent -alternative daily schedule (1-10 days)
Use/Possession of Alcohol or Drugs	-Meeting with parent -alternative daily schedule (1-3 days) -restorative process	-Meeting with parent -alternative daily schedule (3-5 days) -restorative process	-Meeting with parent -alternative daily schedule (1-10 days)
	-Meeting with parent		

Use/Possession of Weapons	-alternative daily schedule (1-3 days), board process		
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***This matrix is intended to be a guide for students, parents, teachers, and administrators of Newbury Elementary School. Final decisions rest with the administration. School policies, state and federal laws takes precedence over all handbook procedures. Alternative daily schedule can be administered on the school campus or in an out-of-school suspension.

Playground Behavior

Recess is the time to run, play, socialize, and have fun. Children who are not feeling well enough to go out to recess should be kept at home unless special arrangements are made with the principal, classroom teacher or school nurse.

If a student is having difficulty being safe or following directions, the following procedure is followed:

1. Redirections
2. Take a break on the stairs (student reflects about expected behavior and modify behavior).
3. Restorative team member is called to make a plan with the student if the behavior continues after a break. Student is referred to restorative team through referral form.
4. Expected behaviors that are repeatedly not followed will result in alternative recess plans and family contact to make a better plan, facilitated by the Restorative Team.

Homework

We believe that homework is an extension of a child's learning experience. It is designed to increase achievement and serve as a means of reinforcing and enriching the daily instructional program.

Parents can support increased achievement by:

- Seeing that children take responsibility for their own work and supporting their effort ●
- Providing satisfactory homework conditions and regular scheduling for appropriate study time ●
- Reading to or with students, or supervising their regular independent reading.

Reports and Conferences

Each year, teachers hold a minimum of two conferences with parents, accompanied by your child's progress report. A final report card is sent home in June. Additional conferences may be requested at any time by parents or teacher.

Newbury Recreation Department

After-school activities are offered by the Newbury Recreation Department during the fall, winter and spring. These programs are usually for kindergarten through sixth graders and are open to children on a sign-up basis. Information about programs is distributed at the school and available through the Recreation Department committee members. Information and registration forms are sent home with students each season.

Pupil Services

Overview of Support Services

Faculty and staff members are available to assist and guide the regular classroom teachers in meeting the needs of all students. We have a reading recovery teacher, literacy and math coaches,

instructional

coach, school counselor, and a nurse. These people, along with the principal, constitute a group that works together with the classroom teachers to provide the most appropriate education for each student. Parents with questions about special services should first consult the classroom teacher.

Educational Assistants and Interns

Classroom teachers and special education teachers are assisted by paraprofessional and/or intern teachers based on student needs.

Special Education

The special education program at Newbury Elementary School provides individualized direct support services for students who need them according to PL 94-142 and Vermont's Act 230. A range of services is available including, but not limited to, Speech and Language Services, Occupational Therapy and academic tutoring. All services are tailored to a student's individual needs, and are designed by a team which includes the principal, parents, teacher, learning specialist, student, and other involved specialists.

School Counseling Program

Newbury Elementary School has a certified school counselor. The school counseling program works with all students to help them develop academically, personally, and socially. Our school counselor works closely with parents, teachers, school administrators, and other professionals to provide students with the best possible resources and services for support. The NES school counselor provides many important services such as consulting, listening, helping parents, referring, reviewing curriculum, teaching, explaining test results, and working on school programs and events. The school counselor works with individuals and small and large groups. You can learn more about our school counseling program by contacting our school counselor directly.

Nurse's Office

The school's nurse maintains cumulative and confidential health records, performs health screenings, administers first aid and emergency treatment, and is available for consultation and health counseling. These services are provided for all students. It is helpful if parents make note of the following:

Emergency Information Forms

Forms which request health and emergency information are sent home at the beginning of each school year and need to be returned promptly. Emergency forms provide the office with valuable information for contacting parents in the event of an illness or injury. Health Data Forms provide updated information for each child's cumulative health record. The main office or school nurse should be informed of any changes to ensure that the records will always be current.

Immunizations

Students entering school must be in compliance with Vermont Immunization Requirements. Students may be exempted for religious, moral, or medical reasons. Appropriate forms to document compliance or exemption when starting school are available from the school nurse.

Medication Policy

If a student has a condition requiring treatment at school, medications can be administered by the school nurse or someone designated by the nurse. Medications will be administered only if brought to school in a container with a prescription label, a signed form from the doctor and accompanied by a note from a parent in accordance with the medication procedure on file in the office.

Communicable Conditions

In order to contain the spread of contagious conditions, the following guidelines reflect the recommendations of the Vermont Department of Health. Children will be excluded from school with: ●

Chicken pox - until all spots have crusted over.

- Conjunctivitis (pink-eye) - until 24 hours after the start of antibiotic therapy.
- Impetigo - until 24 hours after the start of antibiotic therapy.
- Pediculosis (head lice) and scabies - until after all lice or mites and their eggs have ●
been destroyed with appropriate treatment and all nits (egg sacs) have been removed. ●
- Streptococcal Infections - until 24 hours after the start of antibiotic therapy.

The complete list of communicable diseases and state recommendations regarding exclusion from school are on file in the school nurse's office.

Illness at School

Parents will be called when a child is not feeling well and is unable to participate in the full program offered at school. Arrangements **must** be made by the parent or guardian to pick the child up when there is vomiting, diarrhea, or fever of 100.0 or greater.

Food Allergies

We have families at NES with severe and life threatening nut allergies. Although we currently allow nut products, a separate area in our lunchroom is available for students who wish to avoid nut products. The health and safety of all children is our priority and expect your cooperation and understanding in this area. If at any time a situation arises that nut products compromise the safety of our students, the administration will review the situation and make a decision whether we must become nut free. If you have any questions feel free to contact the nurse and principal.

Animals

Visiting animals must receive prior permission from the principal. The animal must be removed from the building when the purpose for its visit has been accomplished. Animals without up-to-date rabies protection are not allowed in school.

Fire Drills

Fire and safety drills are held once a month and are practiced in a variety of situations. Once or twice each year we evacuate the whole school to the Newbury Fire Department. Parents are not notified of these dates.

In order to maintain a safe environment for our children to learn, it is necessary that we practice our emergency and crisis response plans by having drills designed to exercise our procedures. Usually, these drills will be unannounced, but while students learn the new drills we are announcing them to staff, students, and families.

New federal guidelines for school safety guide our drills. More information regarding the adjustments to Newbury Elementary School's emergency response plan can be found at:

<http://www.alicetraining.com/our-program/alice-training/k12-education/>. In case of a true emergency at Newbury Elementary School, you would receive an automated message from our school notification system.

As a reminder, the four primary emergency drills we practice are explained below:

Fire Drills - The school will conduct a fire drill each month that school is in session, this is a requirement for all Vermont public schools. Students practice quickly lining up and quietly evacuating the building, to line up with the school in a safe outdoor location until the school is cleared.

Evacuation Drills - During an evacuation drill, students will follow the fire drill procedure, and then be safely escorted to a designated evacuation route to one of our predetermined evacuation sites. At the conclusion of the drill, all students will be escorted back to the school.

Secure the School Drills - Throughout the school year, staff and students will continue to practice ALICE drills, which include scattering in the classroom or evacuating the building.

Clear the Halls - Newbury Elementary also uses the code "Clear the Halls" to alert students and staff to stay put in their classrooms. Most commonly, we use "Clear the Halls, Continue Teaching," which means that classes continue on, with doors and blinds closed.

Transportation

Busses and Walking To School

All Newbury students who live more than one mile from school and/or are on an existing bus route shall be eligible for transportation to and from the elementary school. (Newbury students who are enrolled at Oxbow High School in grades 7 and 12 are eligible for transportation to OHS.) Children may be required to walk up to one and one-half miles to a school bus stop. Children who live less than one mile from the elementary school will be transported at the parents' request if, in the opinion of the superintendent, principal, OESU transportation committee, and school board, the children are required to walk over a hazardous route. School bus routes are published in the Valley News & the Journal Opinion during the week before school opens each fall. You can also contact the Butler Bus Company directly at: 603-787-6925

Bus conduct:

1. Students are expected to ride school busses in a safe and orderly manner.
2. If a student displays improper conduct on a bus, the driver will attempt to talk to the student about his/her behavior.
3. If the student does not respond in an appropriate manner to the corrective action, the driver will talk with the principal
4. The principal will make the decision about how to best help the student successfully ride the bus.
5. Riding the bus is a privilege, not a right. Should a student display unsafe or disruptive behavior, they may be suspended or permanently removed from the bus at any time.

After School Student Pick-up

All students being picked up after school will sit on the gym floor until parents sign them out. Parents should enter through the **main door, head to the gym, and wait** to sign out students.

AFTER 2:50 without a plan...

After 2:50, any students in the school without a clear plan from parents will go to the After School Program and parents will be charged \$16. This is also true for any students who are returned to school for any reason from the bus (no parent home or unsafe behavior, etc.).

Traffic and Parking

Parent parking is in front of the school on Pulaski St. or around the outside of the Common. Staff parking is along the tennis court, along the town hall (gym) side of the school. Handicap parking is on the north side of the school by the playground. Bus drop off is from 7:25am to 7:40am, and pick-up is from 2:40pm to 2:50 pm. There is no through traffic allowed during those times.

Parent & Community Information

Educational Rights and Privacy Act

The Federal Educational Rights and Privacy Act of 1974 (20 USC s1232g) and regulations adopted by the U.S. Department of Education (34 CFR Part 99) provide parents or guardians with the right to inspect and review any material that is incorporated into their child's cumulative record folders. The same federal legislation prohibits the school from releasing information, oral or written, about a student to an individual

or agency without written consent. Even where access to student records is granted by subpoena or court order, the parents and student must be notified in advance of compliance with the subpoena or court.

Friends of Newbury Elementary School

The Friends of NES is our version of a PTO. The success of this group depends on the involvement of as many parents and teachers as possible. We invite all parents to join us, please call the school office.

Volunteering

Newbury Elementary School encourages active volunteerism. If you would like to volunteer your time, please contact the OESU office. (222-5216) A background check needs to be completed before someone can volunteer. Sign the guestbook in the office whenever volunteering.

Facility Use

In order to use the NES school building, gym or grounds for any reason, a building use form must be submitted. These forms can be picked up in the office. The school or gym can not be used by students, even with parent supervision, unless the activity has been approved through this process.

Open Houses and Parent-Teacher Conferences

Open House has been scheduled for September 25th. Additional open houses are scheduled as needed throughout the year. In November and April parent teacher conferences for parents and students are held.

School Board Meetings

School Board Meetings are held on the third Wednesday of every month at 6pm at Oxbow High School in the Conference Room, unless otherwise stated by the board. The community is invited to the open sessions of each meeting. Minutes of meetings are available in the main office.

Use of Newbury Elementary School

The school building is available for use during non-school hours with principal approval. To schedule an event, call the main office during school hours.

Recycling Guidelines

The goals of the Newbury Elementary School recycling program are to promote environmental awareness, to reduce waste, and to provide for the recycling and re-use of goods and materials that would otherwise enter the waste stream. The school's program is coordinated through the town's Recycling Center. At school we are able to recycle white office paper and mixed paper.

Newbury Elementary School Home & School Compact

Compacts are voluntary agreements between families and schools.

Our School envisions the "highest level of success for every student." To accomplish this, parents, teachers, and students need to work together in a spirit of cooperation and collaboration. The following are agreed upon roles and responsibilities that we, as partners, will carry out to support student success in school and in life.

As a Teacher I will: Carry out the following responsibilities to the best of my ability:

- Teach classes through interesting and challenging lessons that promote student achievement.
- Endeavor to motivate my students to learn
- Have high expectations and help every child to develop a love for learning
- Communicate regularly with families about student progress
- Get to know my students and encourage families and students to share out-of-classroom interests, issues, or circumstances that may impact and influence student learning and success
- Provide a warm, safe, patient and caring learning environment for all students
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community
- Actively participate in collaborative decision-making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families, which help each student achieve the school's high academic standards.
- Respect the school, students, staff and families.

As a Student, I will: Carry out the following responsibilities to the best of my ability:

- Come to school on time, ready to learn and work hard
- Bring necessary materials, completed assignments and homework
- Know and follow school and class rules
- Communicate regularly with my parents and teachers about in-school and out-of school experiences so that they can help me to be successful in school
- Limit my screen time and instead study or read every day after school
- Respect the school, classmates, staff and families

As a Parent/Guardian and/or Family Member, I will: Carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework and monitor TV viewing
- Read to my child or encourage my child to read every day
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition
- Get to know my child's teacher(s) and share interests, issues, and circumstances that may impact and influence my child's ability to learn and be successful in school
- Regularly monitor my child's progress in school
- Participate at school in activities such as school decision making, volunteering and/or attending parent-teacher conferences
- Communicate the importance of education and learning to my child
- Respect the school, staff, students and families

Newbury Elementary School
Planned Absence Form

To Faculty and administration:

I am writing to notify you that _____ will be absent

from school on the following dates: _____

Will be absent for the following reasons:

Filling out this form means that make-up work is allowed, but the student will still be marked as absent. Reminder: 10 absent days or less per year are acceptable. Failure to make arrangements with the student's teacher prior to planned absence means the absence will be unexcused and may result in the loss of make up privilege.

Parent/Guardian Signature

Administrator

** The administrator's signature is required BEFORE the teacher's signature.

Teacher's Signature

Teachers Signature

** NOTE: Students should return this signed document to the Administrative Assistant in the main office.