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<td>Aug 27 &amp; 28 - In-Service Day #1 &amp; #2</td>
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<td>177 Student School Days</td>
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<td>182 Total Days</td>
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The Newton School Handbook 2018-2019

School Board Members:
Erik Goodling (Chair)
Hilary Linehan (Vice Chair)
Sarah North (Member)
Jeff Solsaa (Member)
Glenn Wylie (Clerk)

White River Valley Supervisory Union
South Royalton, VT
763-8840
Bruce Labs (Superintendent)
Kristy White (Administrative Assistant)

The Newton School
735-4351; 765-4785 (fax)
Greg Bagnato (Principal)
Eleni Howe (Administrative Assistant)
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Dear Parents and Guardians,

I find that once the school year has finished and everything starts slowing down, it is so much easier to appreciate life. I was fortunate to supplement my summer mindset by doing some backpacking during the last week of June. Walking the ridgelines was a great way for me to reflect on the past school year and start to think about the next one.

Last year was fantastic. I was thrilled to read teacher comments and see student improvement. Our three school-wide goals of implementing Responsive Classroom, developing student-led conferences, and creating proficiencies were very successful. Of course we will continue to work on these and take on new initiatives that are identified by our action plan and student/parent survey. One of the challenges I find as principal is organizing all the resources and information and really focusing on a few specific goals that will benefit students the most.

One of the largest initiatives will be developing a school-wide cluster program. Our teaching clusters next year will be K-2, 3/4, 5/6, and 7/8. Creating the two older clusters will be new this year. The setup will create opportunities for students to be with their grade level peers and combine with students in another grade. For years this has worked at Newton and I find that it will allow for better developmentally appropriate programming by teachers. While I have hosted meetings and sent out information regarding this decision, please contact me with your concerns and questions.

Another big change will be the four new staff at Newton. While we will certainly miss Emily Girdwood, Senorita Pratt, Ms. Pierpont, and Ms. Tieff, I am thrilled with the folks who will be at Newton for the first time:

**Matt Aucoin** will be our Art Teacher. Matt has a Bachelor of Art in Art Education and Master of Fine Arts. He has taught for the Newton School One Planet program and teaches elective art classes at The Sharon Academy. Matt specializes in drawing, especially comics.

**Becca Jones** will be our 5-8 Spanish Teacher. Becca has a Bachelor of Arts and Master of Arts both in Spanish. She has taught middle and high school Spanish since 2006. Originally from Vermont, Becca recently returned from Oregon and lives in Norwich.

**Jasmine Tremblay** will be a 5/6 Teacher with Mr. Walker. Jasmine has a Bachelor of Arts in Elementary Education and a Master of Education. She has been an upper elementary teacher in Vermont since 2006 and specializes in STEM (Science Technology, Engineering, and Math) instruction. Jasmine is returning to her old stomping grounds as she is a Thetford Academy Alumna.

**Julia Waswo** will be our Music Teacher. Julia has a Bachelor of Music Education and Master of Music in Music History. She has six years of experience teaching children in grade K-12. She is a talented vocalist and has been a choral instructor and assistant director for musical theater.

With more than a month of summer left you will be getting more communications from Newton, most importantly, you will get an email notifying you that it is time to register online. This registration also includes permission forms for field trips, athletics and more. I will also be sending a forms for sports sign-ups and 7/8 electives signups. Supply lists are unchanged, but will also be sent home soon. An updated calendar will be posted on the website soon including 2 more school days. In the meantime, please plan to come to Start the Year Right Night on Monday, August 27th starting at 5:00 pm

Have a great rest of summer!

Greg Bagnato
Principal Newton School
The Newton School Staff
2018-2019
(802) 765-4351-firstinitiallastname@newtonschool.org

ADMINISTRATION
Principal 
Greg Bagnato
Administrative Assistant 
Eleni M. Howe

CLASSROOM TEACHERS
K-2 Cluster 
Anmari Kicza
Amanda Longcore
Marie Robinson
3/4 Cluster 
Alyssa Catalano
Denise Cote
5/6 Cluster 
Jasmine Tremblay
Eric Walker
6-8 Cluster 
Ilene Kanoff
Diane White

SPECIAL EDUCATION
Case Managers 
Deanna Cayer, 5-8
Yvette Bohman, K-4
Paraprofessionals 
Brenda Kniffin
Donna Panella
Jessica Richardson
Jane Phelps

ENCORE TEACHERS
Art – Matt Aucoin
Music – Julia Waswo
Spanish – Rebecca Jones
Outdoor Education Coordinator – Alyssa Catalano
Physical Education – Casey Grimes
Library/Technology- Simone Pyle

STUDENT SERVICES
Nurse & Clinic Coordinator 
Kerri Juergens
School Counselor 
Michelle Pringle
Speech and Language Pathologists 
Katherine Roe
School Pediatrician 
Dr. McWilliams
Reading Specialist 
Charlene Leonard

SUPPORT SERVICES
One Planet-After School Program 
Kiersten Harlow
Food Service 
Gretchen Hewes (Asst: Sharon Brown)
Facilities Manager 
BJ Miller (Asst: Ed Eastman)
Technology Support 
Michael Tisdale (IT)
Transportation Services 
Butler Bus Service (788-4322)

PTA President: Shannon Varley
PTA Vice President: Christine Bailey-Kellogg
The Newton School - School Vision

Mission Statement

“Our mission is to develop each child’s potential for academic success, engagement and overall well-being. Through this process, we will enrich each child’s education with community involvement, collaboration and outreach.”

The Newton Schools’ DEFINITION OF LEARNING

Staff at the Newton School will:

Develop each child’s potential for academic success in core and non-core classes by supporting each student’s individual needs through people and programs.

Develop each child’s potential for engagement, by having students learn through a variety of methods. Education at Newton School will consist of a mix of individual, social, local, and global learning. Students will be encouraged to take risks, be creative, explore their strengths, and grow from their successes and failures.

Reach each child’s potential for well being by making sure that students’ emotional, social, physical, and academic needs are met by providing a safe, supportive, and caring environment. Collaboration, communication, and differentiation is valued, taught, and experienced by the Newton School Community.

Enrich each child’s education through community involvement and outreach. We will expose students to a wide range of activities both within and outside the school and with a variety of people. These experiences should be organized to benefit all parties involved and promote positive change.

The Newton School Statement of Core Values

- At the core of our school is a commitment to academic excellence.
- Each child should receive individualized attention.
- The Newton School plays a vital role in the life of our town.
- The success of the Newton School depends upon the support and participation of the Strafford community.
- Our school works best when it works in a cost effective manner.
Newton School: General Information & Guidelines

As of the opening of school, this is the information and guidelines to help us all do our best work in school. We reserve the right to make any changes throughout the school year and will notify you of those changes. For all parents and students; please acknowledge you have read the Handbook on your online registration.

After School Arrangements

Parents must send a note if a child is going to a friend's house, a team practice after school, or doing anything different than usual. For safety reasons, unless we have a note from a parent telling us that a student will be doing something different, we will handle dismissal as usual. We can’t rely on students’ memory or understanding of special arrangements, and it may be impossible to make last-minute calls or reach parents to verify plans. If something comes up during the day, please call the main office (765-4351) as soon as you are aware of the change as making new arrangements during dismissal typically leads to confusion.

After School Activities and Athletics

A large number of students participate in after school activities. There are clubs, athletics, and the One Planet After School Program at The Newton School. This program ends at 5:30 pm. For more information, please contact the school. For athletics, The Newton School typically has soccer and basketball teams for grades 3-8. You will receive an online registration for athletics.

The following rules govern eligibility for participating in school sports or other clubs:

- A student must maintain passing grades. If a student's performance in school begins to slip, the teacher and coach will meet with the student and notify the parents or guardian to try and solve the problem. If the teacher and coach decide that the student is not working up to his or her potential, the student will be suspended from the team until their grades return to passing. This applies to all subjects, including art, music and physical education.
- All students involved in the interscholastic sports program for grades seven through eight must have a sports physical. All athletes must show proof of accident insurance coverage or purchase insurance offered through the school. If you are in need of insurance, please contact the school office, as we will be able to assist you.
- All parents who have students involved in athletics must also review and sign the Athletic Permission Form and Parent/Athlete Concussion Information Sheet (These can be signed on your online registration).
- Parents and athletes must respect other players and the rules of the game. Opponents or teammates should not be subject to ridicule, and cheating is no more tolerated in athletics than in the classroom.
- Students must be in school at least ½ the day to participate in sports, practice or any school sponsored extra-curricular activity.
- If school in cancelled due to weather, etc., all after-school activities are cancelled also.

Arrival at School

Supervision is provided at 7:30 AM. Therefore, students should not arrive before that time. Instruction begins at 8:00 AM. To avoid being tardy, students should plan to be at their seats ready to learn by 8:00 am. Students who arrive after 8:00 AM will be considered tardy and a parent must bring them to the office and sign them in. It is parent’s obligation to get students to school and on time except for emergency and/or medical reasons or for extenuating circumstances. Tardiness has a negative impact on student learning and class participation.

Weather permitting, students will be outside for morning recess until the school bell rings. At that time, all students line up by class and enter school when called by the staff members on duty.

Please remember that once students arrive on school grounds, they cannot leave during the school day unless signed out and supervised by an adult who has been authorized by a parent to pick up the student.
Attendance - Absences/Tardies
It is very important that students attend school daily. Doing extra homework can never take the place of class discussions, projects, demonstrations, clarification of concepts, and assignments, etc. that are missed due to absence from school. State law requires that all children between the ages of seven and sixteen attend school (VT Education Law T.16 1121-1129). If a student has a high number of absences, the principal must report this to the state and the truant officer. Parents: please call the office as early as possible if your child cannot attend school. If a student is absent, and the office has not been notified, we will contact you. It is recommended whenever possible to schedule routine medical appointments during scheduled school breaks and early release days.

We know family vacations are a very important part of the lives of our children. Families need to keep in mind that when these vacations are taken and students miss class, it does affect your child’s education. Parents are urged to plan family trips during school vacations/early release days so as not to interfere with education. In this light, please try to avoid taking school days as part of your vacation. A planned absence form **must be completed** prior to the absence of students missing one or more days from school. Forms are available in the main office.

If a child feels ill, he or she should not come to school. It has been our experience that when a student comes to school feeling sick, he or she usually has to go home before the end of the day. If a child is sick for three or may days in a row, please provide a note from the doctor.

The school has revised our Truancy Protocol. Important changes include:
- Excused absences include being sick (please call the administrative assistant to report your child’s sickness).
- Unexcused absences include vacations, unsanctioned events/programs, more then three days of sickness without a doctor’s note. Please contact the school principal if you have any questions if an absence is unexcused.

A copy of the protocol can be found in the appendix of this handbook.

Bicycles
A rack is provided for students who ride their bicycles to school. Bikes should be parked in that area and must be left there until the end of the school day. For safety reasons there is no bicycle riding (or skateboarding, etc.) allowed on school grounds between 7:30 am and 3:30 pm.

Bus Transportation
The Newton School contracts with Butler Bus Service for all bus transportation. Their telephone number is (802) 788-4322. Questions about bus service should be raised with Butler Bus Service, but, if they are serious or if problems do not get resolved satisfactorily, should also be brought to the attention of the Principal. Bus routes are posted before the first day of school. Requests for transportation or changes should be made to the Principal who will forward them to the Bus Company or school board. By state law, the Board is responsible for transportation.

In the event of a bus emergency or bus delay/cancellation, parents/guardians will be contacted via the school’s emergency communication system. In this event parents should expect to receive a phone call, text, and/or e-mail.

Please remember that the use of the bus is a privilege. If riders are unable to follow expectations this privilege may be taken away. Our responsibility for the children’s safety on the school bus cannot be compromised. Therefore, students are expected to observe all safety rules:
- Be ready and waiting at the bus stop by the scheduled pick-up time.
- Wait until the bus comes to a full stop before approaching to get on.
- Upon entering, go directly to a seat and stay in that seat. Drivers have authority to assign seats.
- Remain seated until bus comes to a full stop at school and driver is ready for unloading.
- Act safely and respect rights and property of others at all times.
NOTE: for purposes of student behavior, the bus and in some cases the bus stop are extensions of school and the same school rules apply. The driver will first warn students who fail to follow these rules. If problems continue after this warning, the student may receive discipline consequences from the Principal. These may range from having an assigned seat, to detention, or being suspended from the bus, temporarily or for the rest of the year.

The drivers and the students share responsibility for assuring that everyone has a safe, pleasant ride to and from school or on field trips. Drivers are expected to concentrate on their driving and depend on the cooperation of students to do so.

Emergencies
If there is an emergency (i.e. a school evacuation, lockdown, or early school closing), a message will be sent through our emergency communication system. Through this system, you will receive an automated phone call and possibly an e-mail or text explaining the emergency and directions on how to proceed. If the situation changes or needs to be updated, subsequent messages will be sent. This may include a plan for students getting home.

Leaving School Early
If a student has to leave school early, the adult picking up the child must come into the office to sign him or her out. It will help teachers plan the day if they know about this in advance. If someone other than a parent or person on the student’s contact sheet will pick up a student, we must receive a note giving the parent’s authorization. We will ask for identification if we do not know the person by sight. Though we are a small school, we can’t know every family member and friends and need to be sure all children are safe.

Library Information-The Ruth Wallace Memorial Library
Students, staff, and parents of The Newton School may check out materials from the school library. These include books and periodicals, audiobooks, and videos. The following policies apply for borrowing library materials:

Kindergarten - 1 item for 1 week  Grades 1 / 2 - 2 items for 2 weeks  Parents 6 items for 1 month

Grades 3 / 4 - 4 items for 2 weeks  Grades 5 - 8 - 6 items for 2 weeks

The librarian reserves the right to recall an item, or limit the number checked out, in order to maintain the availability of popular or needed titles. Students with overdue items may be restricted from checking out books until the overdue item is returned. There is a “Free 2 Borrow” shelf of discarded books from which students may select a book to take home.

Lost or Damaged Materials - Students are responsible for returning library materials on time and in good condition. Overdue notices will be sent home each quarter reminding students of their overdue materials. There are no overdue fines; however, if a book is lost or damaged while in a student’s possession, then it must be replaced, either by paying the full price of the item or donating a similar item.

Kindles - The library will lend Kindles to students in grades 5-8 only. Students must have a permission slip signed by a parent or guardian in order to check out a Kindle. The cost of replacing a lost or damaged Kindle is the responsibility of the student and his/her parent or guardian. Permission slips are available in the library.

Marking Periods.
The school year is divided into three marking periods (trimesters). Report cards are sent home after each marking period and students in grade 7/8 receive progress reports halfway through trimester.
Conferences
Student-led conferences are scheduled for the Fall and Spring (see the school calendar), and may be arranged at any other time at the request of either the parents or the teacher. We encourage communication in both directions and urge both parents and teachers to touch base often and to be frank, open and constructive in their discussions.

School Closing
The Principal, in consultation with school/town personnel and superintendent, will make the decision to cancel school, delay opening of school or send students home early because of inclement weather, power outage, or other situations. Blackboard Connect will be used to notify parents as early as possible, most likely between 5:30 and 6:30 a.m. School closing will also be announced on television and radio. NOTE: if school is cancelled, all school activities scheduled for that day also are cancelled.

School Dismissal
School ends at 3:00 PM, except on early release days when dismissal is at 12:30. Every Friday is an early-release day, and there may be others during the school year. Students are dismissed by announcement according to whether they walk home, ride a bus, attend after-school activities or are picked up. Parents will be notified when students will be sent home early during emergencies (i.e. snow). We will be using Blackboard Connect to notify parents.

Student Contact Information
Online registration will provide parents a way to tell us how to reach people at work, whom to contact in an emergency and special health considerations about students. It is extremely important that parents give us this information accurately and let us know if anything changes. Every year, we have several situations where phone numbers have been disconnected, or we have no way to contact anyone about a student. Please note the information in the Appendix about “directory information” for students and families. It explains what information about students we may use or make public; parents must notify us if they wish to change any of this.

Visitors To The School
We welcome visitors to our school. When possible, we prefer to have 24 hours notice before visits to school to allow us to prepare for your visit and review any necessary information in advance. Teachers and staff are very busy during the workday, which is from 7:30 am to 3:30 pm. In light of this please avoid unscheduled visits during the school day unless the issue is urgent. Even short interruptions can distract from a teacher’s ability to prepare for and work with children during the school day. If you need to speak with a teacher or staff member, please contact the individual to schedule an appointment.

**In order to keep our children safe and maintain our classroom routines, please make sure your first stop is the office to sign in.**

Your Rights and Responsibilities
The teachers and staff of the Newton School appreciate the important role that parents play in the education of their children. We believe that working together as partners in a mutually respectful way maximizes positive outcomes for students. Students, parents, faculty and staff each have a right to be treated with courtesy and respect in all of our interactions with each other. We should all keep this in mind any time we communicate with each other, whether it is in person, by telephone, through email or in a letter.

When communicating about an issue of concern, please show respect by following the chain of command. First, discuss the issue with the teacher or staff member involved directly. Second, if you are not satisfied with the results, please contact the building principal, Greg Bagnato. Third, if you are still unsatisfied, please contact the superintendent, Bruce Labs. Finally, if after following all of these steps, you are still unsatisfied with the response to your concerns, then contact the School Board.
Newton School: Student Conduct & Expectations

Appropriate Clothing

We feel that school is the student's "workplace." Appropriate dress for staff and students is expected in order to promote a productive and respectful school climate.

The school supports parents in encouraging their children to wear boots, warm jackets, mittens/gloves, and hats during the cold months of the school year. Students are outside both before and during recess times, unless the temperature or wind chill is below 0°F.

In order for us to be productive and respectful, items such as pajamas, and other attire or accessories that do not add to a productive and respectful learning environment will not be allowed. Exceptions will be made during approved school dress up days.

- The dress code is not gender, weight, or size specific.
- Students must wear sufficient clothing so that no bare skin or underwear is visible in the front or back of the torso from the upper chest to below the buttocks.
- Hats are allowed in school on Friday only. Hats are to be removed during the Pledge of Allegiance and in the cafeteria during snack/lunch.
- Clothing that promotes alcohol, drugs, racism, sex, tobacco, violence or weapons do not promote a positive school climate and are not allowed.

Students not in compliance will be notified by a staff member at an appropriate time as to not embarrass the student. Students may be asked to change. Multiple infractions will warrant disciplinary action.

Excused from Dissection Activities

A student in the Newton School has the right to be excused from participating in any lesson, exercise or assessment requiring the student to dissect an animal, or to observe dissection of an animal, or similar activity, as a part of a course of instruction. A student, parent or guardian may ask to be excused from participating in or observing such an activity by notifying the teacher and/or principal in writing upon learning of it. The school will notify students and parents in advance of such activities. The school will allow students to have access to alternative experiences by which to learn and assess their knowledge and skills on material required by the course.

High School

Thetford Academy is Newton Elementary School’s designated high school. However, each year we have students attend other schools. In order to do so, the parents must seek a waiver from the School Board under 16 V. S. A. § 827, which allows them to issue a waiver for parents to send their child to a high school other than Thetford Academy for one of the following reasons:

1. Dissatisfaction with the instruction provided at Thetford Academy;

2. Inability to obtain the desired course or instruction at Thetford Academy; or

3. Better accommodated in an approved independent or public high school nearer the student’s home during the next academic year.
Information regarding the high school process will be communicated during Start the Year Right Night and an night and in later in the year for students and parents. More information on this procedure can be found by contacting the Principal or the Strafford School Board.

Nut Allergy Procedure
Grades K-8: There are no restrictions on what kindergarteners through 8th graders can bring to school for snack and lunch.
- In an effort to keep the students with food allergies safe, we ask students in grades kindergarten through eighth grade to wash their hands before and after eating their food (especially if they had meals containing nuts or nut products).

Schoolwork & Homework
Students are expected to do the best they can in school. Teachers strive to accommodate individual differences and needs and, at the same time, they do their best to challenge students to expand their knowledge and understanding and to continue to grow and learn. The teaching staff at Newton School has created the following philosophy and guidelines:

*Newton School considers homework to be an important component of the educational process. We believe regular homework allows students to practice skills learned at school and prepares them for increased learning the following day. When considering homework teachers will use the following guidelines:
  · Homework will be for practice or reinforcement of a concept, not instruction.
  · Homework will be purposeful and be at the appropriate level for the student.
  · Homework will be tracked carefully to ensure the right amount is being assigned.*

If you have questions or concerns about your child’s homework, please first discuss with the teacher.

Student Behavior & Discipline
Over the past year, staff at Newton has created a clear “Response Guidelines to Behaviors”. Our discipline system is designed to help students learn to accept responsibility for their behavior and improve it, rather than just punishment (The policy is reprinted in the Appendix). Basic rules govern student behavior in the classroom, the library, the lunchroom, on the playground, on the bus, on field trips, etc., and are discussed with each class. Students and staff have created four overall school rules: (1) Be Safe in Our Actions and our Words; (2) Believe in Yourself and Persevere through Hard Times; (3) Respect School Materials, Yourself, and Others; and (4) Have Fun.

When students break rules, they are asked to evaluate their behavior, plan alternatives, take responsibility and commit to more appropriate behavior. Excuses are not acceptable; reasons are considered and factored into plans. Consequences may range from a warning or “time out” through lost recess time (for safety issues), to a detention or suspension in the case of serious or repeated offenses. (Please note: “just joking around” is never accepted as an excuse for harassment, bullying, or offensive language.)

Safety and Respect are very important and a few issues deserve special attention. We truly need everyone’s support in these areas:

*Fighting* among students is never permitted--in the building, on the playground, on the bus or at school functions. We teach students to solve problems without pushing, hitting, etc., and violations in these areas are treated seriously. *Relational Aggression* is when someone harms others through purposeful manipulation and damage of their peer relationships.

*Harassment & Bullying*: In keeping with state law, we are very firm about bullying and harassment. (The school’s policy is reprinted in the Appendix.) Students should be safe from verbal attacks as well as from physical ones. While students and adults are encouraged to contact any staff member, Greg Bagnato and Michelle Pringle are the Designated Employees to receive complaints about harassment or bullying. Bullying is defined as any overt act or combination of acts, including an act conducted by electronic means, directed against a student or employee by another student or employee or group of students or employees and which:
A. is repeated over time;
B. is intended to ridicule, humiliate, or intimidate the student or employee; and
C. either:
   occurs during the school day on school property, on a school bus or at a school-sponsored activity; or does not occur during the school day on school property, on a school bus, or at a school-sponsored activity but can be shown to pose a clear and substantial interference with another student’s right to access educational programs or disrupts the workplace.

Examples of bullying include:

- Name-calling and verbal taunts
- Physical threats or actual physical harm
- Off-campus text messages or social media posts that ridicule or intimidate to the extent that the target is not able to fully access the school’s programs or disrupts the workplace.

In order to be bullying, incidents such as the ones described above must be repeated over time, directed at a particular student or employee, and intended to ridicule, humiliate or intimidate. In some cases, acts of bullying may constitute unlawful harassment, where the conduct is based on or motivated by a student’s or student’s family member’s actual or perceived: race, creed, color, national origin, sex, race, sexual orientation, gender identity, marital status, or disability.

There are ways for students to report harassment or bullying anonymously, and we work with students and employees so everyone understands the law.

Being a Part of a Respectful Environment is the responsibility of all students and school community members. A respectful environment leads to a productive learning setting, which is the expectation at The Newton School. Examples of behaviors, which do not respect other’s rights and will not be tolerated, are:

- Swearing or using offensive language at school, on the bus, or at any school functions.
- Public Displays of Affection (PDA) at school, on the bus, or at any school functions.

There are NO weapons or look a like weapons allowed on school property, at school events, busses, or at bus stops. Again, this is in keeping with the law. Violation of school policy in this area may leads to a hearing before the School Board for possible long-term suspension or expulsion, plus referral to the police.

No smoking, alcohol or other drugs are permitted on school property, at any school event (at or away from school), or at any non-school event held on school property. Students may not be “under the influence” of such substances at any time. Violations may be subject to a School Board hearing and police involvement. More information on this also is in the Appendix.

Electronic Devices and Acceptable Use of Technology

Electronic Devices have become a part of everyday life. In school, these items are an important educational tool. Unfortunately, there are times when they are misused and, in some cases where children were put into dangerous situations. Therefore, Newton School has two policies governing acceptable use of technology and electronic devices. These policies are for students, staff, and visitors to the school. A summary follows, and the policies with more details are available in the appendix.

- During school hours, students may use electronic resources including the Internet for educational purposes.
- During school hours, the use of cell phones, personal devices (i-pod’s, tablets, etc.), and imaging devices (a device that can take a picture, video, or scan) is a matter of teacher discretion.
Understand that electronic communications (e-mails, chat, etc.) are not confidential and do not share personal information by means of the school’s electronic communication system.

In accordance to this policy and the Policy on the Prevention of Bullying, electronic devices should never be used to harass someone else and likewise, users should respect other’s privacy by getting permission to photograph or video someone else.

Imaging devices may not be used in a way to copy work inappropriately.

The school takes reasonable steps to be sure that technology is used safely. These include teachers supervising students and use of “filtering” software to control Internet sites available, etc. Students must be responsible for using technology properly and for educational purposes. The school’s “Responsible Use Agreement for Students-Use of Technology,” which explains the rules in detail, and which contains a form that must be signed by parent and student. See appendix. Only those students with a signed form on file will be allowed to use computers, etc., at school. Violations of these procedures will be treated as with other discipline violations: a warning, followed by suspension of privileges if the action is repeated, with possible permanent removal from computer use if the problems continue. All rights of due process apply.

Please see the Appendix for the Responsible Use Agreement for Students-Use of Technology, which needs to be signed by all students and parents through the online registration.

Newton School: Student Services

Food Service Program

School breakfast and lunch, offered as part of the total education program at The Newton School, are available daily. The menus will be available at the beginning of each month and posted on the school website.

Free meals are available based upon federal guidelines. An application form is sent to each home at the beginning of each school year, and forms are kept available at the school. **We encourage every family at Newton School to complete this form.** Sometimes proud parents can feel too embarrassed to apply for this small support the federal government gives. We want you to know that the process is completely confidential. Your application results not only in a significant savings to you and a nutritional meal for your child, but it also can result in additional funds for the Newton School.

For students that pay for their meals, student balances are available through their My MealTime account. Balances can be paid through My MealTime (5% fee) or directly to the Newton School Food Service. If families are unable to pay their bill in full, the following sequence will occur:

1. First, a letter from the food service manager reminding families that they have a balance.
2. Second, a request to meet with the food service manager and principal to discuss a payment plan.
3. Third, a request to meet with the principal and a school board representative to further outline a workable payment plan.

If you have any questions or concerns about the food service program, please call Gretchen Hewes at (802) 765-4351 ext. 207

Guidance Services

The counselor works with individual or groups of students at the request of the student, teacher or parent. Students might talk with the counselor for help getting along with others, anger management, coping with death in the family or parents’ separation /divorce, improving study habits, etc. In virtually every case where a student meets with the counselor individually, parents will be notified beforehand or as soon afterwards as possible in unforeseen situations.
Student Health

Medical services available at the Newton School: the school nurse provides health services at school. The Strafford School-Based Health Clinic (HealthHub) provides medical, dental and mental health services. The nurse, the pediatric nurse practitioner, the dental hygienist, and a licensed social worker provide services. All Strafford children (regardless of age) are eligible for services.

The nurse is responsible for maintaining student health and immunization records, first aid, health screenings (dental, vision, hearing, height/weight), administering medications and teaching health classes. The nurse is available to parents, teachers, and students for discussion of any issues around health, communicable diseases, etc.

Concussion Education in Vermont Schools

Concussion management is a serious issue that faces Vermont schools. With the enactment of the School Sports Concussion Law (Act 68) and the subsequent Concussion Guidelines authored by the Vermont Department of Education, there are responsibilities placed upon school principals and administration to ensure the safety of Vermont student athletes. The Newton School will provide educational material to our coaches, athletes, and the athlete’s parents and guardians regarding the concussion and mitigation of concussion-related injuries. Specifically, we will:

- Ensure that all coaches and staff are trained and aware of concussion related procedures.
- Educate student athletes and parents through meetings and literature.

In order to play on a school team, all athletes will be required read over and sign the “Parent/Athlete Concussion Information Sheet”. If a student suffers a concussion, parents must provide a doctor’s note to the school stating the process in which the child is allowed to resume academic work, physical education classes and team sports.

Health Restrictions

If a child is unable to participate in any school activities (for health reasons), please send a doctor’s note to the nurse with the reasons, as well as stating when they may participate again.

Immunizations

The State of Vermont eliminated the "philosophical exemption" for immunizations. Please bring your children into compliance with the Vermont Department of Health regulations regarding immunizations required of students in public schools. The list below is a summary—we urge parents to check with their doctor to be sure students are in compliance, as the school is required to enforce these regulations.

Immunizations required before entering Kindergarten (or any new student before 7th grade):

- 5 DtaP (4 if the 4th dose was given on or after the 4th birthday)
- 4 polio (3 if the 3rd dose was given on or after the 4th birthday)
- 2 measles
- 2 mumps
- 2 rubella
- 3 hepatitis B
- 2 varicella (waived with approved evidence that the student has a history of disease)

Immunizations required before entering 7th grade (or any new student in 7th grade or higher):

- 5 DTaP/DTP plus 1 Tdap booster
- all others as for kindergarten.

We also request that students have a tetanus booster every ten years. Any time a student receives a “shot” at the doctor’s office, we ask that parents ask for a note to be sent to the school nurse for the student’s health record.

If a doctor feels an immunization is medically unsound, a signed exemption form is required (the philosophical exemption was removed through Act 37 (2015)). Please talk with the School Nurse for further information about immunization, or for appropriate forms.
Injury at School
Children should report all injuries to an adult. The child will then be monitored to determine how severe it is. It is the policy of the school to notify parents if an injury or illness appears to need further attention. In the case of serious injuries, 911 will be called and parents notified as soon as possible.

Illness
Please remember to have your child stay home from school if they have a fever over 100 degrees. If your child has a sore throat, bad cough, runny nose, body aches, chills, vomiting, or diarrhea they should stay home. Students who have had a fever of over 100 degrees or have thrown-up need to be symptom free for 24 hours before returning to school or extra-curricular activities. For good hygiene children and staff are encouraged to cover their nose and mouth when they cough, wash their hands after they cough or sneeze, do not share food or beverages and wash hands before snack and lunch.

Pediculosis (Head Lice)
If parents/guardians discover head lice or nits in a child’s hair they need to notify the school nurse.

Emergency Care Plans for Life Threatening Medical Conditions
If your doctor has ever told you your child has asthma, a life-threatening allergy or any other life-threatening health condition please inform the school. In compliance with Vermont Act 158, parents of any student who has a life threatening condition should give the school an updated emergency plan at the beginning of each school year. The school nurse and principal will put this plan into place. In compliance with Vermont Act 158 parents may ask that their child with a life threatening condition be evaluated for a 504 plan.

Personal Hygiene
Personal cleanliness matters because it affects how students feel about themselves and each other. This can be a sensitive issue and children may need adult guidance.

Medication
If a child has to take medication during the day, parents should try to set up a schedule that allows dosages to be given at home. If such a schedule is not possible and the medication has to be taken during the school day, please send the medication in a container labeled by the pharmacy with a separate written order from the doctor on how it is to be administered. A medication order and permission form is available from the office. The Strafford School District medication policy, states that, “All prescription medications require the completed form (or a doctor’s order and parent note) in advance and must be in the original container.”

All medicine must be stored in the Health Office during school hours, except under orders forwarded by a physician and discussed with the School Nurse. Please call and discuss any health /medication concerns with the School Nurse.

Student Support
Educational Support Team (EST): The Newton School uses a variety of supports and services to help meet the needs of all children. These supports and systems make up our Educational Support Team (EST). Students are referred to the EST through school staff and/or parents/guardians who feel a student needs extra support to be successful at school. The EST is responsible for gathering information about the student who has been referred.
If a parent/guardian is concerned about their child they may:
- Contact the students’ teacher to discuss their concerns.
- Set up a meeting with staff to discuss their concerns.
- Contact the EST Coordinator (School Nurse) to discuss what to do with their concerns.
- Complete an EST referral.
APPENDIX

This appendix includes many summaries and some full policies, which the school is required to publicize to parents and students as well as documents that are referred to in the text, or may be of special interest. Full school policies are available upon request and on the school website.

STRAFFORD SCHOOL DISTRICT POLICY SUMMARIES, NOTIFICATIONS AND PROTOCOLS:

Prevention of Bullying Policy

The Strafford School District recognizes that all students and employees should have a safe, orderly, civil and positive learning environment. Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated. Bullying may involve a range of misconduct that, based on the severity, will warrant corrective action and/or discipline. Behaviors that do not rise to the level of bullying may still be subject to intervention and/or discipline under another section of the discipline plan or policy.

Definitions - For the purposes of this policy, “bullying” is defined as any overt act or combination of acts, including an act conducted by electronic means, directed against a student or employee by another student or employee or group of students or employees and which:

A. is repeated over time;
B. is intended to ridicule, humiliate, or intimidate the student or employee; and C. either:
   a. occurs during the school day on school property, on a school bus or at a school-sponsored activity; or
   b. does not occur during the school day on school property, on a school bus, or at a school-sponsored activity but can be shown to pose a clear and substantial interference with another student’s right to access educational programs or disrupts the workplace.

Examples of bullying include:

- Name-calling and verbal taunts
- Physical threats or actual physical harm
- Off-campus text messages or social media posts that ridicule or intimidate to the extent that the target is not able to fully access the school’s programs or disrupts the workplace. In order to be bullying, incidents such as the ones described above must be repeated over time, directed at a particular student or employee, and intended to ridicule, humiliate or intimidate.

In some cases, acts of bullying may constitute unlawful harassment, where the conduct is based on or motivated by a student’s or student’s family member’s actual or perceived (Race, Creed, Color, National Origin Sex, Sexual Orientation, Gender Identity, Marital Status, Disability).

Student Conduct and Discipline Policy

It is the policy of the Strafford School District to maintain a safe, orderly, civil, and positive learning environment. In order to ensure that the school is free from hazing, harassment, bullying, and other disruptive misconduct, a system of classroom and school management practices, supported consistent, clear and fair disciplinary procedures, will be utilized. The goal of this policy is to create an environment where rules for student behavior are clearly stated, are understood and accepted by students and staff, and are applied in compliance with due process requirements. The policy is applied in conjunction with the school’s overall discipline plan developed pursuant to 16 V.S.A. 1161 a.
ORANGE WINDSOR SUPERVISORY UNION
Strafford School Board
WEAPONS PROHIBITED

It being the intention of the Board to provide a safe school environment and to comply with 16 V.S.A. §1166 and the congressional Gun Free School Act of 1994, the Board bans all dangerous weapons from school property.

A dangerous weapon is any firearm, knife or explosive device and any other weapon, instrument, substance or material, whether animate or inanimate, which is known to be capable of inflicting bodily harm or death.

School property includes school grounds, buildings and vehicles. For the purpose of this policy, school property also includes any setting, which is under the control and/or supervision of the school district such as private transportation vehicles hired by the district, off-campus athletic and extracurricular events and field trips.

No person shall at any time bring a dangerous weapon onto school property or harbor such weapon on school property without specific written prior approval from the Principal.

Requests for permission to bring a dangerous weapon onto school property shall be submitted to the Principal for his or her approval, 5 days in advance. In the case of a student, the written request must be signed by a parent or guardian.

Students who allegedly violate this policy shall be subject to disciplinary proceedings as provided for in existing disciplinary procedures. In addition to any already existing disciplinary penalties, students who are found to have violated the federal Gun Free School Act of 1994, or Act 35 of the 1995 Vermont General Assembly may be expelled from school for at least one calendar year. The School Board may modify any expulsion on a case-by-case basis. Modifications may be granted in circumstances such as but not limited to:

A. The pupil is unaware that he or she has brought a weapon to school
B. The pupil did not intend to use the weapon to threaten or endanger others
C. The pupil is disabled and the misconduct is related to the disability
D. The pupil does not present an ongoing threat to others and a lengthy expulsion would not serve the best interests of the pupil or the school.

The Principal is authorized to report all alleged violations of this policy to a law enforcement agency.

MEDICATION POLICY
The Board recognizes that at the present time many children are able to attend school only because of the effective use of medication in the treatment of chronic disabilities or illnesses. Although it is more desirable for medication to be administered in the home than at school, situations will occur in which medication must be administered during school hours. It is the policy of the Newton School to have procedures in place to assure that medication required by students during the day will be administered in a safe manner as directed by the student’s parent or guardian and/or health care provider. Any student who is required to take medication during the regular school day must comply with the established Newton School medication procedures.

Acceptable Use Of Electronic Resources & The Internet Policy
It is the policy of the Strafford School District to use electronic resources including the Internet to support and enrich the curriculum. The Board believes that the benefit to students from access to electronic information resources and opportunities for collaboration far exceed the disadvantages. This policy is in accordance with the more recent Policy on the Use of Electronic Resources. Both policies will be represented in the Responsible Use Agreement for Students – Use of Technology (p26-29 in this handbook). This Agreement should be signed by students and parents/guardians and returned to the school office by September 5, 2017.
The Use of Electronic Devices Policy

The Board of School Directors recognizes that electronic communications and imaging devices, including, but not limited to cell phones, MP3 players, digital cameras, etc. have become an increasing part of modern culture and communications. The Board acknowledges the need to maintain a climate conducive to teaching and learning and, at the same time, to promote the appropriate use of electronic devices by students and staff. It recognizes its responsibility to maintain certain levels of confidentiality under the Family Rights and Privacy Act (FERPA) and freedom from hazing, harassing and bullying. The Board has an interest in protecting the privacy and safety of students and the staff who are employed by the school district. Furthermore, it has an interest in adhering to provisions of the Copyright Act of 1976 and restricting unethical distribution of course materials.

The Board supports the devices’ use as educational tools but explicitly prohibits their use to disrupt the educational process or to compromise individual rights to privacy or interfere with other students’ access to an education. Therefore the Board directs the superintendent to develop procedures to implement this policy.

Electronic devices such as cell phones, iPods, MP3 players, CD players, digital cameras or recording devices, etc. are to be used appropriately and ethically. Students are to put away all devices when in class, study hall, hallways, bathrooms, the library unless specifically authorized by the teacher. Before and after the school day, devices may be used in specifically authorized areas only.

Policy on Non-Discrimination

It is the policy of the Newton School not to discriminate in educational programs, activities, or employment practices on the basis of race, language, sex, age, religion, color, national origin or handicapping conditions, under the provision of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendments, section 504 of the Rehabilitation Act of 1973, and the Education of all Handicapped Children Act of 1976.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Greg Bagnato, Principal.

Inquiries concerning the application of non-discrimination policies may also be referred to the Regional Director, Room 222, Boston, MA 02109-4557.

Policies on Kindergarten & Residency

Admission of Resident Students. Any resident who has attained the age of five years on September first of the school year is eligible to attend the Newton Elementary School.

Students between the ages of five and six ordinarily will be placed in Kindergarten for their first year. Placement of students in higher grades shall be at the discretion of the Principal.

Parents or legal guardians must present a birth certificate and a completed health and immunization record as provided by the principal of the Newton Elementary School for students who register for Kindergarten or who enter public school for the first time as first grade students.

Parents or guardians of students who are residents of the district, and who move from the district before the school year ends, may apply to the principal for permission to finish the school year on a pro-rated tuition basis or with a tuition waiver. The principal shall consider the student’s age, attendance record during the year, progress in school and other relevant factors when considering requests to remain enrolled in school for the remainder of the school year, and shall make recommendations to the board accordingly.

Definition of Residence. A minor is a resident of the Strafford School District and so may be entitled to public education at the district’s expense if his or her parents or legal guardian are residents of the school district. For purposes of determining residency, the board will apply the definitions in 16 V.S.A. 1075(a). Criteria for determining residence include voter registration, automobile registration, employment, postal address, property ownership, and other indications of intent to reside permanently within the district. The burden of proving residence is on the student and his or her parent or guardian.

The residence of pupils under the care and custody of a state agency or child placement agency, children of homeless parents, children not under state custody who are eligible for special education and are placed as provided in 16 V.S.A. 1075 (g), and emancipated minors, shall be determined in accord with the requirements of 16 V.S.A. 1075 (c) - (h).
The Strafford School Board shall determine the residence of any student. If the board finds that a pupil is not a resident of the Strafford School District, they shall notify the pupil and his or her parents in writing within 24 hours of the decision, of the right to appeal to the commissioner of education, and of other provisions of 16 V.S.A. 1075 (b).

**Elementary and Secondary Education Act**

**Teacher Qualifications:** The Newton School seeks to employ fully qualified educators who hold an appropriate and current Vermont License from the Vermont Department of Education. Unfortunately, due to a shortage of fully qualified educational professionals in some fields, this is not always possible. When it is not possible to have fully qualified personnel, the Newton School seeks to employ the most highly qualified candidate by applying to the Department of Education for a waiver from licensing requirements. The waiver requires that the individual works to meet the requirements for licensure and is for one year’s duration. (Licensing waivers for a second or even third year are sometimes granted.)

Parents have the right to know the professional qualifications of any teacher serving their children and whether that person has a Vermont License. Such requests should be submitted in writing to the building principal. The parent of any student in the Newton School who is taught for more than four weeks by any classroom teacher who is not fully qualified will receive written notification of this situation from the school.

**Homeless Students:** The White River Valley Supervisory Union is interested in locating homeless children and youth. These children and youth are entitled to receive an education and have a full and equal opportunity to succeed in schools within the supervisory union. If you know any child considered homeless in the area who is not enrolled in school, please contact Cynthia Powers, Grant Coordinator, OWSU, South Royalton, VT 05068 or call (802) 763-7775.

**Right to Constitutionally Protected Prayer & Religious Beliefs and Practices:** The Newton School nor the White River Valley Supervisory Union has no policy or practice that restricts participation in constitutionally protected prayer. The school is neutral in matters of religion and neither directs students regarding what religious beliefs they should hold nor interferes with religious beliefs and practices which are not disruptive and do not violate the rights of others. Religious groups or clubs may utilize the school on the same basis as non-religious groups and clubs.

**Student Victims of Violent Offense at School:** The Newton School strives to keep all children safe and preclude violence at school. Under federal law, any student who has been a victim of a violent criminal offense on the grounds of any public school may transfer to another school within the Local Education Agency. For the Newton School, the Local Education Agency is the White River Valley Supervisory Union which includes the following schools: The Newton School, Sharon Elementary School, South Royalton School, Tunbridge Central School and Chelsea Public School, Whitcomb School, Rochester School, and Stockbridge School.

**Schoolwide Program Authority:** The Newton School receives funding from the Consolidated Federal Programs grant as a “schoolwide” program. This status permits us to consolidate funds from the grant and those from other federal, state, and local sources to build programs that are directed at benefiting the whole school population. Having a school-wide plan, the school is not restricted in the application CFP grant monies by the particular title (section of the law) of the federal statute under which the grant funds are authorized, but can use the funds from any title for any activity which is permitted by any title of the law. The use of the CFP funds by the Newton Public School is governed by its written action plan, which is available for public review and input.

**Notice on Concussions and other Head Injuries**

In compliance with 16 V.S.A. 1431 the Newton School shall ensure that statewide concussion and other head injury guidelines are provided annually to each youth athlete and the athlete’s parents or guardians. Each youth athlete and a parent or guardian shall annually sign a form acknowledging receipt of the concussion and other head injury guidelines. All coaches and referees will receive training on how to recognize the symptoms of a concussion or other head injury.

**Notice of Rule 4500 – Seclusion and Restraint**

Physical restraint or seclusion (by trained staff) will only be used when a student’s behavior poses an imminent and substantial risk of physical injury to the student or others. Newton school has procedures in place to limit and hopefully eliminate restraint or seclusion. Parents would be notified within 24 hours if restraint or seclusion has occurred.
Notice of Section 504 Compliance

In compliance with Section 504 Act of 1973, the White River Valley Supervisory Union provides this notice to all employees, beneficiaries, and the citizens who reside in the member towns.

1. White River Valley Supervisory Union is responsible for identifying, evaluation and affording access to appropriate educational services if a student is found 504 eligible.

2. White River Valley Supervisory Union and member districts do not discriminate against otherwise qualified handicapped individuals in admission and/or access to education or employment in its programs and activities.

3. Any individual with a complaint or concern regarding White River Valley Supervisory Union’s compliance with Section 504 may seek a resolution through Deborah Matthews, Director of Special Services, OWSU, South Royalton, VT 05068 or call (802) 763-7765.

Parents, if your child has a life-threatening allergy or life-threatening chronic illness, e.g. asthma please contact the Newton School about this disability. The school can work with you regarding necessary accommodations. If your doctor has ever told you your child has asthma, a life-threatening allergy or any other life-threatening health condition please inform the school nurse so that an emergency plan can be put in place.

NOTICE TO ALL PARENTS OR GUARDIANS OF WHITE RIVER VALLEY SUPERVISORY UNION
DIRECTORY INFORMATION -Family Rights and Privacy Act

The schools comprising the White River Valley Supervisory Union have designated the following personally identifiable information as directory information under the Family Rights and Privacy Act (FRPA):

- A parent’s name, address and phone number
- A student’s name, address, telephone number, and date of birth
- Participants in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees and awards received, including honor roll
- List of graduates
- Class lists
- Dates of attendance

Directory information may be released to members of the public and newspapers at the discretion of the school administration. Parents and guardians of students attending schools in the White River Valley Supervisory Union and students who are 18 years of age or older have the right to refuse to allow the release of any or all of this information. Photos, video, and information about school activities will be released for school use, to school and supervisory union websites, to local newspapers, and to community television. Parents, guardians, and students 18 years of age or older who do not wish to have their child or themselves included in such releases and/or do not want any or all of the above information released must notify the school principal in writing by September 14, 2016.

ANNUAL NOTIFICATION OF RIGHTS OF PARENTS AND ELIGIBLE STUDENTS CONCERNING EDUCATION RECORDS

All parents of students currently attending schools in the White River Valley Supervisory Union and its member districts. As a parent of a student enrolled in a school in a member district of the Orange Windsor Supervisory Union, or as an eligible student, you have the following rights with respect to your child’s (or, if an eligible student, your own) education records: (1) To inspect and review the student’s education records. (2) To seek amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy rights. (3) To provide consent prior to disclosures of personally identifiable information contained in the student’s education records, except to the extent that the law allows disclosure without your consent. (4) To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of law with respect to your rights under the Family Educational Rights and Privacy Act (FERPA). A complaint may be made in writing to the Family Policy Compliance Office, U.S. Department of Education, 4512 Switzer Building, Washington, D.C. 20202-4605.

1. The procedure for exercising your right to inspect and review educational records is available at the White River Valley Supervisory Union.
2. The procedure for seeking amendment of educational records is available at the White River Valley Supervisory Union.

3. The supervisory union and its member school districts have a policy of disclosing educational records to school officials with a legitimate educational interest without prior consent. A “school official with legitimate educational interest” is defined as follows: any teacher, administrator, other professional or service provider employed by or contracted with the district to provide educationally-related services (including, but not limited to, consultants, attorneys, auditors, insurers, evaluators, support staff, substitutes, assigned student teachers, interns, volunteers, teacher’s aides), or a school board member who needs information relating to a particular student in order to carry out his/her official duties for the district.

4. The supervisory union and its member districts forward education records to other agencies or institutions that have requested records and in which the student seeks or intends to enroll.

This Annual Notification of Rights is only a summary of rights. Your right to inspect and review education records, and the school district’s duty to have your written consent prior to disclosure of personally identifiable information, are subject to limitations. Further details are contained in the school district’s detailed student record policy and procedures, and in state and federal law.

White River Valley Supervisory Union
NOTICE TO PARENTS Protection Rights Act (PPRA)
In compliance with federal requirements under the Protection Rights Act (PPRA) this is to provide parents with notice of specific parental rights of request with regard to the following:

“Policy on the rights of parents upon request to inspect any survey created by a third party (a survey funded by a non-U.S. Department of Education source). If the third party survey involves questions related to political affiliations, mental or psychological problems, sexual behavior and attitudes, illegal or anti-social behavior, critical appraisals of family members, income, or privileged relationships such as doctors or lawyers, parents may opt their children out of its administration. This requirement also applies to the collection, disclosure, or use of student information for marketing purposes.”

Policies and procedures are available at all schools in the White River Valley Supervisory Union.

White River Valley Supervisory Union
NOTICE TO PARENTS Asbestos Management Plans
The Asbestos Hazard Emergency Response Act of 1987-(40 CFR 763.93 [g] [4]) requires that written notice be given that the Newton School has management plans for the safe control and maintenance of asbestos-containing materials found in their buildings. These management plans are available and accessible to the public at the administrative office of the school, or at the office of Superintendent of Schools.

White River Valley Supervisory Union
NOTICE OF PRE-KINDERGARTEN SPECIAL EDUCATION SERVICES
The Orange-Windsor Supervisory Union is interested in pre-school age children (birth-5 years) who show a developmental delay in the areas of speech/language, social adjustment, adaptive behavior, self-care, gross/fine motor coordination, and/or cognitive development AND any school-age handicapped children who are not currently enrolled in school. These children are entitled to receive an education, regardless of handicap, at public expense. It is possible that the Orange Windsor Supervisory Union may not be aware of all handicapped children who are eligible. If you know of a child living in the towns of Chelsea, Royalton, Sharon, Strafford, or Tunbridge who might be eligible for educational services and is not in school, please contact Deborah Matthews, Director of Special Services, OWSU, 3590 VT Rte. 14, South Royalton, VT 05068 or call (802) 763-7765.
Newton School Truancy Protocol

Staying in school is the first step to a good education. Part of our commitment as a school community is to promote and foster successful learners. Absences from school affect a student’s ability to learn and succeed. Early and appropriate intervention is essential.

*Unexcused absences include vacations, unapproved events/programs, more then 3 days of sickness without a doctor’s note. Please contact the school principal if you have any questions if an absence is unexcused.

**Tardies and Early Dismissals each equal 1/10 of an absence for the purpose of this protocol. If a student accumulates ten Tardies or Early Dismissals, that shall be considered one absence for the purpose of this protocol.

#### LEVEL 1

Student has **5 or more unexcused absences* in a 12 month period** or a pattern of absences that result in significant gaps in attendance.

**Interventions Include:**

- School Administrator or Designee Contacts Parent/Guardian by phone
- School Administrator/Designee sends Letter 1, Email, Text, and/or other communication re: concerns
- Referrals or Support Services Offered to Parent / Guardian - Optional (see below)

**Possible Resources / Supports**

<table>
<thead>
<tr>
<th>Guidance, Nurse, Teachers</th>
<th>School Based Clinicians</th>
<th>BARJ</th>
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<tbody>
<tr>
<td>School Resource Officers</td>
<td>HCRS/Clara Martin</td>
<td>Restorative Justice Centers</td>
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<td>211 Resources</td>
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<tr>
<td>The Family Place</td>
<td>Hartford Community Coalition</td>
<td>CPT</td>
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</tbody>
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#### LEVEL 2

Student has a combination of **10 or more days unexcused absences* in a 12 month period** (including prior year or term) or if the student / parent refused to participate in Level 1

**Interventions Include:**

- School Administrator or Designee Contacts Parent/Guardian by phone
- **Letter 2** Mailed Outlining Consequences For Further Absences Including Possible Law Enforcement
- Support Services Shall Be Offered to Parent / Guardian - *(see Level 1)*
LEVEL 3

Student has combination of **15 or more total days unexcused absences* in a 12 month period** or if the parent / student refused participation in the previous levels of intervention

**Interventions Include:**

- School Administrator/Designee, Truancy Officer, or School Resource Officer (as defined by law) shall give written notice via mail, email, and/or text to parent / guardian and student outlining Consequences For Further Absences Including Possible Prosecution (Letter 3).
- Support Services Shall Be Offered to Parent / Guardian - (see Level 1)
- Referrals made as appropriate.
- If no Coordinated Service Plan (CSP) Meeting at Level 2, a CSP Meeting shall be called by the Administrator (includes DCF) and a written plan of action shall be developed.
- Administrator to Notify Superintendent (If not already done)
- Truancy Officer or School Resource Officer (as defined by law) *may* refer case to State’s Attorney

LEVEL 4

Student has **More than 20 days unexcused absences* in a 12 month period** or the student / parent failed to succeed in the preceding levels of intervention or failed to comply with the Written Plan

**Interventions Include:**

- Administrator *shall* Notify DCF and Superintendent that truancy status has been reached
- Affidavit *shall* be written by DCF or Truancy Officer
- State’s Attorney *shall* file the appropriate CHINS petition with family court*

*DCF and the State’s Attorney reserve the right to consider alternative interventions, including Diversion, BARJ, and/or RJC, in addition to filing a petition with the court in*
Responsible Use Agreement for Students – Use of Technology

Purpose
The Technology Vision in the WRVSU is that technology shall be effectively employed to create student learners who possess the critical skills and proficiencies to compete and participate successfully in a global society.

Success in education, employment, and civic involvement increasingly demands the ability to effectively use technology. The intent of this RUA is to provide a framework to allow us to use technology, as well as the resources to which it gives access, to effectively pursue this vision.

These guidelines for careful use of equipment and responsible access to online resources apply within the school as well as at home.

Rules for Use
Access to the school's information technology resources will be provided to students who agree to abide by these guidelines and act in a considerate and responsible manner. Parents and students must indicate their agreement by signing at the end of this document before being allowed to use devices or to access network resources.

Devices and Network Infrastructure
The use of school electronic resources by students, staff, or others is a privilege, not a right. The school's computer and network resources, hardware, software, and infrastructure are the property of the school. Use of these can be denied if rules are violated.

Online Resources
The schools provide access to the Internet primarily for educational purposes. Students are allowed to use our networks to access online resources. The availability of these resources, however, does not imply endorsement of content nor the accuracy of information that may be accessed. The schools shall not be responsible for the content of information retrieved via the Internet.

Each of our schools employ “web content filters” that are effective at blocking most of the objectionable content on the Internet. However, it is possible that objectionable content can get through.

It is not acceptable for students to access sites or download content that is inappropriate. Some examples include, but are not limited to, sites with content that is:

- Defamatory or disrespectful
- Lewd, Vulgar, or Profane
- Threatening
- Harassing or Discriminatory
- Bullying
- Pornographic
- Terroristic
- Illegal
- Disruptive to the educational process, school operations, or any school activity
Students are not to use computers to access online content in areas where there is no adult supervision. Should students accidentally access inappropriate sites or content they should immediately report this to the supervising adult.

Privacy
Students shall have no expectation of privacy in anything they create, store, send, receive or display on or over the school’s computers or network resources, including personal files. The school reserves the right to monitor and track network access or deny access to prevent unauthorized, inappropriate or illegal activity. Student email and files may be searched at any time. Consistent with the Code of Conduct or Discipline Policy, the school may administer appropriate disciplinary action for misuse of its electronic equipment and resources. The district will cooperate to the extent legally required with local, state and federal officials in any investigation concerning or related to the misuse of the school’s Internet connection, devices, or network.

To help protect personal privacy, students should not post personal contact information about themselves or other people.

Also, students in grades where they have unique passwords should be sure to use secure passwords and should never share their passwords with other students.

Respect
Students are prohibited from making use of any school devices or services to bully or harass others. They also must avoid offensive or inflammatory communication, including hate content.

Students should not access the accounts of other users or attempt in any way to impersonate others. Should a student encounter a situation where another user has inadvertently left themselves signed in they should report the situation to an adult and sign the user out. Students should not attempt to impersonate others.

Students should not make unauthorized access to devices, networks, or resources.

Students are to cite the source of content taken from the Internet or other electronic sources (under teacher expectations). They are also expected not to use technology to copy classwork inappropriately.

Food and drink should never be near computers or other electronic devices.

Students should never intentionally damage any school equipment. If such intentional damage occurs, users will be held responsible for the cost of repair or replacement, according to the school’s Code of Conduct or Disciplinary Policy.

Accidental damage to school equipment should be reported promptly to technology staff, teacher, or a designated adult who works for the school. Decisions about user responsibility for costs of repair or replacement will include consideration of what a student could have done to prevent the damage.

Students should never attempt to gain unauthorized access to school-owned or inappropriate resources. Damage and problems must be reported to Technology Support Staff or designated school staff member.

Students and parents should not attempt to tamper with, disassemble, or physically service any school-owned device. Damage or problems must be reported to Technology Support Staff (Simone Pyle).
School resources may not be used for commercial or political activities, other than those that are approved as part of a classroom or school activity. They also must not be used to reproduce or illegally distribute copyrighted materials or to distribute unwanted messages (spam).

Students are not permitted to make or attempt to make changes to the operating system or other “low level” portions of devices. They may not perform actions such as, but not limited to, installing software that is intended to bypass security measures or web content filtering.

Social Networking

“Social networking” refers to the use of electronic devices to communicate with other individuals. It includes, but is not limited to, Facebook, Twitter, personal email accounts, instant messaging (“texting”), and blogs.

There may be instances in which social networking sites or technologies are used by teachers as a tool to enhance the curriculum. Students should not be using devices for purposes of “social networking” during class times with the exception of instances where teachers have allowed this as part of their curriculum.

Any use by students of school devices, school accounts, or school networks to access social media during class times should be for educational purposes only.

Just as at school, students outside of school should not engage in negative behaviors, such as harassment or bullying.

Consequences - Violations of the above guidelines are to be dealt with in accordance with the school’s Code of Conduct or Discipline Policy.

Consequences may include, but are not limited to, the following:

- personal phone having to be turned in at the beginning of each school day and picked up at the end of the day
- only being allowed to use devices in certain classes or for (a) specific project(s)
- having to pay for repairs
- having to do volunteer work
- loss of permission to bring a personal device from home to school
- loss of permission to bring a school device home
- loss of permission to sign on to a device without an adult present
- loss of device use entirely
- other discipline as outlined in the school code of conduct

BYOD Program

Philosophy:
Our community believes that electronic devices are valuable resources to support and enrich the curriculum and school community. The benefits of these devices outweigh the potential disadvantages for students. It is the philosophy of our school community to teach and model responsible device and resource use in a developmentally appropriate manner. The community feels that acceptable use of technology lies in behavior, not technology. However, care should be taken that technology is not used to the detriment of face-to-face social interaction.
Parameters of Use:
Beginning in grade 6 when allowed by the principal, students may possess and use personal digital devices (including smartphones, tablets, and laptop computers) at the following times:
• in flex time or a study hall (with teacher's permission)
• during classes when such devices may be used as appropriate tools as directed by the teacher and with the teacher's permission

Privilege of Use:
In order to be allowed to use personal devices students should:
• maintain an acceptable effort level in class
• exhibit acceptable behavior during the school day
• show respect for others and never use personal devices to proliferate bullying or harassing behaviors
• Avoid using personal devices in an inappropriate manner, such as, but not limited to:
  o taking photos without permission
  o copying academic material/plagiarizing
  o playing offensive music, videos, or games
  o viewing inappropriate content
  o using other students devices without permission
  o other behaviors included in the guidelines above

Loss of this privilege and its duration, based on the above criteria, will be determined by the principal, their designee, or a team that may include a teacher or teachers, the Planning Room Coordinator, an administrator, and the school IT faculty member or Technology Support staff member. Loss of privilege due to neglect of a student’s responsibilities, as stated above, will be handled through the school’s current disciplinary protocol. The cause and duration of loss of privileges as a result of disciplinary action will be clearly stated in the discipline notice.

Loss of the privilege will result in a mandatory surrender of all personal devices at the start of the school day. During a loss of privilege, the team may determine that students be permitted to access school-owned devices, for academic purposes only, during any class period (with the exclusion of flextime, a study hall and lunch) under direct supervision of a teacher or paraprofessional. Students caught with personal devices while on restriction may face further disciplinary action.

Students who choose to bring their own device to school do so at their own risk. The school does not take responsibility for lost or damaged items. Students are encouraged to safeguard their devices at all times.

The school reserves the right to inspect devices (school-owned or personal) upon suspicion of misuse or abuse. Students have no expectation of privacy for their personal devices once they bring them on campus or use them in any way connected with other students or the school itself. Devices may be confiscated, searched, or turned over to proper authorities.