

Edmunds Middle School

Student/Family Handbook

EDMUNDS SEAHAWKS ALL IN!



At Edmunds Middle School we expect everyone in our community to treat each other with respect in order to ensure a safe learning environment by committing to the following:

Learn[💡]**ing.**

- Arrive on time
- Come prepared
- Remain on task

Respect.

- Listen, respond and act appropriately
- Use indoor voices
- Keep hands to self

Innovation.

- Use school technology appropriately
- All personal devices put away during the entire school day

Support.

- Treat peers and faculty with kindness
- Keep building clean

Collaboration.

- Value other opinions and encourage others to participate actively
- Contribute in class

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Principal's Welcome

Dear Students, Parents, and Guardians,

Welcome to Edmunds Middle School!

While it is always hard to see the light of summer changing and feel the air shift towards that of fall we are very excited to meet you and have the building full of your energy and learning. Over the summer Mr. Chan and I have been working with the faculty to prepare for the 2017-2018 school year and provide you with the school culture that supports your learning and with schedules and team assignments that will support you in unlocking your potential.

As we have done that, the building has also been readied for your return. The floors are newly waxed, classrooms have been scrubbed and new desks have been added to what was our library and what will be transformed in the next year into our Makerspace. All has been done to ensure our space is ready to welcome you and foster learning, innovation and collaboration.

We look forward to seeing you soon and to a strong start to the school year.

Meg McDonough, Principal

Fieh Chan, Assistant Principal

275 MAIN STREET ☎ BURLINGTON, VERMONT 05401
Main Office (802) 864-8486 ☎ FAX: 802.864.2218 ☎ <http://ems.bsdrv.org>

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Mission, Vision, Core Beliefs, and Core Values

Our Mission

The Mission of the Burlington School District 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 Vision

Burlington School District Cultivates Caring, Creative, and Courageous People

Our Core Beliefs

- Every child can succeed
- Families and community are partners in educating our children
- A welcoming, supportive climate fosters learning
- Self-reflection and accountability improve our practices

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Student Commitments

At Edmunds Middle School we expect everyone in our community to treat each other with respect in order to ensure a safe learning environment by committing to the following:

Learning	Support	Respect	Collaboration	Innovation
<ul style="list-style-type: none">• Arrive on time• Come prepared• Remain on task	<ul style="list-style-type: none">• Treat peers and faculty with kindness• Keep building clean	<ul style="list-style-type: none">• Listen, respond and act appropriately• Use indoor voices• Keep hands to self• Follow dress code	<ul style="list-style-type: none">• Value other opinions and encourage others to participate• Actively contribute in class	<ul style="list-style-type: none">• Use school technology appropriately• All personal devices put away during the entire school day

QUICK Telephone Reference

Welcome to Edmunds Middle School in the Burlington School District.

- All calls are routed from the EMS main line at 802-864-8486.
- Please press 1 for Guidance or to report an absence
- Please press 2 for the School Nurse
- Please press 3 for the Athletic Department
- Please press 4 for the Main office.

If you know your party's extension you can dial it at any time.

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Staff Email Directory

BATTAILE	ROBYN	RBATTAIL@bsdvt.org
BATTAILE	JANET	JBATTAIL@bsdvt.org
BEDARD	PATRICIA	PBEDARD@bsdvt.org
BLEAKNEY	IAN	IBLEAKNE@bsdvt.org
BOMBARD	ANN	ABOMBARD@bsdvt.org
BOTTE	LAURA	LBOTTE@bsdvt.org
BOYERS	RICHARD	RBOYERS@bsdvt.org
BOYLE	STEPHEN	SBOYLE@bsdvt.org
BRADBURY	MICHAEL	MBRADBUR@bsdvt.org
CHAN	FIEH	FCHAN@bsdvt.org
CHANDLER	MATTHEW	MCHANDLE@bsdvt.org
CHIRASE	PAT	PCHIRASE@bsdvt.org
CLEMENTS	ELIZABETH	ECLEMENT@bsdvt.org
DEMINK	JEREMY	JDEMINK@bsdvt.org
DENNIS	ANTONY	ADENNIS@bsdvt.org
ELLSWORTH	BENJAMIN	BELLSWOR@bsdvt.org
GALLAGHER	KATHLEEN	KGALLAGH@bsdvt.org
GATCH	ANN	AGATCH@bsdvt.org
HAKIM	MICHAEL	MHAKIN@bsdvt.org
HALSTED	ANGELA	AHALSTED@bsdvt.org
HAWKES	SANDRA	SHAWKES@bsdvt.org
HOWARD	ASHLEY	AHOWARD@bsdvt.org
HULBERT	PATRICIA	PHULBERT@bsdvt.org
JESDALE	KATE	KJESDALE@BSDVT.ORG
KUHN	DARYL	DKUHN@bsdvt.org
LAMBERT	GRAHAM	GLAMBERT@bsdvt.org
LANDBERG	TERRENCE	TLANDBER@bsdvt.org
LAVIGNE	JANE	JLAVIGNE@bsdvt.org
MARVIN	SUSAN	SMARVIN@bsdvt.org
MCCRAY	REBECCA	RMCCRAY@bsdvt.org
MCDONOUGH	MEGAN	MMCDONOU@bsdvt.org
MEANS	KIMBERLY	KMEANS@bsdvt.org
MONAHAN	JAMES	JMONAHAN@bsdvt.org
MORAN	SHARON	SMORAN@bsdvt.org
NIGOLIAN	MARK	MNIGOLIA@bsdvt.org
NYE-MCKEOWN	JILL	JNYE-MCK@bsdvt.org
OTT	CATHERINE	COTT@bsdvt.org

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RENCA	CAROLE	CRENCA@bsdvt.org
ROSENBERG	CHASE	CROSENBE@bsdvt.org
SCHOEMBS	ERIC	ESCHOEMB@bsdvt.org
THRANE	CINDER	CTHRANE@bsdvt.org
TRUCHON	BRENT	BTRUCHON@bsdvt.org
VAN DUYN	JAMES	JVANDUYN@bsdvt.org
WRIGHT	SARAH	SWRIGHT@bsdvt.org
WYNDORF	KATIE	KWYNDORF@bsdvt.org
ZAJAN	CHERYL	CZAJAN@bsdvt.org

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General Information

School Colors & Mascot

Edmunds Middle School's official colors are blue and white and the school mascot is the Seahawk.

Building Access

During the school day all entrances to EMS are locked except for the South Union Street entrance which opens at 7:30 am. All students enter the building from the South Union Entrance.

School Hours

School begins promptly at 8:03. Please be sure that your child is here on time and ready to learn. Students are dismissed at 3:00. Office hours during the school year are from 7:30a.m. -3:30 p.m.

Food Service

Breakfast, morning snack and afterschool supper are provided free for all students at EMS. Breakfast begins at 7:30 a.m., students have an 18-minute lunch in the cafeteria, and supper is served at 3:00 p.m. Students are assigned a pin number and an account is set up in their name with Burlington Food Service. Details are sent home prior to the beginning of each school year, along with Free and Reduced Lunch forms. If you have questions, please contact Pat Matton at pmatton@bsdvt.org

Visitors

Parents/guardians are always welcome in school. Visitors are asked to sign in at the main office and to wear a name badge while at EMS. Student visitors are not permitted in the building during school hours. Please remember to sign-in at the main office when visiting EMS.

Parking

Please do not park in reserved spaces or fire lanes. Buses drop off on South Union in front of the gym and main entrance. For everyone's safety please do not double park in these designated areas. Parents

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are encouraged to drop students off on South Union or Main Street. Dropping students off behind the building is discouraged as it presents safety issues.

Early Release Wednesday

Burlington School District has implemented a K-8 weekly release Wednesday schedule. Middle school dismissal will be at 2:00 pm. Mountain Transit Inc. will provide the transportation from schools following existing bus routes. Dismissal time the remaining four days of the week will be 3:00 for EMS.

Burlington School District Calendar and Handbook

Each student will receive a 12-month calendar, which highlights school and district events, board meetings, and policies. The school calendar and BSD calendar/handbook are also available online at

<http://www.bsdyt.org/calendar/>

http://www.bsdyt.org/wp-content/uploads/2017/08/BSD-calendarhandbk_17-18_color-for-web-2.pdf

Bus Transportation

All busing of students is done via public transportation. The CCTA (Chittenden County Transportation Authority) schedules special routes before and after school. Buses pick up students at various points in neighborhoods around the city and drop them off at the schools. Details for these routes can be obtained from the CCTA website or 864-2282. Students who live one mile or more from school and qualify for free lunch will receive a bus pass to be used for school purposes only. Students must present their school ID card with the CCTA logo to ride for free.

Bicycles, Skateboards, and Scooters

Allowed for transportation to and from school, but must be secured at all times during the school day (7:30 am -3:30 pm) Bike racks are provided, and students are encouraged to lock bicycles during the school day. In-line skates, scooters and skateboards should be secured in a locker or in a teacher's secure area, with permission of the teacher. Not following this expectation may result in confiscation of the prohibited items.

Books

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Students receive books and materials at school for use during the school year. Care is taken to determine condition of these materials when they are issued. Students must cover and mark books with their name. Books should be returned in a condition similar to that in which they were issued. A charge is incurred for lost or damaged books.

P.T.O. (Parent Teacher Organization)

Edmunds is fortunate to have a strong, active, involved group of parents who are eager to participate in the home-school partnership of educating our children. Activities range from fundraising to chaperoning to volunteering in the school. Please contact EMS PTO Chair, Clare Wool, at emspto@gmail.com or by phone at 917-912-4333

Attendance Policies

Absences

If your child is absent or tardy, please call 802-864-8486, dial 1, and leave a brief message to report absence or tardiness. For extended absences families are encouraged to be in touch with teachers regarding missed assignments. Families who take vacations during school time need to notify the school in writing.

Students who are absent from school or arrive after 11:00 am **may not participate in any** school-sponsored after school activities or athletics on that day.

Vermont State Law requires that all students between the ages of 6 and 16 be present at a State-approved school or program, except in the case of illness. It is the School District's intent to ensure that all students who are enrolled attend school. Excessive absences will be referred to the Middle School Attendance Social Worker and ultimately to the Burlington Police Department and the Office of the Chittenden County State's Attorney for prosecution. Students who are excessively late to school may be subjected to Truancy Laws and Regulations.

Early Dismissal

Students should bring a written note from a parent or guardian to the Guidance office on the day of the early dismissal. The student will be issued an early dismissal pass to notify the appropriate teacher to excuse the student at the designated time. The student's name will appear on the daily early dismissal roster to notify all other affected teachers. When a student is excused by phone the parent or guardian must come into school to sign out their child.

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Technology

EMS Issued Digital Devices

All students at EMS will receive a school issued an iPad to transform teaching and learning and also provide equity of resources for students. There will be opportunities throughout the school year for parents to learn more about the 1:1 initiative. See Policy Section for the more information.

Internet

All computers at Edmunds Middle have access to the Internet. In order for students to use the Internet as a research tool, the *District Acceptable Student Use Agreement Form* must be signed and on file at school. This form is sent home with the first day information packet.

EMS Student Expectations

Arrival & Breakfast Expectations

- Students can begin entering for breakfast or homework help at 7:30am through the South Union entrance
- If students are in the building prior to 7:55am students must be in the cafeteria for breakfast or library for homework help
- Extra homework help is provided in the library for students; however, students must enter the library by 7:45am
- Students should remain on the sidewalks when outside in order to keep the lawns looking beautiful
- Once on school grounds all skateboards, bikes and scooters should be parked.
- Bikes & scooters should be parked in the racks during school hours
- Students with instruments should bring them to the band room before going to homeroom
- Students with skis should store them in the basement in the closet across from the chorus room

Bus Expectations

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At Edmunds Middle School we expect everyone in our community to treat each other with respect - in order to ensure a safe environment. This includes the bus and how we get to and from school in general. During these times you represent yourself but your larger community and family as well. With that in mind we commit to the following whether it's on the bus, riding our bikes or walking to school

Student expectations				
Learning	Support	Respect	Collaboration	Innovation
Observe the space around you and consider how others are behaving and set an example	Treat peers and others with kindness	Listen, respond and act appropriately	Ensure space for others when you're on the sidewalk or sitting on the bus	Use technology appropriately
	Keep bus clean	Use indoor voices (on the bus)	Invite others to go first - as you're getting on or off the bus or crossing the street	
	Remain in your seat (on the bus)	Keep hands to self		

Lunch Expectations:

- Have your lunch pin number
- Transition directly from class to cafeteria
- Enter cafeteria quietly and calmly
- Sit down upon entering the cafeteria
- Keep table size to 8 students or less
- Line up for food when called by faculty on duty
- Clean space before dismissal
- Remain in seat throughout the lunch period
- Raise hand and ask permission to go to the bathroom

Dismissal/Hallway transition Expectations:

Student expectations				
Learning	Support	Respect	Collaboration	Innovation

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Move with urgency - remember transitions are 4 minutes	Treat peers and others with kindness	Listen, respond and act appropriately	Stick to the right as you walk up and down stairs so everyone has space	Use school technology appropriately
	Keep building clean	Use indoor voices	Invite others to go first - when going down the stairs or getting into your locker	All personal devices put away during the entire school day
		Keep hands to self		
		Walk throughout the building		

Academic Honesty

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to: copying another student’s homework, looking at or copying another student’s test or quiz answers, allowing another student to look or copy your homework or answers from your test or quiz, using any method to get/give test or quiz answers, copying information from a source without citing the source, and using work written by other students, publications, or the Internet. Students who do not conduct themselves in an honest manner will be disciplined on a case by case basis depending on the seriousness of the violation, prior violations, and other related factors.

Dress Code

Students have the right to express their creativity and individuality through their dress; however, such rights must not interfere with the learning environment. All students are required to come to school dressed appropriately. The following are considered to be in violation of the EMS dress code:

- Clothing displaying anything that, in the judgment of a school official, is sexually explicit, suggestive or insulting, or refers to illegal activity (e.g., use of drugs, gangs, tobacco, or alcohol) are not allowed.
- Underwear may not be showing; this includes boxers, briefs, bras or bra straps.
- Hats, hoods, and non-functional head-wear..
- Low cut blouses, shirts or tops that expose stomachs..

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- Pajama tops or bottoms or slippers.

In the event that a student's fashion choice is deemed to interfere with the learning environment they may call home to have appropriate clothing delivered to school. Refusal to do so constitutes non-compliance, and will be dealt with in accordance with EMS behavioral procedures. Outerwear, vests and coats, must be stored in student lockers during the school day, and are not allowed in classrooms.

Positive Behavior Process

The Positive Behavior Process supports students in a pro-active capacity building process. It supports EMS goals and is centered on building a culture of community, skill building, and moving EMS towards a restorative process. Building-wide expectations for working with all students are built on a foundation of high quality classroom instruction, are supported by the Student Support Center and Administration, and focusses on the adoption of a consistent restorative language.

- Tier 1 support for all - expectations are set consistently for students in class.
- Tier 2 - If a behavioral is a challenge, the Student Support Center is called for assistance.
 - Student Support Center staff will conference with student from class to address behavior.
 - If a resolution cannot be agreed upon, student will go with Student Support Center staff to the Student Support Center where a parent/guardian will be contacted for support/conference
 - Lost time falls under the purview of the classroom teacher and can require after school time.
- Tier 3 - Repeated events will be addressed with parents administratively.

Electronic Devices

Personal electronic devices (e.g. laser pointers, iPods, MP3 players, cell phones, cameras, etc.) can be disruptive to the learning environment. All personal electronics devices must be turned off and away. Electronic devices interfering with learning will be confiscated by teachers and returned to students at the end of the day. A second infraction will result in confiscation and parents will be asked to pick them up from Administration.

Student Conduct

We firmly believe that the behavior of an individual can and does reflect on the school as a whole. Therefore, all members of the Edmunds Community are expected to follow the school-wide expectations posted throughout the school.

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Bullying and Harassment

Bullying and Harassment in any form will not be tolerated. See *the Burlington School District website for Policies*.

<http://www.bsdt.org/district/operational-procedures/>

Harassment Policy

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

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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 are:

Pat Hulbert	School Counselor	864-8466	phulbert@bsdvt.org
Fieh Chan	Assistant Principal		fchan@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, he/she 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

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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.bsdrv.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

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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.

Weapons

Weapons of any type are strictly prohibited from Edmunds Middle School and surrounding grounds. This includes, but is not limited to: firearms, BB & Airsoft guns, knives, throwing stars and other dangerous devices that may cause serious bodily injury. For more information regarding the Burlington School District weapons policy follow this link <http://www.bsdt.org/district/operational-procedures/>. Students in possession of weapons or dangerous devices will be suspended from school and a student risk assessment will be required prior to re-entry in school. A modified schedule and/or behavior plan may be developed by the school administration which must be followed by the student.

Child Custody

Custodial and non-custodial parents have the same rights of access to their child's records, unless specifically prohibited by court order. If non-custodial parents are not receiving school information, please contact the guidance office at 864-8466.

Student Services

Emergency Contact

It is critical that school personnel be able to reach families in the event that there is a student emergency. Families are asked to fill out the emergency card sent home on the first day of school and return it as soon as possible. Please notify the school of phone number or address changes.

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Guidance Services

The guidance program promotes positive self worth and competence in all Edmunds Middle School students, fostering their healthy personal, educational and social development. The guidance staff provides classroom instruction and activities, offers individual and group counseling, coordinates programs, and consults with staff, parents and community members.

As an integral and developmentally appropriate part of the educational environment, the guidance program assists students in problem solving, coping skills, decision making, responsibility, self awareness, understanding others, making healthy choices, social skills, conflict resolution, friendship, diversity, life transitions and post secondary career and educational opportunities.

In addition to a full and part time guidance counselor, the guidance department includes a student assistance program (SAP) counselor, a school social worker and attendance social worker. The SAP counselor has special skills to deal with substance abuse concerns, education, and referral. The school social worker is the liaison between the school and area social service agencies. Appointments for all guidance services please call 864-8466.

Student Records

Questions regarding school records should be directed to the Guidance Office. A copy of the District FERPA policy can be viewed in the main office.

Library

The Library is open every day. It houses a collection of print and electronic materials for student use. Our goal is to encourage students to be responsible for the books they borrow and return them on time. Students must return overdue books before additional books or materials can be checked out. Students are responsible for the replacement cost of lost books or materials.

After School Activities

There are many after school opportunities for students to participate in here at EMS. After School Activities are free and available to any students most days after school. The After School schedule changes throughout the year and sign-up forms are available in the front lobby, from homeroom teachers, are posted online through the EMS website or can be emailed directly to you. Students should sign-up for activities to reserve themselves a spot. Some activities fill up quickly, but you can always check to see if there is a spot in something and we'd be happy to add your student if there is room. Homework help is available in the library from 3-5pm Monday-Thursday (Wednesday 2-4pm) and students do not need to sign-up to attend, they can just show up. Morning Homework Help is available in the library computer lab from 7:30-7:55. At Homework Help students should be working on homework or reading

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quietly, otherwise they will be asked to leave. For more info about After School, check out the link to "After School Opportunities" on the EMS Homepage.

Please note: **Drama** is run by the Very Merry Theatre and PTO. Contact Don Wright for more information. **Sports Teams** are coordinated by Coach Thrane.

Sports:

- Fall: Cross Country Running, Field Hockey, Soccer
- Winter: Basketball, volleyball
- Spring: Baseball, Softball, Tennis Track & Field

School Resource Officer

In an effort to improve relationships between school-aged students and the police, the Burlington Police Department provides officers in secondary schools. The officers visit the schools regularly, teach lessons, and intervene as needed to assist the faculty and staff of their assigned schools.

Tutoring

Edmunds Middle School has a tutoring arrangement with UVM and Champlain College. Education students come to the school to tutor our students each semester. Team teachers maintain a list of students for whom tutoring may be beneficial. Please notify your child's teacher if you are interested in having your child tutored.

Health Services

Please contact the School Nurse at the beginning of each year and/or during the year if your child needs a special health plan, 802-864-8486 and press 2. This would include but is not limited to new diagnoses, broken bones, ER visits, and physical changes that need accommodations.

Prescription Medication:

As indicated by the Burlington School District Policy, prescription medication can be given at school if a *Medication at School Form* is completed with the necessary signatures, which includes the physician signature and the parent/guardian signature. Forms can be picked up in the school office and must be filled out *each year* for long-term medications. Please have the form completed, signed and returned or faxed to school. ***Burlington School Health Offices will not dispense medication without written permission.***

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The prescribed medication must be in the *original container labeled with the child's name*. Ask the pharmacy to give you an appropriately labeled second bottle so you can drop off medication to be given at school. No first dose of medicine will be given at school. Students may not possess prescription medicine at school.

Students may carry their own emergency medication; however, the student must have written permission from their physician in the Health Office in order to carry medication. It must be documented on the order that the physician agrees to self-carry and this plan must be approved by the parent and the nurse.

Non-prescription medication:

Parents may request in writing that the school nurse administer non-prescription over the counter medications in the school setting. The medication must be provided in the original container.

Note that per Burlington School policy, cough drops and lozenges will not be administered due to the potential choking hazard and development of dental caries.

Immunizations Requirements:

All students are required by Vermont State law to have an updated record of immunization, in accordance with the Vermont Department of Health's recommended schedule or documentation of exemption status.

Vermont's School Immunization Regulations apply to any student in attendance at any public school. Before school entry, all students are required to have had the required immunizations unless exempted from immunizations for medical or religious reasons. A signed physician or clinic record of immunizations is required documentation for the school health record.

When is your child too sick to come to school?

If you are unsure if your student should come to school or stay home, follow the Center for Disease Control guidelines, "Those who get flu-like symptoms at school should go home and stay home until at least 24 hours after they no longer have a fever or signs of a fever without the use of fever-reducing medicine. Those who have emergency warning signs should get immediate medical care." Flu-like symptoms include:

- Fever (although not everyone with flu has a fever)
- Cough
- Sore throat
- Runny or stuffy nose

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- Body aches
- Headache
- Chills
- Tiredness
- Sometimes diarrhea and vomiting
- Difficulty breathing or shortness of breath
- Pain or pressure in the chest or abdomen
- Sudden dizziness
- Confusion
- Severe or persistent vomiting
- Flu-like symptoms that improve but then return with fever and worse cough
- Being unable to eat
- Has no tears when crying

If a child comes to school and feels sick, it is up to the school nurse's discretion based on nursing assessment whether the student can stay at school. Your child should be fever free for 24 hours, without the use of fever reducing medication, before returning to school. It is recommended that children be free from diarrhea and vomiting for 24 hours before returning to school. A physician's note may be required for an illness related absence of more than 3 days. The note supporting their absence will be considered when reviewing all absences for truancy.

Student Insurance

Student accident insurance may be purchased at the beginning of the school year at family expense. Insurance fliers are sent home with all students. Questions and arrangements are made between families and the insurance company underwriting the policy.

School Procedures

Grading

Student progress is reported to parents/guardians 4 times per year. Teachers and families are encouraged to be in contact with each other on a regular basis. Report cards are mailed home at the conclusion of each of the four marking periods (about 9 weeks in length). Letter grades and appropriate comments will be listed on the form. Questions regarding a specific grade or comment should be directed to the issuing teacher.

Parent/Guardian Conferences

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Parent/Guardian conferences are officially held in October and March. Parents/Guardians and teachers are also encouraged to hold conferences outside of this scheduled time when needed. Consistent communication between home and school has been shown to be extremely effective in a school's ability to educate its students. This can take the form of written notes, email, telephone calls, and/or parent/guardian/teacher conferences at school. Appointments for conferences can be made through the Guidance Office (802-864-8466).

Field Trips

Field trips are held at the discretion of the teaching team. They are part of the team's curriculum. Students must have a permission slip signed by their parent/guardian for the event. To allow teachers to plan accordingly, these slips are due on the date indicated, without exception. Students not returning signed permission slips by the due date will not be allowed to attend the field trip. Field trip days are regular school days, and as a part of the curriculum, students who do not participate are expected to attend school and complete schoolwork.

Lockers

Every student is issued a locker near his/her team classrooms. It is the student's responsibility to provide a combination or keyed lock to secure the locker. Teachers will keep a record of the lock combination or the extra key in the event that the student forgets the combination or loses the key. Valuables should not be kept in lockers. By law, the school reserves the right to search any and all lockers when suspicion arises involving a student and his/her locker. Whenever possible, an attempt to open a locker will be made with the student present.

Lost and Found

The school cannot be held responsible for items of personal property that are lost or stolen. The school maintains a lost and found, which is located in the gym lobby. Items in the lost and found are held for a reasonable amount of time, and items not claimed are disposed of at the school administration's discretion (Salvation Army, etc). Families are asked to label all articles of clothing to help with the prompt return of lost items.

Personal Property

Students are strongly discouraged from bringing their collectibles/valuables to school. Not only can these items be a distraction, but also they might be lost or stolen, and the school cannot be responsible for replacement.

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Policies

School to Home Use Agreement for Digital Devices

Home Usage Guidelines:

- Each home may have its own set of rules and guidelines around using laptops and digital devices.
- Screen names should be used for safety purposes; however, users should never set up false accounts in order to pretend to be someone they are not.
- All school rules and responsibilities apply to home use as well.

Student Responsibilities:

- I understand that my laptop is the property of Edmunds Middle School.
- I understand that my browsing history, downloads, and email are all subject to review by authorized school personnel.
- I will bring my laptop to school each day charged and ready to use.
- I am responsible for the care and security of my laptop in and out of school.
- I will not scratch off/remove any serial numbers or permanently alter the laptop in any way.
- I will notify a teacher or school staff member immediately in the event of theft, vandalism, unauthorized use, or damage to my laptop, or if I am aware of any technology problems or violations.

Parent/Guardian Responsibilities:

- I understand that my student's laptop is the property of Edmunds Middle School.
- I understand that the browsing history, software, downloads, and email are all subject to review by authorized personnel.
- I accept full responsibility for supervision when my child is using the laptop in a setting other than school or a school-related event. I understand that the teacher/school cannot be held responsible for infractions of the above rules by me, family members, or my child.
- I recognize that it is impossible to restrict access to all controversial materials. I will not hold the school/teachers responsible for materials acquired over the Internet.
- I understand that Edmunds Middle School/Burlington School District is not responsible for any financial loss due to improper use of the laptop.
- I understand that if my child is disciplined or suspended, that privileges to use the laptop may be restricted up to and including being only able to use the laptop on campus or not being able to use a laptop at all.
- I understand that I must pay a \$25 Non-Refundable Protection Fee towards the insurance

deductible before my child may sign out and be given a laptop for take home use.

- My student will notify the correct authorities/a school staff member immediately in the event of theft, vandalism, unauthorized use or damage to the laptop, or if we become aware of any technology problems or violations.
- I understand that the school reserves the right to require full payment of a new laptop if my child or any member of my family causes deliberate, damage to the laptop or contributes to or is involved in the theft of the laptop. I further understand that the police may be contacted upon such an occurrence.
- I agree that my child will return the laptop immediately if we move or my child withdraws from the school for any reason. I understand that if this does not happen within a week of departure that I will be billed for and held legally responsible for paying for the cost of a new laptop.