

BURLINGTON SCHOOL DISTRICT

We All Belong

2017-18 Calendar & Handbook



Translations of handbook are available in Arabic, Bosnian, Burmese, French, Kirundi, Nepali, Swahili, and Vietnamese.

EEO: This material is available in alternate formats for persons with disabilities. To request an accommodation, please call 1.800.253.0101 (TTY) or 1.800.253.0195 (voice).

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Contact Information

Our Schools		For more info: www.bsdtv.org		
School	Principal / Director	Address	Telephone	Fax
Burlington High School	Tracy Racicot	52 Institute Road	864-8410	864-8408
Burlington Technical Ctr.	Adam Provost	52 Institute Road	864-8426	864-8521
Champlain Elementary	Dorinne Dorfman	800 Pine St.	864-8477	864-2157
Early Education Program	Stacie Curtis	150 Colchester Ave.	864-8463	864-8501
Edmunds Elementary	Shelley Mathias	299 Main St.	864-8473	864-2166
Edmunds Middle School	Megan McDonough	275 Main St.	864-8486	864-2218
Flynn Elementary	Graham Clarke	1645 North Avenue	864-8478	864-2145
Horizons	Allen McMurrey	1271 North Avenue	864-8497	864-8501
Hunt Middle School	Mattie Scheidt	1364 North Ave.	864-8469	864-8467
Integrated Arts Academy	Bobby Riley	6 Archibald St.	864-8475	864-2162
ONTOP	Allen McMurrey	52 Institute Road	864-8496	864-2213
Smith Elementary	Len Phelan	332 Ethan Allen Pkwy	864-8479	864-4923
Sustainability Academy	Lashawn Whitmore-Sells	123 North Street	864-8480	864-2161

District Offices		For more info: www.bsdtv.org		
Office	Name	Address	Telephone	Fax
Superintendent	Yaw Obeng	150 Colchester Ave.	865-5332	864-8501
Sr. Director of Curriculum, Instruction, & Assessment	Stephanie Philips	150 Colchester Ave.	864-8492	864-8501
Sr. Director of Human Resources and Equity Affairs	Nikki Fuller	150 Colchester Ave.	864-2159	540-3010
EL Director	Miriam Ehtesham-Cating	150 Colchester Ave.	288-6047	864-8501
Equity Director	Henri Sparks	52 Institute Road	864-8585	864-8408
Sr. Director of Finance	Nathan Lavery	150 Colchester Ave.	864-8462	864-8501
Food Service Director	Doug Davis	52 Institute Road	864-8415	864-8438
Grants Director	Barry Gruessner	150 Colchester Ave.	865-5383	864-8501
Sr. Director of Infrastructure & Technology	TBD	150 Colchester Ave.	864-8465	864-8501
Property Services Director	Marty Spaulding	287 Shelburne Road	864-8453	864-8543
Student Support Services Director	Laura Nugent	150 Colchester Ave.	864-8456	864-2146
Expanded Learning Director	Christy Gallese	150 Colchester Ave.	540-0285	864-8501

School Board			For more info: www.bsdtv.org		
Ward	Name	Address	Home Telephone	Term Ends	Email
1	Mark Porter	76 Brookes Ave.	878-6666	2018	mporter@bsdtv.org
2	Kat Kleman	299 Manhattan Dr., Apt.A	222-1259	2018	kkleman@bsdtv.org
3	Liz Curry	16 Crowley St.	864-5067	2018	lcurry@bsdtv.org
4	Anne Judson	119 Oakcrest Drive	999-8783	2018	ajudson@bsdtv.org
5	Susanmarie Harrington	88 Linden Terrace	540-0776	2018	sharrington@bsdtv.org
6	Stephanie Seguino	865 So. Prospect St.	660-0972	2018	sseguino@bsdtv.org
7	David Kirk	36 Blondin Circle	862-8216	2018	dkirk@bsdtv.org
8	Lauren Berrizbeitia	16 Orchard Terrace #1	922-0025	2018	lberrizbeitia@bsdtv.org
District	Name	Address	Telephone	Ends	Email
Central	Ryan McLaren		235-9095	2019	rmclaren@bsdtv.org
South	Jeffrey Wick	15 Mountview Court	917-282-5256	2019	jwick@bsdtv.org
North	Mark Barlow	25 Holly Lane	549-4433	2019	mbarlow@bsdtv.org
East	Kathy Olwell	136 No. Prospect St.	660-4910	2019	kolwell@bsdtv.org

August '17

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
				District: Inservice Day (No School for Students) C.P. Smith: Kindergarten Orientation 6-7pm	District: Inservice Day (No School for Students)	District: Inservice Day (No School for Students)
27	28	29	30	31		
District: Inservice Day (No School for Students)	District: Inservice Day (No School for Students)	District: Inservice Day (No School for Students) C.P. Smith: Open House 8-9AM EES: Green Up Day & Ice Cream Social 3PM Flynn: Open House for Kindergartners, First Graders and New Flynn Families 12-1PM Hunt: Informal Open House/Ice Cream Social 11-12:30PM SA: Back to School BBQ 11:30-1:30pm	District: First Day of School BHS: First Day for 9th Grade Only BTC: Orientation 5:30PM EMS: First Day for 6th Grade Flynn: First Day Coffee 8:15AM Hunt: First Day for 6 & 7th Grade IAA: Welcome Back pastry and coffee for families 8:10AM SA: First Day Coffee 8:15AM PreK: Flynn & IRA full day open house, IAA open house	BHS: School ALL GRADES BTC: BTC 1st Student Day 9:35AM EMS: First Day 7th and 8th Grade Hunt: First Day for 8th Grade PreK: First Day of IAA AM/PM Preschool PreK: First Day of Preschool for IRA and Flynn all day classrooms (half day)		



September '17

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Hunt: Principal Coffee 8:15AM IAA: Welcome Back Ice Cream Social 3PM PreK: Flynn & IRA all day classrooms (half day). Flynn AM/PM classrooms open house. <i>Eid-al-Adha Begins</i>	2
3	4 District: NO SCHOOL <i>Labor Day</i>	5 Hunt: Picture Day PreK: First Day of IRA ISN Preschool PreK: First Day of Flynn AM/PM Preschool PreK: Open House at SA <i>Eid-al-Adha Ends</i>	6 C.P. Smith: Picture Day PreK: First Day of SA AM/PM Preschool	7 EMS: Picture Day Flynn: Picture Day Flynn: PTO Meeting 6:30PM IAA: Picture Day IAA: Whole School Photo 8:10AM IAA: PTO Meeting 6pm	8 C.P. Smith: Welcome Back Picnic - PTO 5:30-7:30PM PreK: Open House at IRA AM/PM Classrooms	9
10	11 SA: PTO Meeting 5:45-7:30PM Smith: PTO Meeting 5:30PM	12 Champlain: Picture Day PreK: First Day of IRA AM/PM Preschool	13	14	15 EES: Welcome Back BBQ 5-7:30PM Flynn: Dot Day	16
17	18	19	20 Flynn: Welcome BBQ 5:00-6:30PM Flynn: Open House 6-7PM <i>Hijri (Islamic New Year) Rosh Hashanah Begins</i>	21 EES: Open House Hunt: PTO Meeting 6:30PM <i>Navratri Begins</i>	22 Flynn: Movie Night 7PM <i>Rosh Hashanah Ends Indigenous People's Day</i>	23
24	25	26 IAA: Open House, Grades 3-5 and Ms. Lynda's STEP1 class 6PM	27 IAA: Open House, Grades Pre-K, K, 1, 2 and Ms. Mary's STEP2 class 6PM	28 EMS: Open House 6:30PM	29 Hunt: Dance 6:30PM <i>Navratri Ends Yom Kippur Begins</i>	30 <i>Dashain Begins Dasara Yom Kippur Ends</i>



October '17

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 SA: PTO Meeting 5:45-7:30PM	3 EES: PTO Meeting	4 <i>Sukkot Begins</i>	5 Flynn: PTO Meeting 6:30PM Hunt: Open House 6:30OPM IAA: PTO Meeting 6PM SA: Community Dinner/ Open House 5:30-7:30PM <i>Dashain Ends</i>	6 Hunt: Principal Coffee 8:15AM <i>Sukkot Ends</i>	7
8	9 Smith: PTO Meeting 5:30PM <i>Columbus Day</i>	10	11 BHS: Pre-ACT and PSAT Testing Hunt: Picture Retake Day <i>Shmini Atzeret Begins</i>	12 EMS: Picture Retake Day <i>Shmini Atzeret Ends</i> <i>Simchat Torah Begins</i>	13 <i>Simchat Torah Ends</i>	14
15 SA: Harvest Run 9AM	16	17	18	19 BHS: Quarter 1 Ends BHS: Students 1/2 Day AM / Parent Conferences PM Hunt: PTO Meeting 6:30PM <i>Deepavali/Diwali/Tahir</i> (Festival of Lights) Begins	20 BHS: Parent Conferences: NO SCHOOL FOR STUDENTS PreK-8: Inservice Day: NO SCHOOL FOR STUDENTS	21 SA: PTO Fall Work Day 9AM-12PM <i>Deepavali/Diwali/Tahir</i> (Festival of Lights) Ends
22	23 Flynn: Bookfair and Pasta Dinner 5-7PM IAA: Picture Retake Day	24	25	26	27 C.P. Smith: Halloween Family Fun Night 6-8PM Hunt: Dance 6:30PM IAA: PTO Halloween Party 6PM SA: Harvest Dance	28
29	30	31 EES: Halloween Parade 1:45PM Flynn: Annual Costume Parade 1:30PM <i>Halloween</i>				



November '17

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
Daylight Savings Time Ends	SA: PTO Meeting 5:45-7:30PM	EES: PTO Meeting 6PM SA: Election Day Bake Sale 7AM-7PM <i>Election Day</i>		C.P. Smith: Art Night - PTO 5:30-7:30PM	Hunt: Principal Coffee 8:15AM Hunt /EMS: End Quarter 1 District: Elementary School Trimester 1 Ends EES: Multicultural Night 5:30-7:30PM Flynn: Merry Theater School Play 7PM IAA: Literacy Breakfast, Grades 2-5 8:10AM SA: Bhutanese Information Night 6-7:30PM	Flynn: Merry Theater School Play 4PM <i>Veterans Day</i>
12	13	14	15	16	17	18
	C.P. Smith: PTO Meeting 5:30PM SA: Book Fair Week			Hunt: PTO Meeting 6:30PM	District: Elementary Report Cards Sent Home IAA: Literacy Breakfast, Grades Pre-K, K, 1 8:10AM	
19	20	21	22	23	24	25
	BHS: Inservice Day — NO SCHOOL FOR STUDENTS PreK-8: Parent Conferences — NO SCHOOL FOR STUDENTS	BHS: Inservice Day — NO SCHOOL FOR STUDENTS PreK-8: Parent Conferences — NO SCHOOL FOR STUDENTS	District: Thanksgiving Recess — NO SCHOOL	District: Thanksgiving Recess — NO SCHOOL <i>Thanksgiving</i>	District: Thanksgiving Recess — NO SCHOOL	
26	27	28	29	30		



December '17

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 C.P. Smith: Student Extravaganza - PTO 8AM-2:30PM SA: PTO Meeting 5:45-7:30PM	5 EES: PTO Meeting 6PM	6 Hunt: Chorus Concert 7PM	7 Flynn: PTO Meeting 6:30PM IAA: PTO Meeting 6PM	8 Hunt: Principal Coffee 8:15AM Hunt: Dance 6:30PM	9 SA: Silent Auction and Pancake Breakfast
10	11 BHS: Quarter 2 Ends C.P. Smith: PTO Meeting 5:30PM	12	13 Hunt: Orchestra Concert 7PM <i>Hanukkah Begins</i>	14 IAA: Fill the Bowl 6PM	15	16
17	18	19 IAA: Kids' Book Sale	20 Hunt: Band Concert 7PM <i>Hanukkah Ends</i>	21	22 C.P. Smith: Holidays Sing-Along 2PM Flynn: Winter Sing-Along 2PM	23
24	25 District: Holiday Break — NO SCHOOL	26 District: Holiday Break — NO SCHOOL	27 District: Holiday Break — NO SCHOOL	28 District: Holiday Break — NO SCHOOL	29 District: Holiday Break — NO SCHOOL	30
31 <i>Christmas</i>		<i>Kwanzaa Begins</i>				



January, 18

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 District: Holiday Break — NO SCHOOL <i>Karen New Year New Year's Day Kwanzaa Ends</i>	2 District: Holiday Break — NO SCHOOL	3	4 Flynn: PTO Meeting 6:30PM IAA: PTO Meeting 6PM	5 Hunt: Principal Coffee 8:15AM	6
7	8 C.P. Smith: PTO Meeting 5:30PM IAA: Incoming Kindergarten Parent Tour 8:10AM SA: PTO Meeting 5:45-7:30PM	9	10	11	12	13
14	15 District: NO SCHOOL <i>Martin Luther King Day</i>	16 IAA & SA: Strategic Planning Day - NO STUDENTS	17 EES, EMS, Champlain: Strategic Planning Day - NO STUDENTS	18 Hunt: PTO Meeting 6:30PM Flynn, Hunt, C.P. Smith: Strategic Planning Day - NO STUDENTS	19 Flynn: Traditions Dinner 5:30-7PM Hunt: Dance 6:30PM Hunt/EMS: Quarter 2 Ends IAA: Family Movie Night 6PM	20
21	22	23	24 C.P. Smith: International Dinner/Art Show 5:30-7:30PM SA: Community Multicultural Dinner & Fair	25	26	27 EES: Math Night <i>International Holocaust Remembrance Day</i>
28	29 IAA: Incoming Kindergarten Parent Tour 8:10AM	30 <i>Martyr's Day Tu B'Shevat (New Year of the Trees) Begins</i>	31 <i>Tu B'Shevat (New Year of the Trees) Ends</i>			



February '18

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Flynn: Annual Title One Meeting 5:30PM Flynn: PTO Meeting 6:30PM IAA: Incoming Kindergarten Parent Tour 5:30PM IAA: PTO Meeting 6PM	2 Hunt: Principal Coffee 8:15am <i>Groundhog Day</i>	3
4	5 SA: PTO Meeting 5:45-7:30pm C.P. Smith: PTO Meeting 5:30pm	6 EES: PTO Meeting 6pm	7 IAA: Incoming Kindergarten Parent Tour 1pm	8	9 Smith: Valentine's Day Family Fun Night 6-8pm	10
11	12 <i>Lincoln's Birthday</i>	13	14 <i>Valentine's Day</i>	15 C.P. Smith: Very Merry Theatre Production 1PM, 7PM EES: Fine Arts Night - Grades 3-5 6:00-7:30PM Hunt: PTO Meeting 6:30PM	16 District: Elementary Trimester 2 Ends C.P. Smith: Very Merry Theatre Production 7PM Flynn: Talent Show 6pm Hunt: Dance 6:30pm SA: Movie Night <i>Chinese New Year</i> <i>Korean New Year</i> <i>Vietnamese New Year</i>	17
18	19 <i>President's Day / Washington's Birthday</i>	20	21 BHS: Drama Club One Act Festival 7PM IAA: Math Night 6PM	22 BHS: Drama Club One Act Festival 7PM	23 District: Elementary Report Cards Sent Home District: Kindergarten Registration Due BHS: Drama Club One Act Festival 7PM	24
25	26 District: Winter Break — NO SCHOOL	27 District: Winter Break — NO SCHOOL	28 District: Winter Break — NO SCHOOL			



March 18

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 District: Winter Break — NO SCHOOL <i>Purim</i>	2 District: Winter Break — NO SCHOOL <i>Holi (Festival of Color)</i>	3
4	5 District: Winter Break — NO SCHOOL	6 Inservice Day: NO SCHOOL FOR STUDENTS SA: Election Day Bake Sale 7AM-7PM <i>Town Meeting Day</i>	7	8 C.P. Smith: PTO Meeting 5:30PM BHS: Orchestra Night Flynn: PTO Meeting 6:30PM Hunt: Principal Coffee 8:15AM IAA: PTO Meeting	9	10
11 <i>Daylight Savings Time Begins</i>	12 SA: PTO Meeting 5:45-7:30PM	13	14 IAA: Math Night 6pm	15 C.P. Smith: Science Night 6-7:30PM EES: Very Merry School Play Flynn: Maker Faire 5:30-7PM Hunt: PTO Meeting 6:30PM	16 BHS: Quarter 3 Ends EES: Very Merry School Play	17 EES: Very Merry School Play <i>St. Patrick's Day</i>
18	19	20	21	22 C.P. Smith: Annual School Concert 1:30PM PreK: Parent Conferences: No Preschool K-12: Parent Conferences 1/2 day for students	23 District: No School for students, parent conferences	24
25	26	27	28	29	30 Hunt: Dance 6:30PM <i>Good Friday Passover Begins</i>	31



April '18

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 <i>Easter</i>	2 Hunt: PTO Meeting 5:45-7:30PM	3 EES: PTO Meeting 6PM	4	5 Flynn: PTO Meeting 6:30PM Hunt: School Play 4PM IAA: PTO Meeting 6PM	6 EES: Skate Night 6-8PM Hunt: Principal Coffee 8:15AM Hunt: School Play 7PM Hunt/EMS: End Quarter 3	7 Hunt: School Play 7PM <i>Passover Ends</i>
8	9 C.P. Smith: PTO Meeting 5:30PM	10	11	12 BHS: Vermont Youth Rally Montpelier 8am-3PM EES: Fine Arts Night; Grades K-2 6-7:30PM	13 IAA: Integrated Arts Breakfast, Grades 2-5 8:10AM <i>Thingyan (Water Festival)</i>	14 SA: PTO Spring Work Day
15	16	17 Flynn: Bookfair and Hot Dog Dinner 5-7PM	18 IAA: 5th grade play at St. Joe's Very Merry Theatre 10AM and 6PM	19 Flynn: K & First Grade Spring Musical 1PM Hunt: PTO Meeting 6:30PM IAA: 5th grade play at St. Joe's Very Merry Theatre 10AM and 6PM	20 IAA: Integrated Arts Breakfast, Pre-K, K, 1 8:10AM IAA: Fun Run! 1PM IAA/Flynn: Poem in Your Pocket Day	21
22 <i>Earth Day</i>	23 District: Spring Break — NO SCHOOL	24 District: Spring Break — NO SCHOOL	25 District: Spring Break — NO SCHOOL	26 District: Spring Break — NO SCHOOL	27 District: Spring Break — NO SCHOOL	28
29	30					



May '18

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
			EES: PTO Meeting 6PM	Flynn: PTO Meeting 6:30PM IAA: PTO Meeting 6PM	Hunt: Principal Coffee 8:15AM	
6	BHS: AP Testing Chemistry C.P. Smith: PTO Meeting 5:30PM SA: PTO Meeting 5:45-7PM Teacher Appreciation Week 🍏	7	8	9	10	11
		BHS: AP Testing Spanish Language & Culture Teacher Appreciation Week 🍏	BHS: AP Testing English Lit & Comp Teacher Appreciation Week 🍏	BHS: AP Testing Gov & Politics and Env Science Flynn: Grade 2-3 Spring Choral Concert and Art Show 5:15PM Teacher Appreciation Week 🍏	BHS: AP Testing US History IAA: Variety Show 6PM Teacher Appreciation Week 🍏	12
13	14	15	16	17	18	19
Mother's Day	BHS: AP Testing Biology & Music Theory	BHS: AP Testing Calculus and French Lang&Culture	Hunt: Band Concert 7PM BHS: AP Testing English Lang & Comp Ramadan Begins	BHS: AP Testing World History and Statistics C.P. Smith: Kindergarten Get-Acquainted Day 8AM-3PM Hunt: 5th Gr Parent Orientation 6PM Hunt: PTO Meeting 6:30PM IAA: Science Fair 6PM	BHS: Quarter 4 Ends EES: Mayfair 4-7PM Flynn: Staff Luncheon Hunt: Dance 6:30PM	Shavuot Begins
20	21	22	23	24	25	26
	Shavuot Ends		Hunt: Orchestra Concert BHS: Finals		BHS: Finals Hunt/EMS: Step up Day, 1/2 day for students IAA: School Dance, Grades 3-5 6PM	
27	28	29	30	31		
	District: NO SCHOOL Memorial Day		Hunt: Chorus Concert 7PM	IAA: 4th grade play at St. Joe's Very Merry 6PM		



June '18

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 C.P. Smith: Field Day EES: Field Day Hunt: Principal Coffee 8:15AM	2
3	4	5	6	7 BTC: Last student day Flynn: PTO Meeting 6:30PM IAA: PTO Meeting 6PM PreK: Last Day of IRA AM/PM Preschool SA: PTO Meeting 5:45-7:30PM	8 District: Elementary Trimester 3 Ends Champlain: 5th Grade Step Up 6PM Flynn: Flynn Olympics IAA: Integrated Arts Field Day PreK: Last Day of Flynn AM/PM Preschool PreK: Last Day of IAA AM/PM Preschool	9
10	11 C.P. Smith: Farewell/ Appreciation Assembly 8:30AM BHS: Academic Awards Night PreK: Last Day of SA PM Preschool PreK: Half day for IRA ISN	12 BTC: BTC Graduation 7PM C.P. Smith: 5th Grade Goodbye 8:30AM Flynn: 5th Grade Bridging Ceremony 6PM Flynn: Step Up Day Hunt: 8th Grade Promotion 1PM Hunt: Promotion Dance 6:30PM IAA: 5th Grade Graduation 9:30AM PreK: Last day for SA AM, Flynn & IRA full day, IRA ISN (half day)	13 District: LAST DAY OF SCHOOL (TENTATIVE) C.P. Smith: Step Up Day 8:15-9AM Flynn: Year End Assembly Hunt/EMS: End Quarter 4	14 District: Inservice Day – NO SCHOOL FOR STUDENTS Elementary Report Cards Sent Home (snow day dependent) PreK: Last Day of IRA ISN Preschool BHS: Graduation 10AM <i>Ramadan Ends</i>	15 <i>Eid al-Fitr</i>	16
17 <i>Father's Day</i>	18	19	20	21	22	23
24	25	26	27	28	29	30



July '18

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 <i>Independence Day</i>	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				





Student Information Update

For the second year in a row, most of the District's back-to-school paperwork will be completed through an online system called PowerSchool Registration. Using this system, you will update the information we have on file for you and your children. Starting in the Spring of each school year, you will receive a communication from the school telling you to log in to complete this updating process. We will then send reminders before the beginning of each school year.

The online form gathers contact information, permission slips, etc. These forms are required for all students. Starting this school year, 2017/18 **no student will be allowed to attend school if the following information is not up to date:** Medical, Emergency Contact, Immunizations, and Lunch Forms.

Thank you for your help in completing these forms.



Expanded Learning Opportunities

The Burlington Expanded Learning Opportunities Program fosters the social and academic success of over 1,500 BSD students annually through quality afterschool and summer programming in an environment that creates lasting connections with peers, adults, and the community. The programs serves K-12 students and operates everyday after school until 5:30 p.m.

Programs provide a range of activities ranging from academic support and recreation, to student leadership and community service. Each program also works closely with over 50 community partners to provide opportunities such as sailing, woodworking, environmental education, and art. Please contact **Christy Gallese**, Director of Expanded Learning Opportunities, for registration information and other questions at **(802) 540-0285**.

(Continued on next page.)

BURLINGTON SCHOOL DISTRICT

2017-18 Parent Handbook



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:

Cultivating Caring, Creative, and Courageous People — Join the Journey!

Our Core Beliefs:

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

ACCOMMODATIONS

The Burlington School District is committed to providing equal access to all District functions. People with disabilities who require additional accommodations to participate in School District events should notify the school principal or administrator responsible for the program or activity sufficiently in advance to allow for appropriate preparation.

ASBESTOS MANAGEMENT

The Asbestos Hazard Emergency Response Act (AHERA) 40 CFR 763.93 [g] [4] requires that written notification be given that the following schools/buildings have Asbestos Management Plans for the safe control and maintenance of asbestos containing materials found in their buildings. These Management Plans are available and accessible to the public at the administrative office of each facility listed below.

Early Education

150 Colchester Avenue, Burlington, VT 05401

Champlain Elementary School

800 Pine Street, Burlington, VT 05401

Edmunds Elementary School

299 Main Street, Burlington, VT 05401

Flynn Elementary School

1645 North Avenue, Burlington, VT 05408

Integrated Arts Academy

6 Archibald Street, Burlington, VT 05401

Smith Elementary School

332 Ethan Allen Parkway, Burlington, VT 05408

Sustainability Academy

123 North Street, Burlington, VT 05401

Edmunds Middle School

275 Main Street, Burlington, VT 05401

Hunt Middle School

1364 North Avenue, Burlington, VT 05408

Burlington High School

Burlington Technical Center / ONTOP

52 Institute Road, Burlington, VT 05408

Horizons

1271 North Avenue, Burlington, VT 05408



Leonard Smith, Senior Technician

ATTENDANCE / ABSENCES / TARDINESS

School attendance is essential for children. The City of Burlington and the State of Vermont are continuing their efforts to ensure that students attend school for a full school day. Students are required by State Law to attend school unless excused for illness or a family emergency. If a student is going to be absent or tardy, it is the responsibility of the parent/guardian(s) to notify the school, in writing, whenever possible. An absence or tardiness is considered unexcused until the school hears from the parent/guardian(s) with a valid excuse such as illness, family emergency, or pre-approved educational activity.

When students are absent or tardy, the school documents the cumulative incidences of tardiness and/or absence of each student, which may be used for truancy proceedings. Support services are offered as needed.

For all Operational Procedures, please visit the District website bsdvt.org

The Attendance Procedure requires:

- After 5 and 10 respective cumulative absences during any school year, the School District will contact the parent/guardian(s).
- After 15 cumulative absences (or less, if deemed necessary) during any school year, the building administrator may request that the parent/guardian(s) attend a school conference with representatives from the school and other appropriate community or independent resources. The 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-absence meeting: A School Resource Officer or other school personnel may make a home visit or other contact with the parent/guardian(s) to reschedule the meeting.
- After 20 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. A conviction for truancy could result in a fine of \$1,000 and a determination that the child is in need of care or supervision. It could also potentially result in loss of custody as the most serious consequence.

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 building administrator may request a meeting to address the student's tardiness.

BULLYING, HAZING AND HARASSMENT

In the beginning of the 2015-2016 school year, the State of Vermont made changes to its bullying, hazing and harassment policies. In previous years there were three separate policies: one for bullying, one for hazing and one for harassment. Currently, there is one policy that covers bullying, hazing and harassment. The new policy is also accompanied by a complete set of implementation procedures.

The Burlington School District strives to foster a safe learning environment where all students and school staff display respectful behavior towards each other. Bullying in any form is not tolerated.

Specifically, **bullying** refers to behavior, including electronic, directed at a student from another student or group of students that is repeated over time, is intended to ridicule, humiliate or intimidate the student and occurs during the school day on school property, on a school bus, before or after the school day, or at a school-sponsored activity. Procedures are in place at each school for handling bullying behavior, and parents are encouraged to talk with building administrators when they are



Expanded Learning Opportunities (continued)

Parent University

Parents of students enrolled in the afterschool programs have the opportunity to participate in the Parent University Program. Parent University works closely with community partners to provide classes to parents that enrich, engage and empower them as equal partners in the education and well-being of their children. These classes take place during afterschool hours, Monday – Friday. Please contact **Ali Dieng** for more information: adieng@bsdvt.org or (802) 540-0427.



Parent Involvement

Burlington is committed to providing parents the opportunity to get involved in their child's education and school community. Principals and teachers work to build strong relationships with families and families are always welcome to contact them to set up one on one meetings to support their students.

Each elementary and middle school has a Parent-Teacher Organization (PTO) and the high school has a Boosters Club. They provide many opportunities for families to get involved, from creating community building events to hosting workshops and fundraising.

To get involved in your child's PTO, please contact your child's school.

For the District Parent Involvement procedure and other information visit www.bsdvt.org.

Vermont Agency of Education Best Practices for Schools Regarding Transgender and Gender Nonconforming Students

Visit <http://education.vermont.gov/documents/edu-transgender-guidelines-for-schools.pdf>.



Dental Care at the Integrated Arts Academy

The Community Health Centers of Burlington's (CHCB) School-Based Dental Center Program was designed to ensure access to dental services for low-income Burlington school students without a dental home. Launched in 2004 as a collaboration with the Burlington School District, students can sign up at school or be referred to CHCB for Dental services right at the Integrated Arts Academy site. The School-Based Dental Center offers ongoing dental care during the school day and provides transportation to and from schools for appointments at IAA. The staff also provide oral health education such as good oral hygiene habits, the importance of eating healthy foods, and how to preserve their smiles for a lifetime. Tooth Tutors also help with registration forms and connect students to dental care.

During the School Year 2016-2017:

- We cared for over 650 students, with nearly 2,000 visits.
- Kids received over 1,900 cleanings with free toothbrushes, paste and goodie bags.
- 82 new children came into our dental program for comprehensive exams and we completed 424 recare return visits for check-ups!
- Over 1,000 sealants and 600 fillings were completed.
- We cared for 11 children with urgent dental care needs while they were in school.

Eligible students include those who qualify for Medicaid, Dr. Dynasaur, and are low income or uninsured for dental care.

During the Summer of 2016, we received funding to expand our dental chairs, from 2 to 3 and will be accepting more students, and seeing them sooner due to this expansion!

For more information or to sign up, call **(802) 658-4869** (School-Based Location) or **(802) 652-1050** (Dental Center, Riverside location.)

Visit **www.chcb.org** for registration information and forms — see School-Based dental forms.

concerned about bullying incidents. See Student Harassment section below for information on school-based Designated Employees and other resources available in the District.

Hazing refers to any act committed by a person (individually or with a group), on or off school property, against another student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization that is affiliated with the Burlington School District. Hazing activities are intended to humiliate, intimidate, or demean another student and will not be tolerated in the School District.

Consent or acquiescence by the victim of the hazing does not excuse those who participated in the hazing. Hazing, soliciting, directing, aiding or attempting to aid in or assist another person in hazing or failing to take reasonable measures to prevent hazing is unlawful and a student may be subject to prosecution under the law and under the District's Policy and a penalty up to \$5,000. Hazing incidents may also be reported to law enforcement agencies.

Examples of hazing include:

1. Any type of physical brutality such as whipping, beating, striking, branding, electrical shocks, placing a harmful substance on or in the body, or other similar activity.
2. Any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, or other activity that creates or results in an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects a student to an unreasonable risk of harm.
4. Any activity that induces, causes, or requires a student to perform a duty or task, which involves the commission of a crime or an act of hazing. Complaints of suspected hazing should be reported to the Designated Employees at each school, who will investigate such complaints.

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.

Prohibited harassment:

Cyber-Bullying or Cyber-Harassment

There is no specific statute pertaining to cyber-bullying or cyber-harassment. Rather, the Vermont statutes that define "harassment" and "bullying" have each been amended to expand their scope to include and cover behaviors that may happen off campus/online, *but only where the behavior can be shown to impact the student's ability to access education.* For example, Cyber-harassment is referred to here in the underlined text:

A. Harassment: is an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, 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.



Immunizations

a. Creed or Religious Harassment means harassment based on or motivated by a student's or a student's family member's actual or perceived creed or religious beliefs or practices, including manner of dress.

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

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

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

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

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

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

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

must immediately inform a Designated Employee. A list of current Designated Employees is available on bsdvt.org.

Schools/ buildings will post the names of their current Designated Employees at the beginning of each year. Contact Henri Sparks, Equity Director, with any questions at hpsarks@bsdvt.org or (802) 865-4168.

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 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, compliance with Public Record Requests, 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,

Vermont State Law requires schools to get proof of your child's immunizations. If it is not provided, your child cannot attend school. No person may enroll as a student in a Burlington School without age appropriate or up to date (whichever one is clearer) record or certificate of immunization.

To Comply:

- Submit proof of required immunizations to your student's school nurse.
- If your student is missing any required immunizations, make an appointment to have your student immunized with their health care provider and contact the school nurse to verify.

Required Immunizations Include the Full Series of:

DTaP (Diphtheria, tetanus and pertussis); Polio; MMR (measles, mumps, rubella); hepatitis B; and Varicella (chickenpox).

Proof of immunization must be provided at:

- Time of transferring into the Burlington Schools
- Kindergarten
- 7th grade: Tdap booster

In case of illness, children should be free of fever, diarrhea, and vomiting for 24 hours before returning to school.

Head Lice

Parents / guardians should check their young children's heads once a week, and especially before returning to school after vacations. The best way to do this is to use a metal lice comb to go through your child(ren)'s damp hair. If you find lice, your school nurse or health care practitioner can give you good advice about getting rid of them. If your child is found to have head lice at school, you will be notified. It is very important to treat your child before returning to school.

BSD follows the guidelines of the VT Dept. of Health and the Centers for Disease Control. For more information refer to: <https://identify.us.com/idmybug/head-lice/head-lice-FAQS/index.html>.



Commitment to Diversity & Equity in the Burlington School District

The diversity of our students is a gift to the Burlington community. It is the Burlington School District's belief that all students, educators, administrators and staff members deserve an inclusive school and work environment where differences are valued and celebrated.

The District has committed itself to closing gaps in student outcomes based on racial, ethnic or socioeconomic status. The Burlington School Board of Commissioners has renewed its commitment to equity and inclusion (March 2017) and has supported the District's Strategic Plan for 2017. The Strategic Plan has identified a revision of the Equity and Inclusion Plan. Under the leadership of the Superintendent, the Equity Staff Team (EST) is charged with integrating equity, diversity and inclusion into all aspects of the District to ensure that our diverse student body is provided with the highest quality education while fostering transparent relationships with families and the community. Visit bsdvt.org for team information.



Multilingual Liaison Program

The Multilingual Liaison (ML) Program is a unique asset of the Burlington School District that serves multilingual students and families. It includes 11 full-time and part-time Multilingual Liaisons who work to connect families and communities with schools and provide support to students with 10 different home languages. The ML program also works with 20+ on-call or contract interpreters for additional languages who facilitate communication between home and school. The Liaisons and interpreters work to meet the needs of approximately 971 Burlington School District students, PreK-12, who have home languages other than English, as well as their families. Contact Coordinator **Nijaza Semic** at **(802) 288-6048** or **nsemic@bsdvt.org** with any questions.

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).

Prohibition of Discrimination and or Harassment of Employees and Others: 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 and Board Policies, on the basis of any of the following characteristics of his or her race, national origin, color, creed, religion, age, sex (including but not limited to sexual harassment, pregnancy, parental status), disability, sexual orientation, gender identity, gender expression, ancestry, marital status, place of birth, or political affiliation 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.

CHILD FIND

In accordance with Federal Regulations, the Burlington School District aims to locate, identify, and evaluate children from birth to 21 years of age who may be eligible and in need of special education and related services.

If you suspect that your child has a disability and is between the ages of birth-5 years of age, please call the Essential Education Program at **864-8463**. If your child is between the ages of 5-21 years, please call Student Support Services at **864-8456**.

CONDUCT AND DISCIPLINE

All students in the Burlington School District are required to follow reasonable rules of conduct and behavior during the school day, on school buses, on public buses regularly used to attend school, and at school activities. Burlington

School District staff is responsible for establishing and maintaining an atmosphere which fosters such behavior. Parents/guardians, staff members, and the Burlington School District share the responsibility for fostering positive behavior among students. However, the ultimate responsibility rests with the students and their parents/guardians. Parents/guardians will be informed of their child's serious misbehavior and repeated inappropriate behavior

Discipline: Disciplinary measures are designed to teach students to accept responsibility for their behaviors and to make better choices in the future.

Suspension / long term suspension / expulsion:

Students may be suspended or expelled for violating school rules, School Board Policies or otherwise engaging in misconduct on school property. Suspensions longer than 10 days and expulsion are imposed only by recommendation of the Superintendent and a School Board Hearing. The School Board may expel a student through the end of the current school year or 90 school days, whichever is longer.

Disciplinary measures: Disciplinary measures shall be imposed with regard for the due process rights of the student being disciplined to the extent required by law.

Corporal punishment: The use of corporal punishment, that is, the intentional infliction of physical pain for purposes of discipline, is expressly prohibited. The use of necessary and reasonable force to restrain and/or to protect the student, other persons, property and, when necessary, to quell a disturbance, is not prohibited.

RESTORATIVE PRACTICES

Restorative Practices are rooted in relationship building and rebuilding to create a culture of equity and belonging that results in healing and learning. The Burlington School District, in partnership with the Burlington community, embraces Restorative Practices ensuring that all, including those who have been harmed, will have their needs and experiences recognized and acted upon, thus creating a supportive climate of empowerment for all.

DRUGS / ALCOHOL

As required by Vermont State Law (Title 16, Section 1165, 909), the Burlington Schools have a comprehensive K-12 Drug and Alcohol Abuse Prevention curriculum. Additionally, teacher training programs, support and referral systems, a cooperative referral agreement with an approved

treatment agency, an approved School Board Policy and District-wide awareness of the issue exist.

When students violate Board Policy regarding the use, possession, distribution and/or are under the influence of a substance, school officials may take one or more of the following actions:

- Removal of student from classroom.
- Parent conference.
- Behavioral plan/contract with parent/guardian(s) as partners.
- Referral to other School District resources.
- Referral to outside agencies. Any sale of contraband will be considered the most serious offense and shall be referred to the appropriate enforcement agency.
- Long- and/or short-term suspension.
- Expulsion.

EDUCATIONAL SUPPORT SYSTEM

The goal of Burlington School District's Educational Support System is to provide students with additional assistance needed for success in school or to overcome challenges in the general education environment. Each school in our District has developed an Educational Support Team (EST), which accepts referrals for students who have academic and/or behavioral concerns and assists teachers in planning and providing services/accommodations for students in need of specific classroom support or enrichment activities. This team also compiles data from its work, which is considered by the school's Action Plan in building overall capacity of the Educational Support System.

If you would like to learn more about the Educational Support System, please contact the school's principal or guidance counselor.

RESPONSIBLE COMPUTER, NETWORK & INTERNET USE

The Burlington School District recognizes that information technology (IT) is integral to learning and educating today's children for success in the global community and fully supports the access of these electronic resources by students and staff. The purpose of this policy is to:

1. Create an environment that fosters the use of information technology in a manner that supports and enriches the curriculum, provides opportunities for collaboration, and enhances staff professional development.
2. Ensure the district takes appropriate measures to maintain the safety of everyone that accesses the district's information technology devices, network and web resources.
3. Comply with the requirements of applicable federal and state laws that regulate the provision of access to the internet and other electronic resources by school districts.

The Burlington School District provides students and staff access to a multitude of information technology (IT) resources including the Internet. These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond. However, with the privilege of access comes the responsibility of students, teachers, staff and the public to exercise responsible use of these resources. The use by students, staff or others of district IT resources is a privilege, not a right. The same rules and expectations govern student use of IT resources as apply to other student conduct and communications, including but not limited to the district's harassment and bullying procedures.

The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district's computers or network resources, including personal files and electronic communications.

The Superintendent is responsible for establishing procedures governing use of IT resources.

This policy applies to anyone who accesses the district's network, collaboration and communication tools, and/or student information systems either on-site or via a remote location, and anyone who uses the district's IT devices either on or off-site.

The District is not liable for unacceptable use or violations of copyright restrictions or other laws, user mistakes or negligence, and costs incurred by users. The District is not responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the District's electronic resources network including the



Attendance/Tardiness

Vermont State Law requires children to attend school starting at age six.

Parents and guardians must notify the schools of a child's absence.

For all absences and incidents of tardiness, parents and guardians will be contacted:

- **5 absences / tardies:** You may receive a letter or phone call informing you of the District's Policy.
- **10 absences / tardies:** You may receive a similar letter or phone call, and in some cases, be invited to a meeting with the school to address attendance issues.
- **15 absences / tardies:** You may be invited to a meeting with the school to create a plan to improve school attendance.
- **More than 20 absences:** The Chittenden County State's Attorney may seek action in Family Court.

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





Child Nutrition & Food Service

The Burlington School Food Project is committed to providing access to quality meals for all students in the Burlington School District. Our team is dedicated in supporting the academic success and healthy eating habits that lead to lifelong positive nutrition practices. Breakfast, Lunch, Afterschool Snack and Supper are served in all schools.

School meals are served to students under the National School Lunch and Breakfast Program and follow the nutritional guidelines prescribed by the Healthy Hunger-Free Kids Act of 2010. This law was designed to reduce the incidence of childhood obesity by providing healthier choices to students. All meals, foods and beverages are prepared and served by qualified child nutrition professionals.

Meals Provided:

- FREE Breakfast for all students.
- FREE Afterschool Supper for all students.
- FREE fruits and vegetables for K-5 students during class.
- Lunch including homemade soup, full salad bar and milk — every day.

The Burlington School Food Project is also proud to provide access to meals all summer through the Summer Food Service Program.

We continue to increase the amount of local products served in our cafeterias and we are proud to say that one-third of our purchases are invested into Vermont products.

Our farm to school program connects students and their families with whole, fresh and local food as well as many Vermont farmers to strengthen the health of our community. Buying local helps to boost the programs connecting children to their food system and creating opportunities for local farmers to provide their harvest to schools in their communities.

(Continued on next page.)

Internet. The District is not responsible for any damage experienced, including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of information obtained through or stored on the electronic resources system including the Internet, or for financial obligations arising through their unauthorized use.

The District reserves the right to revoke access privileges and/or administer appropriate disciplinary action for misuse of its IT resources. In the event there is an allegation that a user has violated this policy, the School District will handle the allegation consistent with the student disciplinary policy. Allegations of staff member violations of this policy will be processed in accord with contractual agreements and legal requirements.

ENTRANCE AGE

Students who are residents of Burlington may enroll in kindergarten if they are five years old on or before September 1 of the year they wish to enroll. If a student is six years old on or before September 1 they may enroll in first grade.

Early Entrance to Kindergarten

In an attempt to meet the needs of individual children, as a service, Burlington School District will consider early entrance to Kindergarten requests for students whose birth dates fall between September 1 and September 30. If you would like to pursue this opportunity for your child, please contact the Burlington School District's Early Education Program at **(802) 864-8463**.

HEARING AND VISION SCREENINGS

Schools are required to annually screen the hearing of students in their school district in K, first, third and fifth grades. Vision screening is required in K, first, third, fifth, seventh, ninth, and twelfth grades. All students should visit their primary care provider EVERY year. Parents are permitted to opt their children out of such screenings by giving notice to school principals.

MEDICATION IN SCHOOLS

A parent/guardian must annually complete a request form to have prescription drugs administered during school hours. A written order from the prescribing health care provider is required. The medication must be brought to

school in the original container labeled with the student's name and dosage. The medication will be kept in locked storage by the school nurse, unless it is a life-saving medication. Please contact your school nurse to develop a plan of action regarding response to any allergies or asthma or if you have any questions about medication.

MILITARY / POSTSECONDARY RECRUITERS

Parents may request that their child's name, address and telephone listing not be released to military or postsecondary recruiters without prior written parental consent. For more information, talk with your building principal.

NON-DISCRIMINATION

The Burlington School District and its employees do not discriminate against other employees and/or applicants for employment, or students on the basis of race, gender or sex (including, but not limited to, pregnancy, parental, and marital status), color, age, creed, religion, disability, handicap, ancestry, place of birth, national origin, marital status, political affiliation, sexual orientation, gender identity, or gender expression to the extent provided by law and Board Policies.

This Non-Discrimination Policy extends to any School District employment and education practices, Policies, procedures or programs, activities, services and facilities. Additionally, the School Board will take steps to employ qualified handicapped persons in programs receiving federal assistance under the Education of the Handicapped Act.



Employees, applicants for employment, and students are encouraged to use the District's Internal Complaint Procedures to resolve any complaints they may have regarding School District violation of federal law with respect to discrimination. All Burlington School District employees will fully cooperate in any investigation conducted under these procedures and shall be honest and forthcoming with any relevant information. In addition to these Internal Complaint Procedures, other complaint procedures are available and accessible on the District's website or at a principal's office.

The District's Title VI Coordinator, the Age Discrimination Act Coordinator, and the Americans with Disabilities Act Coordinator for students, employees, and others is **Nikki Fuller**, Senior Director of Human Resources & Equity Affairs ; (802) 864-2159 or (800) 253-0191 (TDD). The Americans with Disabilities Act Coordinator for students and §504 is **Laura Nugent**, Student Support Services Director; (802) 864-8456 or (800) 253-0191 (TDD).

The Title IX Coordinator for employees, students, parents, and others such as relatives, friends, guest speakers or visitors, is **Henri Sparks**, Equity Director; (802) 540-0214 or (800) 253-0191 (TDD).

All of the above listed Coordinators can be reached at Burlington School District, 150 Colchester Avenue, Burlington, VT 05401. For greater detail and the most up to date information visit the District's website at www.bsdtv.org or call **Nikki A. Fuller, Esq.**, Senior Director of Human Resources and Equity Affairs; (802) 864-2159 or (800) 253-0191 (TDD).

Inquiries concerning the application of non-discrimination policies may be referred to the Regional Director, U.S. Department of Education, Office for Civil Rights, 5 Post Office Square 8th Floor / Suite 900, Boston, MA 02109-3921; Tel: (617) 289-0111. Fax: (617) 289-0150, or the Vermont Human Rights Commission, 135 State St., Drawer 33, Montpelier, VT 05633-6301, human.rights@hrc.state.vt.us, (800) 416-2010 (Voice/TTY); or 828-2480 (Voice/TTY).

Employees or applicants for employment who believe they have been discriminated against should contact: the U.S. Equal Employment Opportunity Commission; 33 Whitehall St., 5th floor; New York, NY 10004, or call them at this toll free number: (800) 669-4000; (800) 669-6820 (TTY).

PARENT / GUARDIAN(S) CONTACTS

Please keep the school informed of a current emergency telephone number where the person with the legal parental rights and responsibilities or the guardian for your student can be reached if you are not at home. The telephone number of a parent/guardian(s) workplace or a neighbor's number will be used for individual emergencies only, such as illness or accident.

PROTECTION OF PUPIL RIGHTS ACT

Under the federal Protection of Pupil Rights Act, parents/guardians have the right to be informed of any survey of their child(ren) conducted by a third party for the collection of personal information for market surveys and non-emergency, invasive physical examinations or screenings. Parents/guardians have the right to opt their child(ren) out of such surveys and also have the right to inspect any survey and/or instrument intended to be used in the survey, examination or screening. In addition, the Act provides a right to inspect any instructional materials used as part of the educational curriculum.

SCHOOL CLOSING

If it becomes necessary to close Burlington Schools for the day, announcements will be made by via the Connect 5 communication system after 6:00 a.m. Local TV and radio stations, our website and additional social media will also list closings. Connect 5 announcements will be sent via some combination of telephone calls, emails and text messages. It is important that the schools have accurate and up-to-date contact information for Connect 5. You can update your contact information as part of the back-to-school process via the PowerSchool Registration System. During the course of a school day, unexpected situations may occur that require closing one or all of the Burlington Schools. That decision will be made by the Superintendent's Office, with consultation of appropriate resources such as school principals, the Property Services Director and/or the Burlington Police Department. Notification of this decision will be made as far in advance as possible, although some situations may require the immediate dismissal of students.

SCHOOL SAFETY

The Burlington School District continually works to increase and improve security measures. A Crisis Management Plan is in place that provides school staff

Child Nutrition & Food Service (continued)

Our program also oversees many district gardens and works to provide garden education. Maybe you have seen our Fork in the Road food truck at some Burlington events this summer? Please visit our website to find out more about all of the Farm to School and Fork in the Road activities.

Payment procedures are listed on our website: <http://burlingtonschoolfoodproject.org>.

School Budget Information

Town Meeting Day — the first Tuesday in March — is the time that voters are asked to consider school budgets. You can get information about the school budget proposal from any of these sources:

- The School District's website at: www.bsdtv.org
- The District Annual Report, which is available to city residents in February
- School Board Meetings
- Neighborhood Planning Assembly Meetings
- Comcast Cable Channels 16-RETN and 17-Town Meeting Television
- School Board Commissioners. For contact information, see the inside front cover of this publication





Professional Development

The goal of professional development is to promote and sustain continuous teacher development and growth.

The District uses local and federal funds to develop a balanced professional development system which includes teacher leadership, local consultants and regional workshops and trainings.

- Common Core K-12 Standards
- Proficiency-Based Graduate Expectations
- Personalized Learning/Student Centered Learning Lesson Study
- Professional Learning Communities
- Curriculum Design and Development
- Data Driven Decision Making
- Technology Integration
- Restorative Practices
- Content Area Unit Development
- Cultural Competency
- Multi-Tier Systems of Support (MTSS)
- Cultural and Linguistic Backgrounds of EL Students



with responses for crisis situations. Additionally, a District-wide School Safety Committee, including members of the Burlington Police and Fire Departments, meets monthly.

School safety measures include:

Identification: To monitor who enters school buildings, all staff have photo identification to be worn while in buildings at all times. This includes all teachers, paraeducators, administrators, maintenance and facilities staff, food services staff and other support personnel

Visitors: Visitors to the buildings will be required to wear a visitor's pass during the school day. Staff are asked to watch for any adult in a building without such identification or pass and to redirect them to the office.

Doors: Schools other than the high school are asked to lock all doors during the school day. Visitors may request access to the main office through a buzzer/video camera identification system.

Signs: A sign will be posted at each building directing all visitors to the main office to sign in and get a visitor's pass.

STUDENT RECORDS / INFORMATION

Parents/guardians of a student enrolled in the Burlington School District have certain rights concerning identifiable education records which the District maintains for each student. These rights are afforded by the Family Education Rights and Privacy Act (FERPA).

Parent / guardian(s) and eligible students rights

- To inspect and review the student's education records within a reasonable time.
- To seek the correction of the student's education record if needed.
- To consent to disclosure of personally identifiable information from the student's education records.
- To file complaints, regarding the Burlington School District's alleged violation of FERPA with the U.S. Department of Education, Family Policy and Regulations Office, Washington, D.C. 20202.

Inspection and Review of Educational Records:

The principal or other appropriate school official will make the needed arrangements for access during normal

school hours as promptly as possible and notify the parent/guardian(s), eligible student or student who is making the request of the time and place where the records may be inspected.

Requesting Amendment of Educational Records:

Parents/guardians or the eligible student must request the Burlington School District amend their student's records. They should identify the part of their record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy or other rights.

Disclosure of Information without Consent of Parent / Guardian(s):

The Burlington School District will disclose information from a student's record without the parent/guardian(s) consent in accordance with the exceptions to consent permitted by FERPA, 99 CFR §99.31.

Directory Information: The District may disclose information designated as "Directory Information" unless the parent/guardian(s) notifies the District that the information cannot be released. The following information is Directory Information: name of parent/guardian(s) and address, email address, student name, address, telephone number, date of birth, gender, weight and height of members of athletic teams, participation in activities recognized by the District, dates of attendance, degrees and awards received, yearbook picture, class pictures, most recent previous school attended and the school to which the student transferred, if applicable. This information may be disclosed at the discretion of District administrators or school principal.

To Limit the Disclosure of Directory Information:

If you do not wish the Burlington School District to disclose information without your consent, parents/guardians or eligible student must submit a written request to be received by the student's school principal within 10 working days of the date of the distribution of this notice or the date of the student's (your) enrollment, whichever comes later.

Disclosure to Teachers and Other School Officials with a Legitimate Educational Interest:

In accordance with FERPA, its regulations and with the School Board Policy and Procedure, the District will release educational records to teachers and other school officials with a legitimate educational interest. They are:

- A person performing a task that is specified in his/her position description or by a contract agreement.
- A person performing a task related to a student's education.
- A person performing a task related to the discipline of a student.
- A person providing a service or benefit relating to the student or student's family, such as health care, counseling, or job placement.
- A person performing a task related to a student's attendance at school or other matter requiring law enforcement involving students.
- A person performing a task related to ensuring the safety and security of the District, including its students.

For full procedure, visit www.bsdt.org.

TEACHER & PARAPROFESSIONAL QUALIFICATIONS

Because the Burlington School District receives Title I funds, parents/guardians, upon request, have the right to obtain information regarding whether their child(ren)'s teacher has met state qualifications and licensing criteria, whether the teacher is teaching under a waiver or provisional license, and the teacher's major as stated in his or her baccalaureate degree or masters degree.

If the child receives services from a paraprofessional, the paraprofessional's qualifications must also be furnished. It is the District's intent that no student will be taught by a teacher for four or more consecutive weeks who is not qualified through training and experience. Parents/guardians also have the right to obtain information as to the level of achievement of their child in each of the state's academic assessments.

TUTORING / HOMEBOUND SERVICES

Students are eligible for instruction at home or in the hospital whenever they are unable to attend school for a period of 10 consecutive school days or more because of a medical disability or pregnancy. For information about this service, please contact the school principal.

VIDEOTAPING / FILMING / PHOTOGRAPHY

The Burlington School District employs the use of video surveillance in various locations and at random times as a part of a system for safety and security. Videotaping, filming, or photographing students while participating in school activities requires proper preparation and justification and could violate the Family Educational and Privacy Act (FERPA). The Burlington School District reserves the right to disapprove any filming or videotaping.

Parents/guardians may elect not to have their child(ren) videotaped, filmed or photographed through the use of a parent/guardian(s) form that is distributed annually and also available in the school office. Events such as awards assemblies, plays, concerts, athletic contests or similar events that have newsworthy aspects are open to the public and, therefore, the media are not intended to be part of this Policy. In the event of fire, accident or unusual circumstance, the principal will determine if the public and/or media may be permitted access to the school.

This Policy is not applicable to videotaping, filming and photography that will only be used by school officials with a legitimate educational interest or where the work meets other exceptions to FERPA's disclosure rules. Videotaping, filming or photography of any student without the explicit knowledge and permission of the student is expressly prohibited, except where it is done as a direct consequence of security procedures implemented with the express knowledge and approval of the Superintendent. Anyone who violates this Policy may be subject to disciplinary measures.

WEAPON POSSESSION

A student found by the School Board, after a hearing, to have brought a weapon to school, including a school activity, can be expelled for up to one calendar year. A weapon includes, but is not limited to a firearm, an explosive device, or a potentially dangerous device such as a sharp edged item that can inflict bodily harm.

State Testing

Each spring students across Vermont take a statewide test called the Smarter Balanced Assessment. The Smarter Balanced Assessment is required by federal legislation, Every Student Succeeds Act, for students in grades 3 – 8 and grade 11 and assesses the Common Core State Standards which are our state standards in literacy and math. The Smarter Balanced assessment provides information about proficiency on state standards, growth and progress over time and readiness for college and career. The assessment specifically looks at grade level standards and broad claims that demonstrate college and career readiness. The goal of the assessment is to demonstrate learning in the current year and over time in order to best prepare students for learning beyond high school. The assessment session begins in March and is available for schools to schedule during a 12-week window.

For more information about the Smarter Balanced Assessment, visit: www.smarterbalanced.org.

In addition, the Science NECAP Assessment is administered annually in the Spring to students in grades 4, 8 and 11. Vermont is currently reviewing science assessment options as schools continue to align science curriculum with the Next Generation Science Standards.

Updates regarding state required testing are expected over the next twelve to eighteen months as the Every Student Success Act (ESSA) is implemented.

