Elementary School Family

Handbook

SY 25-26

Our mission is to graduate students who:

Value different cultures
Engage with the community
Communicate effectively
Think creatively
Skillfully solve problems
Achieve at their highest academic, intellectual, and personal potential

Our North Star:

Every learner is Challenged, Empowered, and Engaged

150 Colchester Ave.
Burlington, Vermont 05401
(802) 864-5332
www.bsdvt.org

More information about BSD policies can be found on the School District website and in the Family Calendar and Handbook.

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WELCOME!

School Arrival and Dismissal

ARRIVAL

School begins every day at 8:10 am. Students may arrive at school beginning at 7:50 am, when staff will be on duty. **Students may not arrive at school earlier than 7:50 am**, as there is no supervision until 7:50 am.

The only students allowed in the building before school starts are those students with an individual plan. If it is heavily raining or the "real feel" temperature according to weather.com is below 10 degrees Fahrenheit, students will be allowed into the building starting at 7:50 a.m.

7:50 - Earliest student drop-off (no supervision is provided prior to 7:50 a.m.)
8:10 - Start of the school day
2:50 - Dismissal time (1:50 pm dismissal time on Wednesdays). Please pick up your student on time as we cannot provide supervision for students once the school day ends.
*Any change to after school plans should be communicated with the front office prior to 1:30 pm, daily.

Note: The main office opens at 7:50 am and closes at 3:30 pm each day.

BUS SERVICE

While many students walk, bike, or are driven to school, others rely on our bus service. We have three types of buses:

1. GMT (formerly known as Green Mountain Transit): GMT buses are free for all elementary students. Bus routes and schedules can be found on the GMT website under "Chittenden County Neighborhood Specials".
2. District buses: BSD only provides busing for students receiving services through special education with bus service written into their IEP as a necessary accommodation.
3. Leased bus service through Mountain Transit: BSD provides buses through Mountain Transit for elementary school students who attend a school outside of their neighborhood; it stops at each school in the morning and in the afternoon, with one bus heading North (starting at Champlain Elementary) and the other heading South (starting at Flynn Elementary.) Information on these can be found on the BSD website; please contact your school's administrative assistant if you wish to sign up for this bus.

Safe Routes to School has more information about the safe and healthy ways to get to and from school.

LATE ARRIVAL and NEEDING TO LEAVE SCHOOL EARLY

Students who arrive after the start of the school day must check in at the main office. If your child is going to be late or absent, please call the school to let us know. Students must remain on school grounds during school hours. Students who have parental permission to leave during the school day must be dismissed by the administrative assistant in the main office and released to a pre-approved adult.

AFTERSCHOOL PROGRAMS

Our Expanded Learning Opportunities foster the social and academic success of over 1,300 BSD students annually through quality afterschool and summer programming in an environment that creates lasting connections with peers, adults, and the community. The program serves K-12 students, operating every day after school until 5:30 p.m. and for five weeks in the summer. Programs provide a range of activities from academic support and recreation, to student leadership and community service learning. Each program also works closely with more than 50 community partners to provide opportunities such as sailing, woodworking, environmental education, LEGO Robotics, art, and more. For registration information and other questions. Visit the Expanded Learning Website or contact Emma Membrino, Director of Expanded Learning Opportunities: (802) 540-0285, ext. 71200.

Student Day

DRESS

BSD Elementary Schools are committed to creating a positive learning environment for all students. While student dress is primarily left up to the family, student and school safety remain factors to consider, such as: Students are not permitted to wear clothing that promotes alcohol, tobacco, drugs, weapons, violence, or disrespect. The purpose of BSD's dress code is to promote a body-positive environment where all students are safe and feel welcome by upholding standards that foster a secure and equitable community. It is in place to disrupt the marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. The BSD dress code is designed to be "school functional" as defined by the basic principle that "Certain body parts must be covered for all students at all times." Clothes must be worn in a way such that genitals, buttocks, and nipples are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

Students Must Wear:

- A dress OR a shirt (with fabric in the front and back, may be part of a dress or other clothing item)

AND

- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, shorts, etc.)

AND

- Shoes

Students May Wear:

- Hats (must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff)
- Hoodie sweatshirts with hoods up
- Fitted pants, including opaque leggings, yoga pants, and "skinny jeans"
- Pajamas

- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing.

Students Cannot Wear:

- Clothes with violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity)
- Clothing with hate speech, profanity, or pornography
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except during field trips where a swimsuit would be appropriate)
- Accessories that could be considered dangerous, like wheeled or Wheelie shoes, or items that could be used as a weapon
- Any item that obscures the face (except as a religious observance)
- Backpacks (backpacks must be kept in lockers or cubbies during the school day)
- Earbuds or headphones are non-permissible unless otherwise authorized by a staff member.

MEALS

All meals are provided at no cost to all students! Time is set aside during the school day for both breakfast and lunch. At the end of the school day, supper is also available for students participating in school-sponsored activities. Milk is served daily with meals, and chocolate milk is offered with lunch on Fridays.

We are able to accommodate most dietary needs, including alternatives to meat and dairy. Students may bring food from home if they prefer not to eat a school-provided meal; however, they may not share this food with others. Please note that **candy, soda, coffee, and energy drinks are not permitted at school**.Thank you to the Burlington School Food Project, our amazing food service team!

BEING OUTSIDE GUIDELINES

Spending time outdoors is an important part of a student's daily experience. At a minimum, students spend time outside each day during recess. In the event of freezing temperatures or moderate rain, students dress for the weather and still go outside. In instances of extreme weather, as outlined below, students stay inside during the school day.

Extreme Cold:

If it is below 10 degrees “real feel” (with the wind chill/feels like temperature), students remain inside. This means coming indoors in the morning before school and having indoor recess.

Air Quality:

If the Air Quality Index is 151 or higher, students remain inside as much as possible. This means coming indoors in the morning before school and having indoor recess. We use the Vermont Children and Youth Activities Guide for Air Quality to help us decide whether to limit or cancel outdoor activities. The Health Department recommends canceling outdoor activities or moving them indoors when the air quality is unhealthy (red), very unhealthy (purple), or hazardous (maroon).

FIELD TRIPS

Field trips are an integral part of the learning experience for students and all students are expected to attend grade-level learning field trips. Families sign a permission form at the beginning of the school year allowing their child to attend walking trips in the community during school hours. For trips outside of the neighborhood, permission slips will be sent home in advance of field trips. ***Please make sure your child's teacher is aware if you need to pick up your child early on a field trip day.***

Parents may be provided the opportunity to chaperone for a field trip in accordance with the BSD volunteer procedures. In these instances, one adult for every 10 students is recommended; teachers will provide guidelines for volunteers to follow.

Families may be asked to make a donation as possible to defer the cost of student participation in the field trip. All students will participate in field trips regardless of their ability to pay.

ASSEMBLIES and COMMUNITY MEETINGS

Schools have periodic whole-school assemblies and community meetings open to students and families both during the school day and on certain evenings. Please check the school calendar for specific dates and times.

CELEBRATIONS

We love to celebrate birthdays and holidays and also recognize that we are a diverse school community with a range of values and cultures; therefore, related celebrations may look different from what you may be accustomed to. Campuses will communicate in advance of holidays as needed.

PRAYER AT SCHOOL

Per guidance from the US Department of Education, students are allowed to pray during non-instructional time such as lunch breaks or recess and should return to class in a timely manner. Certain accommodations of prayer can be made for religious occasions such as Ramadan. These guidelines are based on Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools from the US Department of Education.

STUDENTS and PHONE USE

Students can use the main office telephone as needed. Please be sure your child knows the plan for the end of the day before they come to school. All playdates need to be arranged outside of school. Student cell phones and other "Smart" devices/watches must be kept with the ringer off and in backpacks. Cell phones and other devices may be confiscated if out or in use at school. Phones, devices, & Smart watches have proven to be distracting to learning.

PERSONAL ITEMS

BSD Schools are not responsible for personal items that are brought to school. This includes technology, but also toys and other valuables as well.

Learning Expectations, Assessment, Report Cards, and Homework

LEARNING EXPECTATIONS

In 2016, BSD adopted expectations for high school graduation, as required by Vermont's Education Quality Standards (EQS). These learning expectations, called "transferable skills" in the EQS, begin in the elementary grades.

ASSESSMENTS

Regular classroom assessments happen on an ongoing basis in each classroom. These include observations, quizzes, projects, student conferences, tests, and experiments that are part of instruction and provide teachers with rich information about what students know and understand. Ongoing classroom assessment also helps teachers adapt to individual learning needs and plan for future instruction.

In addition, there are national, state, and local assessments, which are administered to students in our school district. These assessments include:

- **Grades K-5:** School or District Assessment - Math and literacy progress monitoring, IRLA & Literably (Literacy)
- **Grades 3-5:** State Assessment - Vermont Comprehensive Assessment Program (VTCAP) Math, English Language Arts, and Science
- **Grade 4:** National Assessment of Education Progress (NAEP) Math and English Language Arts

REPORT CARDS and TRIMESTER DATES

Trimester ends: November 14
Report cards sent home: November 21

Trimester ends: February 13
Report cards sent home: February 20

Trimester ends: June 8
Report cards sent home: June 15** Depending on changes to last school day

HOMEWORK

Students are expected to read at home daily (20 minutes K-2; 30-45 minutes in grades 3-5). Outside of reading, there are no District-wide expectations for grades K-5 around regular homework for students. Any homework that does happen should be considered "practice activities" that students can complete independently and should be a reinforcement of concepts taught in the classroom. Please connect with your student's teacher around specifics in their classroom.

Student Behavior Expectations

EXPECTATIONS

In our schools we encourage students and staff to experience joy in their day, build positive relationships, take time to appreciate one another, and cultivate positivity.

Our schools have three basic expectations: RESPECT, RESPONSIBILITY, AND SAFETY. All other school and classroom rules stem from these basic expectations.

Our goal is to teach the skills necessary to become respectful, responsible, and safe learners and citizens. These are the beliefs behind the rules that guide how we teach, learn, and become a community in Burlington School District.

- We welcome all families to be active participants in their children's school experience.
- We believe that all children can learn in a safe and respectful environment.
- We believe that home involvement has a positive impact on student achievement.
- We promote independence, self-confidence, and safety for all.
- All adults are committed to modeling positive behaviors and teaching the skills necessary to achieve them.
- We expect the children to value and follow school expectations.
- We include children in the expectation and agreement setting process.

Our expectations for students and staff are high, and we believe that all of us will meet or exceed them. Building relationships with students, families and staff is the fundamental way that we can support student growth and learning. BSD utilizes a Restorative Code of Conduct to set expectations for all community members, address behavior and conflict, and detail our response to challenging behaviors.

All BSD students are required to follow reasonable expectations regarding conduct and behavior during the school day and in afterschool programs, on school buses, on public buses regularly used to attend school, and at school activities. BSD staff are responsible for establishing and maintaining an atmosphere that fosters such behavior, and share with parents/guardians the responsibility of fostering positive behavior among everyone in the District. However, the ultimate responsibility for behavior expectations rests with the students and their parents/guardians, and parents/guardians will be informed if their child's behavior becomes concerning or unsafe.

POSITIVE BEHAVIOR INTERVENTIONS and SUPPORTS (PBIS)

PBIS is a research-based system designed to increase student success through teaching classroom and school-wide expectations much the same way as academics are taught. Some schools formally use PBIS more than others; all schools focus on teaching positive behaviors. Teachers encouraging expected behavior with common language and responses is a key component of PBIS. PBIS is based on positive learning relationships.

RESTORATIVE PRACTICES

Restorative Practices are rooted in relationship-building and rebuilding to create a culture of equity and belonging that results in healing and learning. Burlington School District, in partnership with the Burlington community, embraces Restorative Practices ensuring that all, including those who have been harmed, will have their needs and experiences recognized and acted upon, thus creating a supportive climate of empowerment for all. Burlington School District has made restorative practices a top priority to increase belonging and well-being in the District and to reduce suspensions and expulsions, particularly of students from marginalized backgrounds. To read more about restorative practices in our district and to learn more about RP, expectations, and how RP is used in schools, please read the BSD Restorative Code of Conduct

SUSPENSION

Suspension is used as a last resort because it excludes students from their learning and has historically been disproportionately used for students with disabilities, students of color and students living in poverty in our district. As a result, we have District policy requiring that we reduce these disparities. Therefore, suspension may only be considered when there is an egregious safety concern or when school staff have exhausted and documented all other forms of intervention/alternatives. Families have the right to appeal a suspension. (See BSD's Student Conduct and Discipline Policy). For the few situations in which a suspension must be utilized, there should be a restorative exit for the individual to understand why they are being separated from the school community, how they'll be supported while they are out, and a plan for a restorative reentry upon their return. When a student is suspended, they must still have access to educational opportunities and materials as part of a suspension plan.

Student Support

THE STUDENT SUPPORT CENTER

Each elementary school has a Student Support Center where staff are trained to offer more intensive one-on-one support. In the Student Support Center, students will work with a dedicated staff member to consider the present challenges and develop a plan to participate positively in their learning and return to class as soon as possible.

SCHOOL COUNSELING

School counseling addresses the needs of the whole child beyond classroom learning, primarily to address the barriers to students' emotional and social wellbeing. BSD uses the Second Step school counseling program for elementary schools as part of the guidance curriculum. Second Step and other lessons and interventions vary based on student needs. School counselors teach lessons on guidance topics in classes, often with the classroom teachers present. These developmental lessons focus on cultural competence, such as self-awareness and regulation, growth mindset, coping strategies, decision making, social skills, relationships, and bullying prevention. School counselors may also provide small-group and individual counseling services on an as-needed basis.

PARTNERS in STUDENT WELLNESS

BSD partners with professionals and organizations in the wider community to support learning and wellness for students who may need extra services. With parent approval, students may participate in counseling, identity groups (gender, race, etc.), and various self-regulation programs. Every step is taken to avoid students missing classroom instruction. One of our key partners in this is the Howard Center.

RESOURCES

In all of our schools, we meet the needs of students wherever they are. Our goal is to help every child succeed and we understand that each student may need individualized support to be successful. If you think your student may need extra support, please see the resources below to see how to get started.

- Student Support Services
- Multilingual Learner Supports
- Transgender (and Questioning) Children and Parents
- LGBTQIA+: Outright VT

- Students needing additional academic supports: start with your child's teacher
- Behavioral supports: start with your child's teacher
- Medical and health services: contact the School Nurse

For a mental health crisis or emergency support outside of school hours please call First Call at (802) 488-7777

Student Attendance and Truancy

ATTENDANCE PROCEDURES

BSD considers attendance at school to be essential for students; *children cannot learn if they are not in class*. The School District and the state of Vermont are continuing their efforts to ensure students attend school for a full school day. Students are required by state law to attend school unless excused for illness or family emergency. It is the responsibility of the parent/guardian to notify the school in advance if the student is going to be absent or tardy. Any absence or tardiness will be considered unexcused unless the school hears from the parent/guardian(s).

Per BSD's Attendance Procedure, an absence is considered excusable only when it is the result of:

- Personal illness
- Appointments with health professionals that cannot be made outside of the regular school day
- Observance of recognized religious holidays when the observance is required during a regular school day
- Emergency family situations such as a death in the family
- Planned absences for personal or educational purposes which have been approved

All other absences will be marked as Absence Unexcused. This includes absences such as those that occur when a student needs more sleep, family is in town for a visit, there is an event that the family wishes to attend with the student, or a student is enrolled in an alternative education program (e.g Crow's Path, Davis Studio, BCA programming), etc.

When absences occur, the following shall guide the making up of classwork:

- Students who are absent from class, regardless of the reason, are required to make up classwork and/or tests.
- Teachers in grades K-5 will work with families to arrange for the make-up of all appropriate classwork and/or tests. Parents calling the school for classwork while the child is home should allow 24 hours notice for teachers to prepare the necessary assignments.

We ask that families submit a Planned Absence Request Form alerting us to planned absences of three to nine days. If a planned absence will extend beyond nine consecutive days, a 10+ Days Planned Absence Request Form must be filled out by the family and signed by the principal and teachers.

Truancy

BSD has moved to a more restorative approach focused on understanding why a student has been absent, the impacts on their schooling, and how the school can work with the family to have improved engagement with school. A truancy notification letter will be sent to any student who has **five** or more absences from school whether they are excused (such as illness) or unexcused. All families will receive the truancy letter regardless of the reason for the absences. In addition,

- After **10** cumulative absences during any school year, BSD will contact the family.
- After **15** cumulative absences during any school year, a school official may request that the parent/guardian(s) attend a school conference with representatives from the school and other appropriate community or independent resources. This meeting will focus on a plan that includes supportive services such as prevention, diagnostic, intervention, and remedial services, alternative programs and other school and community resources for ensuring the student's future attendance.
- **Failure to attend 15-day absence meeting:** School or district personnel may make a home visit or other contact with the parent/guardian(s) to reschedule the meeting.
- After **20** or more cumulative absences during any school year the school, at its own discretion, may file an affidavit concerning the absences with the Chittenden County State's Attorney's Office. The parent/guardian(s) will be notified that the filing was made, and will be notified of the possibility of criminal prosecution for truancy or a petition to determine if the student is a child in need of care and supervision.

Tardiness Procedure :
Phone calls may be made to parents at 5, 10, 15, 20, and 25 incidences of tardiness. At 15 incidences, the principal may request a meeting to address the student's tardiness.

Our intent — and the intent of Vermont State Law — is to ensure students are in school and learning. Help us help your student by supporting their attendance.

KEEPING KIDS HOME FROM SCHOOL DUE TO ILLNESS

It can be difficult to decide whether or not your child is sick enough to stay home from school. With minor symptoms, you often cannot tell whether they are going to get better or worse during the day. However, if it is determined that a child is too sick to remain in school, it is expected that a parent/guardian or adult designated by them pick the child up from school as soon as possible within an hour of being contacted. While all schools have an excellent nursing staff, please read and follow the guidelines below when determining if your child should attend school or stay home.

To avoid spreading illness among other students and adults, **a child should ALWAYS stay home if they are experiencing:**

- a fever of 100°F
- vomiting
- diarrhea
- frequent cough
- persistent pain (ear, stomach, head, etc.)
- widespread rash
- discomfort or illness that inhibits their ability to focus on schoolwork or participate in educational activities

Return to School after Illness
Most of these problems listed above need to be discussed with your child's pediatrician to determine if an office visit is needed. A child should be free from vomiting, diarrhea, and fever for 24 hours (without the use of fever-reducing medications) AND able to hold down food and fluids before returning to school. If

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

Remember to make sure that the school has your most up-to-date contact information and knows how best to reach you during the day Please also list an emergency contact and phone number on file in case the school cannot reach you.

Health Services

FIRST AID and 911

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.

IMMUNIZATIONS

By law, to enter a Vermont school, a child must be immunized against certain illnesses or have a signed exemption (completed annually). Please see the school nurse for more information should you seek exemption. Health and immunization records are kept on each child.

VISION and HEARING SCREENINGS

Children receive vision and hearing screening following Vermont School Health Screening Guidelines. Parents are permitted to exclude their children from these screenings; please contact the school nurse before September 1st if you do not want your child's vision and/or hearing screened.

MEDICATIONS

Most families whose children require medication can give it to them at home. According to BSD Medication Administration Procedures, any and all medications that are to be given to students during the school day need to be turned in to the school nurse by an adult in the family. Prescription and over the counter medication will be given to students in the nurse's office only with doctor's orders. Medication is never given by faculty/staff other than the school nurse and is never kept in classrooms or in students' possession.

Prescription Medications: The primary care provider and the parent/guardian MUST sign the Medication Administration Form. (Many physicians' offices have copies or one can be obtained from the school office.) Medications must be brought to the nurse's office in their original bottle, with specific instructions from the primary care provider or prescribing medical professional upon arrival at school. The Medication Administration Form must be completed every year.

Non-prescription Medications: Parents/guardians MUST fill out and sign a 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 will be notified. Parents/guardians can always come to school and administer the medication themselves. All medication is kept locked in the

school office.

HEAD LICE

If a parent/guardian identifies a case of head lice, they should notify the school nurse. Families should check their young children's heads once a week, and especially before returning to school after vacations. The best way to do this is to use a lice comb to go through your child(ren)'s damp hair. If you find lice, your school nurse or health care practitioner can give you good advice about getting rid of them. If your child is found to have head lice at school, you will be notified. Consistent and frequent combing is the most effective way to treat head lice. BSD follows the guidelines of the VT Dept. of Health and the Centers for Disease Control. For more information refer to: Head Lice FAQ and/or Consumer Reports.

Emergency Procedures

Burlington School District has updated its safety protocols based on a new model in coordination with city partners. We regularly practice safety drills. Click here to read more about these on our district website.

Visitors and Volunteers

Volunteers, including student teachers, provide students additional attention and faculty an extra hand, and are greatly appreciated by all. Please speak with a teacher, the administrative assistant, or principal to see where volunteer opportunities are available.

All visitors are required to comply with the BSD visitors and volunteers procedure. Visitors to all schools are required to report to the school's main office upon arrival, sign in, and wear a visitor's pass during their visit. Exceptions to this are whole school community meetings or assemblies which are open to the public.

Parents/guardians who would like to meet with a teacher or other school employee should request to visit in advance and make an appointment.

Required forms, policies, and procedures for volunteering are available in the school office. It is essential for all volunteers to complete required forms and follow procedures (such as background checks when needed).

Harassment, Hazing, and Bullying (HHB)

As required by Vermont State Statute, BSD has adopted policies and procedures to prevent and address student harassment, hazing, and bullying. You may read more about this on our website:

All students, families, and non-staff school community members 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 school employee who sees or hears, or receives a report either written or oral, of student harassment, must immediately inform a Designated Employee.*

Designated Employees are posted online and at each District school/building at the beginning of each year. Contact Sparks, Director of Equity, with any questions via email or phone: hsparks@bsdvt.org or (802) 865-5332.

Mandated Reporting

Reporting Suspected Abuse to the Department of Children and Families (DCF) - All school employees are mandated reporters. This requires all staff members who suspect a student is abused or neglected to call and report directly to Department of Children and Families (DCF) at **1-800-649-5285 "within 24 hours of the of the time information regarding the suspected abuse or neglect was first received or observed."** DCF determines the outcome of the report, including whether parents will be notified of the report.

Weapons

Weapons of any type are strictly prohibited from all schools and the surrounding grounds. This includes, but is not limited to: knives, firearms, BB & Airsoft guns, throwing stars and other dangerous devices. For more information regarding the Burlington School District weapons policy refer to Burlington School District Policy F4R: Firearms and Dangerous Devices in School.

Students in possession of weapons or dangerous devices will receive consequences and additional support for their actions. Devices confiscated that are against school policy (e.g. airsoft, slingshot, etc.) will not be returned to a parent/guardian. A behavioral threat assessment will be required to re-enter the school community (as mandated by the VT Agency of Education).

Parent-Teacher Organization (PTO)

Our families maintain robust PTOs that, while independent of the school, encourage ongoing faculty/staff participation at monthly meetings. Please refer to individual school calendars for dates and times. Their goals are to support school programs, expand student learning opportunities, and support the school community and climate. Their fundraising efforts allow them to offer grants to support the enrichment of students' educational experiences. To learn more about our school's PTO, visit the "about our school" section on your school's website.

PowerSchool and Returning Student Registration

BSD uses PowerSchool to register new students and to administer the Returning Student Registration, where families update their student(s) information before the start of each school year. Each Spring or Summer we notify families of the need to log into PowerSchool and complete this update. Most of the information is pre-filled and the process takes less than 10 minutes to complete. This sheet has some helpful information about PowerSchool.

If you need help completing this or do not have access to a computer, laptop or tablet, please contact the school administrative assistant for support. All families can access their student's report card electronically via PowerSchool on or around the same time the hard copy report cards go home at the end of each trimester. Schools will send home directions for how to do this at the end of the trimester.

Restraint and Seclusion of Students (Rule 4500)

All schools adhere to *Rule 4500: Vermont State Rules for the Restraint and Seclusion in Schools* and the procedure developed for 4500 implementation.

RESTRAINTS

If a protective hold/restraint is required only trained staff members would use such interventions. These staff members usually include: principals, student support staff members, and specifically trained paraeducators.

The use of a physical restraint as a means of punishment or as a response to the destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm is prohibited.

SECLUSION

Use of seclusion is limited to trained personnel only. This includes the principal and CPI-trained faculty and Howard Center staff. Rule 4500 is strictly followed during the implementation of seclusion.

Notices

ANIMALS

Prior approval from the administration must be obtained in order for any animals to be brought on campus. Please do not tie your dog or other animal up on the sidewalk or anywhere on school grounds and then walk your child into school, because many people walk to school and will have to pass your pet. This rule is for the safety of all of our students. For dogs specifically, it's important to remember that while your dog may be very friendly, some people are afraid of dogs and some are allergic to them. People love their furry friends, but we cannot always predict how they will react.

This procedure does not prohibit guide or therapy animals. Thank you in advance for your cooperation.

ASBESTOS

The Asbestos Hazard Emergency Response Act (40 CFR 763.93 (g) (4)) requires the principal to inform parents that there is a "management plan for the safe control and maintenance of asbestos-containing materials" for the school building complex available to the public; this plan is located in the school office.

SMOKING, ALCOHOL, AND DRUGS

All District schools are substance free environments. Smoking, alcohol, illegal drugs and cannabis products are not permitted within any area of the school or campus at any time. All buildings are smoke-free environments, including all vaping products.

CONTACT INFORMATION

Principal	School	Email	Main Phone #	Administrative Assistant
Joe Resteghini	Champlain	jrestegh@bsdvt.org	802-864-8477 x31101	Janet Breen
Len Phelan	C.P. Smith	lphelan@bsdvt.org	802-864-8479 x16001	Nancy Winn
Michelle Basile	Edmunds Elementary	mbasile@bsdvt.org	802-864-8473 x42001	Trish Palmer
Mattie Scheidt	IAA	mscheidt@bsdvt.org	802-864-8475 x10001	Jarret Greene
Sally Hayes	J.J. Flynn	shayes@bsdvt.org	802-864-8478 x51001	Karen Priebe

Nina Oropeza	SA	noropeza@bsdvt.org	802-864-8480 x11001	Christina Lowe

We value collaboration with everyone in our community-families, students and staff. Please reach out with any questions you may have!

Have a great school year!