

EDMUNDS ELEMENTARY SCHOOL
STUDENT & PARENT HANDBOOK
2016-2017

GROW with DIGNITY



MISSION STATEMENT:

"To educate all students for the present and for the future.
To help prepare students to participate in, influence
and shape their own future."



STUDENT AND PARENT HANDBOOK

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EDMUNDS ELEMENTARY SCHOOL

Home of the Mighty Timberwolves

299 Main Street ~ Burlington, VT 05401
(802) 864-8473 (Office) ~ (802) 864-2166 (Fax)

Dr. Michelle Mathias
Principal

Thomas Fleury
Assistant Principal

Trish Palmer
Administrative Assistant

August 31, 2016

Greetings! Welcome to the 2016-17 school year!

We are happy to report that the building has been equipped with a sprinkler system, and new LED lighting now shines brightly in our classrooms. We thank the citizens of Burlington for their generosity in funding these much-needed improvements.

A new leadership model to be implemented this school year will realign roles and responsibilities at our school and at Edmunds Middle School, as well. I will transition to role of Principal for the K-8 Edmunds School campus with Thomas Fleury serving as Interim Assistant Principal for Grades K-5 operations and Katherine Grykien returning to the role of Interim Assistant Principal for Grades 6-8.

In order to maintain close communication with families about all that is happening at Edmunds, we send home via email or paper copy the weekly Friday Flash newsletter. Please be sure to read it each week for the news and events of our school community.

We hope you and your family members will join us for the many events and activities taking place during this school year. Getting to know and work with you on your children's behalf will build effective and lasting relationships to enhance their learning experiences at Edmunds and beyond.

Sincerely,

A handwritten signature in cursive script that reads 'Shelley Mathias'. The signature is written in black ink on a white background.

Dr. Michelle B. Mathias

ACCESS - SCHOOL ENTRANCE PROCEDURE:

Edmunds Elementary School is a secure building. Students and parents can enter the front door which will be unlocked until 8:30 a.m. After that, the door will be locked, and there will be an individual in attendance to assist those needing to enter the building.

All visitors must sign in and get a Visitors Badge. We also have volunteer passes for those who come frequently to volunteer. Please sign out when you leave. The sign in and out sheet provides us with important information should there be a fire. Faculty and staff members have been instructed to direct anyone who does not have a Visitor's Badge to return to the entrance and get one. **If you enter the building before 8:30 a.m. and plan to be in the building after that time, please stop and get a Visitor's Badge.**

Parents needing to pick up children for doctor's appointments do not need to go to the office. You can give the information to the staff member at the door, and students will join you in the front lobby. If you want to go to the office, you will have to sign in and get a Visitor's Badge.

ARRIVAL TIME AND PROCEDURES:

Getting a good start includes being able to arrive and be part of the morning routines in a calm, relaxed fashion. For this reason, we ask that you help your child to get into the habit of arriving early - targeting 8:00 a.m. as their arrival time to be sure they get a solid start to their day, and by 7:50 a.m. if they want to have breakfast at school.

Please note the morning routine:

Breakfast: All students are eligible for a free breakfast and may go to the cafeteria after 7:45 am.

First Bell: 8:08 a.m. (Students enter the building)

Second Bell: 8:10 a.m. (students in seats)

Tardy: After 8:10 a.m.

*** On Wednesday mornings, we will be entering the building earlier to accommodate our Whole School Celebrations which begin at 8:10 a.m..**

Students who arrive at school before 8:05 a.m. may wait outside the entrances they are using to enter the building or may come in for breakfast in the cafeteria. Students must observe the EES expectations while waiting to enter the building. Supervision will be provided beginning at 7:50 a.m.

BUS SCHEDULE:

Elementary school students are going to and from school. The basically the same as last year.

- To see an up to date bus route click on "Schedules and Fares", drop down menu. Scroll down to them.

- Buses generally arrive about

- Buses depart about 3:05

- If you are new to the school, check with families in your area who attend Edmunds for approximate bus pick-up times on your street. You may also call CCTA directly (864-2282) with specific questions. It is generally not wise to allow kindergarten students to ride the bus without a "buddy."



eligible to ride city buses for free while Neighborhood Special bus routes are

you should go to www.cctaride.org and choose "neighborhood specials" from the look for the routes with the word Edmunds in

7:55 at school.
from South Union Street.

No dogs or pets please! Please check with the office before bringing a dog or any other pet on school grounds. Your dog may be very friendly but some people are afraid of dogs and others are allergic to them. It is a recommendation of the State of Vermont Department of Health to prohibit pets at school. School grounds start on the building side of the Main Street and Maple Street sidewalks. Please

do not tie your dog up on the sidewalk and walk your child into school because many people walk to school

and will have to pass your pet. This is for the safety of all of our students. Thank you in advance for your cooperation.

Morning Drop-off, Afternoon Pick-up and Parking at Edmunds Elementary!

The City of Burlington, Burlington School District, parents/guardians, and community members work to

insure a safer route to school for Edmunds students. The outcome involves changes that you will want to be aware of. The highlights of the changes are as follows:

- CCTA bus loading and unloading for both schools is on South Union Street
- There is a more clearly defined crosswalk in front of the school which will be safer for pedestrians, keeping students on the sidewalk, and eliminating the need to cross the horse shoe.
- Special Education bus loading and unloading will utilize the Edmunds Elementary horseshoe
- There can be no student drop off or loading from South Union Street
- **The Elementary horseshoe is for drop off between 7:45-8:30 a.m.**

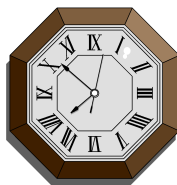
The horseshoe will have short term visitor parking between the hours of 8:30 a.m. and 2:15 p.m. Please note:

- There is no staff parking in the horseshoe
- **Right turn only when leaving the Elementary horseshoe (ticketed offense for left turns)**
- All pull in parking on the north side of Main Street will be eliminated in front of the complex and
- **Please DO NOT drop off in the back of the building or park in the staff parking lot.**
- Use the metered parking spots on Main Street if you need to park.
- The City of Burlington has ticketed parents and staff members for parking violations. Violations are expensive, as most tickets issued are for \$75.00 each. Please allow sufficient time to find parking.

Please be respectful of the volunteers assisting your child and others. This is a very hectic time of day!

DISMISSAL TIMES AND PROCEDURES: Students are dismissed at 2:50 p.m. on Mon., Tues., Thurs., and Friday and 1:50 p.m. on Wednesday. Please note the following:

- Students exit through the front and side
- Students are not to use the back door due
- **No parking in the Main Street horseshoe**
- Parents/Guardians are asked to wait down on traffic in the hallways and to with their assignments.
- **On early release days, all students are**



doors only.
to lack of supervision.
from 2:30-3:00 p.m.
outside until dismissal in order to cut
ensure that the students continue
dismissed at 11:30 a.m.



Join the Parking Volunteers:

to help with the parking
help keep the drop-off safe, easy,
contact Dave Jenemann.

. A minimum of two volunteers are
morning. We hope you will help!



We are looking for parents/guardians
committee. Please join the group and
and stress-free. To volunteer,
needed to staff drop-off each

TARDINESS: Promptness to school is very important. Students who are excessively tardy lose valuable learning time. The effects of tardiness are numerous:

- The child who is late misses important information and directions.
- Classmates lose instructional time because the teacher has to repeat information the tardy student misses. This is not fair to the students who arrive on time.
- Tardy students are learning bad habits which may lead to being late for other important activities.

It is the responsibility of the parent/guardian to see that their child is at school on time every day. All students arriving after 8:15 a.m. **MUST** report to the office to receive an admission slip to class. If at anytime it is observed that your child's tardiness is becoming habitual, you will be asked to meet with an administrator to discuss the problem

ATTENDANCE: Attendance on all school days is most important if a child is to get the most out of the program provided. Please make every effort to have your child in school unless he/she is ill.

As so many of our children walk and roll to school, it is imperative that we check on the whereabouts of any child who is absent but for whom we have no communication stating that they will be absent. This requires that we call every household/job site and alternate phone number until we have an adult who can confirm that they know where their child is. This is time-consuming but is of paramount importance in insuring the safety of every student. Please help us by following the procedures below and letting us know where your child is or will be.

- You are responsible for informing the school when your child is absent. Please call 864-8473 ext. 7 the morning of the absence and send a note with the child when s/he returns to school. If calling before or after school hours, please leave a detailed message.
- After 5 absences, we will contact the parent/guardian in order to determine how we can assist them with their child's attendance.
- After 10 absences, the school will again contact the parent/guardian and ask how we can further assist them.
- After 15 absences, parents/guardians must attend a conference with school personnel. School Resource Officers, officials from the Chittenden County State's Attorney's Office and the Vermont Department of Children and Families (D.C.F). and other community agency representatives may also attend. Together, we will develop a plan to ensure the student's attendance at school. Support services will be offered. If a parent/guardian does **not** attend the conference without a valid reason, an affidavit about the student's absences will be filed with the Chittenden County State's Attorney's Office.
- After 20 absences, the school may file an affidavit with the Chittenden County State's Attorney's Office to seek court action.

Excused Absences:

Examples of excused absences are:

- Illness of the student (a doctor's statement may be required by school officials).
- An accident resulting in bodily injury to the student.
- A death in the immediate family of the student.
- An observance of an established religious holiday of the student's faith.
- A subpoena by a law enforcement agency or for a court appearance.
- Principal-approved participation in academic, vocational, or non-instructional activities.

A General Plan To Follow: Keeping Kids Home from School: A Parents Guide

Early in the morning it is often difficult to make a decision about whether or not your child is sick enough to stay home from school. With minor symptoms, you often cannot tell whether s/he is going to get better or worse during the course of the day. While Edmunds Elementary has an excellent nursing staff, parents should still read and follow the guidelines below when determining if their child should attend school or stay home:

The main reasons for keeping your child home are:

- o if s/he is too sick to be comfortable at school or participate in educational activities
- o to avoid spreading illness among other students and adults.

As a rule, a child should stay home if there is:

- o fever of 100°F
- o vomiting
- o diarrhea
- o frequent cough
- o persistent pain (ear, stomach, head, etc.)
- o widespread rash

Most of these problems need to be discussed with your child's pediatrician to determine if an office visit is needed.

If your child is diagnosed with an illness that requires an antibiotic, s/he should wait 24 hours before returning to school.

A child should be fever and symptom-free for 24 hours and be able to hold down food and fluids before returning to school.

Remember to make sure that the school knows how to reach you during the day and that there is a back-up plan and phone number on file if they cannot reach you.

When absences occur, the following shall govern the making up of class work:

- Students who are absent from class--regardless of the reason--are required to make up class work and/or tests.
- Teachers in grades K-5 are responsible to arrange for the completion of all appropriate class work and/or tests within three (3) days of the student's return to school. One day for each absence is allowed for completion of class work missed.
- Parents/guardians calling the school for class work while the child is home should allow 24 hours notice in order for teachers to prepare the necessary assignments.

- Assignments will not be given in advance to a student who is going to be absent.

HEALTH SERVICES: Children receive vision and hearing screening following Vermont School Health Screening Guidelines. Parents/guardians are notified if the screening indicates a medical follow-up is necessary. Please call the school nurse if you have questions or concerns about your child's vision or hearing. Parents/guardians are permitted to exclude their children from these screenings. Please contact the school nurse before October 1st if you do not want your child's vision and/or hearing screened.



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Health and immunization records are kept on each child. By law, to enter a Vermont school, a child must be immunized against certain illnesses or have a signed exemption. Please see the school nurse

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ILLNESS: We provide initial first aid services to children who complain of illness or injury during the school day. Our goal is to return the child to the classroom as soon as possible. If returning to the classroom is not possible, we will notify parents and determine an appropriate course of action. In case of severe injury or illness, we will call 911.

MEDICATIONS:

Most parents/guardians whose children require medication are able to give it to them at home. There are occasional times when medication may have to be given during school hours.

Prescription Medications: The physician and the parent/guardian **MUST** sign the Medication Administration Form. (Many physicians' offices have copies or one can be obtained from the school office.) The medication **MUST** be in its original container. If it is a long-term prescription, the permission must be renewed each school year.

Non-Prescription Medications: Parents/ guardians **MUST** fill out and sign the Medication Administration Form before any medication can be given to the student. Medication **MUST** be in the original labeled container and will only be given for up to 48 hours with each form. If the need for a longer-term administration exists, please call the school nurse. The school nurse or designee reserves the right not to give the medication when there is a safety concern. If this occurs, parents/guardians will be notified. Parents/guardians can always come to school and administer the medication themselves. All medication is kept locked in the school office.

LICE: Parents/guardians are requested to check their children for head lice each week:

- If a parent/guardian identifies a case of head lice, s/he should notify the school nurse. The parents/guardians of other children will be notified as appropriate.
- Parents/guardians will be notified if live lice are found on their child. Parents/guardians will be asked to treat their child at home and are encouraged to remove any nits (lice eggs) from hair before returning students to school.
- If a parent/guardian receives a notice that head lice have been found in their child's classroom, they should check their child's head that day and treat if necessary.

FOOD PROGRAMS -

The Burlington School District participates in the Farm to School Project and is working with about 30 farms that provide locally-grown foods to our schools. This enhances the overall quality of food at our schools. Parents/guardians are invited to join their children for lunch.

Application forms for free and reduced lunch will be sent home on the first day of school. We ask that parents/guardians complete these forms whether or not they intend to use the lunch program. New income guidelines have resulted in more families qualifying for reduced-priced lunches. A higher percentage of students qualifying for the program results in Edmunds Elementary School qualifying for additional federal funds without any requirement that students participate in the school lunch program.



BREAKFAST: Breakfast is offered in the cafeteria school. All EES students will be able to receive a cold breakfast later in the morning as it fits in their class schedule.

free to all students. A nutritious breakfast is beginning at 7:45 a.m., starting the first day of

SNACKS: Students have a short snack period each morning provided through our school food program. Should parents/guardians choose to send in snacks with their children, we ask that they be nutritious. Snacks high in sugar or containing "empty calories" are discouraged. Please feel free to talk with the teacher, the nurse, and/or the principal if you have any questions about this.

LUNCH:

- Hot Lunch is \$2.25
 - Peanut butter and jelly sandwiches will be the only alternative offered at all schools.
 - White or chocolate milks cost 50 cents each (one is included with hot lunch).
 - NOTE: Students will be served only a yogurt and a fruit if they have more than four (4) lunches outstanding on their account balance.
- * **Applications forms for free and reduced-priced lunch** will be sent home on the first day of school.

Fruits and Vegetables: available to students in their classrooms.

CONFERENCES: Communication between home and school is a key factor in monitoring a child's progress and avoiding potential problems. We encourage parents/guardians to confer with teachers. Conferences should be held whenever needed and may be requested by either the parent/guardian or the teacher. Appointments may be made by calling the school or sending a note to the teacher. Formal conferences will be held in the fall and spring. Watch the Friday Flash for information on how to schedule the formal conferences. It is helpful to teachers and children if parents/guardians come to conferences prepared. The following are a few conference tips:

- Both parents should attend, if possible.
- Be on time.
- Prepare questions you may want to ask.

BEHAVIORAL EXPECTATIONS

The philosophy of behavior at Edmunds Elementary School centers on three basic expectations.



1. "Bee" Safe.
2. "Bee" Respectful.
3. "Bee" Responsible.

The model is the research-based behavioral intervention system known as Positive Behavior Intervention Supports or PBiS. The most important aspect of PBiS is the understanding that all students need to be taught expected behaviors in the various environments in which they find themselves. Children also learn that they sometimes need to adjust their behaviors according to where they are and what is happening.

We are helping students assume responsibility for their own behavior, first by clearly teaching what each expectation would look and sound like in the various school environments, and then by reviewing and reinforcing these expectations, and as necessary, by correcting inappropriate behavior. We offer support in situations where problems occur. Support comes through implementation of the following guidelines:

1. Problems are discussed in ways that lead to workable resolutions.
2. Sometimes, consequences such as time out from class, loss of recess privileges, written apologies, and meeting with the principal are applied if student behavior is disruptive to the point where it interferes with their rights or the rights of others to learn or be safe.
3. Students may be asked to work with their parents/guardians to create a plan for improved behavior. The purpose of this plan is to help students:
 - Act responsibly at school.
 - Make better choices.
 - Reflect with parents/guardians and seek their support.
4. Repeated disruptive behavior will result in a meeting with parents/guardians to help enforce behavioral expectations.
5. Loss of verbal or physical self-control, assault, vandalism, harassment, bringing or possessing a weapon or other dangerous device to school, threatening others including bomb threats, or swearing at an adult may lead to suspension from school or a referral to the Superintendent of Schools for expulsion from school after a School Board hearing.

Before sending a student to the office for misbehavior, the teacher must be sure to have taken all of the steps available within their established classroom expectations. If warranted, a discipline referral form will be written up for the offense. Examples of behaviors that warrant being sent to the office with a discipline referral form are as follows:

- a. Self-injurious behavior
- b. Physical aggression
- c. Stealing/cheating
- d. Threatening or abusive language
- e. Consistent defiance/misbehavior
- f. Damaging and/or destroying school property

CELL PHONES No cell phones should be in use while at school. The cell phones should be in backpacks or pockets. Cell phones that are being used will be confiscated and kept in the office until the end of the day. Students have ready access to a telephone in the office for calls to parents.

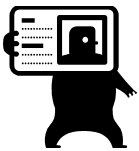
DETENTION: Occasionally, students may be given a detention after school. Teachers will call parents/guardians if they are planning to detain students beyond 2:50 p.m.

DRESS CODE: An Edmunds student is expected to dress in a neat and clean manner that reflects pride in themselves and their school. Hats are not to be worn in the building during school hours. We rely on parents/guardians to use good judgment as to what students wear to school. Please work with your child to refrain from wearing shirts with inappropriate words or pictures as well as ill-fitting clothes that are distracting to the instructional environment. As a general rule, shirts should cover the entire stomach area. Sneakers and/or shoes are appropriate for school, but flip-flops are not. Gym shoes are required for Physical Education classes.

During the winter months, students need appropriate clothing for recess. They will be expected to wear boots, hats, jackets, and gloves or mittens during any outdoor activity. Students are encouraged to keep at school an extra pair of shoes or sneakers to wear during the school day.

EDUCATIONAL SUPPORT TEAM (E.S.T.): The Educational Support Team is an informal way of helping teachers assist students with academic and/or behavioral concerns. Several teachers, the principal, the guidance counselor, and the learning specialist are on the team, which meets weekly and as needed. The team accepts requests for assistance from teachers, other school staff members, and parents/guardians. Any situation in which a student is not succeeding is appropriate to refer to the school's E.S.T. During a meeting, suggestions for improving the situation are considered. An action plan is developed, followed, monitored, and revised as needed.

EMERGENCY MANAGEMENT PROCEDURES: The Burlington School District works diligently to make our schools safer for all students. In our collaboration with the Burlington Police Department, we have successfully implemented many school safety procedures as part of our overall emergency management system. As a result of these preparations, the district will continue to enforce the following safety measures: all staff members will be required to wear photo identification, and all visitors are asked to sign in and get a name tag when visiting a classroom or other part of the school. The one exception to this is the Whole School Assembly on Wednesday, which is open to the public.



Fire Drills are held on a regular basis throughout the school year. Some drills are announced to provide instruction and practice. Most drills are unannounced, however, and are intended as practices of safe exiting in emergency situations. Students are expected to remain silent as they exit the building. "Lockdown" Drills are also practiced regularly in cooperation with the Burlington Police Department.

EMERGENCY SCHOOL CLOSING: The Burlington School District utilizes an automatic calling system to insure that families and staff members receive emergency messages as quickly as possible. The system will call all parents/guardians and employees in the event of an emergency school closing.



Please make sure that we have the telephone number you want us to call in such a situation. PLEASE talk with your child about what to do (go home, go to the regular babysitter, etc.) in the event of an emergency closing of school. There are two different kinds of emergency school closings: (1) one in which remaining in the building poses no threat of injury (weather related, loss of electricity or plumbing, etc.), and (2) one in which remaining in the building may not be safe.

In the first situation, the media will also be notified and local television and radio stations will announce such closings. We will then follow your directions as outlined in the "Emergency School Closing" form that you fill out in the beginning of the school year. Students should be picked up at

school. It is crucial that you help us by updating your "Emergency School Closing" form & ensure that we have the most up to date telephone numbers in order to reach you. In the second situation, we will follow the procedures as for # 1, but the media will not be contacted.

FIELD TRIPS: A number of field trips occur throughout the school year. Some trips are walking trips; others require bus transportation. Parents/guardians will be asked for permission to allow students to attend field trips for the school year and notified in advance of each such trip within the city. A special permission slip is required for

The right of one person to attend jeopardy the opportunity of others to procedures dictate that a student because of willful violation of school materially and substantially disrupts willful conduct which endangers the



trips taken out of the city. field trips must not place in serious benefit from these activities. School may be removed from a school activity expectations, willful conduct which the rights of others to an education, or student, others, or property.

FUNDRAISING: At various times engaged in fundraising activities to classes. Students in Grades K-5 will activities per policies of the School

throughout the year, students may be benefit the educational programs of their not engage in door-to-door fundraising Board.

GUIDANCE: Guidance programs are based on the fact that academic learning is maximized when a child has a sense of self-worth and competence which fosters her/his healthy personal, educational, and social development. When factors that interfere with learning are reduced, a child is most likely to have a successful educational experience.

- Guidance programs focus on prevention because we believe that the models and experiences for problem-solving and coping provided in the elementary school years will be part of the children's repertoire of skills for the rest of their lives.
- Guidance is for all students and is supported through the cooperative efforts of the school's professional staff.
- IN-CLASS guidance lessons are presented by the guidance counselor school-wide and are reinforced by the classroom teachers. These developmental lessons are in the areas of: self-awareness, coping, decision-making, academic skills, social skills, and understanding others.
- SMALL GROUPS focus on teaching ways for students to take responsibility for their actions, cope with stress, reinforce social skills, communicate effectively, and problem solve interpersonal disagreements.
- INDIVIDUAL COUNSELING is short term and is intended for concerns that are school-related or affect school performance. Ongoing problems of a more serious nature are referred to outside agencies.
- Elementary guidance counselors also consult with parents/guardians and teachers, help coordinate school and community services, assist with program development and evaluation, and serve on various interdisciplinary teams.

HOMEWORK: Students in Kindergarten and Grade 1 may occasionally receive homework. Students in Grades 2-5 receive homework on a more consistent basis. Homework activities naturally vary in length and scope. Homework is generally viewed as independent practice of skills or completion of long-range projects that require additional time outside of school. Parents/guardians can best assist their child with homework by:

- Making themselves available to their children during homework time;
- Setting up a place and time for doing homework each day;
- Eliminating outside distractions;
- Acting as resources for their children by clarifying directions and expectations of the homework;
- Gauging the timing of their child's homework; this involves some judgment about a child's frustration level and when to take breaks;
- Helping a child feel proud of the effort s/he puts into their homework; and
- Seeing themselves as teachers of their own children.

Parents/guardians must be co-educators with the teacher, not passive participants. Feel free to contact your child's teacher if there is something that you don't understand. Let's all keep the lines of communication open!

LEARNING CENTER: The Learning Center provides opportunities for all students to learn how to

locate and use print and non-print information. The library staff exposes all students to materials appropriate to their ages, interests, and reading levels, whether requested for class assignments or leisure reading. Small groups or individuals come with teacher permission to use these resources for

enrichment. Entire classes meet bi-weekly for more formal instruction and presentations. Research activities are ongoing, as required by classroom teachers.

LEAVING SCHOOL PROPERTY: Children are not to leave school grounds during school hours without specific WRITTEN PERMISSION from parents/guardians. An adult must always accompany them off campus.

LOST & FOUND: Lost articles are stored in the lobby on the first floor. Articles not claimed each semester are given to a local charitable organization.

NOTICES: Parents/guardians school and the community at least ask their children each day for newsletter from the principal about school's website.



should expect to receive notices from the once a week. We expect parents/guardians to notices. The **Friday NewsFlash** is a weekly school activities and can be accessed on the

OBSERVATIONS: Parents/guardians are asked to arrange classroom observations through the principal at least 24 hours in advance.

PARTY INVITATIONS: Please refrain from sending birthday party invitations to school to be handed out. This will prevent hurt feelings on the part of students who are not invited.

PERSONAL PROPERTY: Children are discouraged from bringing personal property unrelated to school (i.e. MP3 players, toys, etc.) because the school cannot be responsible for these items. PLEASE put the student's FIRST AND LAST NAME on any articles of clothing (e.g., jackets, coats, sweaters, sneakers, etc.) and book bags.

PETS: Prior approval from the administration must be obtained in order for any animal to be brought on campus. Otherwise, pets should not be brought to school or school grounds for any reason. This is a recommendation made by the Vermont Department of Health.

PROBLEM-SOLVING PROCESS: Concerns or questions sometimes arise between home and school. The following is the recommended procedure for addressing concerns:

1st - Always begin by contacting the teacher. The teacher will then include other personnel if appropriate.

2nd - If the situation has not been resolved, or additional assistance is needed, the principal should be contacted.

3rd - If the situation has not been adequately resolved or explained to your satisfaction by the teacher and the principal, the superintendent's office should be notified at 864-8474.

RETENTION POLICY: Retention is only effective in helping students improve if it is with the full cooperation of the parents./guardians. Therefore, parents/guardians have the final say in retention decisions. The teacher will contact the parent/guardian whenever retention is being considered. Specific concerns will be noted along with the strategies that have been employed to deal with those concerns. The discussion will revolve around what is in the student's best interest and whether or not retention should be considered.

SMOKING: Smoking is NOT permitted within any area of the school. All buildings are smoke-free environments. This includes school grounds and during school-related activities. Please help us by setting a good example.

SPEECH & LANGUAGE SERVICES: Students who are eligible for speech and language services will receive support for articulation problems and developmental language disabilities. If you believe that your child needs services and might be eligible for services, contact your child's teacher and/or the principal immediately.

STANDARDIZED TESTING: Each year we give appropriate mandated tests to all students in Grades K - 5. We will inform you at the appropriate time about these tests and their results. Act 68 requires that results of state and standardized testing be published annually. The Burlington School District

publishes this data annually in their city report. Parents/guardians are encouraged to review this data and to contact the school principal if they have any questions. Individual results are shared with parents/guardians each year.

STUDENT PLACEMENT: It is the principal's responsibility to place students in classes each academic year. Decisions are based on information gathered regarding academic strengths, organizational skills, learning styles, special learning needs, and other factors in order to create balanced classrooms. Parents/guardians are invited to discuss their children's educational needs with the school.

STUDENT WELFARE (SCHOOL BOARD POLICY): Any adult employee of EES who has reasonable suspicion to believe that a child's physical or mental health or welfare has been or is being harmed or abused, or that the child is a victim of neglect, is required to report or cause a report to be made to the Vermont Department for Children & Families (D.C.F.)

VISITORS: PLEASE use the main school entrance located on the Main Street side of the building. Visitors must wear a Visitor's Badge at all times while in the building. Please remember to sign out when leaving.

VOLUNTEERS: Parents/guardians and other community members are welcomed and encouraged to volunteer for a particular class or the school. Federal confidentiality laws require that all individuals working within a school receive confidentiality training. In order to comply, volunteers will be required to attend appropriate training sessions. Notices regarding **Volunteer Training sessions will be posted in the Friday NewsFlash**. Please contact the principal, the classroom teacher, and/or the PTO if you wish to discuss a volunteer activity. All volunteers must report to the office to sign in each day. Volunteering is at the discretion of the EES faculty and staff and is approved in advance to insure that we are able to use the services of the volunteer in a worthwhile manner.

School Expectations: EES PBIS Matrix

Location:	Safe	Respectful	Responsible
Hallway/Walkway or Sidewalk	<ul style="list-style-type: none"> ● Walking feet ● Facing forward ● Stay on right side 	<ul style="list-style-type: none"> ● Hands to self 	<ul style="list-style-type: none"> ● Voice off ● Quite feet
Cafeteria	<ul style="list-style-type: none"> ● Stay seated ● Face forward ● Feet on floor ● Body in control 	<ul style="list-style-type: none"> ● Eat your own food ● Inside voice 	<ul style="list-style-type: none"> ● Follow adult directions ● Clean up your area ● Use compost and trash ● Take only what you need
Bathrooms	<ul style="list-style-type: none"> ● Wash with soap and water ● Water stays in sink 	<ul style="list-style-type: none"> ● One person in a stall ● Respect privacy ● Use quiet voice ● Flush 	<ul style="list-style-type: none"> ● Use the toilet, wash and leave ● Use only one paper towel ● Keep walls/mirrors and floors clean
Playground	<ul style="list-style-type: none"> ● Go down the slide ● Stay clear of moving swings ● Rocks, sticks, and wood chips stay on ground ● Hands/ body to self 	<ul style="list-style-type: none"> ● Take turns ● Share equipment ● Include others ● Be aware of other activities 	<ul style="list-style-type: none"> ● Stay on playground/field/blacktop ● Return any equipment used ● Line up when asked

Assemblies	<ul style="list-style-type: none"> ● Walking feet ● Body to self ● Body in control 	<ul style="list-style-type: none"> ● Sit on my bottom ● Return the quiet signal ● Eyes on the speaker ● Voice off 	<ul style="list-style-type: none"> ● Follow adult directions/ signals ● Sit with class ● Take care of your belongings
	Safe	Respectful	Responsible
Arrival	<ul style="list-style-type: none"> ● Watch for cars and buses ● Hands to self ● Body in control ● Walk to the cafeteria for breakfast ● Wait outside with classmates until bell rings 	<ul style="list-style-type: none"> ● Follow adult directions at all times ● Walking feet/ quiet voice inside 	<ul style="list-style-type: none"> ● When 8:00 bell rings, walk outside ● When 8:05 bell rings, walk to your class ● Take care of your belongings
Dismissal	<ul style="list-style-type: none"> ● Watch for cars and buses ● Hands to self ● Body in control 	<ul style="list-style-type: none"> ● Follow adult directions at all times. ● Walking feet/ quiet voice inside 	<ul style="list-style-type: none"> ● Take care of your belongings ● Follow your after school plan

FACULTY & STAFF

2016-2017

ADMINISTRATION

Mathias, Michelle (Shelley)	Principal	B200
Fleury, Thomas	Assistant Principal	B200
Palmer, Trish	Admin. Assistant	B200
Hathaway, Melissa	Guidance Counselor	B204
Carlson, Jamie	Nurse (Th./F)	B200
Neary, Carol	Nurse (M./T.W.)	B200
Harrington, Christen	Student Support Coach	B205G
Royer, Lauren	School Psychologist	B302

TEACHERS

Abbiati, Claudia	Speech and Language Pathologist	B202
Bellavance, Janet	Grade 2	B213
Bolwin, Stephanie	Special Educator	B202
Bonanni, Amanda	Grade 5	B314
Elliot, Joanna	Art	B114
Fagan, Lauren	Grade 1	B115
FitzPatrick, Megan	Grades 3-4	B208
Flaherty, Meg	Grades 3-4	B209
Flynn, Kristine	Grades 4-5	B306
Gendimenico, Janelle	E.L. Teacher	B309
Gillard, Gregory	Grade 5	B312
Goldsmith, Lindsay	Grades 3-4	B209
Hale, Kaitlyn	Math Interventionist	B311
Halpin, Janet	Literacy Interventionist	B109
Houchens, Paul	Grades 3-4	B212
Ide, Emily	Grade 3	B215
Kilburn, Stephanie	Kindergarten	B104
McMorris, Heather	Grade 2	B214
Neil, Kathy	Learning Center	B300
Nolan, Betsy	Music	B110
O'Brien, Jamie	Grade 1	B113
Palmer, Lori	Grades 3-4	B211
Paradis, Jessie	Special Educator	B304
Quinn, Kara	Grade 1	B109
Riley, Alyson	Special Educator	B201
Sessions, Tyler	Physical Education	Gym
Styles, Andrew	Grades 4-5	B307
Weidman, Danielle	Kindergarten	B103
Witt, Teresa	Special Educator	B202

: GROW with DIGNITY :



SUPPORT STAFF

Bombard, Melissa	DTI
Bordeaux, Jessica	Tooth Tutor
Calcagni, Kristen	Social Worker
Gelineau, Sarah	Communication Facilitator
Gilbert, Janet	Receptionist
Paul, Angele	Social Worker
Trackim, Rachel	Speech & Language Assistant

EDUCATIONAL ASSISTANTS

Charlebois, Cathy
Davis, Scott
Duggan, Chelsea
MacDonald, Julia
Martin-Baker, Darienne
Nasser, Nagham
Rowell, Amanda
Sanders, Leslie
Shepard, Ashleigh
Shepard, Susan
Stern, Britney
Thompson, Mary

BURLINGTON KIDS AFTER SCHOOL PROGRAM

Mazuzan, Nina -- District Director
May, Priscilla -- Site Director
Hodder, Megan -- Site Assistant Director

FOOD SERVICE STAFF

Hathaway, Dawn-Supervisor
Chayer, Sue
Griffin, Nora
Hannigan, Kathy
Prim, Evelyn

CUSTODIAL STAFF

Tangtsang, Dakpa -- Head Custodian
Coolbeth, Ken
Latifovic, Samid
Medar, Izudin "Ezo"

Harassment:

STUDENT HARASSMENT

Harassment is a form of unlawful discrimination that will not be tolerated by the Burlington School District. The District will address all complaints of harassment promptly and take reasonable steps to end harassing conduct in accordance with its Policy, Prohibition of Student Harassment, JBAA.

Prohibited harassment:

- A. Harassment:** is an incident or incidents of verbal, written, visual, or physical conduct, including electronic, based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, gender identity or gender expression that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment.
- 1. Sexual harassment:** conduct that includes unwelcome sexual advances, requests for sexual favors and other verbal, written, visual, or physical conduct of a sexual nature.
- 2. Racial harassment:** conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to racial customs.
- 3. Other protected categories of harassment:** Conduct directed at the characteristics of a student's or a student's family member's actual or perceived creed, religion, national origin, marital status, disability, sex, sexual orientation, gender identity, or gender expression; includes but is not limited to the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech or dress, and negative references to customs related to any of these protected categories.
 - a. Creed or religious harassment** means harassment based on or motivated by a student's or a

student's family member's actual or perceived creed or religious beliefs or practices, including manner of dress.

b. National origin harassment means harassment based on or motivated by a student's or a student's family member's actual or perceived national origin, including manner of dress.

c. Marital status harassment means harassment based on the status of being an unwed mother or father directed at, or motivated by a student's or a student's family member's actual or perceived marital status.

d. Sexual orientation harassment means harassment based on or motivated by a student's or a student's family member's actual or perceived sexual orientation.

e. Gender identity harassment means harassment based on an individual's actual or perceived gender related identity or gender related characteristics, intrinsically related to an individual's gender or gender identity, including but not limited to appearance or behavior, regardless of the individual's assigned sex at birth.

f. Gender expression harassment means harassment based on or motivated by an individual's or individual's family member's actual or perceived gender expression, including, but not limited to, appearance or behavior, regardless of the individual's assigned sex at birth.

g. Disability harassment means harassment based on manner of speech or movement, cognitive ability, receipt of educational services outside of the general education environment, or other manifestation of a person's disability directed at, or motivated by a student's or a student's family member's actual or perceived disabling mental or physical disability.

Reporting harassment: All students, parents/guardians, school community members other than staff are encouraged to report incidents of misconduct or student harassment to a school employee or one of the two Designated Employees at your school/building. Any adult school employee who sees or hears, or receives a report either written or oral, of student harassment, the employee **must** immediately inform a Designated Employee. Currently, the Designated Employees for 2012-2013 are:

Edmunds Elementary School

Melissa Hathaway, Guidance Counselor, 540-0137, mhathawa@bsdvt.org
Thomas Fleury, Assistant Principal, 864-8473, tfleury@bsdvt.org

Or

Henri Sparks
Burlington School District Program Director
864-8585, hsparks@bsdvt.org

Burlington Afterschool

Priscilla May, Site Supervisor,
316-0195 praba@bsdvt.org

Due to staff turnover, it is possible that the Designated Employees named above will change. Schools/buildings will post the names of their current Designated Employees at the beginning of each year.

Investigation: A Designated Employee who is not the subject of the complaint or another designated individual shall begin an investigation upon notice of the complaint. When the investigation is complete the complainant and the accused will be notified.

Consequences: If an individual is found to have engaged in misconduct or harassment, s/he will receive education; training; discipline, up to and including suspension, expulsion or termination; banning from school property or other consequences that are appropriate to the offense and that are designed to prevent future harassment.

Independent review: A complainant may make a written request to the Superintendent for an independent review of the matter if the complainant (1) believes that the school did not correctly analyze the complaint and failed to conduct an investigation of the matter because the school believed the alleged conduct was not possible harassment, (2) is dissatisfied with the final determination made after the investigation as to whether harassment occurred, or (3) believes that although a final determination was made that harassment occurred, the school's response was inadequate to correct the problem. The independent review shall be conducted by a neutral person in accordance with the

Policy.

Retaliation: Retaliation against anyone who files a harassment complaint or cooperates in making or the investigation of a complaint is strictly prohibited, is a basis for separate discipline, and illegal pursuant to 9 V.S.A. 4503(a).

Privacy: Complaints, and any resulting consequences, will be confidential as permitted by investigative needs, duty to act on certain results and consistent with the Family Education Rights Privacy Act.

Alternative Complaint Process: Complaints of harassment can also be filed with: Regional Director, Office for Civil Rights, U.S. Department of Education; 8th floor, 5 Post Office Square, Boston, MA 02109-3921; Email: OCR.Boston@ed.gov (617) 289-0111 or (877) 521-2172 (TDD); or the Vermont Human Rights Commission, 14-16 Baldwin St., Montpelier, VT 05633-6301, Email: human.rights@state.vt.us, (800) 416-2010 (Voice) or (877) 294-9200 (TTY).

For additional information, full copies of the Policy, Prohibition of Student Harassment, JBAA, can be obtained from the main office of your building or at:
<http://bsdweb.bsdt.org/Board/BoardPolicy.php>.

Prohibition of Discrimination and or Harassment of Employees and Others: In summary, discrimination and or harassment of an employee or other person protected by the laws listed below, on the basis of any of the following characteristics of his or her race, national origin, color, creed, religion, age, sex, disability, sexual orientation, gender identity ancestry, marital status, or place of birth is a form of unlawful discrimination and is prohibited by School District Policies and as provided for in Title V, Section B, 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, *et seq.*; Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, *et seq.*; Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e, *et seq.*; Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, *et seq.*; The Age Discrimination Act of 1975, 29 U.S.C. § 623, *et seq.*; The Americans With Disabilities Act of 1990, 42 U.S.C. § 12101, *et seq.*; and Fair Employment Practices, 21 V.S.A. Chpt. 5, subchpt. 6; Public Accommodations, 9 V.S.A. §§ 4500 *et seq.* all as they may be amended.

Prohibited harassment includes verbal or physical conduct including, but not limited to, comments, slurs, jokes, innuendos, cartoons, pranks, physical contact, etc., directed at a protected characteristic of the protected person where submission to the conduct is explicitly or implicitly a term or condition of employment, or submission or rejection of the conduct is used as a component of the basis of an employment decision or has the purpose or effect of substantially interfering with a person's work or education performance or creating an intimidating, hostile or offensive work environment.

If you believe you may have been discriminated against or harassed in violation of this Policy, there are Complaint Procedures-Internal available for your use to resolve this matter. A complaint may be initiated by contacting the building principal or program director where appropriate or the Human Resources Director at the Ira Allen Administration Building, 150 Colchester Avenue, Burlington, VT 05401; (802)864-2150; 1(800)253-0191 (TDD). All complaints alleging either harassment or discrimination will be investigated and reasonable steps taken to end inappropriate conduct. Complaints may also be filed with Regional Director, Office for Civil Rights, U.S. Department of Education; 8th floor, 5 Post Office Square, Boston, MA 02109-3921; Email: OCR.Boston@ed.gov (617) 289-0111 or (877) 521-2172 (TDD); or the Vermont Human Rights Commission, 14-16 Baldwin St., Montpelier, VT 05633-6301, Email: human.rights@state.vt.us, (800) 416-2010 (Voice) or (877) 294-9200 (TTY).

Complaints of Discrimination and or harassment will be promptly and effectively investigated. If it is determined that discrimination and or harassment occurred, the consequences can range from education, banning from school property, and discipline measures, including termination. Retaliation against a person who makes or participates in an investigation of a complaint of discrimination or harassment is prohibited and can be the basis of separate discipline.

For full copies of the applicable Policies please request from your building's main office or refer to the District's website: <http://www.bsdt.org/Board/BoardPolicy.php>, copies of ACAA, Sexual Harassment, ACAD Equal Employment Opportunity and Non-Discrimination, ACAG Prevention of Harassment on the Basis of Protected Characteristics - Employees and Others.