



# Edmunds Middle School Student & Family Handbook

## 2021 - 2022

***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***

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

275 Main Street  
Burlington, Vermont 05401

802-864-8486  
<https://ems.bsdrv.org/>

# Principal's Welcome

August 2021

At Edmunds Middle School, relationships matter. Every member of the community contributes to the culture and climate of our school including students, staff, and families. We aim to foster thoughtful, reflective students who take responsibility for their actions, learning, and growth. We honor the many diverse identities, cultures, and languages of our students. When students know they are truly seen for their many identities, interests, and experiences, they have the ability to succeed. We seek to “see” every student as a whole child.

There are high expectations for student learning, and we take pride in offering a rigorous and robust educational experience academically, socially, and emotionally. We recognize that challenges and conflict are fundamental to learning and will arise, as in any relationship. We will all work to maintain and repair relationships when harm occurs in order to maintain the health of our learning community; this is a crucial life skill. Building and maintaining relationships with our students is the fundamental way that we can support their growth and learning. We are all the stewards of this shared space.

It is our honor to help support, learn from, and lead this engaging school community. Thank you for your ongoing commitment to our students, community, and each other.

Sincerely,

Sabrina Westdijk  
Principal

Nikki Ellis  
Assistant Principal

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Note: Throughout the handbook, the term “families” is used for concision, indicating the legal guardian(s).

## ***Community Guidelines***

Our school has several core expectations for student behavior. Students will:

- be thoughtful
- be reflective
- take ownership when they make a mistake
- listen with empathy and kindness
- maintain a growth mindset and learn from mistakes

Throughout the 2021-22SY students will have opportunities to provide insight and expertise to guide the further formation and revision of community guidelines.

We firmly believe that the behavior of an individual can and does reflect on the school as a whole. Because we are a community, all members of EMS are expected to follow the school-wide guidelines posted throughout the school.

## ***Quick Telephone Reference and Staff Email Directory***

All calls are routed from the EMS main line at 802-864-8486.

- Please press 1 to report an absence.
- Please press 2 for the Main Office.
- Please press 3 for the Nurse.
- Please press 4 for Guidance.
- Please press 5 for the Athletic Department.

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

*Please see the staff directory on our EMS website [here](#).*

## **School Colors & Mascot**

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

## **A & B Days**

A and B days rotate according to the schedule below:

- Mondays/Thursdays - A
- Tuesday/Friday - B
- Wednesdays - 1st Wednesday (8/25) is A day, then rotates weekly

# ***Learning Expectations, Curriculum, Grading and Assessment***

## **Learning Expectations**

In 2016, the Burlington School District 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 and extend through high school. Burlington's learning expectations include the following:

1. Critical thinking and problem solving: "I ask challenging questions, examine authentic problems, and analyze possible solutions."
2. Effective communication: "I use a variety of methods to express, receive, and respond to information and ideas."
3. Cultural understanding and civic engagement: "I actively seek to learn about and understand peoples, cultures, and perspectives, and engage in the life of the community and the greater world."
4. Personal development: "I identify strengths and weaknesses, advocate for health and wellbeing, make positive choices, and take intentional steps to grow."
5. Curiosity and creativity: "I explore ideas with an open mind and try new and different ways to approach my own learning."

## **Grading**

At EMS, grading serves the purpose of communicating student skill development. Students develop skills in relation to the state common core standards and demonstrate their mastery of those skills through assessments and tasks during class.

## **Assessment**

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 as well as make decisions about student skill development.

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

### **These assessments include:**

- School or District Assessment (Literably, SBAC Interim Assessments, BSD Mathematics Screener)
- State Assessment-SBAC
- National Assessment (National Assessment of Educational Progress-NAEP)

## **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.

## ***Supporting Our Students***

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 in order to be successful. To read more about this and to understand how students may qualify for additional supports, please go to:

- Student Support Services: <https://www.bsdvt.org/departments/student-support-services/>
- English Language Learner Supports: <https://www.bsdvt.org/multicultural-support/>
- Transgender (and Questioning) Children and Parents: [www.genderspectrum.org](http://www.genderspectrum.org).
- LGBTQ: <https://pflag.org/loving-families>

## **The Student Support Program**

The student support program promotes positive self worth and competence in all Edmunds Middle School students, fostering their healthy personal, educational and social development. The student support team provides classroom instruction and activities, offers individual and group counseling, coordinate 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 school counselor, the school counseling department includes a student assistance program (SAP) counselor, a school social worker and an attendance social worker. The SAP counselor has special skills to deal with substance abuse concerns, education, and referral. The school social workers are liaisons between the school and area social service agencies. For appointments for all guidance services, please call 802-864-8466.

In cases where a student may need to receive more intensive one-on-one support they may go to the Student Support Center (SSC). 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 Services**

## **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. The Burlington School District has adopted the Second Step school counseling program for elementary schools as part of the guidance curriculum (<http://www.secondstep.org>). Second Step and other lessons and interventions vary based on student needs. The school counselor teaches 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. The school counselor may also provide small-group and individual counseling services on an as needed basis.

## **Partners in Student Wellness**

The school district partners with professionals and organizations in the wider community in order to improve identified students' learning and wellness. 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 area, among others, is the Howard Center.

## **Student Name or Gender change**

### **Name Changes in BSD**

If a Family would like to make a name change for a student, there are two kinds of student name changes: *Legal Name Change* and *Non-Legal Name Change*.

*Legal Name Change:* The family has provided legal documentation of a name change. We will change the name in Powerschool and other databases, etc. in our system. We will notify the State of Vermont of this change.

*Non-Legal Name Change:* The student uses a name that is not their legal name. We store the student's legal name in a special part of Powerschool to use for state reporting, Smarter Balanced Testing, SAT/ACT, etc., but we make every effort to use the student's desired name in all circumstances we can control (this includes Unified Classroom, IXL, SRI, BSD Gmail, printed class rosters, sub plans, etc.

### **Gender Changes in BSD**

There are two kinds of student gender changes, Legal Gender Change and Non-Legal Gender Change.

*Legal Gender Change:* The family has provided legal documentation of a gender change. We will change the gender in Powerschool and other databases, etc. in our system. We will notify the State of Vermont of this change.

*Non-Legal Gender Change:* The student uses a gender that is not their legal gender. We

store the student's legal gender in a special part of Powerschool to use for state reporting, Smarter Balanced Testing, SAT/ACT, etc., but we make every effort to use the student's desired gender in all circumstances we can control.

## 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.

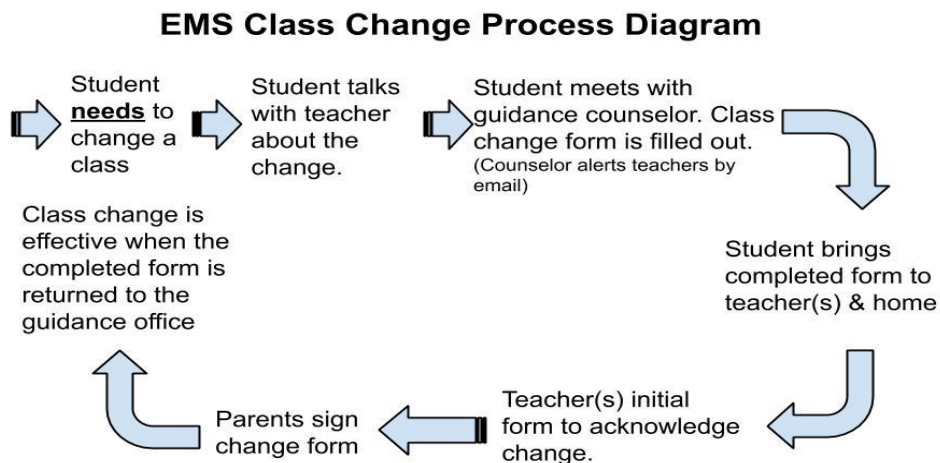
## Mandated Reporting

### 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 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.”** The Department of Children & Families determines the outcome of the report, including whether parents will be notified of the report.

## Class Change Process At EMS

The following diagram is the way in which students can request to change a class.



*Schedule changes are only made on a need basis. This is when there is a duplication in a student schedule, a conflict with another class or a teacher indicates that a change is best for the student. If teachers have questions they must contact Pat Hulbert.*

August 2014

## 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 the school calendar via our website for dates and times. The PTO's goals are to support school programs,



expand student learning opportunities, and support the school community and climate. Their fundraising efforts allow them to support enrichment of students' educational experiences.

## ***Emergency Procedures***

The Burlington School District has updated its safety protocols based on a new model in coordination with city partners. We regularly practice safety drills. To read more about these on our district website go to: <https://www.bsdyt.org/about-our-school/emergency-procedures/>

### **Run, Hide, Fight response in case of active threat**

In 2019, the Burlington School District added "Run, Hide, Fight" to the list of standard response protocols. The "Run, Hide, Fight" protocol will be used in the event of an active shooter or other active threat in which it is deemed a lockdown would not provide sufficient security. The Burlington School District will provide ongoing District-wide training to ensure staff feel supported in their ability and prepared to make independent decisions in the event of an active threat.

The protocol's options can best be described as: *"Run when it's safe to run. Hide where it's safe to hide. Fight if you or others around you have no other options."* This protocol gives faculty and staff autonomy when making decisions about how to best remain safe during this type of event.

In the case of an active threat, the Central Office will communicate about the incident when appropriate and safe to do so. Questions and calls should be directed to the Superintendent's office and not to the school. Please DO NOT try to contact your student in this situation as they may be in lockdown. When students and faculty are able to evacuate, we will meet at our designated evacuation location.

When utilizing Run, Hide, Fight protocol, the first step is to quickly determine the most reasonable way to protect your own life. Seek information regarding the intruder's location in the building, look for escape routes in your area and identify things that could help you hide. Then ACT on the option you think will keep you and others safest.

### **RUN and escape, if possible**

- Getting away from the shooter or shooters is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call 911 when you are safe, and describe shooter, location, and weapons.

### **HIDE, if escape is not possible**

- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate.
- Lock and block doors, close blinds, and turn off lights.
- Don't hide in groups- spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with the police silently. Use text messages or social media to tag your location, or put a sign in a window.
- Stay in place until law enforcement gives you the all clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

### **FIGHT as an absolute last resort**

- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and improvised weapons to distract and disarm the shooter.

It is important to remember that "Run, Hide, Fight" is the name of the protocol and not a chronological list of directions. At any time, you may Hide, Fight, or Run depending on what is happening. You should remember to continually assess the situation and be prepared to use a different option to adapt to changes in the situation.

### **AFTER / When law enforcement arrives**

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

### ***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 802-864-8466.

# ***Student Day***

## **Schedule-School Hours and Supervision of Students**

**Arrival: School begins every day at 7:50am.** Students may arrive at school beginning at 7:40am, when staff will be on duty unless they are participating in the breakfast programming.

The only students allowed in the building before school starts are those students with an individual plan and those who will be eating breakfast in the cafeteria. Breakfast is available to all students in the cafeteria starting at 7:20am.

7:40am: Earliest student drop-off (unless students are participating in the breakfast program or have an individual plan in place)

7:50am: Start of the school day (class starts at 7:55)

2:55pm: Dismissal time. Please pick up your student on time as we have limited ability to supervise students once the school day ends. (Dismissal time on early release Wednesdays is 2pm)

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

## **Late arrival and needing to leave school early**

Students who arrive after the start of the school must check in to the main office. If your child is going to be late, please call the school to let us know what time to expect them. 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 the pre-approved adult.

## **After School Programs**

Each school offers after school programming and some of our students attend after school programming with partner organizations including Boys and Girls Club, King Street Youth Center, Sara Holbrook Center, and the YMCA. Our after school programs begin at the end of the school day, with programming running until 5pm and aftercare ending at 5:30.

## **Busing**

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. Students not meeting EMS and CCTA behavioral expectations while waiting to board the bus, while riding the bus, or as they exit the bus may have their riding privileges suspended or revoked.**

## Bus Expectations

The bus to and from school is an extension of the school day. We expect everyone to follow reasonable requests and act in a safe respectful manner. Students not meeting the expectation may have their bus privileges suspended. All decisions will be made by the EMS administrative team.

## 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 will result in the student being asked to place the item in the Assistant Principal's office until the end of the school day.

Bicycles must be stored in racks during regular school hours.

## Lunch Expectations

While following the Vermont Covid guidelines, students will be eating within their pod. Lunches will be consumed either outdoors or within the classroom. Once Covid guidelines ease, we anticipate returning to the following expectations:

- Student expectations
  - Use 2nd floor ramp or lobby stairs to enter the cafeteria
  - Enter cafeteria quietly and calmly
  - Upon entering enter the lunch line or find a seat
  - Use an quiet/indoor volume
  - Know your pin number
  - Keep table size to 8 students or less
  - Ask permission to leave for the bathroom
  - Walk when you need to get up to throw away trash or get something needed to eat
  - Remain in the seat you first chose upon entering the cafeteria
  - Put all food away before exiting the cafeteria
  - Exit the cafeteria down to the first floor

<b>Student behavior that does not meet lunch expectations</b>	1st time: Verbal Conference
	2nd time: Student moved to another table
	3rd time: Removal from cafeteria for remainder of day. Repair work completed before or during lunch the next day.
	Repeated behavior over time: Alternative plan that supports the student in fostering the skills needed to

	meet lunch expectations.
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### **Dismissal/Hallway transition Expectations**

Safe and respectful transitions are key to maximizing learning time in classes. Student expectations are as follows:

- Move with urgency - remember transitions are 3 minutes
- Treat peers and others with kindness
- Keep building clean
- Use clean language in the hallways
- Listen, respond and act appropriately
- Use indoor voices
- Keep hands to self unless you have asked consent to appropriately greet a peer
- Appropriate ways to greet a peer include fist bumps, handshakes, daps, hugs
- Walk throughout the building and watch out for corners, lockers, doorways etc. when walking
- Stick to the right as you walk up and down stairs so everyone has space
- Invite others to go first - when going down the stairs or getting into your locker
- Ensure technology remains put away

## ***Student Attendance & Truancy***

### **Attendance:**



The district considers attendance at school to be essential for children: they cannot learn if they are not in class. The City of Burlington 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.

### **Absence:**

It is the responsibility of the parent/guardian to notify the school in advance if the student is going to be absent or tardy. An absence or tardiness will be considered unexcused unless the school hears from the parent/guardian(s).

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.

### **Attendance Policy:**

Students need to be in school all day, every day, and on time for learning. A student of legal school age who is not enrolled in school shall be considered truant. A student of legal school age enrolled in school who exhibits a pattern of unexcused absences which affects the student's potential for academic success shall be considered truant. The Board of School Commissioners will encourage regular attendance and work to reduce truancy by

soliciting cooperation from students, parents, community, and social agencies by supporting strict regulations in regard to tardiness and unexcused absence, and by encouraging diligence on the part of responsible staff members in investigating the causes of absence and seeking appropriate remedies.

**The Attendance Procedure requires:**

After **5** and **10** cumulative absences during any school year, the Burlington School District will contact the parent/guardian(s).

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 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.

**The Tardiness Procedure requires:**

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.

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.

**Keeping Kids Home from School: A Parents Guide**

**(Please note: any COVID-specific guidelines will be posted on the District website at [www.bsdt.org](http://www.bsdt.org).)**

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 they are going to get better or worse during the course of the day. While all schools have an excellent nursing staff, parents should still read and follow the guidelines below when determining if your child should attend school or stay home:

**The main reasons for keeping your child home are:**

- if they are too sick to be comfortable at school or participate in educational activities
- to avoid spreading illness among other students and adults.

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

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

A child should be vomit, diarrhea, and fever-free for 24 hours without the use of fever reducing medications. Children must be 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.

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

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.

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.

**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.

***School Activities*****After-School Activities**

All "after school activities" will be determined by the status of Vermont Covid guidelines. Please, pay close attention to the EMS Family Newsletter for updates.

There are many after school opportunities for students to participate in their community. 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 7:30-7:50, beginning in early September. At Homework Help students should be working on homework or reading 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 TK Willetts.

### **Sports**

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

### **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.

### **Family Conferences**

Parent/Guardian conferences are officially held in November 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. Students who have been suspended or who have had significant behavioral challenges may not be eligible to attend the field trip. All final decisions will be made by the EMS administrative team



## **Dances**

Dances are for EMS students only. EMS [Dance expectations](#). Final decisions regarding student attendance at school dances will be made by the EMS administration team. This will include those who have late books due at the school library.

## ***Student Dress Code***

Edmunds Middle School is committed to creating a positive learning environment for all students. The purpose of the EMS 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. The EMS dress code 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 EMS dress code is designed to be “school functional”. This is defined as the basic principle: 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 Shirt (with fabric in the front and back), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), 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)
- Hate speech, profanity, 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 as required in class or athletic practice),

- Accessories that could be considered dangerous or could be used as a weapon,
- Any item that obscures the face (except as a religious observance)
- Backpacks must be kept in lockers during the school day.
- Earbuds or headphones are non-permissible unless otherwise authorized by a staff member.

**Exploratory Dress Expectations:** Students are expected to keep a pair of gym clothes in their PE locker for use during PE. If a student does not have a pair of gym clothes to keep in their locker they will have clothes provided. If a student wishes to participate in Tech Ed they must wear closed-toed shoes, hair must be shoulder length or above shoulder length (hair may be put in a bun, ponytail, etc.), a student cannot wear baggy clothing, a tie, or have hoodie strings hanging loosely. Due to physical safety, hoodies can not be worn over faces in PE during physical sports (as to not obscure peripheral vision) or Tech Ed (as to not obscure peripheral vision or have strings that can be caught in hazardous equipment).

**Dress Code Fulfillment:** To ensure effective and equitable fulfillment of this dress code, school staff will ensure implementation of the dress code consistently using the requirements below. Students will only be removed from spaces, hallways, or classrooms as a result of not following the community guidelines for dress code as outlined above. Students who do not meet the Basic Dress Code Principle and/or the “Students Cannot Wear” section will be provided three options to be dressed more to code during the school day:

- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
- Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
- If necessary, students’ parents or guardians may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies and dances.

## ***Restorative Practices***

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 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. We have multiple formal and informal ways that we teach the skills that support a positive climate and culture. These include:

## **Student Behavior Expectations**

Our school has several core expectations for student behavior. Students will:

- be thoughtful
- be reflective

- take ownership when they make a mistake
- listen with empathy and kindness; and
- maintain a growth mindset and learn from mistakes.

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 the 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 rulemaking process.

### **Restorative Practices Defined**

Restorative practices (also known as restorative justice) prevent, address, and amend behaviors that hurt individuals, families, the school, and community. Repairing the harm and reintegrating students become the focus. This involves changing relationships among and between community members by discussing relevant issues, restoring relationships, creating a peaceable climate, and providing youth a sense of place, hope, and purpose. The Burlington School District has made restorative practices a top priority to reduce suspensions and expulsions, especially among male African-American students, who are disproportionately represented in behavior referral data. To read more about restorative practices in our district, please visit:

<https://www.bsdrv.org/district/diversity-and-equity/restorative-practices/>

### **The major goals of restorative practices at EMS are to do the following:**

- Identify who was harmed and who caused the harm in any given conflict or situation
- Identify the root cause of the behavior that created harm
- Create an opportunity for the person doing the harm to repair the damage as well as for the person who was harmed to participate in the repair process

These practices create an opportunity for students and staff to take responsibility when they cause harm as well as to repair relationships when harm occurs.

Some behaviors may result in disciplinary action, as defined by the district conduct and discipline guidelines as defined here:

[https://www.google.com/url?q=https://www.bsdrv.org/wp-content/uploads/2017/07/F-13-Student-Conduct-and-Discipline.pdf&sa=D&source=editors&ust=1628857750167193&usg=AOvVaw0COCcGdxmV7w\\_zdX3-gsLg](https://www.google.com/url?q=https://www.bsdrv.org/wp-content/uploads/2017/07/F-13-Student-Conduct-and-Discipline.pdf&sa=D&source=editors&ust=1628857750167193&usg=AOvVaw0COCcGdxmV7w_zdX3-gsLg)

### **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 refer to Burlington School District Policy F 4R: [FIREARMS AND DANGEROUS DEVICES IN SCHOOL](#).

Students in possession of weapons or dangerous devices will receive additional support and possible consequences for their actions. 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.

### ***Harassment, Hazing, and Bullying (HHB)***

As required by Vermont State Statute, the Burlington School District has adopted policies and procedures to prevent and address student harassment, hazing, and bullying. To learn more about the definitions of these terms, protected categories, investigative and disciplinary procedures, and student rights and protections, please review the extensive online guide at <https://www.bsdt.org/bullying-hazing-and-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.

Designated Employees can be found below and are posted at each District school/building at the beginning of each year. Contact Sparks, Director of Equity, with any questions [via email](#) or phone: (802) 865-4168.

Pat Hulbert	School Counselor	864-8466	<a href="mailto:phulbert@bsdt.org">phulbert@bsdt.org</a>
Bill Andrus	Student Support Center Coordinator		<a href="mailto:wandrus@bsdt.org">wandrus@bsdt.org</a>
Nicole Ellis	Assistant Principal		<a href="mailto:nellis@bsdt.org">nellis@bsdt.org</a>
Sabrina Westdijk	Principal		<a href="mailto:swestdij@bsdt.org">swestdij@bsdt.org</a>

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.

### **Student Rights**

Students have legal rights as defined under federal and state law as it relates to their education. More information about student rights can be found via the [ACLU student page](#), which provides a helpful, clear guide.

### ***Rule 4500 - Restraint and Seclusion of Students***

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

## ***Visitors and Volunteers***

*Please note that this section may evolve based on COVID guidance throughout the year.* 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 & volunteers policy and must complete the necessary background checks prior to volunteering in our school. 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. We also ask that visitors wear masks upon entry to the building at this time.

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) outlined in the volunteer handbook, particularly with regard to confidentiality.

### **Parking**

Parking on the Edmunds campus is limited. Please do not park in reserved spaces or fire lanes. Buses drop off on South Union Street in front of the gym and main entrance. For everyone's safety please do not double park in these designated areas. Parents/guardians are encouraged to drop students off on South Union Street or on Main Street. We ask that you do not use the back driveway at EMS to drop off students.

## ***Health Services and Emergencies***

### **Medications**

Most parents/guardians whose children require medication are able to give it to them at

home. Any and all medications that are to be given to students during the school day should be turned in to the school nurse by families. All medications must be brought to the nurse's office in its original bottle, and specific instructions from the primary care provider or prescribing medical professional upon arrival at school. Prescription and over the counter medication will be given to students in the nurse's office. Medication is never given by faculty/staff other than the school nurse and is never kept in classrooms or in students' possession.

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.

### **HEALTH SERVICES:**

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.

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 1<sup>st</sup> if you do not want your child's vision and/or hearing screened.

### **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. All medications must be brought to the nurses office in its original bottle, and specific instructions from the primary care provider or prescribing medical professional upon arrival at school.

**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.) 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 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:** If a parent/guardian identifies a case of head lice, she/he should notify the school nurse.

## ***Meals and Food/Drink in the Classroom***

### **Meals**

Time is set aside in the school day for breakfast, snack, and lunch. In addition, at the conclusion of the school day, supper will be provided for students taking part in a school sponsored activity. All schools provide these meals through our food service program. These meals are free for all students during the 21/22 school year. We can accommodate most if not all diets, including alternatives to meat and dairy. Any student can bring food from home if they prefer not to eat a meal provided by the school. If you have questions, please contact Dinah Larsen ([dlarsen@bsdvt.org](mailto:dlarsen@bsdvt.org))

Food and drink are only allowed in the classroom as approved by the specified teacher. Students are not allowed to chew gum during the school day and should avoid eating candy unless approved for a specific school celebration.

## ***Student Devices, Materials and Technology***

### **EMS-Issued Digital Devices**

All students at EMS will receive a school issued Chromebook 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. All EMS students will be assessed a user fee of \$10 in 6th grade. Funds will be used to offset cost and purchase device monitoring software like “Go Guardian”. Parents and teachers have requested such a tool to assist in ensuring that devices are being used safely and responsibly. Prior to receiving their chromebook, students will need to return the \$10 user fee and sign the [School to Home Use Agreement for Chromebooks](#).

### **Home Usage Guidelines:**

- Each home may have its own set of rules and guidelines around using chromebooks 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 chromebook 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 chromebook to school each day charged and ready to use.
- I am responsible for the care and security of my chromebook in and out of school.
- I will not scratch off/remove any serial numbers or permanently alter the chromebook 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 chromebook , or if I am aware of any technology problems or violations.

#### **Parent/Guardian Responsibilities:**

- I understand that my student's chromebook is the property of the Burlington School District..
- 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 chromebook 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.
- While GoGardian will continue to filter some content while a student is logged onto their school chromebook at home 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 chromebook .
- I understand that if my child is disciplined or suspended, that privileges to use the chromebook may be restricted up to and including being only able to use the chromebook on campus or not being able to use a chromebook at all.
- I understand that I must pay a one time \$10 Non-Refundable User Fee before my child may be issued a chromebook.
- My student will notify the correct authorities/a school staff member immediately in the event of theft, vandalism, unauthorized use or damage to the chromebook , 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 chromebook if my child or any member of my family causes deliberate damage to the chromebook or contributes to or is involved in the theft of the chromebook . I further understand that the police may be contacted upon such an occurrence.
- I agree that my child will return the chromebook 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 chromebook.

#### **Powerschool and Annual Student Update**

For the past four years we have been using Powerschool both to register new students and for families to update their student(s) information. These updates are called the Annual



Student Update or ASU. Each Spring we notify families of the need to log into Powerschool and to update the information for each student. Most of the information is pre-filled and this takes less than 10 minutes to complete. 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.

### **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.

### **Students and Phone Use**

Students can use the main office telephone in emergency situations only. Please be sure your child knows the plan for the end of the day, before he/she comes to school. Student cell phones must be kept with the ringer off and in book-bags or lockers. Cell Phones will be turned over to the teacher and possibly the Assistant Principal if out or in use at school.

***Have a great school year!***

## Home-School Compact

The purpose of this compact is to define the responsibilities and agreements of parents/guardians, students and staff in order to maximize student learning in a safe, rigorous, and mutually respectful school environment. Please review these responsibilities, sign below and return to Edmunds Middle School. Thank you for your support!

1. **Teachers** will act on the belief that all students can learn.  
**Students** will put forth their best effort to learn and grow academically, socially, and emotionally.  
**Parents/guardians** will encourage their children to put forth their best efforts.
2. **Teachers** will model reciprocal respect, regard, empathy and care for students, parents/guardians and colleagues. They will seek to find the good in every student and family. **Students** will exhibit safe behaviors, be reflective and thoughtful, exert self-control, and respect the rights of others around them. **Parents/guardians** will support teachers and school administrators in maintaining a mutually respectful, rigorous, and positive learning environment.
3. **Teachers** will communicate regularly with parents/guardians regarding their child's progress. They will also regularly keep students informed about their progress and skill development. **Students** will keep their parents/guardians informed about their progress. They will communicate with teachers when they need additional support. **Teachers** will seek to provide students with the tools and skills to advocate for their needs. **Parents/guardians** will communicate with their child and the teachers regarding their child's progress. They will contact the teacher if they need additional information or support.
4. **All members of the community** will work to build strong foundational trust and a safe community that honors diverse identities and cultural experiences.

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STUDENT SIGNATURE

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PARENT SIGNATURE