

# Newbury Elementary School Royal Code of Conduct 2015-2016



Newbury Elementary School  
214 Pulaski Street  
Newbury, VT 05051  
802-866-5621  
[www.nesvt.org](http://www.nesvt.org)

## **Important Contact Information**

### **Mailing Address, Phone, and Website:**

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

Webpage: [www.nesvt.org](http://www.nesvt.org)  
Phone: 802-866-5621  
Fax: 802-866-3345

### **School Administrative Staff:**

Principal – Chance Lindsley, Ext. 121  
School Secretary – Nikki Tomlinson, Ext. 101, and Voice Mail Ext. 0  
School Nurses – Carla Horniak & Casey Doerner, Ext. 120, and Voice Mail Ext. 202  
Special Educators – Miriam Ainsworth, Theresa Bonasera, Samantha Bonasera & Heather Prest,  
Ext. 132  
Guidance Counselor – Sara Wilmot, Ext. 110  
Maintenance Coordinator – David Longmoore, Ext. 113

### **School Board of Directors:**

Paul Jewett (Chairman)  
719 Old Schoolhouse Road  
South Ryegate, VT 05069  
Phone: 802-584-3088

Danielle Corti  
2794 Snake Rd.  
Newbury, VT 05051  
Phone: 802-274-4279

Heather Fischer  
371 Old Schoolhouse Road  
South Ryegate, VT 05069  
Phone: 802-584-3305

### **Orange East Supervisory Union:**

530 Waits River Road  
Bradford, VT 05033  
Phone: 802-222-5216  
Fax: 802-222-4451  
Beth Cobb– Superintendent ext. 102  
Keith Thompson – Assistant Superintendent ext. 108

## Faculty Contact Information

Jamie Boulter-Special Education	Ext. 132
Theresa Bonasera-Special Education	Ext. 132
Samantha Bonasera – Special Education	Ext. 132
Alysia Vance Grade	Ext. 118
Andrea Dennis- K/1 <sup>st</sup> Grade	Ext. 129
Casey Doerner – Nurse	Ext. 120
Jeff Goodell- 4 <sup>th</sup> /5 <sup>th</sup> Grade	Ext. 112
- Math Coach	Ext. 143
Kim Goody-Enrichment	Ext. 131
Carla Horniak - Nurse	Ext. 120
Kelley Houde- 2 <sup>nd</sup> /3 <sup>rd</sup> Grade	Ext. 126
Hannah Judas - Art	Ext. 128
Amy Kinder-Reading	Ext. 130
Karl Neubauer- Art	Ext. 128
Lindsey LeBeau- K/1	Ext. 125
Heather Prest-Special Education	Ext. 132
Laurie Storm – Librarian/Technology	Ext. 127
Pam Taylor – 5 <sup>th</sup> /6 <sup>th</sup> Grade	Ext. 111
Lindsey LeBeau - Kindergarten	Ext. 124
Karen Cowles – 3 <sup>rd</sup> /4 <sup>th</sup> Grade	Ext. 117
Sara Wilmot – Guidance	Ext. 110

SUPPORT STAFF

JENNIFER ALLEN	SPECIAL EDUCATION PARA
MARY LOU BOYCE	SPECIAL EDUCATION PARA
RACHAEL EAMES	SPECIAL EDUCATION PARA
LUANNE FOURNIER	SPECIAL EDUCATION PARA
BOBBIE JEWETT	SPECIAL EDUCATION PARA
RUTH KENNEDY	CLASSROOM PARA
DEE DEE LEETE	SPECIAL EDUCATION PARA
DAVID LONGMOORE	CUSTODIAN
DON MAYER	SPECIAL EDUACTION PARA
CATHY MUNKELWITZ	SPECIAL EDUCATION PARA
PHIL MUNKELWITZ	SPECIAL EDUCATION PARA
BETSY NADEAU	SPECIAL EDUCATION PARA
PAUL PELLEGRINO	HOT LUNCH AGENT
NANCY RHOADS	SPECIAL EDUCATION PARA
CONNIE SMITH	SPECIAL EDUCATION PARA
NIKKI TOMLINSON	SECRETARY
JULIA TRASK	SPECIAL EDUCATION PARA
JESSICA TUTTLE	SPECIAL EDUCATION PARA
SANDRA WASSELL	PLANNING ROOM/ SPECIAL ED PARA

## Letter from the Principal

Dear Parents,

We discussed at length for the past two years and are now fully implementing the next step in our educational evolution. A new position was created and we now have partner teachers leading multiage classrooms! We will be more deliberately reaching all students with all of their different learning styles through multiage, project-based education with looping (staying with same teacher for 2 years) when possible, which is supported by both neuro-science as well as educational experience. This year children will have more opportunity to grow from where they are (not just how old they are), high or low, fast or slow, along the path of the Common Core State standards in fun, interesting ways. Reading, writing, and math are tools we will use with art, music, and physical education to prepare our kids to create their future.

Our goal is to feed the fire for learning with loving kindness as our beacon. Here at Newbury Elementary we seek to help students learn for the purpose of serving our community, country and, ultimately, our world. We believe that individual student excellence is but an important step in cultivating harmony with self, others, and nature. The hope is that this will lead to sustainable communities, economic justice, and, some day, world peace. And, it all starts with us having the courage to say these things matter, even as doubters doubt. It all starts with us working together like this school and community do. The time has come for our society to embrace what all of our veterans hope upon their return from war; We must connect the dots between public education, sustainable communities, and peace.

We look forward to working together this year on our little, but important, piece of the pie. If you have any questions, concerns, or ideas, please call or stop in anytime.

Sincerely,

Chance Lindsley  
Newbury Elementary Principal

## About Our School

**Newbury Elementary Vision:** Newbury Elementary is a community of life-long learners dedicated to high expectations & promoting a positive environment, through inquiry, family engagement, & community involvement.

### 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.

### 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. Children should dress appropriately for the cold weather as staff is not on duty until after 7:25 a.m. In inclement weather all students may come into the cafeteria when they arrive, but not before 7:25 a.m. Outdoor supervision is provided from 7:25 a.m. until the beginning of school in the morning and at the end of school until 2:45 p.m. Children may not leave the grounds without parental or staff supervision once they arrive in the morning.

### 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 8:00 when classes begin. If your child is ill or will not be in school for any other reason, please inform the school before 8:00 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. Students who arrive after 8:00 should 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.

### Residence Change/Personal Information

Please inform the school of any change in residence, mailing address, telephone numbers or change in family situations. If you no longer live in Newbury, your children cannot attend without paying tuition to the school district. You must reside in the Town of Newbury. The principal and superintendent will investigate and pursue all reports of non-residency. It is within the NES school board's right to seek compensation for all past services provided to your child during the period of time in which you did not live in the Town of Newbury School District.

### 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.

### **Blackboard Connect Parent Emergency and School Closing Contact System Information**

NES contracts the services of *Blackboard Connect*. 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 in 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. At the back of the paper handbook you will find a list of staff voice mail numbers. 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. There is a bell at that entrance that will notify the main office of your need for the elevator.

### **Food**

Children who do not choose to participate in our Hot Lunch Program may bring their lunch and all students should bring a snack to school each day. Milk is available for purchase for those not participating in the free and reduced lunch program. All lunch accounts must be paid in advance. If a student's lunch account is not paid in full and they have not brought their own lunch, the student will be given a cheese sandwich and a bill will be sent home to the parents. Although we do have some facilities, children should not expect to heat or cook food at school on a regular basis. We ask that children bring no glass containers, soda pop, or candy to school.

**Gum**

Gum is not allowed in or around the school buildings.

**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. This is a very special tradition at NES and parents and community members are welcome to attend. We have an all school breakfast in the gymnasium.

**Monday Circle of Trust**

Every Monday morning at 8:00am, the entire school sits in a circle on the gym floor to start our week 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.

**Student of the Month Assembly**

The Student of the Month Assemblies are an all-school sharing time. They are usually held the last school day every month. Student achievement is celebrated; children and adults present instrumental and vocal music, poetry, stories, plays, skits, dance routines, magic tricks, and gymnastic demonstrations. Some performances are organized by adults and grow out of school programs. Much of the shared work is the result of student selection of material, media, and performers, and of student-organized rehearsals. It is a valued time in the life of the school community. Parent attendance is by invitation of a classroom teacher.

**Guest Speakers and Artists**

Guest artists and speakers are valued and welcomed to the school. In the future other artists will be encouraged to share their skills as storytellers, musicians, artists, poets, dancers, and singers. 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.

**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 ROYAL CODE OF CONDUCT** **(for students and staff)**

### **THE THREE MOST IMPORTANT THINGS:**

Kindness, Respect, and trying your best (even when tired, hungry, or you don't feel like it☺)

### **Awesome Behavior practices expected**

\*We at NES absolutely love learning! We're excited to explore and share in various projects and service learning experiences. In order to realize our full potential, we need to support each other in healthy habits of mind, body, and emotion. To do this effectively, we generally follow these guidelines to help students stay on track.

1. Teacher redirection
2. Student modification (student led with support from teacher)
3. Contact home
4. Principal's office

\*If a student is sent to the principal's office, they will need to stay after school for 30 minutes to make up for lost instructional time.

However, certain extreme actions, like violence, harassment, or bullying, will be dealt with separately and according to district policy. We must ensure a safe environment for all students to reach their greatest potential. There is a spectrum here from play, rough-housing, to fighting but, should our team deem an action as 'across the line' into the violent end of the spectrum, the students may be suspended to ensure safety.

### **Playground Fun**

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. To help everyone work out their own conflicts in a safe, healthy manner, our Guidance Counselor has set up a Peer Mediation Program. This program consists of at least 2 older students on duty and they are an available resource when conflicts arise. We also have 2-3 adults supervising the students.

The recess rules are:

- |          |                |
|----------|----------------|
| *Be Kind | *Be Respectful |
| *Be Safe | *Be Thoughtful |

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

1. Warning
2. Time out on stairs (perhaps to write about expected behavior)
3. Referred to planning room for next recess to write about ideal recess behavior
4. Phone call home by teacher to make a better plan

### **Dress Code**

Students are expected to dress respectfully and in such a way that it is not distracting to the educational process. No tank tops, tube tops, short shorts, or mini skirts. 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.

It is expected that students will dress in a manner appropriate for the occasion, weather, and season. 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. If a child gets excessively wet or muddy, we will ask that child to call their parents for a change of clothing. When on the ice, students must be in snow pants and on their knees to avoid head injuries.

### **Homework Rationale**

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 supplementing, reinforcing and enriching the daily instructional program.

We also believe that reading is extremely valuable to your child's lifelong learning. This activity may include reading to your child, reading with your child and independent reading by your child.

- Homework may be tailored to the specific needs of your child, depending on development levels and capabilities. It should have a purpose which is clear, specific and easily understood by both student and parent.
- Homework should be designed to foster independence, responsibility and positive work habits.

Homework may:

- Provide the practice of a skill already taught
- Encourage real life applications and problem solving
- Develop an appreciation for community resources
- Be creative and provide a variety of experiences such as:
- Personal exploration
- Making collections
- Viewing educational program
- Making models
- Conducting research
- Reading newspapers/magazines
- Writing poetry, stories or essays
- Parents are expected to:
- Support their child's effort
- See that children take responsibility for their own work
- Provide satisfactory homework conditions
- Provide regular scheduling for appropriate study time
- Students will from time to time be introduced to long-term projects. Accommodations will be made in the regular homework program to match the increased expectations of project based work.

### **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 and mailed to town residents.

### **Overview of Support Services**

Special 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, guidance 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**

All 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 they are designed by a basic staffing team which includes parents, teacher, learning specialist, and other involved specialists.

### **Guidance**

Newbury Elementary School has a certified school guidance counselor. Guidance consists of working with all students to help them develop academically, personally, and socially. Our 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 guidance program by contacting our school counselor directly.

## **Health & Safety**

### **Nurse's Office**

The school's nurses maintain cumulative and confidential health records, perform health screenings, administer first aid and emergency treatment, and are 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 Cards**

Forms which request health and emergency information are sent home at the beginning of each school year and need to be returned promptly. Emergency cards 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 follow 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 start of antibiotic therapy.
  - Impetigo - until 24 hours after 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 should be made by the parent or guardian to pick the child up.

### **Other Health Concerns**

Newbury Elementary school has developed policies and procedures that are in compliance with Department of Education Rule 4200 regarding alcohol, tobacco and other drugs. The policies prohibit the use of alcohol, tobacco, and other drugs on school property. Procedures have been established for support and referral for incidents or problems arising from the use of these substances as well as for education about substance use and abuse. The complete policies are available in the main office.

### **Food Allergies**

We have students at NES with severe and life threatening nut allergies. Although we have allowed nut products in the past and created a separate area in our lunchroom for students with nut allergies, we request that you do not give your child any products that contain nuts. The health and safety of all children is our priority and expect your cooperation in this area. If you have any questions feel free to contact the nurse and principal.

### **Animals**

Since the health and safety of our students and employees are a top priority, students wishing to bring an animal into school for a special project or 'show and tell' must receive prior permission from the class teacher. The animal must be removed from the building when the purpose for its visit has been accomplished. Puppies and other animals without up-to-date rabies protection are not allowed in school.

### **Fire Drills**

Fire 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.

## **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 encouraged 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. Depending on the situation the following actions will be generally taken:
  - A. Phone call to parents

- B. One Week Suspension from bus
- C. Two Week Suspension from bus
- D. Removal from the bus for the remainder of the school year

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.

### **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 7:20am to 7:40am, and pick-up is from 2:40pm to 2:55pm. 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 order.

### **Hazing and Bullying**

It is the policy of Newbury Town School District that it provides a safe, orderly, civil and positive learning environment. Hazing and Bullying have no place in the school and will not be tolerated. These situations will be handled according to the School Board Policy.

### **Friends of Newbury Elementary School**

The Friends of NES is our version of a PTO. It is our hope to have parents become more involved in and knowledgeable of the school programs and organization. The success of this group depends on the involvement of as many parents and teachers as possible. We invite all parents to join us. If you have any questions or interest, please call the school office.

### **Visiting**

Parents are always welcome to visit their children's classes. Please call ahead so that teachers can arrange to meet with you. If you are interested in sharing something special with a group of children, please let us know. Visitors should check in at the Office when entering the school.

### **Volunteering**

Newbury Elementary School encourages active volunteerism. If you would like to volunteer your time in a classroom, to help with field trips, or to take part in a special activity on a regular basis, please contact the school. A background check needs to be completed before someone can volunteer. Paperwork can be picked up in the office. Sign the guestbook in the office whenever volunteering.

### **Open Houses and Parent-Teacher Conferences**

Each homeroom teacher holds an open house for parents the week before school begins to explain the program and expectations for the year. 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 first and third Tuesday of every month. The first Tuesday meeting will be at 7:15PM at Oxbow High School in the Conference Room and the third Tuesday meeting will be at 12:30PM in the Newbury Elementary School 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.

### **Local Action Plan**

Vermont Act 60 requires schools throughout Vermont to write and implement a Local Action Plan, designed to improve the performance of all students in the school. The plan is developed by a team of administrator, teacher/staff members, parents, community members and school board members. This team reports to the school board on a monthly basis at board meetings. The plan is developed using student performance data obtained from local assessments and state assessments. The plan is approved by the school board. The action plan contains:

- Goals and Objectives for improved student learning and well-being
- Educational strategies and other initiatives designed to achieve these goals
- Success criteria

### **Use of Newbury Elementary School**

The school building is available for use during non-school hours. A building-use schedule is available in the office upon request and the discretion of the principal. 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.