

Newport City Elementary School

Principal, Elaine Collins-Assist. Principal, Aaron Larsen



Student and Parent Handbook

2018 – 2019

166 Sias Ave
Newport, VT 05855
(802) 334-2455
Fax (802) 334-0161

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*This copy is for your records. A copy of this is an insert in the front of this handbook to return to school with signatures.

NEWPORT CITY ELEMENTARY SCHOOL

August 30, 2016

Dear Parents,

As a school system that receives Federal funds through the Titles program we are required to have on file the receipt of our handbook, home school compact, and internet policy by our parents. These funds are a large piece of our funding that provides supplemental services and interventions for all children at the Newport City School. It is imperative that we have this document on file for our auditors.

We appreciate your review of these important documents with your child at their level of comprehension.

Thank you for your participation and helping us to communicate our intent to provide the best education possible for your child.

Elaine Collins, Principal

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

I have received and reviewed: Newport City Elementary School Handbook
The Internet Policy
The Home School Compact
Bullying and Harassment Policy and Procedures

with my child(ren) _____.

Date

Parent/Guardian Signature

VISITING OUR SCHOOL

Parents and other authorized guests are always welcome in our school. However, to help ensure the safety of the children and to provide for an uninterrupted learning environment, the following procedures are required:

1. Whenever you enter the school please use the main entrance. All doors to the building will be locked. Go to the speaker to the right of the doors and press the button. Once you have been seen and talked to, you will be buzzed in.
2. Check in at the office where you will sign in.
3. If you are bringing something to your child you may leave it at the office and we will be certain it is delivered to the classroom.
4. If you are removing a child from school before dismissal you will need to sign the child out at the school office and the secretary or receptionist will call the child down to the office.
5. No teacher shall allow any person to enter the classroom, or leave the school grounds with a child without a duly authorized dismissal slip.
6. If you wish to observe your child's classroom, or a particular part of his/her program, we will be pleased to make arrangements. Communicate your interest to the principal or classroom teacher so a date and time can be set.
7. Teachers are available to speak with you (on some mornings) before school, during specials, and after school. The remaining times they are involved in direct instruction and should not be interrupted. Please consider this if you need to speak directly to a teacher.

OPEN INVITATION TO PARENTS

- ❖ Come and have lunch with your child, from time to time.
- ❖ Bring your family to school events, to the public library.
- ❖ Enroll your children in extracurricular activities.
- ❖ Help your children to learn while you shop, cook, watch television, etc.
- ❖ Meet regularly with teachers and staff of your school.

OUR MISSION STATEMENT

The mission of the Newport City Elementary School is to educate the whole child to become a caring, productive participant of the community. The staff and administration look forward to working with parents and students to achieve these goals.

OUR PHILOSOPHY OF EDUCATION

The purpose of elementary school is to include the whole community as a resource to equip all our children with the skills, attitudes, and self-confidence necessary to become lifetime learners and successful citizens of the changing world of which they are a part. School is not just about children: it encompasses families, parents, community, stakeholders, society, the environment and the world.

The support of the community shall be valued and encouraged through regular interaction and communication, in as many ways as possible. Our school aspires to be a learning, cultural and social center for the entire community, within the context of a public school.

Successful schools teach students to have “good values, compassionate hearts, a mighty work ethic, respect for others and a willingness to take responsibility for their actions. We will teach them to follow their passion and strive to succeed, but to never forget that we learn a lot from failure.” (Quote taken from a speech given by Ruben Navarrette Jr., speaking about Aaron Cooper’s work, a child psychologist)

Our school’s educational experiences shall be equally available to all children without regard to sex, race, religion, handicapping conditions or ethnic background.

In accordance with federal law, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave. SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity employer.

SCHOOL BOARD MEMBERS

- | | |
|--------------------|------------|
| Victoria Lantagne | Chair |
| Christopher Royer | Vice Chair |
| Kathy Nolan | Clerk |
| Mary Ellen Prairie | Member |
| Carrie Roberge | Member |

SUPERVISORY UNION ADMINISTRATORS

- | | | |
|-------------------|----------------------------------------------------------|-----------------|
| John Castle | Superintendent of Schools | 334-5847 x 2025 |
| Glenn Hankinson | Director of Business | 334-5847 x 2013 |
| Leanne Desjardins | Director, Special Education Services | 334-5847 x 2021 |
| Jessica Applegate | Director, Curriculum and Instruction,
Homeless Liason | 334-5847 x 2024 |

FACULTY AND STAFF

Name	Title	E-mail	Phone Ext.
<u>Elaine Collins</u>	<i>Principal</i>	<u>Elaine.Collins@</u>	<u>4143</u>
<u>Aaron Larsen</u>	<i>Asst. Principal</i>	<u>Aaron.Larsen@</u>	<u>4137</u>
<u>Theresa Perrault</u>	<i>Administrative Asst.</i>	<u>Theresa.Perrault@</u>	<u>4144</u>
<u>Samantha Knight</u>	<i>Finance Assistant</i>	<u>Samantha.Knight@</u>	<u>4146</u>
<u>Thyra Monaghan</u>	<i>Pre-K</i>	<u>Thyra.Monaghan@</u>	<u>4108</u>
<u>Amy Frizzell Sherlaw</u>	<i>Pre-K</i>	<u>Amy.Frizzell-Sherlaw@</u>	<u>4112</u>
<u>Shelly Audette</u>	<i>Kindergarten</i>	<u>Shelly.Audette@</u>	<u>4102</u>
<u>Katie Ste. Marie</u>	<i>Kindergarten</i>	<u>Katie.SteMarie@</u>	<u>4106</u>
<u>Donna Young</u>	<i>Kindergarten</i>	<u>Donna.Young@</u>	<u>4111</u>
<u>Kimberly Germain</u>	<i>First Grade</i>	<u>Kimberly.Germain@</u>	<u>4122</u>
<u>Jennifer Gilson</u>	<i>First Grade</i>	<u>Jennifer.Gilson@</u>	<u>4119</u>
<u>Mary Tetreault</u>	<i>First Grade</i>	<u>Mary.Tetreault@</u>	<u>4116</u>
<u>Jennifer Guillette</u>	<i>Second Grade</i>	<u>Jennifer.Guillette@</u>	<u>4127</u>
<u>Claire Daggett</u>	<i>Second Grade</i>	<u>Claire.Daggett</u>	<u>4126</u>
<u>Anne Locke</u>	<i>Second Grade</i>	<u>Anne.Locke@</u>	<u>4125</u>
<u>Jenna Besaw</u>	<i>Third Grade</i>	<u>Jenna.Besaw@</u>	<u>4128</u>
<u>Kailey DeOliveira</u>	<i>Third Grade</i>	<u>Kailey.DeOliveira@</u>	<u>4130</u>
<u>Wendy Leithead</u>	<i>Third Grade</i>	<u>Wendy.Leithead@</u>	<u>4129</u>
<u>Michael Pettengill</u>	<i>Fourth Grade Mathematics</i>	<u>Michael.Pettengill@</u>	<u>4209</u>
<u>Christina Malanga</u>	<i>Fourth Grade Science</i>	<u>Christina.Malanga@</u>	<u>4205</u>
<u>Melissa Scherer</u>	<i>Fourth Grade Language Arts</i>	<u>Melissa.Scherer@</u>	<u>4208</u>
<u>Emily Scherer</u>	<i>Fifth Grade Language Arts</i>	<u>Emiley.Scherer@</u>	<u>4213</u>
<u>Cathy Lowell</u>	<i>Fifth Grade Mathematics</i>	<u>Cathy.Lowell@</u>	<u>4212</u>
<u>Patricia Ovitt</u>	<i>Fifth Grade Science & Social Studies</i>	<u>Patricia.Ovitt@</u>	<u>4214</u>
<u>Dennis Royer</u>	<i>Sixth Grade Science & Social Studies</i>	<u>Dennis.Royer@</u>	<u>4217</u>
<u>Tammy Wiggett</u>	<i>Sixth Grade Mathematics</i>	<u>Tammy.Wiggett@</u>	<u>4219</u>
<u>Patricia Hunt</u>	<i>Sixth Grade Language Arts</i>	<u>Patricia.Hunt@</u>	<u>4218</u>
<u>Eileen Baker</u>	<i>Music/Band</i>	<u>Eileen.Baker@</u>	<u>4189</u>
<u>Jennifer Rotunno</u>	<i>Art</i>	<u>Jennifer.Rotunno@</u>	<u>4191</u>
<u>Dorothy Bonnette</u>	<i>Library</i>	<u>Dorothy.Bonnette@</u>	<u>4180</u>
<u>Sharon Pare</u>	<i>Math Coach</i>	<u>Sharon.Pare@</u>	
<u>Corey Sicotte</u>	<i>Physical Education</i>	<u>Corey.Sicotte@</u>	<u>4172</u>
<u>Sherry Montminy</u>	<i>Intervention</i>	<u>Sherry.Montminy@</u>	<u>4151</u>
<u>Amy Riendeau-McCoy</u>	<i>Literacy Coach</i>	<u>Amy.Riendeau-McCoy@</u>	<u>4151</u>
<u>Kristen Morey</u>	<i>Intervention</i>	<u>Kristin.Morey@</u>	<u>4147</u>
<u>Carmen Cook</u>	<i>Intervention</i>	<u>Carmen.Cook@</u>	<u>4216</u>
<u>Gina Miller</u>	<i>Intervention</i>	<u>Gina.Miller@</u>	<u>4216</u>
<u>John Labounty</u>	<i>School Psychologist</i>	<u>John.Labounty@</u>	<u>4149</u>

<u>Lisa Spooner</u>	<u>Speech</u>	<u>Lisa.Spooner@</u>	<u>4122</u>
<u>Erika Fuller</u>	<u>Special Education</u>	<u>Erika.Fuller@</u>	<u>4135</u>
<u>Michelle Smyth</u>	<u>Special Education</u>	<u>Michelle.Smyth@</u>	<u>4135</u>
<u>Mary Ellen Maclure</u>	<u>Special Education</u>	<u>Maryellen.Maclure@</u>	<u>4206</u>
<u>Ellen McFarland</u>	<u>Special Education</u>	<u>Ellen.Mcfarland@</u>	<u>4103</u>
<u>Samantha Paradis</u>	<u>Special Education</u>	<u>Samantha.Paradis@</u>	<u>4193</u>
<u>Christina Tetreault</u>	<u>Special Education</u>	<u>Christina.Tetreault@</u>	<u>4132</u>
<u>Vickie Young</u>	<u>Nurse</u>	<u>Vickie.Young@</u>	<u>4145</u>
<u>Jeane Kadmiri</u>	<u>Guidance Counselor</u>	<u>Jeane.Kadmiri@</u>	<u>4202</u>
<u>Erin Dailey</u>	<u>Guidance Counselor 80%</u>	<u>Erin Dailey@</u>	
<u>Julie Zenel</u>	<u>Home-School Coordinator</u>	<u>Julie.Zenel@</u>	<u>4179</u>

The email address for all employees ends in @ncsuvt.org

The No Child Left Behind law (NCLB) requires that all teachers of core academic subjects (i.e. English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, the arts, history and geography) be “highly qualified.” Two major components of “high qualified” are a teacher’s licensure status and his/her subject matter competency for his/her teaching assignment. Teachers must satisfy requirements of both licensure and subject mastery in order to satisfy the NCLB “highly qualified” requirement. Newport City School is proud to announce that all of our teachers have been certified as “highly qualified.” Parents have the right to request information on the professional qualifications of their children’s classroom teachers (e.g., licenses held, degrees earned) including paraprofessional qualifications, if applicable. To do so, contact Elaine Collins, Principal, 334-2455 extension 4143. Additionally, Vermont has policies and procedures in place incorporating IDEA child-find requirements, including notifying the public of the availability of special education services for eligible children aged 3 to 21 years. Similar provisions address child-find for students from birth to age 3. Leanne Desjardins is the contact person at NCSU for these services.

PUBLIC NOTICE
Newport City Elementary School
July 2018-June 2019
Schedule of Monthly Board Meetings

The Newport City School Board of Directors will be meeting on the following dates:

Day	Date	Time	Location	Business
Monday	September 10, 2018	6:00pm	Newport City School	General & Financial
Monday	September 24, 2018	6:00pm	Newport City School	General & Financial
Monday	October 8, 2018	6:00pm	Newport City School	General & Financial
Monday	November 12, 2018	6:00pm	Newport City School	General & Financial
Monday	November 26, 2018	6:00pm	Newport City School	General & Financial , Budget
Monday	December 10, 2018	6:00pm	Newport City School	General & Financial, Budget
Monday	January 14, 2019	6:00pm	Newport City School	General & Financial
Monday	January 28, 2019	6:00pm	Newport City School	General & Financial
Monday	February 11, 2019	6:00pm	Newport City School	General& Financial
Monday	February 25, 2019	6:00pm	Newport City School	General& Financial
Wednesday	February 27, 2019	6:00pm	Newport City School	Budget Informational
Tuesday	March 5, 2019	8:00-7:00pm	Newport Municipal Bldg.	Annual Meeting

All Meetings are held in the school library at 6:00 p.m.

GENERAL INFORMATION

ARRIVAL/DEPARTURE

The school day begins at 8:15 and ends at 2:45. Students are allowed to enter the building after the last bus arrives at approximately 7:50. ***No arrival earlier than 7:50.**

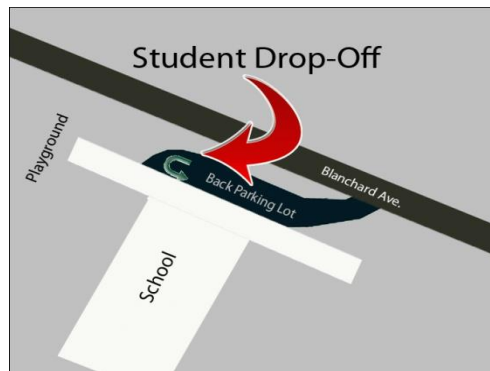
It is important that each child have the benefit of a full day's learning in school. The school day ends at 2:45 and, unless there is an emergency, children are not dismissed earlier. If you must pick up your child before 2:45, please go to the office and sign your child out. He/she will be brought to the office to meet you. We must ask visitors to remain in the lobby so we know who is in the building, both for safety reasons and so that instruction is not interrupted with visitors congregating in the hallways outside classrooms.

All parents and visitors must check in at the office upon arriving. Anyone wishing to stay must sign in and receive an I.D./Visitor's badge, which should be displayed prominently.

PICKING UP OR DROPPING OFF STUDENTS

If students arrive after 8:15, they are considered tardy. Students will need to go directly to the office to get a late pass before going to class.

STUDENT DROP-OFFS SHOULD OCCUR BEHIND THE SCHOOL, in the parking lot off of Blanchard Ave. Students should not be dropped off or picked up in front of the school before or after school, so as not to get in the way of the school buses. There are (6) 5 minute drop off spaces behind the school.



PARENT PICK UP

Parents picking up their children earlier than or at 2:45 under no circumstances are allowed to park in the circle in the front of the school. This area is for emergency vehicles and school buses only. If bus lights are flashing, please remember that you cannot drive past the bus, even if it is in the parking lot. Parents must come into the office to sign children out.

Anyone wishing to park in a handicapped parking spot must have handicapped license plates or display a valid handicapped permit in their car.

If there is a change in how your child is going home either for early dismissal or after school (i.e. different bus, home with a friend, or someone else picking them up) you must send a note to the office indicating such a change. If a note is not received in the office, then your child will be sent to his/her regular destination by his/her normal mode of travel. A last minute phone call to the office does not ensure that this change will occur. Always notify the school no later than 2:00. When a student is to be dismissed from school because of illness, parents will be contacted. Students may not leave the school grounds without permission from the Principal's office or signed out by parent/guardian.

ATTENDANCE

Students are expected, and legally bound, to attend school each day that school is in session. Students are considered truant after three unexcused absences. School policy and state law are consistent and clear on excused absences: when a student is sick or when a family emergency requires a student's presence with his/her parents. **If your child is not going to be in school on a particular day, please notify the school office by phone prior to 8:30 a.m. (You may leave a message on the absent line.** If we do not hear from you, we will attempt to contact the parent/guardian(s) at home or work to verify the student's excuse and absence.

POLICY:NCSU

F.11P ATTENDANCE, ABSENCE, AND TRUANCY PREVENTION

Three Days Unexcused Absence, Determine Cause, Communication with Parents After three annual cumulative unexcused absences, a principal shall contact the parent to inquire about the cause of the absence from school. The principal will send a letter to the parent documenting the student's absences with a copy of policy F.11.

Ten Days Unexcused Absence, Follow-up Communication with Parents After ten annual cumulative unexcused absences (unless the student has a known serious medical condition or special extenuating circumstance), the principal will request that the parent attend a conference with a school administrator, the classroom teacher, the guidance counselor and/or school nurse, the appropriate community resource personnel and/or intervention team, and VT Department of Child and Family Services (DCF). When appropriate, the principal shall contact a representative of the State's Attorney's Office as per the Truancy Memorandum of Understanding.

The student's absences will be addressed and a plan to include supportive services will be developed to ensure the student's attendance. Supportive services may include remedial intervention, alternative

educational programs, utilization of community services and family support services. The Attendance Officer shall be notified of the student's status and respond to administrative requests for intervention. The conference shall be followed-up by correspondence from the principal which outlines the plan for the student to maintain regular attendance in school.

Fifteen Days Absence, Request Legal Enforcement If the plan is unsuccessful and the child reaches fifteen annual unexcused absences, the principal shall refer the case of truancy to the State's Attorney's Office and file a report of educational neglect with DCF. The parent will be notified in writing of the action.

Parents play an important role in developing a child's attitude toward attending school. Here are some tips that will help parents in this attitude development:

1. Show that you have a positive attitude toward school attendance.
2. Allow your child plenty of time in the morning to get ready for school.
3. Make every effort to schedule doctors and dentists appointments, music lessons, etc. before and after school.
4. Refuse to write excuses for anything other than legitimate absences.
5. Refuse to view tardiness as acceptable behavior and discourage early checkouts.
6. Plan family vacations in accordance with the school calendar as much as possible.
7. Talk to your child about responsibility and the need to develop good work habits and positive attitudes.
8. Use good judgment. Don't send a child who is really sick to school.

Good attendance, aside from being the best educational plan for your child, also helps to increase the amount of money we receive from the state for state aid to education. There is a direct tie to the percentage of time that students are in the building to the amount of state aid that the school receives.

FLAG SALUTE

The American Flag represents the strength of our nation and its determination to remain a free country. The flag salute is one way of showing our individual respect and determination to guarantee this freedom to all members of our American society. State law requires that the flag be flown each day at every school in the state of Vermont. Our own school practice has always been to begin the day with the flag salute. Some individuals may choose not to salute the flag because it is in conflict with their personal or religious beliefs. We must respect their right not to participate in the flag salute. At the same time, those who choose not to participate must show their respect for the rights of others by in no way distracting or interfering with the flag salute by the other members of the class.

FIRE DRILL INFORMATION

Students will be given fire drill information on the first day of school by their teacher. Students are to follow the directions of the staff member and leave the building as quickly as possible. Students are to wait with their class at a safe distance from the school until they are directed to re-enter the building. State law requires that we drill the students on a monthly basis.

LOCKDOWN/EVACUATION DRILL INFORMATION

Lockdown and Evacuation drills, along with fire drills, have become part of the emergency procedures at school. In order to ensure safety, students will follow the directions of the staff member who is providing supervision when the drill occurs. Students and staff will be notified when the drill is over. To truly practice an evacuation drill, parent's aren't notified beforehand. Evacuation drills happen off site at the Newport Baptist Church. Students walk or are transported to the church.

SPECIAL NOTICES

The school will send home a hot lunch menu and events every month. This information is also available on the Newport City School website at <http://nces.ncsuvt.org/>. Every child is given a school planner for constant, daily communication between parents and school. Please use this device to communicate any concerns in a timely manner to avoid serious conflicts. Every week folders are sent home with classroom work and notices that may need to be returned to the school. Parents may be required to sign these folders to ensure a healthy, positive communication system.

SCHOOL RULES AND DISCIPLINE

It is our goal of the discipline procedure at the Newport City School to teach responsibility and self-discipline. Student behavior should reflect respect for rights of all involved in the educational process. Positive behavior is the shared responsibility of students, parents, staff, and the community. The discipline procedures of the Newport City School will reflect this shared responsibility.

We expect students to follow the rules of the school and their class. These rules are established to create a safe school and one where students can focus on their studies. Teachers will handle most discipline problems that are not seriously disruptive to the instructional process. When the behavior is so intense or repetitive that instruction is being disrupted, there are procedures in place to address such behaviors.

DISCIPLINE PHILOSOPHY

The teachers and staff of the Newport City School are committed to keeping the atmosphere productive and safe at all times. The goal is to enable optimal student learning. The approach therefore consists of deliberately helping children build academic and social-emotional competencies.

SCHOOL CLIMATE

In order to maintain a positive school climate that promotes a pleasant, cooperative and safe learning atmosphere, codes of conduct have been developed for all classrooms, the cafeteria, and the playground. Our purpose is to develop responsible school and community citizens who are concerned for the rights and safety of others. We feel this is best achieved in a collaborative environment involving students, parents, teachers, and administration, as we *all* model responsible citizenship.

Behavioral choices made by students can have a significant effect on our school climate. Appropriate choices create their own reward, in that they allow all students to enjoy the optimal benefits of their experience at Newport City School. However, at times, students may make inappropriate behavioral choices. The discipline code below provides guidelines for staff and administration to deal with these inappropriate choices, as well as inform students and parents regarding action that will be taken. All legal requirements of due process will be followed during any disciplinary actions.

NCES EXPECTATIONS

BUS

<u>SAFE</u>	<u>KIND</u>	<u>RESPONSIBLE</u>
<u>Face forward</u>	<u>Words</u>	<u>Keep food & drink in your backpack</u>
<u>Keep hands and feet to myself</u>	<u>Help others</u>	<u>Keep bus clean</u>
<u>Stay seated</u>		<u>Keep track of your belongings</u>
<u>Use quiet voices</u>		

CAFETERIA

<u>SAFE</u>	<u>KIND</u>	<u>RESPONSIBLE</u>
<u>Hands to yourself</u>	<u>“Please” and “thank you”</u>	<u>Timely choices</u>
<u>Stay in your own seat</u>	<u>Table voices</u>	<u>Clean up your own eating space</u>
<u>Use utensils correctly</u>		

BATHROOM

<u>SAFE</u>	<u>KIND</u>	<u>RESPONSIBLE</u>
<u>Stay in one stall</u>	<u>Letting someone know if there is a mess</u>	<u>Clean up after yourself</u>
<u>Privacy</u>		<u>Wash your hands</u>

HALLWAY

<u>SAFE</u>	<u>KIND</u>	<u>RESPONSIBLE</u>
<u>Walking in control</u>	<u>Quiet</u>	<u>Hands to yourself</u>
<u>Walk on the right side of the hall</u>		<u>Manage your belongings</u>
<u>Personal space</u>		

PLAYGROUND

<u>SAFE</u>	<u>KIND</u>	<u>RESPONSIBLE</u>
<u>Follow safety rules for equipment and hill</u>	<u>Use appropriate language</u>	<u>Use garbage containers for trash</u>
<u>Keep hands and feet to yourself</u>	<u>Include others at the start of play</u>	<u>Return materials to their proper location(i.e: sleds, balls, jump ropes)</u>
<u>Be visible at all times to adults on duty</u>		

LOBBY

<u>SAFE</u>	<u>KIND</u>	<u>RESPONSIBLE</u>
<u>Walking</u>	<u>Listen to adults</u>	<u>Remember belongings</u>
<u>Quiet</u>	<u>Make parents aware of dismissal protocols</u>	<u>Be prompt to destination</u>
<u>Hands to self</u>		

DISCIPLINARY PROCEDURE

1. Students are expected to comply with all classroom, cafeteria, and playground rules.
2. Students are not to:
 - a. Engage in any inappropriate bodily contact;
 - b. Bring or consume candy or gum or soda;
 - c. Wear boots or shoes that mark the floor;
 - d. Run in the building;
 - e. Behave in a disruptive manner;
 - f. Throw, kick or splash snow, ice water, rocks, etc;
 - g. Spit on anything;
 - h. Cheat on any school related activity or work;

- i. Use disrespectful words, actions or inappropriate language;
- j. Deliberately cut class or skip detention;
- k. Damage or deface school property or the property of others; or
- l. Engage in incidental actions injurious to self or others.

Action taken by the staff member who witnessed the behavior or non-compliance can include, but is not limited to, any of the following:

- a. A warning;
- b. Loss of free time or privileges;
- c. Parental notification;
- d. Time after school;
- e. Time out;
- f. Reparation or restitution;
- g. Student/parent/teacher conference;
- h. Items such as candy and hats may be held by teachers or the office until the end of the day, or until a parent claims the item;
- i. Referral to the office.

Some behavioral choices will require suspension from school because of their severity and potential threat to the safety of others and/or their property. The purpose of suspension is to restore a positive school climate and provide a clear message that a significant behavioral change is needed. If at all possible, suspensions will be served in the school setting. Communication with parents will always precede a suspension. The following behaviors may result in suspension from school:

1. Use or possession of tobacco before or during any school sponsored activity*;
2. Use or possession of alcohol, drugs or other illegal substances before or during any school activities*;
3. Blatant use of abusive language towards any staff member or student;
4. Vandalism, stealing, extortion, or other criminal activities;
5. Intentionally leaving school grounds without permission from the office;
6. Violence, or the threat of violence towards any staff member or student;
7. Sexual/ words or behavior*;
8. Possession of obscene material;
9. Harassment, Hazing and Bullying of students *;
10. Intentional actions injurious to self or others; and/or
11. Possession of weapons or explosives*.

In our current world, we also cannot tolerate **threats of any kind** from one student to another or from a student to a teacher. **When a threat of violence is made, especially threats involving weapons or threats taking the life of another person, please be aware that the superintendent of schools, school board, AND the Newport City police are notified. This may result in a police investigation.**

*See NCSU policies.

Students who repeatedly make choices that compromise safety and/or learning for themselves or other students will be referred to our school's Educational Support Team (EST). Our EST is comprised of the principal and teachers who discuss any issues those students are having, whether they are behavioral or

academic in nature. The team makes decisions about what steps should be taken next in order to help students to become more successful.

**NEWPORT CITY'S RESPONSIVE
CLASSROOM AND DISCIPLINE WITH
DIGNITY MODEL**

Classroom Managed Behaviors

*Classroom managed behaviors are handled in the classroom by the teacher/staff member **

Possible Behaviors:

Off task, talking out of turn, mildly disrespectful actions, not following directions, hands on others (that is not aggressive or unsafe)

Possible Responses:

- Use of reminding and redirecting language
- Preferential seating
- Teacher proximity
- Visual cues
- Use of natural consequences

Procedures for Response:

1. The teacher may re-teach, model, and practice behavior expectations (safe, kind, responsible)
2. The teacher may ask the student to take a break in the classroom
3. The teacher may ask the student to take a break in buddy classroom
4. The student may have a loss of privilege
5. Parent will be contacted if there is a pattern of behavior

If there is a pattern of behavior, the teacher may also send the student to the Conflict Resolution Room

Even though our goal is to always use positive behavioral strategies and supports and we avoid the use of physical restraint and seclusion, on extremely rare occasions, when a child's behavior is so out of control as to pose a risk to himself or others, restraint or seclusion may have to be used. Any school personnel that would perform a restraint has to be trained in the proper use of restraint unless the situation is so severe that immediate action is required and the trained person is unavailable. The school principal will be notified immediately and certain types of restraints or seclusions must also be reported to the superintendent of schools, John Castle. There is also an opportunity for parents to participate in a review of an incident of restraint and seclusion. The superintendent must report to the Commissioner within 3 school days if:

1. There is death or an injury requiring outside medical treatment or hospitalization of staff or student as

the result of a restraint or seclusion;

2. Physical restraint or seclusion has been used for more than 30 minutes or;
3. Physical restraint was used in violation of state board rules.

The legislature has enacted regulations that oversee the use of restraint, called Rule 4500. If a restraint is ever needed in school, parents will be notified immediately. If the school principal feels that the child is so out of control, is not calming down, and is still posing a danger to himself or others, other mental health professionals may be notified.

SCHOOL ATTIRE

Standards of appearance are necessary to create and maintain a suitable environment for learning. The following is a list of expectations as to clothing:

- ❖ Clothing should be clean (to sight and smell);
- ❖ Appropriate footwear (NO steel-toed shoes or boots either inside or outside); (NO high heels, flip flops or slippers)
- ❖ When you raise your hands above your head, your belly should be covered;
- ❖ The shirt is on the shoulders, has straps that cover underwear and bras, and isn't too revealing or low cut; Tank tops and halter tops are not allowed.
- ❖ The shorts or skirt is lower than your fingertips when you hold your hands down to your side;
- ❖ There are no offensive messages having to do with boyfriend/girlfriend relationships, or with a sexual connotation (such as "Hottie") or having to do with the promotion of, use, or consumption of tobacco, alcohol, or other related subjects;
- ❖ The pants cover up boxers, briefs, or hips; and
- ❖ They are clothes designed for work or school (not pajamas).

If a student shows up wearing an article of clothing or foot wear that is not appropriate, he or she will be asked to change into another shirt (if available), or call home to get an appropriate change of clothes.

Since our general societal expectation is that hats are worn outside and removed when entering a building, we will follow that same practice. All head coverings will be removed upon entering the building and stored in an appropriate place with other outdoor clothing.

Students need to have appropriate footwear at school. Because of safety issues, it is the expectation that there will be **NO steel-toed shoes or boots worn on school property for *either inside or outside***. **Regular work boots are okay to wear at school, but a change of footwear for inside has to be available if your child wears the boots outside because we don't want students to sit in wet footwear all day long.**

RECESS/PE CLOTHING

For PE or recess, please dress your child according to weather conditions. Children will be expected to be outdoors each day for short periods of time. Teachers often have assigned duties during recess, and there are no provisions for supervising children who wish to remain indoors. Additionally, if the weather is nice and PE is outside, appropriate footwear (sneakers in fall, spring, early summer) is required.

Students need to have appropriate winter wear at school. It is the expectation that all children will have a pair of boots and snow pants to wear for recess. If there is snow on the ground, students are required to wear both boots and snow pants in order to participate in recess. If students do not have these articles they will be required to sit on the step outside the building. If the temperature or wind chill is below freezing then students should also have hats and mittens.

<p style="text-align: center;">EARLY DISMISSAL/EMERGENCY NUMBERS/SCHOOL MESSENGER</p>

Be sure that the school has an up-to-date list of current work, home, cellular and emergency phone numbers where you or responsible adults of your choosing may be contacted in case of emergency. It is really helpful if you inform us about your home, work, and cell numbers, and about when you can be reached at each of those numbers.

To enhance communications between parents and school, the Newport City School is continuing to use a telephone broadcast system called School Messenger that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service also may be used from time-to-time to communicate general announcements or reminders. This service is provided by School Messenger, which specializes in school-to-parent communications. Newport City School will continue to report school closings due to snow or weather on WCAX television and will use this system as an overlay to the public announcements.

When used, the service will simultaneously call all listed phone numbers in our parent contact list and will deliver a recorded message or from the School Messenger system. The service will deliver the message to both live answer and answering machines. No answers and busy signals will be automatically retried twice in 15-minute intervals after the initial call.

Here is some specific information about School Messenger:

Caller ID: The Caller ID will display the Newport School number.

Live Answers: There is a short pause at the beginning of the message, usually just a few seconds. Answer your phone as you normally would and hold for the message to begin. If you don't speak, the message won't begin.

Answering Machines: The system will detect that your machine has answered and will play the recording to your machine. The maximum number of rings before hang up is 5. Make sure your machine answers after 4 rings or you may miss the message.

Morning and Day Calls: In the event a cancellation decision is made the night before, or in the early morning hours, the broadcast message will be sent.

HARASSMENT

Harassment of any form will not be tolerated. Harassment can result in parents being notified, loss of privileges or free time, meeting with counselors, structured recesses, or suspension (among other things). Consequences for repeated incidents of harassment will be progressive. Trying to get back at a student who makes the report will result in more consequences. False reports of harassment can also result in consequences for the reporting student. Parents/guardians will be notified in the case of any accusations that are made. Please note the harassment policy included. If a student feels like s/he has been harassed or knows another student is being harassed, s/he can report it by contacting Mrs. Collins in person, in writing, by phone, or by mail at the school address. If Mrs. Collins is unavailable, contact Mr. Larsen, Assistant Principal.

Examples of harassment would be any of the following, based on special things about a person that would make them different (race, color, religion, creed, national origin, marital status, sex sexual orientation, gender identity or disability): hitting, threatening with their fists, name calling, spitting, biting, pushing/shoving, taking or breaking another person's things, stepping on the shoelaces of another person or kicking the backs of a person's shoes, leaving someone out on purpose, laughing in a mean way, lying or spreading rumors about someone, telling secrets about others, talking about others in a mean way, unwanted touching, being too close to another person, because of the above mentioned qualities. These actions must interfere with a child's ability to access his/her education to be considered harassment. See policy F23.

BULLYING

Bullying happens when a student or group of students try several times to make another student feel made fun of, embarrassed, or fearful (ridiculed, humiliated, or intimidated) while at school or school activities. It can be done by what someone says (telling jokes about someone, picking on someone, or name-calling), by what someone writes (on walls, in notes, or in pictures), or by actions they make (making gestures, chasing after someone, or posturing). Bullying is not acceptable behavior at Newport City School. Examples of bullying are: hitting, threatening with their fists, name calling, spitting, biting, pushing/shoving, taking or breaking another person's things, stepping on the shoelaces of another person or kicking the backs of a person's shoes, leaving someone out on purpose, laughing in a mean way, lying or spreading rumors about someone, telling secrets about others, talking about others in a mean way, unwanted touching, being too close to another person.

If a student feels like s/he has been bullied or knows another student is being bullied, s/he can report it by contacting Mrs. Collins in person, in writing, by phone, or by mail at the school address. If Mrs. Collins is unavailable, contact Mr. Larsen, Assistant Principal.

Bullying can result in parents being notified, loss of privileges or free time, meeting with counselors, structured recesses, or suspension (among other things). Consequences for repeated incidents of bullying will be progressive. Trying to get back at a student who makes the report will result in more consequences. False reports of bullying can also result in consequences for the reporting student. These actions must interfere with a child's ability to access his/her education to be considered bullying. See policy F23.

USE OF ELECTRONIC DEVICES

Radios, stereo equipment, walkmans, electric games and devices, CD/tape players, iPods and the like may not be used during the school day unless for specific educational or recreational reasons. This also includes cell phones, beepers, and pagers. Cell phones used for photography will not be permitted. Students who use these devices during the school day for non-educational reasons will have the electronic device stored in the office for parental pickup. If students forget to leave their device at home, they can drop their device off in the classroom/office and pick it up at the end of the day to bring it back home with them.

Additionally, the legislature expanded their definition of harassment and bullying to include comments and actions done in text messages, email, or on Facebook. [Act 58 enacted by the Vermont Legislature](#) made changes to the definitions of harassment, bullying and the ability of schools to discipline students for off-campus misconduct. Act 58 amended the definitions of harassment (16 V.S.A. § 11 (a) (26)(a)(Section 35)), and bullying (16 V.S.A. §11 (a)(32)(Section 36)) to include harassment and bullying “by electronic means.” The legislature added a provision that allows principals to suspend or expel students for misconduct not on school property, on a school bus, or at a school-sponsored activity where the misconduct can be shown to pose a clear and substantial interference with another student’s right to access educational programs.

DIGITAL ARTIFACTS POLICY

As part our ongoing work to provide engaging, authentic learning for area students, the Newport City School seeks to create digital projects to explore our surrounding world. Student work, images, video footage, and other electronic artifacts may be shared to promote future non-profit educational opportunities and shown in public venues, including online, at community gatherings, and among schools. Parents/guardians have the right to contact the main office to request their student work not be shared.

BICYCLES

Students may bring their bicycles to school, provided that they have their parents’ written permission on file in the office. All children must wear a helmet while riding a bike. Students will leave school five minutes after the busses so as not to interfere with the busses that are bringing students home.

You will be responsible for your children until they get to school and when they leave school if they ride their bicycles. The school is not responsible for damage or theft.

BACKPACKS

While we respect the student’s right to privacy, we reserve the right to check backpacks.

FIELD TRIPS

Occasionally all classroom teachers will set up field trips as a special event for the students in the class. Permission slips need to be returned to school as soon as possible so that students are allowed to participate with these excursions. If a student does not have a field trip permission slip on file with the teacher, s/he will not be allowed to go on the trip.

PARTICIPATION IN SCHOOL EVENTS

All adults who want to be a chaperone must complete a background check. Please call NCSU at 334-5847 to make an appointment and complete the necessary paperwork. This includes parents who will be responsible for only their child.

If students will be participating in any school event: afternoon field trip, spelling bee, sports game, concert, history fair, science fair, etc., they need to attend school that day.

The state defines *in attendance* as being here for the mid-day meal. A child may have an appointment in the AM, sign in by lunchtime and be counted as tardy/excused. A child may have an afternoon appointment and sign out after lunch, and be counted as present. In both of these instances the child will be able to participate in the school event or athletic activity.

Additionally, Vermont has enacted a new law, Act 58, which has to do with concussions that have occurred on or off the sports field. This law requires that:

- a) Information concerning the prevention and treatment of concussion-related injuries be provided annually to each student athlete and the athlete's parents/guardians. Each athlete and parent/guardian must sign a form acknowledging receipt of the information and return it to the school prior to the athlete's participation in practice or competitions.
- b) Every coach of a school athletic team will receive training no less frequently than every two years on how to recognize the symptoms of a concussion or other head injury. Coaches must receive this training prior to the beginning of his/her sports season.
- c) A coach shall not permit a youth athlete to train or compete with a school athletic team if the athlete has been removed or prohibited from participating in a practice or game due to symptoms of a head injury until the athlete has been examined and the school receives written permission from a health care provider trained in the evaluation and management of concussions and other head injuries.

WELLNESS

Action Steps taken

1. Physical Education, 2 days a week;
2. Fresh Fruit and Vegetable Grant; a snack is provided for all students. (The vegetable or fruit must be served raw and without sauces or dips to qualify for purchase.)
3. 1% milk and flavored milk will be served at breakfast and lunch. A second milk may be purchased for fifty cents.
4. 100% juice is served at breakfast.
5. Using healthy guidelines, water is encouraged at all other times of the day.
6. Newport City participates in the Farm to School program and has a school garden.
7. If children bring additional snacks to school we recommend they are healthy.

FOOD SERVICES

HOT LUNCH PROGRAM

The Newport City School hot lunch program offers nutritious breakfasts and lunches for our students. This year we will be participating in the Community Eligibility Provision (CEP) that is available through the federal Child Nutrition Program. Because of a higher reimbursement rate, we will be providing free breakfast and lunch to *all* students, regardless of income. Of course, if adults eat at school, they will still pay for breakfast and lunch.

If students bring in a cold lunch, if they get milk, they will still be required to pay for this separately.

MEALS AND SNACKS

Newport City Elementary offers the breakfast and lunch program to all students. Each month a menu is sent home with each child. Our meal service is a free program, and there is no payment for breakfast and lunch for students for the entire 2018-2019 school year.

	Breakfast	Lunch	Milk only
Free	<u>Free</u>	<u>Free</u>	<u>Free</u>
Reduced	<u>Free</u>	<u>Free</u>	<u>Free</u>
Full-price student	<u>Free</u>	<u>Free</u>	<u>Free</u>
Adult	<u>\$2.00</u>	<u>\$3.75</u>	<u>\$0.50</u>

LUNCH FORMS

Lunch forms still need to be filled out, signed, and returned promptly. This must be done even if your child will be bringing bag lunches. Please return as soon as possible.

If you feel you do not qualify, please fill out line 4 and return the form to school so we can receive our share of Federal dollars. Each application must have a Social Security number and be signed, regardless of eligibility.

SNACKS

Newport City Elementary School encourages healthy eating habits. Healthy snacks can often allow students to maintain their levels of energy and focus throughout the day. *Candy, gum, energy drinks and soda are not allowed at the school.* The snack routines vary from class to class. Your child's teacher will be able to share more information about how snack is set up in that particular classroom.

BUS RULES

The following bus rules are posted in the school busses:

1. Display the same conduct expected in the classroom.
2. Be courteous to others
3. NO food, gum or beverages on bus.
4. Keep bus clean.
5. Cooperate with driver's instructions.
6. Do not be destructive, examples but not limited to: marking or tearing seats.
7. Stay in seat. NO standing, moving, changing seats, jumping, crawling under or over seats.
8. Keep head, hands and feet inside bus. Keep center aisle clear at all times.
9. The bus driver is authorized to assign seats.
10. NO physical aggression/abuse of others will be allowed.
11. NO spitting or throwing of objects inside or outside the bus is tolerated.
12. Backpacks remain closed-No electronic devices.

CONSEQUENCES OF MISBEHAVIOR ON THE BUS

Transportation to and from school is a privilege granted to pupils. This privilege is conditional, based on students complying with the established rules. When the rules are ignored and a student endangers himself and/or fellow passengers, bus-riding privileges shall be suspended according to the following procedure:

First Offense - Bus driver reminds child of required correct behavior and notifies Principal. A warning slip is written about the problem and a copy is given to the principal.

Second Offense – Driver writes a bus referral slip and brings it to the Principal. Parents receive a written notice and phone call. The child meets with the Principal or Assistant Principal and if possible, the bus driver.

Third Offense – Driver writes a bus referral slip and the child meets with the Principal or Assistant Principal who will notify parent that child is suspended from bus for a period of one (1) day.

Fourth Offense – Driver writes a bus referral slip and the child meets with the Principal or Assistant Principal who will notify parent that child is suspended from bus for a period of three (3) days.

Fifth Offense – Driver writes a bus referral slip and the child meets with the Principal or Assistant Principal who will notify parent that child is suspended from bus for a period of five (5) days. Parents, principal and child meet before bus privileges are reinstated.

Sixth Offense - Bus Incident Report is sent to the Principal who will notify parent that child has been suspended from bus for remainder of school year.

Immediate

Any student misbehaving in a manner that creates a severe safety hazard to him/herself, the driver, or other students, will immediately be suspended. The Principal or Assistant Principal will inform the parent and set up a meeting of parent, child and Principal or Assistant Principal to discuss behavior and the possibility of resumption of bus riding privilege.

**KINDERGARTEN
ENTRANCE POLICY**

It shall be the policy of the Newport City School to enroll children in Kindergarten who are five (5) years of age before September 1st of the appropriate school year.

SCHOOL HEALTH SERVICES

**HEALTH OFFICE
Nurse, Vickie Young-Ext. 4145**

MEDICATIONS

In order for school nurse to be able to administer medication to students, the following must take place:

1. Non-prescription medication: The school requires that the Medication Permission/Order Form” be completed. This form gives specific instructions, which include the student’s name, the name of the medication, the dose, and the time it is to be administered.
2. Prescription medication: Same as above including physician’s signature.
3. All medications must be in the original container. For prescription medications, just ask the pharmacist to make up two containers, one for home and one for school.
4. All medications are kept locked up in the nurse’s office.
5. Prescription medications cannot be transported on a school bus. Parents must bring the prescription medicine into the nurse or principal.

Only medications that must be given four times a day or those specifically requested by a physician will be given at school. Medications prescribed three times daily should be given at home before school, immediately after school and at bedtime.

HEALTH SCREENINGS

All students in PreK, K, 1, 3, 5, and 7 are screened for vision and hearing problems each year. Parents do have the option of choosing not to have their child tested for vision and hearing screening. Unless the nurse is notified in writing, she will automatically test your child. These changes were made following the recommendations of the Vermont Department of Health. If you have a concern about your child’s vision or hearing, testing will be done upon request.

HEAD LICE

As you may know, head lice are easily transmitted from one child to another in a school setting. Anyone can get head lice. They seem to like most any head of hair given the opportunity.

Here at school we check for head lice a number of times over the course of the school year. We will remind parents ahead of time. There may be times when we check more frequently should the situation demand. If we find evidence of head lice infestation, we will notify you immediately. Your child can return to school once all the lice and eggs are removed. Our school has a “no-nit policy” which means that your child cannot attend school if nits remain in the hair, even if s/he has received treatment. This reduces the opportunity for lice to spread to other students.

For excellent, unbiased information about head lice, we recommend the website www.headlice.org. It is maintained by the National Pediculosis Association, a nonprofit organization dedicated to the prevention and safe treatment of head lice (AKA pediculosis).

ILLNESS OR INJURIES IN SCHOOL

If your child becomes ill or sustains a significant injury while at school we will notify you as soon as possible at the phone number(s) you have provided us. If we are unable to contact you, we will notify the person you indicated as your emergency contact. We know that it is an inconvenience to have to come to school to get your sick child; however, please be assured that we would not be calling if we do not think your child needs to go home.

Please do not send a sick child to school. If your child was vomiting or running a fever during the night, please keep him/her home the next day, even if he/she was feeling better in the morning. This gives your child the chance to recover and reduces the likelihood of his/her classmates coming down with the same illness. Your child must be fever free for 24 hours without the help of medication before he/she may return to school.

IMMUNIZATIONS

When your child receives his or her Kindergarten DPT, MMR, and Polio Boosters please send in the date(s) so it can be recorded on your child's Health Record. Each child's immunization record will be reviewed to ensure it meets the State law for immunization requirements. If your child's immunizations do not meet State requirements, you will be contacted via phone or letter.

REPORT CARD INFORMATION

Report cards are issued three times each year. Parent-teacher conferences are scheduled twice each year, in October and again in April. Additional parent-teacher conferences may be scheduled by teacher/parent if necessary. All students will be assessed in the reading assessment three times a year. Students who receive additional support will be assessed more often to ensure that the supports in place are working.

SCHEDULE OF TRIMESTERS AND PARENT TEACHER CONFERENCES

FIRST TRIMESTER

November 16, 2018
October 12, 2018

First Marking Period Closes
Parent-Teacher Conferences
Report Cards will be sent home

SECOND TRIMESTER

March 15, 2019
April 5, 2019

Second Marking Period Closes
Parent-Teacher Conferences
Report Cards will be sent home

THIRD TRIMESTER

June 12, 2019

Third Marking Period Closes
Report Cards will be sent home the last day of school

- * These conferences will be scheduled at either the request of the teacher or parent.
- * Evening appointments will be available.

MUSIC PROGRAM EXPECTATIONS

Ms. Baker the choral/vocal/band teacher expect all students to participate actively in music-making: singing, playing instrumental accompaniments, and composition. Music is a performing art, therefore Kindergarten – 6th grade students are expected to perform in their schools K-6 Concert. Grades are based predominantly on positive, respectful class and concert participation.

Band and Chorus (Grades 4-6) are integral parts of this music program all students are encouraged to participate in them, but it is optional. Families with financial constraints that might prevent a student from playing an instrument should speak to the music teacher. Chorus and band meet during the school day.

Band: Any student 4th through 6th can start or continue to play a band instrument. Instrumental students meet with the teacher for half hour per week on a rotating schedule as individuals or in small groups. Arrangements for rental instruments will be made at the beginning of the school year.

Once students have made a commitment to playing an instrument, they are expected to bring their instrument, practice so that they are prepared for their lesson, and to perform in all school concerts. Students are expected to follow through playing their instruments until the end of year.

Chorus:

Students in grades 4, 5 and 6 may participate in chorus and should talk to Ms. Baker if they are interested.

LIBRARY

Library:

Our library is a place for reading, research and learning. Hours are from 8:00 a.m. to 3:30 p.m. There are weekly class times for students, but children are encouraged to visit whenever they need to use the library resources. Parents and families with preschool aged children are invited to borrow materials, as well. We have a “parent collection” consisting of books, magazines, and audio-visual items on topics ranging from child-development and parenting skills to arts & crafts, storytelling, and other activities.

HOME-SCHOOL COORDINATOR

Newport City Elementary offers a Home-School Coordinator program. It provides support, information, resources, and strategies to parents and children. The program coordinator works with children and families in need to learn and use better communication and behavior management skills. Our intent is to help parents provide a consistent, structured, and safe home environment so that children will be ready and able to learn at school.

SPECIAL EDUCATION

Newport City Elementary School acts to maintain compliance with the Federal Individuals with Disabilities Education Act. Special Education Teachers and Para educator supports enable students to receive services and accommodations within various settings as dictated by individual student needs and the least restrictive environment. Currently, three Resource Room Programs, an Intermediate and Primary Special Class Program and Speech and Language Services are building based. Additionally, Newport City Elementary School acts to identify students eligible under Section 504 of the Rehabilitation Act of 1973. The continuum of services within Newport City Elementary School is also available to meet the needs of students through the school wide education support system.

FLOWERS AND BALLOONS

Please do not send flowers or balloons to school for your children. Balloons and/or flowers can be a distraction to the classroom program and the learning environment. Students and/or staff may have allergies to flowers. Balloons and flower arrangements cannot be transported on the bus for safety reasons. If a balloon popped it could startle the bus driver. If a vase broke someone could get cut. We are sorry that we cannot continue this practice and hope you understand.

VOLUNTEERS

Volunteers are a valuable resource of time, knowledge, and support for students and teachers at Newport City Elementary School. All volunteers are expected to support the school-wide and classroom expectations, and maintain the confidentiality of the students they are working with. Volunteers who are engaged in direct interaction and unsupervised contact with students will require a criminal background check must visit the Supervisory Union headquarters to complete a background check before volunteering in a classroom. Theresa Perrault in the office has the forms you will need to fill out or you can get them at the Supervisory Union.

FIELD TRIPS AND CHAPERONES

Field trips are an integral part of the Newport City educational experience. These trips often serve as an essential component to the curriculum, and therefore should not be missed. Modest fees are sometimes collected to cover the costs of these activities. Funds are available for families for whom these extra fees would be a hardship.

CHAPERONES

Chaperones for field trips are organized by the classroom teacher. Any chaperone who has not gone on a field trip in the last 12 months, must visit the Supervisory Union's central office to complete a

background check at least 2 weeks before the field trip. Theresa Perrault in the office has the forms you will need to fill out or you can get them at the Supervisory Union. You may also do this at the beginning of the school year.

Deliveries to the Classroom:

When a child forgets an item he or she needs for school that day or for safety, such as homework, gym shoes, lunch, music instrument, house key, etc., we are happy to deliver it to your child at our first opportunity. We ask that items unrelated to the classroom, such as balloons, flowers, etc., NOT be delivered to your child at school, as it decreases the efficiency of our office.

ENCORE PROGRAM SUMMER SCHOOL

ENCORE/Summer School has a coordinator, Jessica Maurice; you may contact her through her email Jessica.Maurice@ncsuvt.org or by calling the school and leaving a message on extension 4153. We offer many after school programs for students in grades K-6, Monday through Friday. The program is usually held from 3-5 after school. Information about programs throughout the school year will be sent home with students.

SERVICES

Counseling Services: Our counselor, Jeane Kadmiri provides individual and family support. The counselor supports life skills through regular and consistent classroom lessons and also facilitates small therapy groups during the school day. The counselor also functions as consultant for teachers, administrators and parents.

FAMILY VACATION

Newport City Elementary recognizes the educational benefits of connecting with family members and travelling outside of the area. In order for a trip to be considered an excused absence, the office must be notified ten days in advance. We appreciate the efforts that are taken to schedule your vacations during the breaks from school.

**This copy is for your records. A copy of this is an insert in the front of this handbook to return to school with signatures.*

NEWPORT CITY ELEMENTARY
Home-School Compact
Making the Connection between Home and School

As a student I agree to:

- Respect yourself
- Be responsible for my own behavior
- Respect for others
- Respect for my environment
- Do my best

Student Signature: _____

As a teacher I agree to:

- Provide a safe and fair school environment
- Be a positive role model
- Respect all members of the school community
- Continue learning by actively participating in professional development
- Establish high expectations that will ensure all students have the learning opportunities necessary
- Encourage open communication with the school community
- Set clear academic and social expectations that are shared with students and parents
- Assess student performance regularly
- Create learning opportunities to address the needs of all students

Teacher Signature: _____ Date: _____

As a parent I agree:

- Talk to my child(ren) daily to see what is happening at school
- Read school notices
- Support my child's (ren's) efforts with homework by providing a quiet time, providing space and tools, being available to answer questions, checking that homework is complete, and reviewing and signing homework assignments books.
- Encourage my child to be the best he/she can be-focus on the positive
- Encourage daily reading and model it at home. Encourage responsible television habits.
- Collaborate with school staff to enforce rules and appropriate consequences

Parent Signature: _____ Date: _____

POLICIES

Below is the list of policies and their links we would like you to review. If you do not have access to the internet and would like a paper copies please contact Theresa Perrault, Administrative Assistant via email Theresa.Perrault@ncsuvt.org or by calling her at extension 4144.

F.10 REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

Policy It is the policy of the North Country Supervisory Union to ensure that all School District employees report suspected child abuse and/or neglect as outlined in 33 V.S.A. §4911 et seq.

Purpose The purpose of this policy is to protect children whose health and welfare may be jeopardized by abuse or neglect. It is further the purpose of this policy to make clear to all School District employees and school officials that it is not their role to be investigator, judge and jury in cases of suspected abuse or neglect. Rather, it is the role of School District employees to be faithful and timely reporters of suspected abuse or neglect so that allegations can be brought to the attention of objective, trained and experienced investigators.

<https://drive.google.com/viewerng/viewer?a=v&pid=sites&srcid=bmNzdXZ0Lm9yZ3xuY3N1LWhvbWV8Z3g6NzliNWQ0YTE2YWQ3ZDZhZg>

Monitoring Devices on School Property:

Newport City Elementary School employs monitoring cameras inside the school build, outside all around the school including the playground and parking lot. The monitoring system is operated in accordance with Policy E 12, "to promote the safety of students and staff, the protection of district property, deterrence and the prevention of criminal activities and the enforcement of district rules." Policy E.12, ***Monitoring Devices on School Property*** has guidelines on camera location and operation, notification and signs, use of video recordings, disposal of electronic data, and disclosure. This policy is updated according to VT Education Department regulations.

<https://docs.google.com/a/ncsuvt.org/viewer?a=v&pid=sites&srcid=bmNzdXZ0Lm9yZ3xuY3N1LWhvbWV8Z3g6NmJjNzNINmU4ZTU5ZDE2Mg>

C.9 Board Commitment to Non-Discrimination

This District does not discriminate on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, disability, age, or marital status in admission or access to, or treatment or employment in, its programs and activities. <https://sites.google.com/a/ncsuvt.org/derby-elementary-school/home/school-board/policies#C9Board>

F.3 Restrictive Behavioral Intervention

It is the policy of this school district/supervisory union that students not be subjected to the unreasonable use of restrictive behavioral interventions, and that there be a common understanding within the

District/Supervisory Union of appropriate interventions by District staff.

http://p2cdn5static.sharpschool.com/UserFiles/Servers/Server_3033489/File/NorthCountrySU/Policies/Students/F.3%20Restrictive%20Behavior%20Intervention.pdf

F.20 Pupil Privacy Rights: Student Surveys

It is the policy of the North Country Supervisory Union to comply with the provisions of the federal Pupil Privacy Rights Amendment (PPRA) governing the administration of certain student surveys, analyses or evaluations funded in whole or in part of the U.S. Department of Education. No student shall be required, without parental consent, to take part in a survey, analysis, or evaluation funded by the U.S. Department of Education that reveals protected information.

http://p2cdn1static.sharpschool.com/UserFiles/Servers/Server_3033489/File/NorthCountrySU/Policies/Students/F.20%20Pupil%20Privacy%20Rights%20Student%20Surveys.pdf

F.24 Homeless Education Act

This school district will ensure that all children and youth receive a free appropriate public education and are given meaningful opportunities to succeed in our schools. This district will also follow the requirements of the McKinney-Vento Act. Under federal law, children and youth in transition must have access to appropriate public education, including preschool, and be given a full opportunity to meet state and local academic achievement standards. Our schools will ensure that children and youth in transition are free from discrimination, segregation and harassment.

http://p2cdn4static.sharpschool.com/UserFiles/Servers/Server_3033489/File/NorthCountrySU/Policies/Students/F.24%20Homeless%20Education%20Act.pdf

F.23 POLICY ON THE PREVENTION OF HARASSMENT, HAZING AND BULLYING OF STUDENTS

I. Statement of Policy

The North Country Supervisory Union and member Districts are committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect.

It is the policy of the North Country Supervisory Union and member Districts to prohibit the unlawful harassment of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity or disability. Harassment may also constitute a violation of Vermont's Public Accommodations Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and/or Title IX of the federal Education Amendments Act of 1972.

<https://docs.google.com/a/ncsuvt.org/viewer?a=v&pid=sites&srcid=bmNzdXZ0Lm9yZ3xuY3N1LWhvbWV8Z3g6MzgyOGM2YTY5NTY1ODc5Mw>

Section 504 Grievance Procedures

34 C.F.R.SS104.7 and 104.8 require schools to notify parents and others the school does not discriminate on the basis of handicap; the school's notice shall be identify the responsible employee

designated to coordinate compliance with Section 504 and of availability of a grievance procedure to address complaints regarding Section 504 of the Rehabilitation Act.

Transgender and Gender Nonconforming Students: New this year, all schools boards will be working on creating a policy designed to provide direction for schools to address issues that may arise concerning the needs of transgender and gender nonconforming students.

New Americans

We have a responsibility to ensure that all of our students feel safe and supported. This occurs when we create school cultures that are responsive to the needs of the children in our care, and our families. Under federal law, undocumented children and young adults have the same right to attend public primary and secondary schools as do U.S. citizens and permanent residents (*Plyler vs. Doe*, 457 U.S. 202 (1982)). In addition, under state law, all Vermont children, including undocumented children are required to attend school until mandated age of 16. Meeting this obligation means going beyond telling families to enroll their student(s). It includes working proactively to ensure they feel safe, supported and welcomed.

Public schools may not:

1. Deny or terminate a student's enrollment on the basis of actual or perceived immigration status.
2. Treat a student differently to verify legal residency in the United States.
3. Engage in any practices that have the effect of discouraging students from enrolling or attending school based on their immigration status.
4. Require students or their parents to disclose their immigration status or inquire students or parents in ways that may expose their undocumented status.
5. Deny or terminate a student's enrollment due to the student's or parent's failure to provide a social security card.

Protection of Pupil Rights Act

The Protection of Pupil Rights Act, 20 U.S.C. §1232h (hereinafter "PPRA"), requires parental notification in a number of respects:

- a. 20 U.S.C. §1232h(c)(2)(A)(i) requires local education agencies to notify parents annually, at the beginning of the school year and within a reasonable time after any amendment thereof, of the adoption or continued use of PPRA policies. These local policies must include the following:
 - i. The rights of parents to inspect surveys created by a "third party" (meaning not federally funded) before it is administered,
 - ii. Procedures for such inspection of surveys,
 - iii. Arrangements to protect student privacy with respect to surveys on sensitive matters,
 - iv. The right to inspect any instructional materials used as part of the educational curriculum,
 - v. Procedures for inspecting the instructional materials,
 - vi. The administration of any physical examinations or screenings,
 - vii. The collection or disclosure of student information for marketing purposes,

viii. The right of a parent to inspect any instrument used in the collection of personal information for marketing purposes before such information is collected or disclosed, and
ix. Procedures for obtaining access to such instruments in a timely fashion.

b. 20 U.S.C. §1232h(c)(2)(A)(ii) requires an annual notice to parents of the right to opt out of certain activities including collection of personal student information for marketing purposes, administration of certain surveys, and non-emergency invasive physical examinations or screenings.

c. 20 U.S.C. §1232h(c)(2)(B) provides that schools notify parents, at least annually at the beginning of the school year, of the specific or approximate dates when any of the following will occur: collection of information for marketing purposes, administration of surveys containing sensitive questions, and any non-emergency, invasive physical examinations or screenings.

d. 20 U.S.C. §1232h(d) provides that schools must “give parents and students effective notice of their rights under this section [PPRA].”

NCES Report Card

Please visit our NCES website, click on documents to see the NCES Report Card. If you would like a hard copy of this report call Theresa Perrault, Administrative Assistant at 334-2455 ext. 4144 or email her at theresa.perrault@ncsuvt.org