

WOODBURY ELEMENTARY SCHOOL HANDBOOK

2009-2010

“The Woodbury Elementary School
(families, students, educators, and community)
works collaboratively to help meet the needs of all
students socially, emotionally and academically.
As a community of learners at Woodbury Elementary School, we value
and respect the diverse nature of each individual.
Within a nurturing, responsible, respectful and safe environment the
children will
strive, with our support, to reach their full potential as life long learners.”



P. O. Box 328
63 Valley Lake Road
Woodbury, Vermont 05681

Telephone: 472-5715
Fax: 472-6923
Website: www.woodbury.ossu.org

WOODBURY ELEMENTARY SCHOOL
2008 – 2009 STAFF LISTING

Superintendents of Schools.....Mark Andrews
Principal.....Sharon Fortune

Board of School Directors

Chair.....Chris Casey
Vice-Chair.....Dana Maxfield
Secretary.....Dan Brush
Members.....Lindsay Whalen
Monty Shatney

Teachers and Staff

Kindergarten.....Heather Gilcris-Kehoe
Grades 1-2.....Joan Eldred
Grades 3-4.....David Swanson
Grades 5-6.....Elizabeth Titus

Learning Consultant/ SPED.....Amelia Robinson-Fritz
Reading Specialist.....Margaret Stocksdale
Para-professional.....Penny Cahill
Para-professional.....Jessica Boyd
Behavioral Interventionist.....Darby Cheney

Guidance (Tuesday).....Debra Fairbanks

Vocal & Instrumental Music (Tuesday & Thursday).....Leeanne Finn

Physical Education (Wednesday).....Debbie Platka

Art (Thursday).....Jayne Donahue

Librarian (Friday).....Susan O'Connell

School Nurse (Tuesday & Wednesday).....Muriel Bushway

Director of Buildings & Grounds.....Larry Eldred

Office & Foodservice Manager.....Tess Martin

School Chef.....Ceylan Cross

PTO President.....Heather Lanphear

TOP TEN WAYS TO SUPPORT YOUR CHILD AT WOODBURY SCHOOL

We believe that a child is most successful when their family and school work together to ensure their academic, emotional and social needs are being met.

1. Read with your child!
2. Make sure your child attends school regularly and arrives on time! (Between 7:15 – 7:40am)
3. Be involved with what your child is learning. Ask questions about each day in school.
4. Let someone at school know of any problems outside of school, which could affect your child's day in school.
5. Stay in touch with your child's teacher and Principal. If there are questions or concerns about your child's educational program, let them know right away.
6. Volunteer!
7. Look for your child's Home/School Folder every Friday. The school prints frequent newsletters as well as individual classroom newsletters. They both contain important dates and information.
8. Join and support the Woodbury PTO.
9. Try to find some times throughout the school year to be visible at school. It can help build a sense of pride and value in your child.
10. Celebrate what's great about Woodbury School!

WOODBURY BASICS

School Calendar – WES Follows the OSSU district calendar that was sent home last year, please call if you need a new one.

Tentative Last Day of School is June 14, 2010 (subject to change due to school closings).

Time School Starts: 7:40am. For safety concerns, please don't drop off your child before 7:15am. Students that arrive after 7:40am **MUST** report to the office.

Time School is Dismissed: 2:50pm.

CONTACT INFORMATION

Woodbury School
P. O. Box 328
Woodbury, VT 05681
Phone: (802) 472-5715
Fax: (802) 472-6923
Website: www.woodbury.ossu.org
OSSU office: (802) 472-6531

School Principal email: sfortune@ossu.org
School Secretary email: tmartin@ossu.org

You can call Monday-Friday while school is in session: 7:15-3:15. You can leave a message in the general mailbox before or after these hours, and during vacations. **Please be aware that our Principal works three days per week and those set days are Monday, Tuesday and Thursday.**

WOODBURY PROCEDURES

Morning Procedures: Buses arrive at school at 7:25am. The school day begins at 7:40 am. Students who arrive after 7:40am must report to the office. Students should not arrive at school before 7:15am, due to safety concerns.

End of Day Procedures: In order to facilitate a safe and orderly end of the day, all children should have a plan for the end of the day. If your child is going somewhere else after school other than home, you must send a note or call the office in the morning. Unless the office is notified by an adult, your child will ride and get off at his/her usual bus stop. If your child is being picked up, the adult must check in before taking him or her home. It is the parents' responsibility to promptly pick up students at dismissal time.

When dropping off or picking up students, please do not park in the bus lane or near the building. While the buses are in the school parking lot, please do not walk or allow your child to walk behind or between the buses.

Remember: When the bus lights are flashing, it is illegal to pass them, even in the parking lot.

Taking Children Out of School Early: When picking your child up at school, please stop at the office and sign them out so that we have a record of your child's whereabouts. Please send a note or call the school if someone who is not known to school personnel will be picking up your child.

The Superintendent determines School Closings. The following radio stations will be notified of any cancellations: WDEV, WLVB, WEZF and more. There is also a link to school closing on our website: www.woodbury.ossu.org as well as local TV stations such as WCAX and WPTZ.

Telephone: There may be times when a child will need to get in touch with a parent or a parent with a child during the school day. Such communications should be limited to emergency situations. Students must have permission from their teacher or other staff member before being allowed to use the telephone.

Visitors: Any visitors that enter the building must make their presence known to the office upon arrival.

SCHOOL ABSENCE PROCEDURE

Regular school attendance is required by law and is vital to a meaningful education. The following procedures will be used to account for absence from school:

1. Students shall attend school regularly except under the following circumstances:
 - a. personal illness
 - b. death in family
 - c. religious holidays
 - d. medical and dental treatments
 - e. other necessary reasons, requested in writing by the parent/guardian and approved by the Principal
2. As required by the State Department of Education, a school register is kept recording absences, early dismissals, and late arrivals.
3. If your child is going to be absent from school, please do the following:
 - a. Parent/guardian calls the school office (472-5715) between 7:15am and 8:15am or the parent/guardian sends a note with a brother or sister who attends Woodbury Elementary School.
 - b. We will accept communication from adults only.
 - c. You must call or send a note for each day of absence or indicate the specific day the child will be absent.

- d. Daily attendance is recorded by teachers and sent to via computer each morning by 8:00am.
- e. If a child is absent and the school has not been notified in one of the above ways, the office will call the parent or guardian or emergency number, either at home or at work, (so you don't think a child is in school when s/he is, in fact, not there). If we get no response from either number the office may call other authorities in order to confirm that your child is safe.

Please note: If a child is absent from school, they will not be able to participate in extra curricular activities or events after school.

The proposed definition of truancy is as follows:

1. Any student enrolled in school, regardless of age, is considered truant for each school day the student is absent without an acceptable excuse;
2. Excused absences include unavoidable absences due to illness, medical appointments, court appearances, observance of religious holidays, or a family death;
3. Excused absences will also include avoidable absences due to events such as family vacation when the school is notified before the date the student is absent.
4. Tardiness, defined as arriving at school within one hour after the scheduled start time, which is 7:40am, is considered tardy but not an unexcused absence.

STANDARDS OF DRESS FOR STUDENTS

We believe that the primary responsibility for choosing clothing to be worn to school lies with the students and parents, based upon their own personal taste and sense of style. However, we ask that parents support the school by choosing clothing that maintains a suitable environment for learning and does not create interference in the classroom. There are certain articles of clothing and accessories, which are prohibited during, school hours or at school events:

1. items that advertise, promote or depict alcohol, tobacco and/or illegal substances;
2. items which display vulgar, offensive or demeaning language;
3. hats of any kind in the school buildings (except in special circumstances).

We also urge parents to guide their children in choosing clothing that does not disrupt or distract from the educational setting. Examples of such clothing are articles that are revealing or expose the torso such as halter tops, belly shirts, spaghetti straps, super short skirts or shorts, and see-through or mesh shirts.

Staff will address any cases of possible unsuitable dress as needed and refer students to the Principal when applicable. The Principal may then discuss the matter with the parents. The school may also provide the student with alternative clothing on a temporary basis. In cases of disagreement, parents have the right to take the matter to the Superintendent.

Students must also have sneakers for Physical Education days.

FOOD SERVICE

Our school meals program offers breakfast and lunch each school day including delayed openings and half days. Families are strongly encouraged to apply for Free or Reduced price for lunch by filling out the forms sent home. New forms **MUST** be returned each year for students who received these prices last year. Should your family's financial situation change during the school year, please call the office to request a form to be sent home. Please note that students are not identified in any way of their meal price status and all information is kept confidential. In accordance with Federal Law and U.S. Department of Agriculture policy, the institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

The Bears' Buffet was named by the students in 2007 and offers a wide variety of nutritious and locally seasonal foods for our students. Each meal features a main entrée and side dishes with milk. Alternates to the main choice for breakfast are usually a bagel or whole grain cereal. Lunch entrée alternates are a peanut butter and jelly sandwich on wheat or local yogurt with homemade granola.

Breakfast is available from 7:25-7:45am daily, and the price stays the same at \$1.00 for students paying full price, and is FREE for students whose families qualify for free or reduced priced meals.

Lunch service begins at 11:30 for grades 3-6 and 11:45am for grades K-2. Reduce priced lunch is still \$.40 and fee for those that qualify.

Milk is included with each school meal, and is also sold for \$.25 for students to buy with cold lunch or during the midmorning snack break. Juice is also available for \$.25 for snack. Water is available at lunch to all students at no charge.

Payments for food services can be made on a debit system. Each classroom has envelopes for payments that can be made weekly or monthly. Students are only charged at the time of service, and any leftover funds remain in their account. A food service account balance is sent home nearly each week. If a child's account exceeds a debt of \$10.00 or more, meals or snack drinks can no longer be served until the bill has been paid.

STUDENT HOMEWORK

The School Board believes in and supports the assigning of homework, Independent Practice, by teachers when it meets the following criteria:

1. Homework Independent Practice, should follow initial instruction by the teacher and guided practice activities. It should be given when the students have demonstrated proficiency, through guided practice, to the teacher.
2. Homework should be an opportunity for the students to practice independently those skills they have begun to master; to expand, develop, and integrate those skills into their daily lives.

The grade level teams will share homework policies and procedures at the beginning of each year.

STUDENT BEHAVIOR **School-Wide Expectations**

We believe that a proactive discipline tends to bring out the best in children and we have chosen to frame our rules in a simple and positive manner. Instead of creating lists of what we don't want children to do, we have implemented a system of positive acknowledgement and encouragement known as Positive Behavior Supports or PBS. PBS is a research-based program that recognizes student's good behavior in the areas of responsibility, respect and safety. Our PBS motto is:

Woodbury Bears are Responsible, Respectful and Safe!

The majority of our students will have no difficulty maintaining the high standard of behavior that is expected. Others may need extra help developing these skills. As with any learning experience, children will make mistakes and need direction. In all situations, every effort will be made to approach the student positively.

Discipline

We follow the discipline pyramid at Woodbury School. Classrooms and other areas have a triangle diagram posted. Consistent application of the procedure is critical to the success of the approach.

Steps In Our Discipline Triangle

Warning/Reminder(s): Warnings or reminders are given to students who are not meeting school behavior expectations.

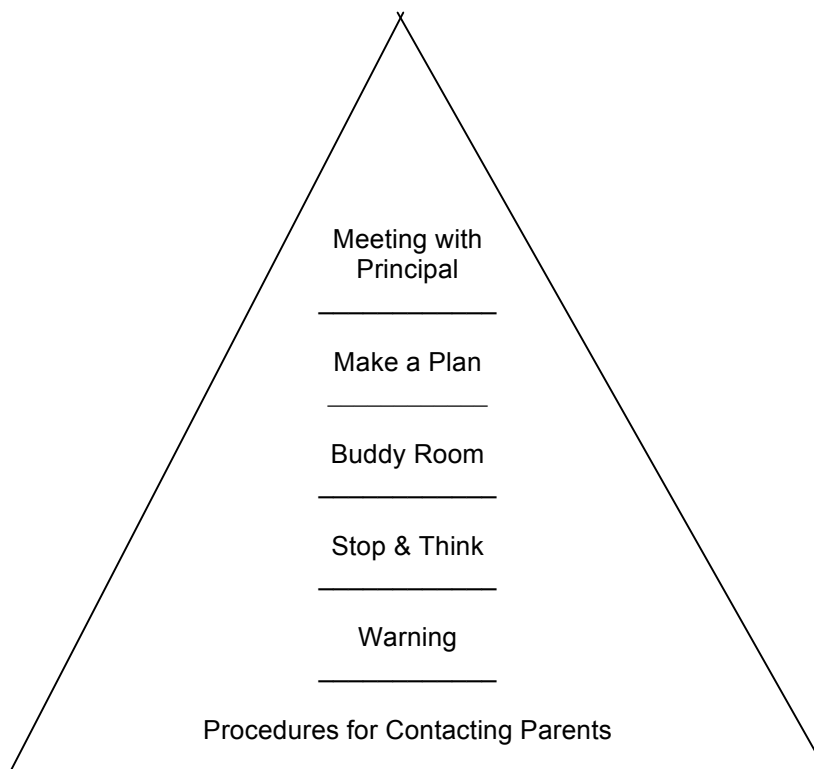
Stop & Think: If a warning or reminder is not sufficient, and a student's disruptive behavior continues, the student needs to be removed to an area in the classroom to stop and think about their behavior.

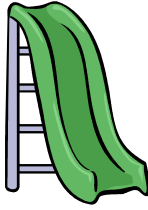
Buddy Room: If a warning or reminder is not sufficient, and a student's disruptive behavior continues in stop and think, then a child will be asked to sit in a buddy classroom. The sending teacher will process with the child before the child rejoins the classroom.

Making A Plan: A plan is a written form, which asks the student to reflect on how the student's actions were disrespectful to the classroom community, and develop a plan to avoid the same behavior in the future.

Meeting with Principal: If a student's plan fails to help a student correct his/her behavior, the student and possibly the student's parents will meet with the school's Principal and classroom teacher for further evaluation.

Fast Track: Our discipline plan is designed to preserve the safety and integrity of the school and class communities. If, at any time, an adult in the building feels that the safety or integrity of a student, class, or the school is at risk due to a student's behavior that student will immediately be sent to the Principal for further action.





GUIDELINES FOR FUN AND SAFETY ON THE PLAYGROUND

The Woodbury Elementary School is committed to teaching its children the values of responsibility, respect and safety.

We feel that recess is the time when these skills can be most useful for children during their day at school. It is also the time when we can observe whether or not the skills involved with responsibility, respect and safety are used spontaneously.

THESE RULES WILL BE USED BY ALL PERSONS including guest teachers in order to maintain consistency on the playground.

1. Always walk when lining up and entering the building (without pushing, shoving, or running).

2. Equipment use:

Slide: Only one person at a time should be climbing the ladder. Hold on to the sides. Remain in the sitting position when sliding down. No running up or down on the slide or playing tag. No snow or rocks on slide.

Swings: Use swings in the sitting position only. Come to a complete stop before getting off. No jumping off the swings, twisting them, or going sideways.



3. Students are not allowed in the dugouts.

Students may be asked to “Stop and Think”. When they are asked to do this (or decide themselves) they go to the area near the building. They remain there for few minutes and possibly meet with the people involved with the conflict. The recess duty person will help in getting started with the problem solving. If necessary, the classroom teacher and/or Principal will investigate the circumstances and determine if further action needs to be taken.

It is well within the duty of a playground supervisor to determine whether the actions of the children on the playground are consistent with our important theme of Responsibility, Respect, and Safety.

Students are expected to observe the same rules established in the classroom, since the playground is viewed as an extension of the total school program.

Conduct of Students on Busses

When an individual ignores the rules and driver's discipline, the school will notify the parents of said behavior. If the situation does not improve, the school will suspend the student's bus riding privilege. The first suspension will be for three days, after which the pupil's riding privilege will be reinstated for a four-week probation period. If a second offense occurs during this period, the pupil may be suspended from riding the bus for one week. If a third offense occurs, the privilege will be revoked for the remainder of the school year. Any time that riding privilege is revoked, it is the responsibility of the parents to transport these pupils to school. If the seriousness of the students misconduct so warrants, the school may suspend the student's bus privileges without a warning period at any time and the parents will be notified.

The bus driver is in complete charge of the bus at all times, and may routinely discipline students and assign seats as necessary. He/she shall report to the school any continual and serious violators of bus conduct rules on a bus report form. Discipline procedures used shall be reported to the school. Any questions or complaints from the parents shall be brought to the attention of the school. Bus drivers may not, however, discipline a student by disembarking him/her at a place other than the student's normal place (except in extreme emergencies when the safety of other students is in danger).

Students must be at their pick-up points on time, or be left. Bus drivers shall not be expected to wait for any pupil who makes a habit of delaying the bus.

It is important that the bus be brought to a complete stop before the doors are opened in order to allow children to get out or in. Students are to take their seats as soon as they enter the bus and are not to leave their seats while the bus is in motion. A bus will not move until everyone is seated.

To prevent misunderstandings between home and school, bus drivers should always be on time in so far as weather and route conditions permit. It must be understood that in case of bad weather, poor roads, etc., the bus driver must make the decision whether to omit all or part of a trip.

Bus windows may be opened and closed only with the driver's permission.

At no time may anyone put any part of the body outside the bus window.

Loud talk, inappropriate language, throwing objects or horseplay will not be permitted on the school bus at any time.

Smoking is not allowed on the school buses.

Parents of students who vandalize buses will be financially responsible for these acts.

Riding a school bus is a privilege and not a right, and as such, can be taken away for inappropriate conduct.

WOODBURY ACCEPTABLE USE POLICY GUIDELINES

The Internet is a worldwide telecommunication network. There are thousands of resources on the Internet. You will find libraries, government agencies, universities, discussion groups, software, technical information, as well as the millions of people who are part of this worldwide network.

Students are given the right to use the Internet for curriculum activities and classroom activities.

Students are expected to exercise responsible behavior when on the Internet. Responsible behavior includes, but is not limited to, the following: being courteous, following the rules set up by Woodbury Elementary School, using the Internet as a resource tool, avoiding inappropriate language and staying on task.

ORLEANS SOUTHWEST SUPERVISORY UNION ANNUAL NOTIFICATION OF RIGHTS OF PARENTS AND ELIGIBLE STUDENTS CONCERNING EDUCATION RECORDS

1. As the parent of a student enrolled in a school in a member district of the OSSU, 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:
 - a. To inspect and review the student's education records.
 - b. 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.
 - c. 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.
 - d. 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.
2. The procedure for exercising your right to inspect and review education records is as follows: The person wishing to gain access to education records shall contact the

Principal's Office and submit a written request for inspection.

3. The procedure for seeking amendment of education records is as follows: A person wishing to request the amendment of education records to insure that the record is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student should be made by contacting the Principal's office.

4. The supervisory union and its member districts have a policy of disclosing educational records to school officials with a legitimate educational interest without prior consent unless parents have specifically requested that directory information not be revealed.

This Annual Notification of Rights is only a summary of rights. Your rights 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 districts detailed student record policy and procedures, and in State and Federal law.

*You are an eligible student if you are at least 18 years of age or are attending an institution of post-secondary education

ANNUAL NOTIFICATION OF DIRECTORY INFORMATION AND RIGHT OF REFUSAL

Schools in the Orleans Southwest Supervisory Union may disclose designated directory information on students and eligible students without prior consent of the parent or eligible student, and without any record of such disclosure. The following types of personally identifiable information have been designated directory information:

- Students name, address, telephone number, date of birth, dates of enrollment, participation in officially recognized activities or sports, parent or legal custodian's name and address, students grade level classification, diplomas, certificates, awards and honors received.

Disclosure may include such personally identifiable information contained or reflected in photographs.

If you are an eligible student and are currently attending any of the above named schools, or if you are the parent of a student currently attending school in any of the Supervisory Union school districts, you have a right to refuse to permit the designation of any or all of these types of information as directory information concerning your child or (if you are an eligible student) yourself, by providing written notice of your refusal, listing the type(s) of information which you refuse to have so designated, to the building administrator of the school your child attends (or the school you attend, if you are an eligible student), on or before September 30, 2005.

*You are an eligible student if you are at least 18 years of age or are attending an institution of post-secondary education.

EDUCATIONAL SUPPORT TEAM (EST)

Act 117/EST Process:

In response to Act 117 and to promote teacher consultation, the Educational Support Team has been established to support students', social, physical, intellectual, and emotional growth.

Goals of EST are as follows:

1. To be a peer group that teachers can seek help from as they work on creative teaching strategies and accommodations as needed to meet all student needs. It is a time to share problems, brainstorm ideas and select possible solutions to try.
2. To provide staff support as they work with students. To include parents on teams at their request and when appropriate.
3. To help students who are not meeting or exceeding expectations.

SPECIAL EDUCATION

Special Education at Woodbury School is designed to address the needs of students who meet one or more disability categories. Students must be identified as in need of special education. A student in need of special education is when

1. their disability has an adverse effect on educational performance under standard instructional conditions and
2. the student needs special educational program because this support cannot be provided through the regular classroom accommodations, EST or support services

Special Education Procedural Process

A child may be referred for a special education evaluation based on recommendations from an EST team, or from a parent request for an evaluation. Parent input is an important part of this process. Parents will be asked to provide information about their child as a learner in both home and school environments and to address any other areas of concern. With parental consent, an evaluation plan is developed. A comprehensive report documents student needs and learning styles. Eligibility is determined if the student meets the special education criteria and is in need of remedial services. An individual education plan (IEP) is developed to address individual learner needs with attempts to meet these needs in the regular classroom.

ANTI-HARASSMENT POLICY

Woodbury Elementary School is committed to providing a safe and supportive environment in which all people are treated with respect. We will not tolerate harassment. Policy #208, Prevention of Harassment, will be strictly enforced in order to assure that all people in our school are treated safely and respectfully.

Harassment can be something spoken, written or physical that is done to a person and is based on that person's race, creed, color, national origin, marital status, sex, secular orientation or disability. Harassment can harm a person's access to education. It can also create a hostile environment in the school.

If you feel that your child has been harassed, you should contact any member of the staff or administration. The people in our school who have been designated to investigate harassment complaints are:

Sharon Fortune, Principal	472-5715 x 22
Debra Fairbanks, Guidance Counselor	472-5715 x 46

BULLYING PREVENTION PLAN

Definition:

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

1. occurs during the school day on school property, on a school bus, or at a school-sponsored activity;
2. is intended to ridicule, humiliate, or intimidate the student; and
3. is repeated over time.

Reporting, Investigation, and Notifying Parents of Bullying Reports

To address bullying, the Woodbury School District:

1. Encourages students to report personally or anonymously to teachers and school administrator acts of bullying. The Woodbury School District has established the following methods for reporting:

Anonymous Reporting: A written description in Ms. Fortune's mailbox, outside her office.

Personal Reporting: Sharon Fortune Principal: 472-5715 x22 or sfortune@ossu.org

Encouraging parents or guardians of students to file written reports of suspected bullying.

Requiring teachers and other school staff who witness acts of bullying or receive student reports of bullying to promptly notify the Principal.

The Principal is required to accept and review all reports of bullying including anonymous reports. If, after initial inquiry, an anonymous or oral report appears to warrant further investigation, the Principal shall promptly continue with an investigation.

As with any other disciplinary action, this requires school staff to notify the parent or guardian of a student who commits a verified act of bullying of the response of the school staff, and consequences that may result from further acts of bullying.

To the extent permitted under the Family Educational Rights and Privacy Act (FERPA), requires school staff to notify the parent or guardian of a student who is a target of bullying of the action taken to prevent any further acts of bullying.

WEAPONS POLICY

It is the policy of the Woodbury Town School District to maintain a positive, safe, and secure learning and working environment. It is also the intent of the District Board to comply with the Federal Gun Free Schools Act of 1994 and Act No. 35 of the 1995 session of the Vermont General Assembly. To that end, the Board will not tolerate weapons in the school environment, except as specifically stated in Board policy.

TOBACCO PROHIBITION

The use of tobacco on school grounds and in any area of the school and library buildings is a violation of state law and is hereby prohibited. This ban extends to any student, employee, or visitor to the school, and applies at all times, whether or not school is in session.

SNOWMOBILES, DIRT BIKES, ATV'S, AND MOTORCYCLES ON SCHOOL PROPERTY

To insure the safety of the Woodbury Town School District community and the integrity of school grounds, snowmobiles, dirt bikes, ATV's, and motorcycles are prohibited from all Woodbury Town School property unless owners or organizations have the express permission of the Woodbury Town School Board of Directors or its designee, the Principal of Woodbury Elementary School, to do so.

PETS ON SCHOOL PROPERTY

No pets shall be allowed on school property. When this is not the case, the Principal or his/her designee shall take appropriate action to insure the safety and health of the students and staff that includes, but is not limited to, contacting the owner or the constable for removal.

AFTER SCHOOL ATHLETICS

Parent volunteers carry out after-school athletic programs. If your child is on a team please be available for driving or other needs to help the coaches. The coach is your contact person rather than the school office personnel.

Each student participating in Woodbury's athletic programs shall have a satisfactory biannual physical examination prior to participation and after June 1 for the following school year. A physical examination any time during the school year will count as one year of the biannual school calendar period.

Students new to Woodbury Elementary must also have a physical examination prior to participating during that school year or show proof of their last physical examination.

Exceptions may be made to this policy where someone may be required to have a yearly physical examination because of an injury or illness.

The cost for physical examinations shall not be borne by the school.

Permission for Athletic Participation

All of Woodbury's athletic activities require prior completion of permission forms signifying general permission for: participation, understanding of athletic rules, and authority allowing the coach to permit emergency medical treatment in cases of

sickness or injury when the parent(s)guardian cannot be located.

Injuries and Insurance

All injuries that occur while participating in athletics must be reported to your coach no matter how small they may seem. After a physician treats an athlete, he/she must obtain the doctor's permission to return to the activity.

Woodbury School does not purchase insurance for its athletes. Each year the school district offers a school time insurance program at a nominal fee to all students. This "School Time Plan" covers all sports offered at Woodbury. This "School Time Plan" may be purchased at the beginning of the school year if your son/daughter plans to participate in any sports during the year and is not covered by other insurance.

SCHOOL HEALTH SERVICES

To provide a safe and healthy environment for students, all parents are asked to complete a medical information sheet on students every year. Information requested includes medications taken by the student on a regular basis, known medical conditions and allergies. Parents are encouraged to contact the school nurse during the year to communicate any needs of their student, such as activity limitations due to injuries or surgery. In case of illness, parents will be notified and are requested to provide transportation. Students are never to leave school when ill without notifying the nurse or office

Administering Medicines

The school recognizes that at the present time many students are able to attend regular school sessions because of the effective use of medication in the treatment of chronic disabilities or illness.

It is the feeling of the administration and the school nurse that it is always more desirable for medication to be administered in the home. However, any student who is required to take medication during the regular school day must comply with school regulations.

All medication must be sent to the school in the pharmacy container.

Parents are responsible for getting medicines directly to office and completing the required paperwork. Over the counter medications and three times a day prescription medication can be given before school, after school, and at bedtime. Students are NOT allowed to carry medicine with them while in school except under arrangements established by the school nurse and the parents.

Health Policy

To avoid exposing others to illness and having your child suffer unnecessarily, please do not send your child to school if he/she is not feeling well. Parents of students who become ill at school will be notified to come and pick up their child. Parents must designate an emergency care person who will pick up their child if

necessary. We ask that you please come to the office before picking up your child.

Procedures

1. Written instructions regarding all prescription medicines will be provided to the school and must be signed by parent and physician. This information must include:

- a. child's name
- b. name of medication
- c. purpose of medication
- d. time to be administered
- e. dosage

2. Medication must be brought in original, labeled container and given to the office or school nurse immediately upon entering the building.

3. The school nurse will:
- a. keep a record of the administration of medication
 - b. keep medication in a locked cabinet

4. Parent permission for administration of non-prescription medication must also be returned to school before such medication will be given. Forms for prescription and non-prescription medication are attached.

Immunization of Students

Vermont immunization Law, Title 18VSA, Chapter 21, Section 1121-1125, Sub-chapter 4, requires of all students and transfer students, a record showing the month and year of having received required immunizations as specified by the Vermont Department of Health. The Department requires the following vaccines: Diphtheria, Tetanus, Pertussis, Polio, Measles, and Rubella.

No child shall be required under this regulation to have immunizations if documentation is provided that immunization is contraindicated for medical, religious or moral reasons.

Students who fail to provide immunization records as required must be excluded from school. Every effort will be made to assist parents in meeting these requirements.

Attendance at School

SHOULD MY CHILD BE AT SCHOOL WITH THE ILLNESS?

The following are guidelines for sending your child to school during and after an illness. If any of these conditions do not improve or seem to be getting worse, or are not responding to treatment, consult your health care provider.

COLD, SORE THROAT, COUGH

Keep your child home if cold and cough symptoms are associated with fever or swollen glands, or if they do not readily improve. Your child may attend school if there is no fever, s/he is not fatigued and is able to do school work, and if the symptoms are mild and your child can manage behaviors to prevent the spread of germs. If your doctor has prescribed antibiotics, your child must be on the antibiotics for at least 24 hours before returning to school.

VOMITING & DIARRHEA

A child with vomiting and/ or diarrhea should kept home until symptoms have resolved for 24 hours and the child is able to keep down food and liquid.

FEVER

Your child may attend school with a temperature less than 100 degree. **Your child must be fever-free, without fever-reducing medication, for 24 hours before returning to school.**

HEADACHE

A child must be kept home if a headache is severe and does not respond to treatment, and is accompanied by other symptoms such as fever.

EARACHE/ TOOTHACHE

A child need not miss school due to and ear infection or a toothache if s/he is under medical treatment, has no other symptoms such as fever, and can complete schoolwork despite the discomfort.

RED EYES

Keep your child home if the sclera (white part of the eye) appears red and produces a yellow or green crusty discharge. If your child has been diagnosed with conjunctivitis (a contagious infection and inflammation of the lining of the eyelid and sclera) s/he may return to school after 24 hours of antibiotic eye medication.

RASH

Keep your child home if your child has a sizable rash over the body or face, and if the rash is oozing or due to a contagious condition.

INSTRUMENTAL MUSIC PROGRAM

Students are offered instrumental lessons starting in third grade. It is recommended that a beginning student start with one of the traditional band instruments, trumpet, trombone, alto sax, clarinet, flute, drum, or bells. Each student receives a 30-minute group lesson once a week in which groups consist of other students playing the same instrument. Students with a year of experience get together as an ensemble for another 30 minutes once a week.

Students can get instruments through a rental program if they do not already have one or are not able to borrow one.

WOODBURY COMMUNITY LIBRARY

The Woodbury Community Library (WCL), a partnership between the school and town libraries, is dedicated to providing comprehensive library services to the entire community. The library's purposes include nurturing knowledge, literacy, culture, and love of reading for people of all ages through its collections and dynamic programs.

There are picture books, easy readers, juvenile, young adult, and video collections for children of all ages. For adults, there are audio books, a range of fiction, non-fiction, and large print books, as well as a variety of videos. Computers are available with high-speed Internet access, and wireless service is available too. Inter-library loans greatly expand the availability of materials that can be borrowed.

Located next to the Woodbury Elementary School, the library hours during the school year are varied. When you see the flag out at the school driveway entrance on Valley Lake Road, you'll know the library is open!

The community is welcome to use the library during the school day unless a class is in session. Currently the library is open Monday 12-8, Tuesday – closed, Wednesday 9–1, Thursday closed, Saturday 9–1. On Fridays the school librarian is at the library to meet with classes and provide other library services, so the library is not open to the public. The town library director keeps the library open until 8 p.m. on Mondays.

All materials are checked out for 2 weeks, and there is no maximum number of books that can be borrowed. There is a limit of five videos per family for two weeks. A drop off box is available outside the building for returns when the library is closed. Fines are not charged for overdue books, but we will work with your children to help them learn ways to remember book returns! We may need to bill for books that are badly damaged or "lost and gone forever."

Use of the library building for community, club, or organization meetings and activities is encouraged. Contact the school administrative assistant for advanced scheduling information.

Please watch the school newsletter and the Hardwick Gazette for information about upcoming monthly programs. A calendar of events is available at the library

desk. The library's telephone number is 472-5710. A recorded message will give you current library information.

WOODBURY PTO

The Woodbury Parent-Teacher Organization (PTO) is a non-profit group of volunteers working in a variety of ways to provide support and enrichment activities for the Woodbury Elementary School. Some of the activities sponsored by the PTO over the years include a cross country ski program and equipment rental, ice skating program and equipment rental, Halloween parties, carol sings, Harvest and Winter Festivals, an annual country fair, and the purchase of uniforms and equipment for sports teams.

Everyone is welcome and encouraged to attend any of the meetings, or to offer input and assistance. Please read the school newsletter for information about upcoming meetings.

WOODBURY ELEMENTARY SCHOOL

NON-PRESCRIPTION MEDICATION PERMISSION FORM

Student Name _____

I hereby give permission for my child to take:

Medication _____ Dosage _____

Directions _____

Reason for giving _____

Date _____

Signature of Parent/Guardian _____



PRESCRIPTION MEDICATION ORDER AND PERMISSION FORM

Date _____

I hereby give my permission to _____ to release
Physician's Name

information concerning medication(s) prescribed for _____

Medication _____

Directions _____

Beginning date _____ Last dose _____

Reason for giving _____

Signature of physician _____

I hereby give my permission for the above named student to take the medication provided in its original container at school

Signature of Parent/Guardian _____

No medication will be given at school until the school receives this completed form with the medication in a container appropriately labeled.